



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3301 INDIANA STREET
GREAT LAKES, IL 60088-3127

16 Jan 04

RECRUIT TRAINING COMMAND INSTRUCTION 1552.1Q

Subj: RECRUIT TRAINING GUIDE

Encl: (1) Recruit Training Guide

1. Purpose. To provide guidance for training Navy recruits. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. RTCINST 1552.1P

3. Background. The mission of Recruit Training Command is to transform civilians into motivated and disciplined Sailors. Staff members who directly manage and train Navy recruits are integral in providing:

- a. An orderly and progressive adjustment to military life.
- b. An atmosphere conducive to instilling Navy core values.
- c. Basic military indoctrination that contributed to successful future service in the Navy.
- d. Physical fitness training that enable recruits to maintain a fitness level consistent with the rigors of Navy life.

4. Responsibility

- a. The Military Training Director will:
 - (1) Maintain and update the contents of the Recruit Training Guide.
 - (2) Issue interim change transmittals as appropriate.
- b. Fleet Commanders will:
 - (1) Be familiar with, execute and enforce the contents of the Recruit Training guide.

(2) Direct ongoing in-service training on the contents of the Recruit Training Guide for all staff personnel who directly manage and train recruits.

(3) Forward recommendations for improvements to or modifications of policies, processes and procedures articulated in the Recruit Training Guide to the Military Training Director.

(4) Monitor the effectiveness of processes established to manage and train recruits.

c. Ships Officer will:

(1) Be familiar with, execute and enforce the contents of the Recruit Training Guide.

(2) Supervise ongoing in-service training on the contents of the Recruit Training Guide for all staff personnel who directly manage and train recruits.

(3) Monitor the performance of staff personnel charged with directly supervising and training recruits.

(4) Monitor the performance and progress of all recruits.

(5) Assisting Department Heads in monitoring the effectiveness of processes established to manage and train recruits.

(6) Forward recommendations for improvements to or modification of policies, processes and procedures articulated in the Recruit Training Guide to the Military Training Director via the Fleet Commander.

d. Ships Leading Chief Petty Officer will:

(1) Be familiar with, execute and enforce the contents of the Recruit Training Guide.

(2) Manage ongoing in-service training on the contents of the Recruit Training Guide for all staff personnel who directly manage and train recruits.

(3) Supervise staff personnel charged with directly supervising and training recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modification of policies, processes and procedures articulated in the Recruit Training Guide to the Military Training Director via the Fleet Commander.

e. Recruit Division Commander's and Instructors will:

(1) Be familiar with and execute the contents of the Recruit Training Guide.

(2) Conduct ongoing in-service training on the contents of the Recruit Training Guide for all staff personnel who directly manage and train recruits.

(3) Directly supervise and/or train recruits.

(4) Monitor the performance and progress of recruits.

(5) Make recommendations for improvements to or modifications of policies, processes and procedures articulated in the Recruit Training Guide to the Military Training Director via the chain of command.



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RECRUIT TRAINING GUIDE

Recruit Division Commander's Creed

"These Recruits are entrusted to my care.
I will train them to the best of my ability.
I will develop them into
Smartly disciplined,
Physically fit,
Basically trained Sailors.
I will instill in them,
And demonstrate by my own example,
The highest standard of honor, courage and commitment."



DEPARTMENT OF THE NAVY
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GREAT LAKES, IL. 60088-3127

RTCINST 1552.1Q CH-1
20
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RECRUIT TRAINING COMMAND INSTRUCTION 1552.1Q CHANGE TRANSMITTAL 1

Subj: RECRUIT TRAINING COMMAND INSTRUCTION 1552.1Q

1. Purpose. To promulgate Change 1 to the basic instruction.
2. Action. Make the following changes to the basic instruction:
 - a. Replace the following pages of the current instruction with attached updated pages. Pages iii, iv, 1-15, 1-16, 1-21 through 1-38, 1-45 through 1-48, 1-59 through 1-72, 2-3 through 2-6, 2-11 through 2-14, 2-33 through 2-104, 3-57 through 3-60, 3-71, 3-72, 3-85, 3-86, 3-99, 3-100, 3-105 through 3-112, 4-25, 4-26, 4-37 through 4-56, 5-1, 5-2, 5-5 through 5-10, 5-19 through 5-24, 5-29 through 5-52, Index pages I through VIII.
 - b. Make the following pen and ink changes:
 - (1) Pages 1-3, 1-56, 3-90, replace the words "Ship's Officers" with "Group Commanders".
 - (2) Pages 1-4, 1-5, 1-40 through 1-43, 1-51, 1-54, 1-56, 1-57, 4-4, 4-9, 4-10, replace the words "Ship's Officer" with "Group Commander".
 - (3) Page 4-63 replace the word "Officer" with "Group Commander".
 - (4) Pages 1-9, 1-44, 1-51, 1-52, 2-29, 2-107, and 3-89 replace "SO" with "GC".
 - (5) Page 1-19, "Line out item 130204.1.a."
 - (6) Page 1-43, Change 140804.2 to 140804.1.d and add 140804.1.e to read; "e. Showing Movies and/or Videos".
 - (7) Page 1-49, add 150102.1.a to read; "a. TAKE NOTE: On all forms, Division Numbers will consist of 3 digits and Ship numbers will consist of 2 digits (Utilize leading zero(s) as needed)".
 - (8) Page 1-53, add to the end of 150203.4.c "and for filling out Progress Chart:".
 - (9) Page 1-58, change 150702.1.b to read; "b. TAKE NOTE: Demerit Chits that count against Division Score are those that are assessed by FTT/STT/Fleet LCPO/CMC and any Officer. If in doubt contact FTT."

RTCINST 1552.1Q CH-1
2 Jun 04

(10) Page 2-18, change 210218.5 to read; "5. Stow a minimum of 6 ironing boards (Uniformly throughout the Ship as directed by Ship's LCPO)".

(11) Page 2-112, change 240206.4 to read; "4. A recruit in possession of a valid no-shave chit will follow instructions on chit."

(12) Page 2-112, add 240206.4.d to read; "d. If chit states no shaving, recruit will be required to get special permission from Medical to shave for special events, for example; ID card photo, Division photos and Graduation events."

(13) Page 3-8, change 310303.5.a.(4).(a)., Line out the last sentence; "If there is no one in a section to the left, look straight ahead and cover down."

(14) Page 3-13, change 310404.1 to read; "1. Individuals and Details shall use the following guidelines:"

(15) Page 3-25, change 320210, Capitalize the "C" and "O" in Carry On.

(16) Page 3-26, change 320301, Capitalize "MARCH".

(17) Page 3-27, change 320301.3, Capitalize first instance of "MARCH".

(18) Page 3-46, change 330401.2 and 330402.2, Capitalize the "O" in Order Guidon, 330402.3, Capitalize the "P" in Present Guidon, the "O" in Order Guidon, and the "R" in Ready Guidon.

(19) Page 3-48, change 330407.3, Capitalize the "O" in Order and the "C" in Carry, 330407.4, Capitalize the "R" in Ready Guidon and enclose Ready Guidon in "".

(20) Page 3-50, change 330410.2, Capitalize the "O" in Order Guidon, 330410.3, Capitalize the "P" and "R" in Parade Rest, 330411.2 and 330411.3, Capitalize the "B" in Baseball, and 330412.1, Capitalize the "C" in Carry and the "O" in Order.

(21) Page 3-93, change 361504.4.a. to 361504.5. then change 361504.4 to read; "4. Divisions/Elements will march through the Chapel parking lot on Illinois Street." and change 361504.5 to read; "5. Details/Individual traffic will utilize sidewalk to go around the Chapel parking lot on Illinois Street".

(22) Page 3-103, change 362201.1, Combine 362201.1.a and .b, also combine 362201.1.c and .d, it should now read "a. Enter through the northwest door for Dental in-processing." "b. Enter through the southwest door for Medical in-processing."

(23) Page 3-104, change 362303.3, to read; "3. Thin socks will be worn when fitting dress shoes."

(24) Page 3-113, change 362703.2.b, Capitalize the "P" and the "A" in Port Arms.

(25) Page 4-16, change 420201.1 to read; "1. Compartment hits can be assessed (From 1-1 DOT to DOD) for:", Change 420202.1 to read; "1. Division/Elements/details, can be assessed a Street Hit (From 1-1 DOT to DOD).", Change 420204.1 to read; "1. RDCI's can be assessed (From 1-1 DOT to DOD), to one or more assigned RDCs as determined by FTT LCPO and GC/SLCPO."

(26) Page 4-17 change 420205.1 to read; "1. TD's can be assessed (From 1-1 DOT to DOD), to one or more assigned RDC's as determined by FTT LCPO and GC/SLCPO.", Delete 420205.3.e, Change 420206.1 to read; "1. PD's can be assessed (From assignment of 9508 NEC to PCS), to one or more assigned RDC's as determined by FTT LCPO and GC/SLCPO."

(27) Page 4-20, 420401.4.g and 420401.4.h, Change "DIVISION" to "Division" and follow it with a comma.

(28) Page 4-21, 420401.6, Change "PARADE" to "Parade" and follow it with a comma.

(29) Page 4-23, 420404.1.b.3, Change "DIVISION" to "Division" and follow it with a comma.

(30) Page 4-24, 420406.4, Change "DIVISION" to "Division" and follow it with a comma.

3. Cancellation. This change transmittal is cancelled upon completion of changes.



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RTCINST 1552.1Q CH-1
2 Jun 04

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Table of Contents

MODULE 1 - ADMINISTRATIVE	1-1
Chapter 1 - Recruit In-processing/Orientation	1-1
Chapter 2 - Recruit Organization	1-7
Chapter 3 - Recruit Watch Standing	1-15
Chapter 4 - Division Routine	1-33
Chapter 5 - Records, Reports and Forms	1-47
MODULE 2 - STAR	2-1
Chapter 1 - Compartment Care and Upkeep	2-1
Chapter 2 - Bunk Make-Up	2-27
Chapter 3 - Uniform Articles	2-33
Chapter 4 - Grooming Standards	2-105
MODULE 3 - MILITARY DRILL	3-1
Chapter 1 - Introduction to Military Drill	3-1
Chapter 2 - Commands	3-19
Chapter 3 - Manual of the Guidon	3-37
Chapter 4 - Manual of the Cutlass	3-53
Chapter 5 - Street Discipline/Procedures	3-61
Chapter 6 - Special Evolutions/Traffic Patterns	3-69
Chapter 7 - Authorized Cadences	3-117
MODULE 4 - ASSESSMENT	4-1
Chapter 1 - Assessment Guidelines	4-1
Chapter 2 - STAR (Compartment and Personnel Readiness) Assessments	4-13
Chapter 3 - Military Drill	4-35
Chapter 4 - Physical Readiness Testing	4-57
Chapter 5 - Academic Testing	4-61
Chapter 6 - Battle Stations	4-69
Chapter 7 - Overall Division Scoring and Awards	4-79
MODULE 5 - NEW SHIP'S ADDENDUM	5-1
Chapter 1 - Compartment Care and Upkeep	5-1
Chapter 2 - Bunk Make-Up Instructions	5-19
Chapter 3 - Uniform Articles	5-23
Chapter 4 - Traffic Patterns	5-39
Chapter 5 - Assessments	5-53

LIST OF ACRONYMS

ACDO	ASSISTANT COMMAND DUTY OFFICER
ASMO	ASSIGNMENT MEMORANDUM ORDER
BJM	BLUE JACKETS MANUAL
C/H	COMPARTMENT HIT
CART	COMMAND ASSESSMENT READINESS TRAINING
CDO	COMMAND DUTY OFFICER
CISD	CURRICULUM AND INSTRUCTIONAL STANDARDS DEPARTMENT
DCPO	DAMAGE CONTROL PETTY OFFICER
DOT	DAY OF TRAINING
DYN	DENTAL YEOMAN
EPO	EDUCATION PETTY OFFICER
FEP	FINAL EVALUATION PHASE
FTT	FLEET TRAINING TEAM
GC	GROUP COMMANDER
LCPO	LEADING CHIEF PETTY OFFICER
MCA	MID CYCLE ASSESSMENT
MPO	MAIL PETTY OFFICER
MTD	MILITARY TRAINING DIRECTOR
MTS	MASTER TRAINING SCHEDULE
MYN	MEDICAL YEOMAN
NEX	NAVY EXCHANGE
OOD	OFFICER OF DECK
PD	PROFESSIONAL DEFECIENCY
POD	PLAN OF DAY
RA	RESIDENT ADVISOR
RCPO	RECRUIT CHIEF PETTY OFFICER
RDC	RECRUIT DIVISION COMMANDER
RDCI	RECRUIT DIVISION COMMANDER INFRACTION
RLPO	RECRUIT LEADING PETTY OFFICER
RMAA	RECRUIT MASTER AT ARMS
RSPO	RELIGIOUS SERVICE PETTY OFFICER
RTC	RECRUIT TRAINING COMMAND
S/H	STREET HIT
SDB	SERVICE DRESS BLUE
SLCPO	SHIPS LEADING CHIEF PETTY OFFICER
STT	SHIPS TRAINING TEAM
TD	TRAINING DEFECIENCY
U/A	UNAUTHORIZED ABSENCE
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
YN	YEOMAN

MODULE 1 - ADMINISTRATIVE

Chapter 1 - Recruit In- processing/Orientation

01. Preparations for Picking up a Division.....	1-3
110101. Assignment of RDC's	1-3
110102. Pickup Conference	1-3
02. Transfer of Divisions from In-Processing To Assigned RDC'S	1-3
.....	
110201. Turnover Items	1-3
110202. Recruit Phone Calls	1-3
110203. In-Processing Orientation	1-3
110204. Daily Muster	1-4
110205. Assignment of Divisions to a Ship	1-4
03. Arrival at Assigned Ship.....	1-5
110301. Reporting Aboard	1-5
110302. Recruit Orientation	1-5

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01. Preparations for Picking up a Division

110101. Assignment of RDC's

1. The MTD Manning Office will assign RDC's to the Division pick-up list with input from the various **Group Commanders** and LCPOs. Once assigned to the pick-up list, RDC's shall contact the Recruit In-processing Department for the date and time of Division pick-up.

110102. Pickup Conference

1. All RDC's will attend a pick-up conference for their respective training group.

02. Transfer of Divisions from In-Processing To Assigned RDC'S

110201. Turnover Items

1. The following items shall be turned over from the Recruit In-processing Department to the assigned RDC's when picking up a Division:
 - a. Preliminary rosters listing data on all Recruits assigned to the Division.
 - b. Hard cards, spare keys and any other pertinent items.
 - c. Division Guidon (Flag)
 - (1) **TAKE NOTE: The RDC's will ensure that the Guidon is returned to In-Processing within 2 days after departure of the Division.**
 - d. Processing day schedules

110202. Recruit Phone Calls

1. Every recruit shall be afforded the opportunity to make an initial phone call upon arrival at RTC.

110203. In-Processing Orientation

1. RDC's shall cover the following items before lights out on the first night:
 - a. Watch Standing/Fire Watch.
 - b. Security of valuables
 - c. Reveille and Taps
 - d. Personal hygiene and cleanliness requirements
 - e. Appropriate recruit attire in the compartment
 - (1) Recruits will not undress to less than PT gear in berthing areas of the compartment. All undergarments shall be changed in the head area.

2 Jun 04

- (2) Recruits in their bunks will be in PT gear, white T-shirts and shorts, or sweat suits.
- (3) Recruits will be in appropriate footwear at all times. Stockings (socks) or bare feet are never authorized in the compartments except while dressing/undressing or conducting hygiene.

f. Fire Evacuation Procedures

- (1) A fire drill will be conducted by RDC's to instruct Recruits on:
 - (a) Emergency exiting procedures
 - (b) The location and use of the fire alarm boxes.
 - (c) Primary and alternate routes of evacuation
- (2) Upon completion of the fire drill, a report will be made to the Ships OOD, which will include the number of Recruits evacuated, time required and any problems.

g. Turning in for the night

- (1) Two compartment Fire and Security Watches will be posted from the first night until the Division departs the compartment. The Fire and Security Watches will know the location of all fireboxes in the immediate area, how to summon the OOD and the number of Recruits assigned to the compartment.
- (2) RDC's will check the Fire and Security Watches prior to Recruits turning in for the night.

110204. Daily Muster

1. RDC's shall sight muster their Divisions daily and submit muster reports through their Chain Of Command. Recruit In-processing department will be informed of any change in individual recruit status.

110205. Assignment of Divisions to a Ship

1. The Division will move when directed by the Scheduling Officer and is under dual cognizance of the Recruit In-processing Department and the assigned ships chain of command until 1-1 day of training. After 1-1 day of training the In-processing department will no longer have cognizance over the Division.
2. The **Group Commander** of the parent ship may hold **Group Commander** Inquiry (SOI) on Recruits in the in-processing phase of training as required for maintenance of good order and discipline.

03. Arrival at Assigned Ship

110301. Reporting Aboard

1. RDC'S will report the arrival of the Division to **Group Commander**/LCPO and schedule the Welcome Aboard Brief and Commissioning.

110302. Recruit Orientation

1. Every recruit shall be indoctrinated on the following prior to the 1-1 day of training:

- a. Fire drill procedures

- (1) Instruction will be given to every recruit on the location of fire alarm boxes.
- (2) A walk-through fire drill must be conducted prior to taps the night the Division berths in the assigned compartment and a report of the drill will be made to the Ship's OOD.

- b. Recruits are required to write a page about themselves utilizing recruit writing.

- (1) The page should contain where the recruit came from, why they joined the Navy, what they expect out of basic training and the Navy.
- (2) Recruits will include Recruiter's name, phone number (if known) and name of person influencing their decision to join the Navy.
- (3) This paper will be retained by the RDC's and used for counseling purposes.

- c. RTC regulations and instructions

- d. Personal hygiene

- e. Saluting and greeting procedures.

- f. Emergency procedures (injury or death in family, Red Cross verification)

- g. Sick call procedures and hours.

- (1) Emphasize that if not satisfied with the level or quality of care provided, inform RDC.

- h. Quarterdeck Procedures

- i. Good order and discipline.

- j. Meals and mess line procedures.

- (1) Emphasize that if not satisfied with the amount or quality of food provided, inform RDC.
- (2) Determine special dietary needs, i.e. vegetarian.

- k. Leave and liberty policies

2 Jun 04

- l. Destruction and defacement of government property
- m. Unauthorized articles
- n. Road guard procedures
- o. Bunk make-up
- p. Watch indoctrination
- q. Procedures for sounding off and entering an office
- r. Unauthorized absentees
- s. Daily routine
- t. Mail procedures and correct mailing address.
- u. Night routine
- v. Compartment arrangement
- w. Recruit Standards of Conduct.
- x. Material Safety Data Sheet System (MSDS) and HAZMAT procedures
- y. Demerit Chit Orientation
- z. Inter-Station Pass Orientation
- aa. Grooming Standards
- bb. Recruit Writing.
- cc. Coupon Books
- dd. Grievance Procedures and Drop Off Boxes
- ee. Equal Opportunity (i.e. race, sex, religion, etc)
- ff. Sexual Harassment
- gg. Religious Services
- hh. Chaplains Programs
- ii. Medicine
 - (1) RDC's and Recruits are not allowed to give medicine to another Recruit. This includes, but is not limited to:
 - (a) Aspirin
 - (b) Tylenol
 - (c) Cough Drops

Chapter 2 - Recruit Organization

01. Recruit Division Staff Authority.....	1-9
120101. Recruit Petty Officers	1-9
Figure 1-2-1 "Recruit Chain of Command"	1-9
02. Recruit Division Staff.....	1-9
120201. Duties and Responsibilities	1-9
120202. Recruit Chief Petty Officer (RCPO)	1-10
120203. Recruit Leading Petty Officer (RLPO) (RPO1) .	1-10
120204. Recruit Master-At-Arms (RMAA) (RPO1)	1-10
120205. Port and Starboard Watch Section Leaders (PWSL/SWSL) (RPO1)	1-10
120206. Recruit Yeoman (YN) (RPO1)	1-10
120207. Recruit Medical Yeoman (MYN) (RPO2)	1-11
120208. Recruit Dental Yeoman (DYN) (RPO2)	1-11
120209. Recruit Section Leaders (SL) (RPO2)	1-11
120210. Division Laundry Petty Officer (LPO) (RPO2) .	1-11
120211. Recruit Education Petty Officer (EPO) (RPO2)	1-12
120212. Recruit Athletic Petty Officer (APO) (RPO3) .	1-12
120213. Recruit Religious Service Petty Officers (RSPO) (RPO3)	1-12
120214. Recruit Mail Petty Officers (MPO) (RPO3)	1-12
120215. Recruit Damage Control Petty Officer (DCPO) (RPO3)	1-12
03. Recruit Division Staff Insignia.....	1-13
120301. Collar Devices	1-13
Figure 1-2-2 "Correct Wear of the Collar Device" ..	1-13

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01. Recruit Division Staff Authority

120101. Recruit Petty Officers

1. Recruit Petty Officers derive their authority from the Commanding Officer through the chain of command. The Recruit Chain of Command is depicted in **Figure 1-2-1**.
2. Recruit Petty Officers are appointed by RDC's and have authority over other Recruits in the Division within the scope of the duties to which they are assigned.
 - a. Orders issued by Recruit Petty Officers acting within their authority, have the full weight of those orders issued by an RDC.
 - b. Recruit Petty Officers are responsible to RDC's for the proper execution of any orders they receive.

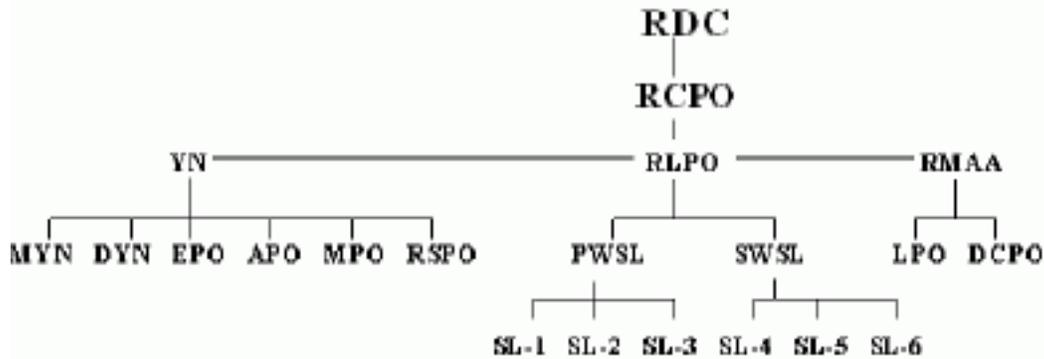


Figure 1-2-1 "Recruit Chain of Command"

02. Recruit Division Staff

120201. Duties and Responsibilities

1. Recruit Petty Officers are charged with preserving good order, discipline, and security within their respective Division. Any violation will be reported by the Recruit Petty Officer to the chain of command for disposition.
2. During the execution of these duties, at no time will Recruit Petty Officers perform Intensive Training Exercises (ITE) on fellow Recruits.
3. Recruits that receive a disciplinary setback in training will not be assigned as Recruit Petty Officers in their new Division or be assigned to ship staff positions without specific approval from the GC/SLCPO. Recruits that receive an academic setback shall not be assigned to ship staff positions.
4. For integrated Division's, the Division staff shall be evenly split between male and female. This will include Recruit Chief Petty Officer/Recruit Leading Petty Officer (RCPO/RLPO), Port Watch Section Leader/Starboard Watch

Section Leader (PWSL/SWSL) and Section leaders (i.e. Male RCPO, female RLPO, etc., there will be no exceptions).

120202. Recruit Chief Petty Officer (RCPO)

1. The RCPO is the primary recruit assistant to RDC's and is responsible for:
 - a. Maintaining good order, discipline, and security within the Division at all times.
 - b. Ensuring compliance with standing orders and regulations
 - c. Assisting RDC's with implementation of schedules
 - d. Reporting any abnormal condition to RDC's, including violations of good order, discipline and security when RDC's are not present.
 - e. Accuracy of the muster report prior to any assessment and accuracy of the Watch Bill prior to being posted.

120203. Recruit Leading Petty Officer (RLPO) (RPO1)

1. The RLPO is responsible to the RCPO and RDC's for:
 - a. Assisting the RCPO
 - b. Ensuring compliance with standing orders and regulations
 - c. Assuming duties as RCPO when required.

120204. Recruit Master-At-Arms (RMAA) (RPO1)

1. The Recruit Master-At-Arms is responsible to the RCPO and RDC's for:
 - a. Configuration and cleanliness of Division spaces.
 - b. Procurement, proper stowage and use of all cleaning gear required by the Division.
 - c. Supervision of the Division in the absence of RDC's, RCPO or RLPO.

120205. Port and Starboard Watch Section Leaders (PWSL/SWSL) (RPO1)

1. The Port/Starboard Watch Section Leaders are the senior Recruit Petty Officers for respective watch sections.
 - a. The Starboard Watch Section Leader (SWSL) shall serve as the Division's Watch Bill Coordinator. Watch Bills will be prepared and subsequently submitted to the RDC's via the RCPO, using the guidelines delineated in **Chapter 3 - 03** of this Module.
 - b. The Port Watch Section Leader (PWSL) shall coordinate the rotation of the ship Watch Standers with the RDC's.

120206. Recruit Yeoman (YN) (RPO1)

1. The Recruit YN is responsible to RDC's for:

- a. Performing general clerical duties in the Division and assisting RDC's with preparation and maintenance of Divisional reports, records, class attendance rosters, mail pick-up and distribution.
- b. Coordinating with the Medical YN, Education Petty Officer, Athletic Petty Officer and Religious Petty Officer to ensure compliance with special schedule events.
- c. Attending the Mail Orderly, Medical/Dental, BMO/Testing and Physical Fitness Testing briefings.

120207. Recruit Medical Yeoman (MYN) (RPO2)

1. The MYN is responsible to RDC's for:
 - a. Assisting the RDC's in preparing and maintaining recruit medical documentation.
 - b. Coordinating appointments with the Medical Liaison.
 - c. Tracking the status of all special physicals.
 - d. Attending the medical/dental brief.

120208. Recruit Dental Yeoman (DYN) (RPO2)

1. The DYN is responsible to RDC's for:
 - a. Assisting the RDC's in preparing and maintaining recruit dental documentation.
 - b. Coordinating appointments with the Dental Liaison.
 - c. Tracking the status of all special physicals.
 - d. Attending the medical/dental brief.

120209. Recruit Section Leaders (SL) (RPO2)

1. Section Leaders are responsible to the respective watch section leader for:
 - a. Supervising and assisting the Recruits in respective sections.
 - b. Monitoring personal cleanliness, military appearance, clothing care and Watch Standing for Recruits assigned to respective sections.

120210. Division Laundry Petty Officer (LPO) (RPO2)

1. The LPO is responsible to the RMAA and RDC's for executing proper laundry handling procedures as delineated in **Chapter 4 - 05** of this Module. The LPO is also responsible for maintaining the Cash box and Division expense log. (**Chapter 5 - 17, Figure 1-5-9**)

2 Jun 04

120211. Recruit Education Petty Officer (EPO) (RPO2)

1. The EPO is responsible for assisting RDC's in administering and mustering night study and mandatory night study classes. The EPO will attend a BMO/Testing brief.

120212. Recruit Athletic Petty Officer (APO) (RPO3)

1. The Recruit Athletic Petty Officer is responsible to RDC's for:
 - a. Assisting RDC's with Physical Readiness Training.
 - b. Providing non-participation or substandard performance documentation to the MYN.
 - c. Attending a Physical Fitness Testing brief.

120213. Recruit Religious Service Petty Officers (RSPO) (RPO3)

1. There will be at least two RSPOs appointed for each Division.
 - a. Three or more Recruits of the same religion requires an RSPO be appointed to represent that faith.
2. RSPOs are responsible for:
 - a. Ensuring all Recruits who desire to pray, be afforded such an opportunity at tattoo.
 - b. Attending mandatory meetings at the chapel as directed by the Chaplain's office.
 - c. Reporting to the chapel each Sunday 30 minutes prior to the scheduled service to serve as a chapel assistant or ushers.
 - d. Ensure all personnel desiring to attend divine worship services are aware of location and time of services.

120214. Recruit Mail Petty Officers (MPO) (RPO3)

1. The MPO is responsible for pick-up and delivery of all mail. Designation as MPO includes special qualifications at Mail Orderly Orientation and custody of a mail orderly card.

120215. Recruit Damage Control Petty Officer (DCPO) (RPO3)

1. The DCPO is responsible to the RMAA for:
 - a. Correcting any fire hazards.
 - b. Maintaining Division fire extinguishers, to include proper location and working order.
 - c. Assisting RDC's with minor repair and general maintenance of the compartment.
 - d. Documenting any material discrepancies on the Material Discrepancy Check off List (MDCOL) that cannot be corrected.

03. Recruit Division Staff Insignia

120301. Collar Devices

1. In order to distinguish Recruits placed in a position of responsibility, Recruit Petty Officers will wear an appropriate collar device from day of appointment until day of departure.
2. The Ship's LCPO is responsible for maintaining custody of collar devices. Devices, which become badly worn or break, shall be replaced by the Ship's LCPO. Misplaced/lost devices shall be replaced by the individual who lost them.
3. Recruit Petty Officers assigned to ship staff duties may wear collar devices when performing their duties.
4. Collar devices will be worn on the utility shirt left collar with the apex 1" from and pointing towards the point of the collar.



Figure 1-2-2 "Correct Wear of the Collar Device"

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Chapter 3 - Recruit Watch Standing

01. Recruit Watch Standing	1-17
130101. Fire and Security Watches	1-17
130102. Roving/Night Security Watches	1-17
130103. Snow Watches	1-17
130104. Ship's Watches	1-17
02. Watch Stander Duties and Responsibilities	1-17
130201. General	1-17
130202. Roving Security Watch	1-17
130203. Night Security Watch	1-18
130204. Snow Watches	1-19
130205. Identification Nametag	1-19
130206. Turnover Procedures	1-19
130207. Approach of a Staff Member	1-19
130208. Challenging	1-20
130209. Breach of Security	1-21
130210. Entering an Office	1-21
130211. Exiting an Office	1-21
130212. Crossing the Quarterdeck	1-21
03. Recruit Watch Bill	1-22
130301. RDC Responsibilities	1-22
Figure 1-3-1 "Recruit Watch Bill"	1-23
130302. Watch Bill Inspection	1-24
04. Watch Bill Rotation	1-24
130401. Assignment of Watch Standers	1-24
130402. Inspection of Watch Standers	1-24
130403. Missed Classes during Watch Standing	1-24
05. Watch Bill Guidelines	1-24
130501. Watch Standing Limitations	1-24
130502. Turnover Times	1-24
130503. Watch Meal Relief	1-24
06. Division Deck Log	1-25
130601. Deck Log Format	1-25
130602. General Procedures	1-25
Figure 1-3-2 "Deck Log Correction"	1-25
Figure 1-3-3 "Deck Log Late Entry"	1-26
130603. Form Preparation	1-26
130604. Mandatory Deck Log Entries	1-27
130605. RDC's responsibilities	1-29
Figure 1-3-4 "Deck Log (Front)"	1-30
Figure 1-3-5 "Deck Log (Back)"	1-31

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01. Recruit Watch Standing

130101. Fire and Security Watches

1. Upon arrival at the permanent ship from the In-processing Department, a minimum of two Fire and Security Watches shall be posted in the compartment from Taps to Reveille until the Roving/Night Security Watch has been set.

130102. Roving/Night Security Watches

1. Roving/Night Security Watches will be posted from no later than 1-5 DOT until the Division's day of departure. Watches will be stood in the uniform of the day with ball cap. Outer garments will be stowed in accordance with the uniform of the day. The Roving Security Watch may be secured at the discretion of the LCPO for curriculum events, except when SIQ Recruits are in the compartment.

130103. Snow Watches

1. Snow watches will be assigned from 01 November until 31 March. This date may be extended if conditions warrant.

130104. Ship's Watches

1. Each Division shall provide Recruits for ship's watches per RTCINST 3000.1

02. Watch Stander Duties and Responsibilities

130201. General

1. The following are general guidelines with respect to Watch Stander duties and responsibilities. Watch Standers shall carry out their duties in accordance with the Eleven General Orders of the Sentry. Corrective action shall be taken on any irregularity that occurs as directed by the chain of command.
2. Roving and Night Security Watch. These watches will be posted in the forward and aft portions of the compartment. They will sound the alarm in case of fire or disorder and take actions as directed.

130202. Roving Security Watch

1. The Roving Security Watch will be posted near the primary exit of the compartment to monitor the door. The duties are as follows:
 - a. Make rounds of all spaces assigned to the Division at least every 30 minutes (from return of one tour to start of next tour), walking both perimeter aisles and the center aisle on every tour. This includes:
 - (1) Compartment

2 Jun 04

- (2) Crews lounge
 - (3) Work center
 - (4) Head and shower
 - (5) Drying room
 - (6) Washroom
 - (7) Forward hold
 - (8) Courtyard (if applicable, between sunrise and sunset)
- b. Maintain the prescribed standards of order, discipline, and cleanliness in the area.
 - c. Maintain a deck log as directed by the RDC per the example provided in this chapter.
 - d. Accompany all visitors unless otherwise directed.
 - e. During the hours between Taps and Reveille, the watch will be particularly watchful of Recruits that are not in their bunk.
 - f. Know the location of all compartment fire alarm stations.
 - g. Awaken Watch Standers as required between the hours of Taps and Reveille in accordance with the Watch Bill and the RDC's orders.
 - h. Carry a flashlight from sunset until sunrise. The flashlight may be left on top of the compartment mailbox from sunset to sunrise and stowed in the work center at all other times.
 - i. Lay to the Aft Brow as required to assist in handling laundry.
 - j. Check on the welfare of SIQ Recruits hourly.
 - k. Ensure security of all Division spaces.

130203. Night Security Watch

1. Night Security Watches will be stationed only between Taps and Reveille and will perform their duties as follows:
 - a. Night watches are to remain in the opposite portion of the compartment from the rover in such a position so as to monitor the compartment.
 - b. Becomes the primary Watch Stander in the absence of the Roving Watch.
 - c. Carry a flashlight from sunset until sunrise.
 - d. Leave their post during actual emergencies or evacuations of the building.

130204. Snow Watches

1. Two Recruits per Division, per watch will be assigned as a snow watch. Snow watches will be assigned from 01 November until 31 March. The names will be listed on the recruit Watch Bill.

~~a. Any time Snow watches are listed on the Watch Bill the word "NAME" needs to be filled in above them.~~

2. Specific instructions are included in RTCINST 3000.1
3. Snow watches are posted when there is an accumulation of 1" or more of snow. They will report to the OOD/LCPO wearing appropriate outer garments.
4. Snow watches will not be assigned during graduation liberty weekend unless directed by the Ship's LCPO.
5. Recruits will not be assigned a snow watch unless they are fit for full duty.
6. Integrated Divisions may utilize the secondary Division to stand snow watches on the primary Divisions Watch Bill. In this case, the Division number is not required after each Recruits name as long as it is annotated in the remarks box (SNOW WATCH PROVIDED BY DIV _____).

130205. Identification Nametag

1. Each watch will wear an identification nametag on the right pocket flap of their shirt identifying the watch.

130206. Turnover Procedures

1. Roving/Night Security Watches shall be relieved by the oncoming watch using the following procedures:

a. Watches conduct pass-down.

(1) The on-coming watch will salute the off-going Watch Stander and say; "I relieve you as _____ watch."

(2) The off-going watch salutes the on-coming watch and says, "I stand relieved."

130207. Approach of a Staff Member

1. When approached by officers or any staff members, the Roving Security Watch shall address the senior person and take the following actions:

a. Sound off "Attention on Deck" for any Officer, "Stand fast" for any Master, Senior, or Chief Petty Officer, and "Stand by" for any First, Second, or Third Class Petty Officer. (Between Reveille and Taps only)

(1) When Division is involved in a Training evolution "Stand fast" and "Stand by" will not be required.

2 Jun 04

- (2) "Attention on Deck" will always be observed regardless of what Division is involved in, except when a graded assessment is in progress.
 - (3) When any of the sound off's are heard all Recruits, with the exception of SIQ's in their racks and the watch, will immediately stop what they are doing and come to attention.
 - (4) Any RDC's or Staff in the compartment will react as follows; for "Stand by" or "Stand fast" continue task at hand, for "Attention on Deck" stop what they are doing and come to attention."
- b. Render a hand salute.
 - c. Sound off smartly with the proper greeting: "Good Morning/Afternoon/Evening, Sir/Ma'am or title, SR (NAME), Division (NUMBER), Roving/Night Security Watch Standing by for further instructions, Sir/Ma'am or title."
 - d. The watch will hold the salute until it is returned or they are told to carry on.
 - e. When responding to questions, courteous but brief answers will be given.

130208. Challenging

1. Watches will challenge all personnel and verify their authorization if identification is not already established.
2. The correct distance to challenge is that distance at which the watch still has time to take effective measures.
3. After Taps, but before Reveille, a Watch Stander observing a person approaching their post will:
 - a. Come to attention.
 - b. Face the person being challenged.
 - c. If the person cannot be recognized, the watch will extend the right arm parallel to the deck.
 - (1) Call out; "Halt, who goes there?"
 - (2) Upon receiving an answer to the challenge, the watch will command; "Advance and be recognized."
 - d. Render a hand salute and sound off.
4. The watch will permit only one person of a party to approach them for the purpose of recognition. If the party is authorized to pass, the sentry will command, "Advance one person to be recognized." The senior person of the party is the first to advance. When they have done so and have been recognized, the watch directs them to bring up the

rest of the party, one at a time to identify each as they pass.

5. Positive recognition of all personnel claiming authority is the watch's main consideration. If the watch is not satisfied as to the individual's identity, they will command the person, or party, to stand fast and will immediately send another recruit to notify the JOOD/OOD.

130209. Breach of Security

1. If a visitor loses their escort or evades the watch, a breach of security exists. The watch or escort will immediately report the breach to the quarterdeck and stand by for further instructions.

130210. Entering an Office

1. The following procedure will be used by Watch Standers when entering an office:
 - a. Remain covered and knock three times.
 - b. When given permission, enter the space by taking three 30" paces and render a hand salute.
 - c. Face the senior person and sound off by saying, "Good Morning/Afternoon/Evening, Sir/Ma'am/or title, SR (NAME) Division (NUMBER), Roving/Night Security Watch reporting, Sir/Ma'am or title".
 - d. Drop salute when directed.

130211. Exiting an Office

1. The following procedure will be used by Watch Standers when exiting an office:
 - a. When dismissed execute an about face and exit.

130212. Crossing the Quarterdeck

1. Use the following procedures when entering a quarterdeck through the exterior door:
 - a. Salute the National Ensign.
 - b. Drop salute, and salute the OOD or JOOD.
 - c. Say, "Request permission to come aboard."
2. Use the following procedure when departing a quarterdeck through the exterior door:
 - a. Salute the OOD or JOOD.
 - b. Say, "Request permission to go ashore."
 - c. After permission is granted by the quarterdeck watch, drop salute, face National Ensign, salute, and then depart.

2 Jun 04

03. Recruit Watch Bill

130301. RDC Responsibilities

1. The recruit Watch Bill will be carefully controlled and supervised by the RDC's to ensure accuracy, equitability and timeliness.
2. Recruit Watch Bills will be filled out by hand using Recruit writing. An example is provided in **Figure 1-3-1**.
 - a. If the form being used does not have the word "NAME", on the line under "SNOW WATCH" and/or the word "DATE", in the box to the far right of "SUBMITTED BY", then the missing words will be added when filling out the Watch Bill. **(Both words are required year round)**.
3. The RCPO/RLPO and the SWSL/PWSL for the Division annotated at the top of the Watch Bill will sign the Watch Bill.
 - a. When signing the Watch Bill they will utilize cursive writing for their name and Recruit writing for the "SR"
 - (1) Write First Name, Middle Initial (Period), Last Name (Comma), Followed by "SR" in Recruit writing.
4. The original copy will be posted in the compartment with a copy maintained by the YN.
5. Recruit Watch Bills will be prepared and signed no later than one day prior to the effective date. It will be posted no later than 0745 on the effective date.
 - a. If the Division is leaving the compartment prior to 0700 and is not scheduled to return, replace the old Watch Bill with the effective day.
6. If two or more Recruits in the Division have the same last name, both the first and middle initials of those Recruits will be included on the Watch Bill. If first and middle initials are the same, the last four digits of the social security number will be included.
7. During mandatory events, a courtesy watch will be used unless secured by the Ship's LCPO.
 - a. Courtesy watches shall be of the same gender as the host compartment.
 - b. Courtesy watches will not be supplied from any Division attending a "mandatory" event.
 - c. Recruits prior to the 2-1 day of training will not be assigned to courtesy watches.
 - d. Courtesy watches will have their Division number written next to their last name. Initials will only be used if the courtesy watch has a common last name in their Division.

8. Recruits assigned to mandatory night study will not be assigned a watch during scheduled night study or during the day when classes containing testable material are held.
9. All changes on the Watch Bill must be approved and initialed by a RDC.
10. Do not list a Watch Stander for the 0600 - 0800 Night Security Watch.

RTCINST 1552.1Q
01-Jan-04

RECRUIT WATCHBILL NYC-GL-1601/35		Skip 05	Division 074	DATE 05DEC03
Watch Assignment	Rating Security Watch	Watch Assignment	Night Security Watch	
	NAME		Name	
0800-1200	SMITH, J.D. 1234	0800-1200		
1200-1600	SMITH, J.D. 7890	1200-1600		
1600-1800	JOHNSON, J.E. DIV 065	1600-1800		
1800-2000	ABERNATHY	1800-2000		
2000-2200	BARTHOW	2000-2200		
2200-2400	WILSON, J.A.	2200-2400	WILSON, J.S.	
0000-0200	WILSON, A.A.	0000-0200	HUSTON	
0200-0400	GOLF	0200-0400	PETERS	
0400-0600	HAAS	0400-0600	WADSWORTH	
0600-0800	INGLE	0600-0800		
Watch Assignment	Snow Watch	Remarks		
	NAME			
0800-1200	ANDERSON / BINFORD			
1200-1600	CHARLESTON / SIMS			
1600-1800	LEWIS / BUCK			
1800-2000	SIMPSON / ALFORD			
2000-2200	RITCH / FOSTER			
2200-2400	WASHINGTON / EVANS			
0000-0200	WEBB / MCMILLER			
0200-0400	NORTH / SOUTH			
0400-0600	DUTCH / GLEN			
0600-0800	HALL / JENNINGS			
Submitted By:	<i>Kyle D. Ortiz, SR</i>			DATE 04DEC03
Approved By:	<i>Dale E. Dennison, SR</i>			DATE 04DEC03

Figure 1-3-1 "Recruit Watch Bill"

130302. Watch Bill Inspection

1. Recruit Watch Bills may be inspected at any time.

04. Watch Bill Rotation

130401. Assignment of Watch Standers

1. All Recruits will be rotated on the Division Watch Bill regardless of recruit position or rank. Integrated Divisions will alternate Watch Standing responsibilities in the compartment on a daily basis.

130402. Inspection of Watch Standers

1. Recruit Watch Standers are subject to inspection for their uniform appearance, chain of command, eleven general orders, Watch Standing procedures and fire procedures commencing 1-1 day of training.

130403. Missed Classes during Watch Standing

1. RDC's are responsible for ensuring that those Recruits who miss class due to watch requirements receive the material at a later time.

05. Watch Bill Guidelines

130501. Watch Standing Limitations

1. Watch periods will be in accordance with the Watch Bill example **Figure 1-3-1**.
2. Two hour watches between 2200 and 0600.
3. Four hours of watch in a 24-hour period.

130502. Turnover Times

1. Watches will turnover using the following procedures:
 - a. Oncoming Watch Standers will relieve the off going watch 15 minutes prior to the hour beginning their watch (i.e. the 0800 to 1200 will assume the watch at 0745).
 - b. Watches may relieve up to 10 minutes early but never late.
 - c. The 0400-0600 Night Security Watch will secure at reveille.

130503. Watch Meal Relief

1. Recruits scheduled for a watch must be sent to meals early enough to eat and return in time to relieve the watch. Provisions must also be made for the off going watch to eat and rejoin the Division.
2. Watch relief's will be afforded head of the line privileges at the stragglers line when they present a "Compartment Watch" pass in conjunction with a valid inter-station pass

to the Person in Charge at the turnstile. The pass is for the ongoing watch only.

06. Division Deck Log

130601. Deck Log Format

1. The Deck Log shall be maintained per the examples contained in **Figure 1-3-4** and **Figure 1-3-5**.
2. Deck Log Guidance is found in OPNAVINST 3100.7 (Preparing, Maintaining and Submitting the Ship's Deck Log).

130602. General Procedures

1. The Division deck log is the official daily record for a Division.
2. Entries should describe every circumstance and occurrences of importance or interest, as well as information that may be of historical value.
 - a. The deck log must be a chronological record of events occurring during the watch.
 - b. Accuracy is essential. Deck log entries often make important legal evidence in judicial and administrative fact-finding proceedings.
3. The Roving Security Watch will be responsible for all entries in the log.
 - a. All entries in the Division deck log will be printed in block capital letters and will be made with a black ballpoint pen. The log will be kept neat, legible and on the prescribed form.
 - b. Deck log pages will not be rewritten. Corrections will be made as follows:
 - (1) When a correction is considered necessary, draw a single line through the original entry so the entry remains legible. Insert the correct entry, ensuring clarity and legibility. The individual required to sign the record for the watch shall be the only person to make corrections, or changes. They shall initial in the left-hand column of the page, (in the time column) using written (cursive) initials.

1.D.C. 0010	WCH DEPRTD.
1.D.C. 0010	WATCH DEPARTED FROM FOR TOUR OF ALL DIVISION SPACES.
1.D.C. 0035 0030	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.

Figure 1-3-2 "Deck Log Correction"

(2) Occasionally information may be received after later events have already been recorded. In this case,

2 Jun 04

make a late entry as follows: In the left-hand margin corresponding to where the entry should have been recorded, place an asterisk "*". Enter the late entry on the next available line, and place another asterisk in the left-hand margin.

Ø115	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
* Ø152	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
* Ø135	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.

Figure 1-3-3 "Deck Log Late Entry"

130603. Form Preparation

1. The log will be prepared in accordance with **Figure 1-3-4**, **Figure 1-3-5** and the following instructions:
 - a. The top section of each log will be filled in as follows:
 - (1) Fill in Ship's name after "USS."
 - (2) Draw a line through "PASSAGE FROM" and enter "RTC."
 - (3) Draw a line through "TO", enter "GREAT LAKES, IL."
 - (4) In spaces three and four, enter the first two letters of the ship type and enter the remaining letters as appropriate. In spaces five through seven, enter ship's hull number (two digit hull numbers will use spaces six and seven).
 - (5) In box 12, enter the last digit of current year. In boxes 13 and 14, enter two digits to show current month (i.e. 02 for February). In box 15, enter the letter designation for the time zone used to record time entries. "S" during winter months (Standard time), "R" for summer months (Daylight saving time). In boxes 16 and 17, enter two digits for the day of the month.
 - (6) In box 74, enter U = Unclassified. Leave box 75 blank.
 - (7) Leave the spaces provided for ship's position, 0800, 1200 and 2200 blank.
 - (8) Enter the page number in the upper right hand corner of the page. Page numbers will be consecutive from the day the deck log is started until the day of departure.
 - b. Make entries in the columns of the log as follows:
 - (1) Time. Enter the exact time of each event being recorded.

- (2) Record of all events of the day. The remarks in the Division deck log shall cover (in detail) all required entries as specified in paragraph **130604**. Sample entries shall be used as a guide for recording the remarks of the watch. The remarks for each event shall start on the same line as the time it is recorded on and be continued on succeeding lines.

130604. Mandatory Deck Log Entries

1. Assuming, securing and relieving the watch. No lines will be skipped between the end of one watch and the beginning of the next.

a. Watch Turn over

- (1) Off going watch will make a final entry using the following format;

(a) PROPERLY RELIEVED BY SR, First Initial (Period), Middle Initial (Period), Last Name (Period). **All in Recruit Writing.**

(b) First Initial, Middle Initial, Last Name (No Punctuation). **All in Cursive Writing.**

(c) First Initial (Period), Middle Initial (Period), Last Name (Comma), SR (Comma), USN. **All in Recruit Writing.**

b. Watch Times

- (1) On coming watch will fill out watch time on the next available line (No lines skipped).

(a) Watch times will be centered and in 2 digit format (Example 02-04).

2. Every injury, accident, or casualty that requires medical attention.
3. Tours conducted by Watch Standers, RDC's, GC, SLCPO, FTT, etc.
4. Location of Watch Stander (i.e. "Layed to aft brow to handle laundry").
5. Division strength departures and arrivals.
6. Reveille. Reveille will be held per the POD (MTS).
 - a. **TAKE NOTE: If an Early Lights Chit is in effect, it will be considered a modification to the POD (MTS) and documented as such.**
 - b. Reveille will be logged when the Division is scheduled to be up and about.
 - c. The Reveille entry will be punctual and shall read:

2 Jun 04

d. TAKE NOTE: Write only what applies to the uniform of the day for that day.

- (1) "REVEILLE. ALL HANDS HEAVE OUT AND TRICE UP. UNIFORM OF THE DAY IS AS FOLLOWS: WEAR UTILITIES, SWEATER, UTILITY JACKET, GYM SHOES/DRILL BOOTS, BALL CAP, WATCH CAPS UP/DOWN, SKI MASK, SCARF, CARRY/WEAR RAINCOAT WITH/WITHOUT LINER, WEAR THIN/THICK GLOVES. CARRY GUIDON. CARRY/SECURE FLAGS. SET HEAT/CHILL CONDITION 1/2/3/4/5. WINDOW DRESS, ALL INBOARD WINDOWS CLOSED/OPEN TO THE LENGTH OF BMR/BJM. ALL OUTBOARD WINDOWS CLOSED/OPEN TO THE LENGTH OF BMR/BJM. AEROBIC TRAINING WILL BE CONDUCTED IN FREEDOM HALL/FREEDOM HALL AND TRACKS."

7. Tattoo

- a. Held five minutes prior to taps.

8. Taps

- a. Taps will be held in accordance with the POD (MTS). The Taps entry will read "Taps. Lights out. All hands turned in." With the exception of Watch Standers on duty, all Recruits will turn in and maintain silence about the decks.

(1) When early Taps is authorized, the log entry will be as follows: "(TIME) LIGHTS OUT. DIVISION TURNED IN EARLY DUE TO (EVENT)."

(2) When late lights are authorized, the log entry will be as follows: "2200 DIVISION AUTHORIZED LATE LIGHTS DUE TO (EVENT)." Once lights are out, the following entry will be logged: "(TIME) LIGHTS OUT. DIVISION TURNED IN."

9. Receipt of Uniform of the Day

- a. Prior to reveille, the Roving Security Watch will ensure that the Uniform of the Day has been received. The watch will then log "RECEIVED Uniform of the Day."

10. Window dress

- a. In ships with adjustable windows, a log entry will be made any time Window Dress has been changed between Reveille and Taps. "Change in window dress - all/every _____ window(s) open/closed to the length of a BJM/BMR."

11. RDC physical training, start and stop time.

12. All inspections.

13. A 2345 entry to include closing out of the current day and the start of the next day.

- a. When closing out a deck log a single line will be drawn diagonally from the end of the last line used (far right corner) to the last line on the page (far left corner). On the diagonal
 - b. Line the words "NO FURTHER ENTRIES THIS PAGE" will be printed followed by the off going Watch Standers initials (Initials will be in Cursive writing with no punctuation). If the entry is on a front page (with header), the off going watch will also line out the back page (without header) and number the page.
 - c. If only one line is available at the bottom of the page, the watch will not draw a diagonal line, but will skip the line and continue on to the next front page (with header).
 - d. A new page with header will be started on the mid-watch for the next day.
14. Incomplete or missing statements from a multiple entry will be considered improper entries and will result in demerit chits.
15. Log out and in, by name, anyone who departs or enters the compartment between taps and reveille. With respect to Recruits, watch entries will annotate where the recruit is going to or coming from. Log entries for others will annotate why the person(s) are in the compartment (i.e. for Division Battle Stations preparations, security checks, and emergency maintenance).
16. Receipt of clean laundry bags.
- a. Indicate Color and Number of Laundry bags received.
130605. RDC's responsibilities
1. RDC's will instruct all hands on proper procedures for Watch Standing and Division Deck Log writing. RDC's will inspect the Division Deck Log daily to ensure that the log is neat, accurate, legible and in the proper format.

USE BLACK INK TO FILL IN THIS LOG

SHIP TYPE				HULL NUMBER			
DA	C	G			2	7	
1	2	3	4	5	6	7	

Y	M	Z	D
R	O	O	Y
2	0	7	8
12	13	14	15

USS JOSEPHUS DANIELS
AT/PASSAGE FROM/ ETC
TO GREAT LAKES, IL.

C	H
L	L
7	7

POSITION	ZONE	TI
1800		
L		BY
A		BY

POSITION	ZONE	TI
1900		
L		BY
A		BY

POSITION	ZONE	TI
2000		
L		BY
A		BY

LEGEND
1. CELESTIAL
2. ELECTRONIC
3. VISUAL
4. D.R.

TIME	RECORD OF ALL EVENTS OF THE DAY
18-21	41
	00-02
2045	ASSUMED THE WATCH. MOORED PORT SIDE TO PIER 30KE, BERTH D-02, U.S. NAVAL BASE GREAT LAKES, IL., WITH STANDARD MOORING LINES DOUBLED. RECEIVING MISCELLANEOUS SERVICES FROM THE PIER. SOFA IS CONNAVTRACEN GLKS.
0010	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
0035	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.
0050	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
0120	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.
0145	PROPERLY RELIEVED BY SR M. R. HOLMES.
	<i>B J Pea</i>
	B. J. PEA, SR, USN
	02-04
0145	ASSUMED THE WATCH. MOORED AS BEFORE.
0151	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
0208	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.
0210	SHIPS GOD INC COCHRAN AND ROYER MUI COLLINS, MADE TOUR OF DIVISION SPACES.
0222	MESSENGER CHECKED TEMPERATURE.
0255	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
0259	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.
0310	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.
0355	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.
0341	RECEIVED UNIFORM OF THE DAY.
0345	PROPERLY RELIEVED BY SR M. T. FREEMAN.
	<i>M R Holmes</i>
	M. R. HOLMES, SR, USN
	04-05
0345	ASSUMED THE WATCH. MOORED AS BEFORE.

Figure 1-3-4 "Deck Log (Front)"

SHIP'S DECK LOG SHEET		PG. 1
TIME	RECORD OF ALL EVENTS OF THE DAY	
18-21	41	77
04-06 (CONT'D)		
0429	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
0429	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
0440	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
0505	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
0520	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
0540	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
0545	PROPERLY RELIEVED BY SR. A. F. JONES.	
	<i>M. T. Freeman</i>	
	M. T. FREEMAN, SR. USN	
06-08		
0545	ASSUMED THE WATCH. MOORED AS BEFORE.	
0600	REVITILE. ALL HANDS HEAVY OUT AND TRICK UP. UNIFORM OF THE DAY IS AS FOLLOWS: WEAR UTILITIES, BALL CAP, BOOTS, CARRY RAIN COAT WITHOUT LINER, CARRY GUIDON, CARRY FLAGS, SET HEAT CONDITION; WINDOW DRESS, ALL OUTBOARD WINDOWS OPEN TO THE LENGTH OF A BEM, ALL INBOARD WINDOWS OPEN; THE LENGTH OF A BEM. AEROBIC TRAINING WILL BE CONDUCTED IN BUILT HALLS AND TRACKS.	
0605	WATCH SECURED FOR MANDATORY EVENTS, AS PER SLCPO.	
2130	ASSUMED THE WATCH. MOORED AS BEFORE.	
2148	PROPERLY RELIEVED BY SR. L. E. GRIMES.	
	<i>J. P. Jones</i>	
	J. P. JONES, SR. USN	
22-24		
2145	ASSUMED THE WATCH. MOORED AS BEFORE.	
2200	TAPS. LIGHTS OUT. ALL HANDS TURNED IN.	
2201	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
2220	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
2222	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
2301	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
2321	WATCH DEPARTED FOR TOUR OF ALL DIVISION SPACES.	
2341	WATCH RETURNED FROM TOUR OF ALL DIVISION SPACES. ALL SECURE.	
2348	PROPERLY RELIEVED BY SR. J. WILLIS.	
	<i>L. E. Grimes</i>	
	L. E. GRIMES, SR. USN	
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Figure 1-3-5 "Deck Log (Back)"

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Chapter 4 - Division Routine

01. Division Routine	1-35
140101. Master Training Schedule (MTS)	1-35
140102. Scheduling Conflicts	1-35
140103. Audio/Visual Equipment	1-35
02. Reveille and Taps	1-35
140201. Reveille	1-35
140202. Taps	1-35
140203. Recruit Movement after Taps	1-36
03. Mail Procedures	1-36
140301. Procedures	1-36
04. Fire Drills	1-37
140401. Procedures	1-37
05. Laundry procedures	1-37
140501. Laundry Bags	1-37
140502. Laundry Stowage and Distribution	1-37
140503. Washing and Laundering	1-37
140504. Preparation for departure	1-39
140505. ASMO Laundry	1-39
06. Night Study	1-40
140601. Night Study	1-40
07. Financial Matters	1-40
140701. Coupon Books	1-40
140702. RDC Responsibilities	1-41
140703. Gifts and Lost Articles	1-41
140704. Larceny	1-42
08. Sunday/Holiday Routine	1-42
140801. Purpose	1-42
140802. Sunday Uniform of the Day	1-42
140803. Authorized Activities	1-42
140804. Unauthorized Activities	1-42
140805. Muster on Sunday/Holiday Routine	1-43
09. Leave and Liberty Policies for Recruits	1-43
140901. Leave Requests	1-43
140902. Recruit Graduation Liberty Procedures pertaining to Non-Grads.	1-43
140903. Recruit Graduation Liberty Procedures	1-43
Figure 1-4-1 "Liberty Card Color Chart"	1-44
140904. Grad and Go Liberty Policy	1-45
140905. Recruit Graduation Ceremony Liberty Duty Section .	1-45
140906. On-base Liberty	1-46

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01. Division Routine

140101. Master Training Schedule (MTS)

1. The Scheduling Officer will provide the Master Training Schedule (POD) no later than P-3 day of training. The galley assignment sheet and the PT book are considered part of the Master Training Schedule. Strictly adhere to all portions of the Master Training Schedule.

140102. Scheduling Conflicts

1. The RDC's will notify the Scheduling Office and the affected department when the Division is late/unable to follow scheduled events.

140103. Audio/Visual Equipment

1. The primary use of audio/visual equipment is for training media. RDC's must be in the compartment when equipment is being used.

02. Reveille and Taps

140201. Reveille

1. Reveille will be held in accordance with the POD (MTS) with the following exception:
 - a. When early reveille has been authorized by GC/SLCPO/CDO/ACDO using an approved Taps/Reveille Modification Form.

140202. Taps

1. Taps applies to all Recruits with the exception of Watch Standers on duty. Recruits will turn in and maintain silence about the decks. No more than seven Recruits per compartment, (excluding Roving and Night Security Watches, MOOW and JOOD getting ready for ships watch, or Dive Motivators) shall be up and about between taps and reveille. Taps will be held in accordance with the POD (MTS) with the following exceptions:
 - a. The night prior to an academic test, a two-hour early taps is authorized (But no earlier than 2000).
 - (1) In this instance, no other paperwork is required, as long as the next days POD shows a scheduled Academic Test.
 - b. When early/late taps has been authorized by GC/SLCPO/CDO/ACDO using an approved Taps/Reveille Modification Form.

140203. Recruit Movement after Taps

1. During the hours between Command Taps and Reveille, Recruits are not allowed outside of their compartment/ship unless:
 - a. Participating in Battle Stations (Under escort of RDC)
 - b. Assigned to a Ship's watch
 - c. Participating in GQ-1/GQ-2 (Under escort of RDC)
 - d. Directed by the OOD or Rover and/or General Announcing System in response to an emergency
 - e. Following Division Schedule (Under escort of RDC)

03. Mail Procedures

140301. Procedures

1. Personnel without specific authorization will not sort, carry, or otherwise handle mail except for mail, which is specifically addressed to them.
2. The following is the correct mailing address for all Recruits:

SR Last Name, First Name, Middle Initial
Ship _____ Division _____
Recruit Training Command
3301 Indiana St
Great Lakes, IL 60088-3127
3. Recruits are not allowed to receive any food items in the mail. Packages may contain items for letter writing or any small personal items authorized by current directives (i.e. religious medals, photographs), which may easily fit into his or her personal drawer.
4. The Division mail petty officer shall deliver all out going mail and receive all incoming mail as per RTCINST 3000.1
5. If a recruit is away from the ship when mail call is held, their mail may be temporarily stored in the Division mailbox. Mail received for ASMO'd recruit will be labeled with "ASMO'd to Div _____ Ship _____" and returned to the ship's post office.
6. If mail call is not immediately conducted after receiving incoming mail, it may be temporarily stored in the Division mailbox, (locked) until Division mail call.
7. For further instructions on mail handling procedures refer to RTCINST 5112.2
 - a. **TAKE NOTE: All mail must be distributed NO LATER THAN TAPS on the day it is received. Withholding mail is a Federal offense.**

04. Fire Drills

140401. Procedures

1. Indoctrinate Recruits on fire/emergency procedures outlined in RTCINST 3000.1

05. Laundry procedures

140501. Laundry Bags

1. A maximum of fourteen laundry bags (eight blue and six white) will be issued to and used by the Division.
2. Laundry bags will be picked up from "**Building 912**" once the Division has been formed.
3. All laundry bags will be embroidered with the Division number and ship number.
4. There is no minimum number of laundry bags required to be in the ship's drying room. The number hanging plus the number of laundry bags on the deck may not be greater than fourteen (eight blue and six white).
5. The color of the bag determines which uniform items are loaded into the bag for laundry services.
6. All laundry bags will be returned to "**Building 912**" no later than the Divisions' day of departure.
7. Return laundry bags needing repair to "**Building 912**".
8. Division can pass out laundry at any time during the day as long as it folded and stowed before the Division departs the compartment for a scheduled event

140502. Laundry Stowage and Distribution

1. Stow clean/dirty laundry bags as per paragraph **210219.1.f** (Old Ships) or paragraph **510105.2.a** (New Ships).

140503. Washing and Laundering

1. It is the responsibility of each recruit to maintain all items of washable clothing in a proper state of cleanliness. This requires appropriate and timely cycling of specific clothing through the Navy Exchange laundry, as well as hand/machine washing for other items.
2. NEX laundering.
 - a. Cycle the following items through the NEX laundry:
 - (1) Utility Shirts and Trousers
 - (2) Black/White Socks (secured in the small knit laundry bag).
 - (3) Towels
 - (4) Undershirts

2 Jun 04

- (5) Male Under shorts
- (6) P.T. Shirts and Shorts
- (7) Thermal Underwear (if Marked)
- (8) White Hats
- (9) Coveralls (With prior arrangements with RTC clothing liaison)

3. Laundry pick up

a. Laundry will be picked up and delivered three times weekly. Pacific Fleet Ships will be picked-up and delivered Monday, Wednesday and Friday. Atlantic Fleet Ships will be picked-up and delivered Tuesday, Thursday and Saturday.

- (1) Stage soiled laundry in laundry bags on the aft brow under the ladder prior to 0700 but no earlier than the evening prior to the day of pick-up.
- (2) If laundry received from the laundry, service is still wet, call The Navy Exchange Laundry Service and return the laundry the same day.

4. Weekend washing

a. The sweater, watch cap, scarf, ski mask, sweat tops and bottoms may be washed in the washroom if worn during the previous week. These items can be left hanging in the drying room until dry, and then re-stowed.

- (1) No Deck Log entry is required.

5. In-house laundry

a. Any clothing not listed is considered "in-house wash," and will be washed as needed and hung in the drying room.

(1) Washers/dryers may be used on weekends/holidays between reveille and taps and/or between 1600 and taps weekdays, when authorized by the Ship's LCPO.

(2) When using issued laundry bags for the collection of either weekend wash or in-house wash items, the bags will be stowed in accordance with this chapter and tagged as per paragraph **210219.1.f.**

(3) Clean, dry in-house laundry may be placed on the forward table with appropriate log entry. This laundry shall be handed out, folded and stowed prior to 0700.

6. Dirty clothing

a. Dirty clothing is clothing that is soiled, wet, damp and unwashed. New clothing must be cycled through the wash

by completion of CART Phase of training. Do not stow dirty clothing (with the exception of ball caps, combination covers, watch caps/ski masks, sweaters, utility jacket, coveralls, and raincoats) in the locker under any circumstances. Dirty socks may be placed in the small knit bag and cycled through with all other Division laundry.

140504. Preparation for departure

1. Outgoing laundry will be secured at such a time as to allow for two return cycles prior to Division departing. This allows for all uniform articles that have been sent to NEX laundry to be returned. When outgoing laundry has been secured in accordance with the above statement, NEX laundry will be washed "in-house".
 - a. Example: Division 001's normal laundry pick up days are Monday, Wednesday and Friday. The Division is departing on a Wednesday. The last time laundry will be sent out to the NEX is the previous Wednesday morning prior to departure.
2. Clean laundry shall be properly stowed until the night prior to departure.

140505. ASMO Laundry

1. RDC's shall exert maximum effort to ensure that Recruits who leave their Division have a full sea bag, or take the necessary steps to ensure they receive all clothing, which may have been in the laundry when they departed.
2. The sea bag inventory form will be used for the distribution of all ASMO laundry. When receiving or delivering ASMO laundry, the sea bag inventory form will be signed by the recruit or individual taking custody of the items.
3. ASMO laundry will be bundled on a nightly basis by the recruit Laundry Petty Officer. The original and two copies of the standard sea bag inventory form will be filled out.
4. Delivery of ASMO laundry
 - a. The RDC will ensure that ASMO laundry is delivered to ASMO'd OUT Recruits no later than 1800 the next day. The RDC will personally deliver all dress blue, winter blue, pea coats and all white uniforms to those Recruits ASMO'd from the Division. ASMO laundry, which requires delivery to SEPS ANNEX and was received on a Friday or Saturday, will have until 1800 on the next working day to be delivered.
5. Receiving ASMO Laundry
 - a. An RDC will sign for the receipt of all items.

2 Jun 04

6. Stowing ASMO Laundry

- a. ASMO laundry can be temporarily stored in two crates labeled "ASMO IN" and "ASMO OUT" located in the work center. The crates will be large enough to hold a properly folded utility uniform. Clothing placed in the crates will be bundled and accompanied with a completed sea bag inventory form.
- b. A recruit's sea bag may be temporarily stowed in the work center with an ASMO slip and sea bag inventory attached to the sea bag when a recruit is ASMO'd into or out of the Division.
- c. A recruit has 24 hours to re-Mark and re-stow uniform articles. During this time, the recruit's sea bag may be stowed under their bunk.

7. U/A and Emergency Leave.

- a. All clothing articles will be delivered with accompanying sea bag inventory to be stored in assigned (Get assigned location from **Group Commander**, Ships LCPO) Sea bag storage area for all personnel on emergency leave for more than 72 hours or U/A for more than 24 hours.

06. Night Study

140601. Night Study

1. RDC's are responsible for ensuring that Recruits are provided adequate study time for tests.
2. A minimum of 30 minutes per day (or night) must be allotted for the Division (with an additional 30 minutes for Recruits assigned mandatory night study).
3. Mandatory Night Study may be assigned by the RDC's and by Testing after a recruit fails a test. This is in addition to Division night study.
 - a. RDC's are responsible for conducting night study. The EPO may assist the RDC in conducting night study and in the training of the mandatory night study personnel.
 - b. Authorized academic study materials include the EPO Manual, Instructors Guides (RDC only), visual training aids, hands on training aids and the Recruit Trainee Guide.

07. Financial Matters

140701. Coupon Books

1. Coupon Books are used for financial transactions with ditty bag issue and the NEX while at RTC.

2. Initial issue of the Coupon Book will be at In-processing (Building 1405).
3. Recruits are required to sign the front of the Coupon Book.
 - a. When needed, Recruits will keep the coupon book in their right front trouser pocket.
 - b. When not needed, Recruits will lock the coupon book in their personal drawer.
4. The Coupon Book will be used at the following locations.
 - a. Ditty Bag Issue (Bldg 1405).
 - b. RTC Navy Exchange - All personal purchases.
 - c. Barber Shop.
5. The Coupon Book is for use on RTC only
 - a. If a coupon book is lost, it will not be replaced.

140702. RDC Responsibilities

1. Per SECNAVINST 5370.1/RTCINST 1600.3, RDC's will not have financial transactions with Recruits.

140703. Gifts and Lost Articles

1. It is possible that Recruits will unknowingly violate Article 1130, U.S. Naval Regulations and SECNAVINST 5370.2 through a spontaneous urge to give money or presents to superiors, they like or respect. SECNAVINST 5370.2 states, "Naval personnel shall not solicit a contribution from other DOD personnel for a gift to an official superior, make a donation or a gift to an official superior, or accept a gift from other DOD personnel subordinate to themselves".
2. If anyone finds or discovers any money or objects of value, under circumstances indicating that such money or other objects were left by Recruits for discovery by any staff personnel, they shall take the following steps:
 - a. Report the incident to the **Group Commander**.
 - b. Assemble the Division of Recruits considered involved and explain that regulations prohibit staff personnel from receiving such gifts. Unless the gift can be returned to the donors, it will be donated to officially sponsored Navy fund raising projects. This should be done in the presence of the Officer to whom they make the report.
 - c. Any unusual gift or item not accepted by Navy Relief will be disposed of at the discretion of the Commanding Officer, RTC.

2 Jun 04

3. Lost, missing or stolen articles of personal or government property will be reported immediately to the appropriate **Group Commander**. Where theft is suspected, the staff personnel receiving the report will immediately report the matter to security and the CDO. If the articles have a value of \$200 or more the staff member will initiate ship lock down procedures as prescribed by RTCINST 3000.1

140704. Larceny

1. Larceny is defined as the taking of another's property without the consent of the owner. Larceny by false pretenses is defined, as taking of another's property through trickery and in any form shall not be tolerated.

08. Sunday/Holiday Routine

140801. Purpose

1. Sunday / Holiday Routine is designated to allow Recruits the opportunity to attend religious services and to observe Federal holidays. The hours of observance are 0700 - 1530. Division evolutions are not permitted between these hours (with the exception of noon meal). Compartment will be on spot prior to commencing Sunday/Holiday Routine. All RDC inspections will be conducted after 1530.

140802. Sunday Uniform of the Day

1. The following shall be the prescribed uniform of the day during Sunday/Holiday routine:
 - a. Recruits shall be in the full and complete uniform of the day when outside of their compartment. Recruits going to the Chapel shall be in the complete uniform of the day with guard belts.
 - b. While in the compartment, Recruits may relax uniform of the day as authorized by the RDC.

140803. Authorized Activities

1. The following activities are authorized on Sunday/holiday routine in the compartment:
 - a. Reading/studying.
 - b. Free time in crew's lounge as authorized by the RDC/OOD.
 - c. Recruit hygiene.
 - d. Uniform upkeep.
 - e. Write and read letters.

140804. Unauthorized Activities

1. The following activities are not authorized on Sunday/Holiday routine:

- a. Field day.
- b. Perform EMI of any type.
- c. Participate in working parties except as authorized by the Ship's OOD, ACDO, or CDO.
- d. NEX/Phone center (except for Sailors on weekend liberty)
- e. Showing of Movies and/or Videos.

140805. Muster on Sunday/Holiday Routine

1. RDC's will sight muster their entire Division at 1530 on Sundays/Holidays. All Recruits must be accounted for. Anyone late for muster will be UA.

09. Leave and Liberty Policies for Recruits

140901. Leave Requests

1. Once a legitimate need for leave has been verified by the American Red Cross and the recruit has been informed, the option of taking leave will be explained to the recruit and assistance in initiating a leave request will be offered by the RDC. Procedures are outlined in RTCINST 3000.1.

140902. Recruit Graduation Liberty Procedures pertaining to Non-Grads.

1. Recruits who do not meet the requirement of having completed Battle Stations prior to their Pass in Review date will not be allowed to sit in the stands to observe their division nor be allowed liberty whether it is on base or off base. RDC's will have the recruits who did not participate in the division's scheduled Battle Stations Ceremony, inform his/her parents on 7-4 DOT that the possibility exists that they will not be Pass in Reviewing and therefore not allowed liberty.
 - a. Recruits who run Battle Stations the night prior to their Pass in Review will sit in the stands due to possible recruit health issues. **No exceptions.**

140903. Recruit Graduation Liberty Procedures

1. All Sailors departing on Recruit Graduation Liberty will be given a liberty brief by the **Group Commander**/LCPO the prior evening.
2. Ensure each Sailor signs the Liberty Brief Page 13, as outlined in RTCINST 3000.1.
3. Sailors who have completed Battle Stations and Passed in Review are eligible for Recruit Graduation Liberty.
4. RDC will thoroughly indoctrinate Sailors concerning conduct and the procedures for departing and returning from liberty and inspect them for proper dress and overall appearance.

2 Jun 04

5. Sailors returning from liberty will utilize the quarterdeck and have all packages inspected by the Ship's OOD or Division RDC. All unauthorized articles will be confiscated and turned in to GC/LCPO for proper disposition.
6. At all times, Sailors will carry their Military ID card and liberty card with RTC CDO phone number. Recruits will be evenly divided up into duty sections (double PIR into 1/4 and single PIR into 1/3).
7. A solid colored line will be placed across the top of the liberty card to distinguish what day the Sailor has duty. Refer to chart below to determine the appropriate color.

THURSDAY / MONDAY	BLUE
FRIDAY / TUESDAY	GREEN
SATURDAY / WEDNESDAY	YELLOW
SUNDAY	ORANGE
ON-BASE LTD	PINK

Figure 1-4-1 "Liberty Card Color Chart"

8. The RDC will have a color-coded roster reflecting Division's duty status and provide it to the OOD and PAO prior to PIR. RDC's will ensure that the OOD is fully cognizant of the status of all Sailors/Recruits.
9. Divisions will march in Division formation for liberty as follows:
 - a. Friday between the hours of 0900-1000 (double graduation groups).
 - b. Saturday, Sunday, and holidays between the hours of 0700 - 0800.
10. Recruit Graduation Ceremony liberty may be granted following the ceremony.
 - a. On Thursday (double grad group), Friday and Saturday evenings, liberty will expire on designated ship's quarterdecks at 2100.
 - b. On Sunday evenings, liberty will expire on designated ship's quarterdecks at 2000.
 - c. Liberty hours are subject to change due to the POD(MTS).
 - d. Sailors in a duty section status will commence a workday for the duty section from 0700 to 1400. Sailors will be granted Watch Stander liberty commencing at 1400.
 - e. Divisions that earn the Blue or Gold pennant will be granted an extra one hour of liberty per day, during liberty weekend.
11. Sailors electing to stay on base who have visiting guests, may escort and visit with guests in the Visitors Center

(MCPON Hall), Picnic Area (Gregg Park & Camp Moffett), Chapel and RTC Navy Exchange (building 1326) only, between the hours of:

- a. 0700 - 2000 (0900-2000 on Fridays) for Sailors who have completed Battle Stations and Passed in Review.
 - b. 0700 - 1900 (0900-1900 on Fridays) for Sailors with pink liberty cards or duty section.
12. Sailors who are late returning from liberty may be referred to CDO or ACDO Inquiry for disposition. It is at the discretion of the CDO or ACDO whether or not to grant any further liberty to the Sailor, or to restrict the Sailor to "on-base" liberty for the remainder of their liberty weekend. The hard card will be documented with the disposition. The Sailor will be referred to the **Group Commander** for further disposition.

140904. Grad and Go Liberty Policy

1. If departing on the day of Graduation, no off-base liberty is authorized, but on-base liberty is authorized until 2 hours prior to departure.
2. If departing on the day after Graduation, off-base liberty is authorized as follows;
 - a. Departure time prior to 0600, off-base liberty will expire on designated ship's quarterdecks at 1900
 - b. Departure time of 0601 or later, off-base liberty will expire on designated ship's quarterdecks at 2100

140905. Recruit Graduation Ceremony Liberty Duty Section

1. All Divisions will ensure that a duty section is maintained for each day of liberty. The following Sailors are exempt from duty status: the United Service Organization Shipmate Award, Military Excellence Award, Navy League Award, Retired Officers Association Award, Academic and Military Order of World Wars Award of Merit Award winners.
2. The RDC's will make every attempt to not schedule those Sailors with visiting guests, on a duty status for the first day of recruit liberty. When a Sailor in a duty status has unexpected guests, they may be released from duty by submitting a special request chit via the Chain of Command. Final approval will be the Fleet Commander during normal working hours or the CDO after normal working hours.
3. A Roving Security Watch will always be maintained. Each duty section will have a designated duty section leader. A Divisional RDC will conduct a duty section muster each day at 0630 and 1330. The oncoming watch will report to the Ship's OOD 30 minutes prior to assuming the watch. If a Sailor is UA from his or her watch, the OOD will ensure the

2 Jun 04

off going watch is properly relieved with a courtesy watch. The OOD will make a deck log entry and notify the Sailors RDC's. The RDC will document Sailor's hard card and call the CDO or ACDO for Inquiry. The CDO or ACDO will document hard cards with the disposition. The Sailor will be referred to **Group Commander** for further disposition.

4. The duty section will be authorized off-base liberty when not on watch, commencing at 1400 and to expire on designated Ship's quarterdeck at:
 - a. 2000 on Thursday (double graduation groups)
 - b. 1900 Friday, Saturday, Sunday and holidays.
5. The recruit duty section leader will report duty section muster to the Ships OOD no later than:
 - a. 2010 on Thursday (double graduation groups).
 - b. 1910 Friday, Saturday, Sunday and holidays.

140906. On-base Liberty

1. The purpose of this section is to describe policies and procedures for on base recruit liberty.
2. On-base liberty may be permitted after the 6-1 day of training at the discretion of the RDC's. This liberty must be done in Division strength, with one RDC present. On-base liberty may be conducted according to the following schedule:
 - a. Weekdays: 1800 - 2000
 - b. Saturdays: 1330 - 2000, Sundays & holidays: 1530 - 2000
3. At no time is visitation authorized for non-graduated Sailors/Recruits without the specific approval of the Group Commander (during working hours) or the CDO (after working hours).
4. Sailors/Recruits returning from on-base liberty will utilize the quarterdeck and have all packages inspected by the Ship's OOD or Division RDC. All unauthorized articles will be confiscated and turned in to GC/LCPO for proper disposition.
5. Uniform for on base liberty:
 - a. Utilities (No Guard Belt or Canteen), outer garment (As prescribed by uniform of the day)
 - b. Carry properly folded Raincoat in left hand. (If carry raincoat is uniform of the day)
 - c. Liberty Card and ID card in carried in left front breast pocket (Inter-station pass(s) should not be present)

Chapter 5 - Records, Reports and Forms

01. General Guidelines	1-49
150101. Purpose	1-49
150102. Direction	1-49
150103. Computer generated forms	1-49
150104. Photocopying	1-49
150105. Block capital letters	1-49
Figure 1-5-1 "Recruit Writing"	1-49
150106. Form retention	1-49
02. Recruit Data Card (Hard Card)	1-49
150201. Purpose	1-49
150202. Events Requiring Hard Cards	1-50
150203. Hard Card Documentation	1-51
150204. Hard Card Review	1-54
150205. ASMO Hard Cards	1-54
150206. Completion of Training	1-54
03. Division Roster	1-55
150301. Purpose	1-55
Figure 1-5-2 "Division Roster"	1-55
150302. Updating Division Roster	1-55
04. Missing or Damaged Uniform Certification Form	1-56
150401. Purpose	1-56
150402. Submission	1-56
05. Recruit Evaluation Report	1-56
150501. Purpose	1-56
150502. Submission	1-56
150503. Required Areas	1-56
06. Assignment Memorandum Order	1-57
150601. Purpose	1-57
150602. Disposition of ASMO Slips	1-57
150603. Description	1-57
07. Recruit Demerit Chit	1-58
150701. Purpose	1-58
150702. Submission	1-58
150703. Documentation of Offenses/Bravo Zulu's	1-59
Figure 1-5-3 "Recruit Demerit Chit"	1-59
08. Barracks Check Out Sheet	1-59
150801. Purpose	1-59
150802. Location	1-59
150803. Special Entries	1-60
150804. Integrated Divisions	1-60
150805. Liberty Weekend	1-61
Figure 1-5-4 "Barracks Check Out Sheet"	1-61
09. Muster Report	1-61
150901. Purpose	1-61

150902. Night Muster	1-61
150903. Competitive Event Muster	1-62
Figure 1-5-5 "Competitive Event Muster Report"	1-62
150904. Completing the Form	1-62
Figure 1-5-6 "Sick Slip"	1-64
10. Individual Sick Slip.....	1-64
151001. Purpose	1-64
151002. Completing the Form	1-65
151003. Carrying the Sick Slip	1-65
151004. Disposition of Sick Slip	1-65
11. Special Medical/Dental Disposition.....	1-65
151101. Purpose	1-65
151102. RDC Responsibilities	1-66
151103. Expiration	1-66
151104. SIQ/Light/Limited Duty/ No Shave Chits	1-66
151105. Posting SIQ Chits	1-66
151106. Disposition	1-66
12. Taps/Reveille Modification Request Forms.....	1-66
151201. Purpose	1-66
151202. Authorization	1-66
Figure 1-5-7 "Medical Chit"	1-67
151203. Disposition	1-68
13. Sea bag Inventory Form.....	1-68
151301. Purpose	1-68
151302. Instructions	1-68
14. Recruit Notebook.....	1-68
151401. Description	1-68
151402. Writing	1-69
151403. Carry	1-69
151404. Entries	1-69
15. Inter-station Passes.....	1-69
151501. Purpose	1-69
151502. Forms	1-69
Figure 1-5-8 "Inter-Station Pass"	1-70
151503. Other Authorized Inter-station Passes	1-70
151504. Compartment Watch Pass	1-71
16. Valuables Inventory Form.....	1-71
151601. Purpose	1-71
151602. Instructions	1-71
17. Division Expense Log.....	1-72
151701. Purpose	1-72
151702. Use	1-72
Figure 1-5-9 "Expense Log"	1-73

01. General Guidelines

150101. Purpose

1. The purpose of this chapter is to describe the records, reports and forms that will be used in the daily and weekly administration of the Division.

150102. Direction

1. All forms will be typed or filled out in black ballpoint pen, neatly and legibly.

a. TAKE NOTE: On all forms, Division Numbers will consist of 3 digits and Ship numbers will consist of 2 digits (Utilize leading zero(s) as needed).

150103. Computer generated forms

1. Computer generated forms can be used as authorized by the Chain of Command.

150104. Photocopying

1. Any form that may be obtained locally will not be photocopied in bulk.

150105. Block capital letters

1. Block capital letters contained in the following example, will be used for all official documents.



A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z
Ø 1 2 3 4 5 6 7 8 9
JAN FEB MAR APR MAY JUN
JUL AUG SEP OCT NOV DEC

Figure 1-5-1 "Recruit Writing"

150106. Form retention

1. The following forms shall be retained by the RDC or ship for a period of one year:
 - a. Division deck log.
 - b. Sick slips.
 - c. Medical/Dental disposition forms.

02. Recruit Data Card (Hard Card)

150201. Purpose

1. The Recruit Data Card is commonly referred to as the recruit's "hard card".

2 Jun 04

2. Hard cards are picked up by the RDC's at the Recruit In-processing Facility (BLDG 1405), and are retained by the RDC's until completion of training.
3. Upon receipt of the hard cards, the RDC is responsible for verifying the accuracy of all information typed on the hard card. If errors are noted, single line the error and place the correct information above it and return the hard cards to recruit receipts. The data will be corrected by the 1-1 day of training.
 - a. Recruits will write in the following information on the front of the hard card: POB - place of birth (city, state and country), NOK - next of kin (name, address, phone number and relationship), and blocks titled Previous Military Experience, Reason for Joining the Navy, Previous Occupations and Hobbies.
 - b. Recruits will date and sign the hard cards front page in the space provided.
4. Any entries made by personnel other than the recruit's RDC shall have printed name, rate and title above or below signature. Entries made by stamps (i.e. Swim qual, Fire Fighting, etc) will only require approved stamp.
5. Extension pages will be added for continued documentation as necessary.
 - a. The recruit's full name and last four of social security number will be placed on each extension.
 - b. Extension pages will be numbered consecutively in the upper right hand corner.
 - c. The extension page will be taped using reinforced tape along the side of the hard card to ensure continuity and ease of reading.

150202. Events Requiring Hard Cards

1. Hard cards will accompany the recruit to each of the events listed below (they do not serve as an inter-station pass).
 - a. Training Events
 - (1) Swim Qualification
 - (2) Academic Tests
 - (3) Classifications
 - (4) Physical Readiness Tests (PT-0, PT-1 & PT-2)
 - (5) Gun Range/Weapons Simulator
 - (6) FFTU classes and Application
 - (7) Battle Stations

- (8) Special Programs Physicals
- (9) Anti-terrorism class
- (10) DDS Out brief

b. Counseling/Interviews

- (1) Chaplain's counseling
- (2) LCPO/**Group Commander** Inquiry
- (3) Fleet Commander Inquiry
- (4) Recruit Aptitude Boards (RAB)
- (5) Intensive Training (IT)
- (6) Advanced Intensive Training (AIT)
- (7) Recruit Award Boards
- (8) Fundamental Applied Skills Training (FAST)
- (9) Personal Applied Skills Streamlining (PASS)
- (10) ASMO Central
- (11) Legal counsel
- (12) REU
- (13) Initial CARE Interview

150203. Hard Card Documentation

1. The hard card is a recruit's personal record of training and performance. Documentation of the hard card can be classified in terms of mandatory events and performance comments.

2. Mandatory Event Documentation

a. RDC's will ensure that the appropriate data is recorded on the hard card prior to **GC**/LCPO review dates as listed below.

- (1) 3-5 DOT
 - (a) Coupon Book Receipt
 - (b) SHOTS Received
 - (c) Sickle Cell/G6PD
 - (d) Fit for Duty (FFD)
 - (e) ID card Receipt
 - (f) ID Tags Receipt
 - (g) Swim Qualification
 - (h) ATM Card/Checks Issued
 - (i) Academic Test 1

2 Jun 04

- (j) Phase Training Scores
- (k) Orientation Briefs
- (l) PT Test 0 (with results)
- (m) Sit-up/Pushup Assessment
- (2) 5-5 DOT
 - (a) Anti-terrorism Class
 - (b) Classifications
 - (c) Academic Test 2
 - (d) PT Test 1 (with results)
 - (e) Phase Training Scores
 - (f) Sit-up/Pushup Assessment
- (3) 7-5 DOT
 - (a) Weapons Simulator/ Gun Range
 - (b) FFTU Classes
 - (c) Battle Stations
 - (d) Phase Training Scores
 - (e) PT Test 2 (with results)
 - (f) Academic Test 3
 - (g) Sit-up/Pushup Assessment
- (4) 8-2 DOT
 - (a) DDS out Brief
 - (b) Sea bag Inventory

3. Performance Comments Entries.

a. Documentation of personal performance and appropriate information is essential in tracking a recruit's progress throughout training. Entry guidelines are listed below.

- (1) Comments on substandard performance
- (2) Comments on superior performance
- (3) Awarding of EMI, ITE, IT or AIT
- (4) Results of LCPO/GC Inquiry
- (5) Results of Fleet Commander Inquiry
- (6) Issuance of Page 13
- (7) Results of RAB
- (8) Demerit Chits/Bravo Zulu
- (9) Phone calls allowed

- (10) Assignment/Relief as Division Staff
 - (11) Results of sick call/hospital visits
 - (12) All sick call, medical or dental appointments must be documented. Care must be taken to protect the privacy of medical information (HIPAA). Information will be limited to:
 - (a) Fit for full duty
 - (b) Light or limited duty, sick in quarters and length of time effective
 - (c) Any medications received by the recruit
 - (d) Date and time of any scheduled follow-up appointments
- b. Valuables received for storage in the Division valuables locker.
- (1) The recruit will initial the hard card.
 - (2) When the recruit is being ASMO'd out of the Division or prior to departure, RDC's will return custody of valuables and the recruit will sign for receipt on the hard card.
4. Document results of all assessments under the appropriate phase of training. Any recruit earning a score of less than 3.0 on any assessment will remediate, and proper documentation must be annotated on the recruit's hard card as follows:
- a. Place a black diagonal line in the box next to the appropriate assessment on the front of the card.
 - b. Place substandard score in **RED INK** above the diagonal line and the re-inspect score below the diagonal line.
 - (1) If a recruit receives a score of 3.0 or higher on his/her re-inspect, then document the re-inspect in **BLACK**.
 - (2) If a recruit receives a score of less than 3.0 on his/her re-inspect, then document the re-inspect in **RED**.
 - c. To figure the Recruits score to be used in calculation for phase average **and for filling out Progress Chart**:
 - (1) If a recruit receives a score of 3.0 or higher on his/her re-inspect, then use a 3.0 for that assessment.
 - (2) If a recruit receives a score of less than 3.0 on his/her re-inspect, then use the actual re-inspect score.

2 Jun 04

- d. The remarks section of the hard card MUST show documentation of the re-inspect, as well as counseling outlining a course of improvement for the recruit.
 - e. Ensure that the progress chart is updated as per paragraph **210205**.
5. Hard cards of Recruits that are ASMO'd due to a positive urinalysis will only be documented with the entry "ASMO TO H-333 AS PER LCPO". No further information will be entered on the hard card concerning the ASMO.
6. Sexual Orientation.
- a. Any disclosure by a recruit regarding his/her sexual preference will not be documented in their hard card. Only the entry "SR REFERRED TO LEGAL" will be entered.
7. Discretion will be used for all hard card entries to include concise remarks and recommendations.

150204. Hard Card Review

1. Hard cards will be submitted to the **Group Commander**/LCPO for review and evaluation on the 3-5, 5-5 and 7-5 day of training.

150205. ASMO Hard Cards

1. Hard cards for those Recruits that have gone UA, were admitted to the hospital, or take Emergency Leave shall be submitted to ASMO Central within 24 hours (Monday through Friday) after admittance, absence or leave. If absence, admittance, or leave occurs on the weekend, the hard cards shall be submitted to ASMO Central no later than 1200 the following Monday. The RDC will document the hard card with the date the recruit went to the hospital, date and time UA or on emergency leave, and the last full day of training the recruit completed, and then delivers the hard card to ASMO Central.

150206. Completion of Training

1. Hard cards will be reviewed by the **Group Commander**/LCPO on the 8-4 day of training and stamped Training Unit Headquarters (TRAUHQ) if found to be complete. Ensure that Anti-Terrorism (AT) and Financial Responsibility lectures have been documented.
2. One RDC will ensure that hard cards are delivered to ASMO Central on the 8-4 day of training using the following procedures:
 - a. Ensure all hard cards are in alphabetical order.
 - b. Ensure that an up to date Division roster is delivered and highlighted with all Sailors/Recruits not departing RTC (e.g. THU, PFTU, etc.)

- c. All Sailors/Recruits not departing with the Division will retain their hard card so that they may be ASMO'd to the appropriate holding unit. This will not be done earlier than the 8-4 day of training. The Sailors/Recruits will not depart the Division earlier than the 8-5 day of training.
 - d. One RDC will sign out all hard cards not turned into ASMO Central.
3. Hard cards will be maintained for a period of two years and may be used for informational purposes following the Sailors/Recruits departure.

03. Division Roster

150301. Purpose

- 1. The Division roster is used to verify actual Division personnel status and Division strength with ASMO Central.

```

*** FOR OFFICIAL USE ONLY  PRIVACY ACT SENSITIVE ***
RIMP000R                STANDARD TRAINING ACTIVITY SUPPORT SYSTEM    1999-02-01

                                EN/CRUITRACOM 6L
                                DIVISION ROSTER

**DIVISION ROSTER**                **NITRAS II CLASS DATA**

DIVISION NO:      R 1999 001 M          FW/CDF/SEC: 1999/6007/194/1
SHIP NO:          12/VSS SEAGOLF (SSN 21)    COMUSMC: 26 JAN 99
GRAD GRP/FIB DT: 18/02 APR 99              PROJ SEAD: 02 APR 98
PA DOI DA:       26 JAN 98
1 1 DOI DA:     04 FEB 98

NAME              SSN      R  RATE  NO.  CD  DT  RCD   DOB      T  E
-----
ABDULLAH, ABDAS I XXXXXXXXX M  AM   017  40  25 JAN 99  00 DEC 80  65  50
                N 202  15MAR 98
AYDOW, APERHUR C XXXXXXXXX M  DE   99  60  20 JAN 99  20 APR 84  99  94
BAILEY, DONTE E  XXXXXXXXX M  SA   95  01  2 JAN 99  11 SEP 79  99  49

Males:           22  76
Females:         0
Division Total:  22  76

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```

Figure 1-5-2 "Division Roster"

150302. Updating Division Roster

- 1. The Division roster, (**Figure 1-5-2**), will be updated by the Division YN and verified by an RDC.
- 2. When a recruit is ASMO'd out of the Division, draw a single line (using red ink) through the Recruits name, rate, SSN, etc. Enter the date, the ASMO code of the Division or activity to which the recruit is transferring. Revise the Division strength. (**Figure 1-5-2**)
- 3. When a recruit ASMO's into the Division, enter the name, rate, SSN, and the " * * OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE * * " statement on the last page of the Division roster. Revise the Division strength.

2 Jun 04

- a. **TAKE NOTE:** Submitting an updated roster does not "fix" an error. Administrative errors on the roster must be corrected in person by bringing the recruit's hard card to ASMO Central and speaking directly with staff personnel.

04. Missing or Damaged Uniform Certification Form

150401. Purpose

1. Individual Recruits for uniform articles that are lost in laundry, missing or damaged, will use this form. The form may be obtained from Building 1532, Uniform Issue.

150402. Submission

1. The form must be completely filled out and signed by the claimant, Recruit Laundry PO and the RDC.
2. Claims for four or more articles, or for more than \$30.00 worth of material must be approved by the **Group Commander** and Clothing Liaison.
3. The completed and approved form will be returned to building 1532 along with any damaged articles. These articles will be replaced in a timely manner. Articles claimed to have been lost will not be replaced by the Navy Exchange laundry until forty-eight hours have lapsed following the claim.

05. Recruit Evaluation Report

150501. Purpose

1. This form is used to summarize the progress and performance of Recruits being referred for mental health evaluation and Recruit Aptitude Board (RAB).

150502. Submission

1. The RDC's will ensure a separate Recruit Evaluation Report will be submitted to the **GC**/SLCPO for each recruit recommended for Recruit Aptitude Board (RAB), Commanding Officer's NJP or when requested by the Legal Department. This evaluation will accompany the recruit to any of the above-mentioned locations.

150503. Required Areas

1. **Group Commanders**, LCPOs and RDC's will ensure that the evaluation reports are completed objectively. Four major areas should be addressed when completing the evaluation report for a recruit who has performed poorly or has progressed unsatisfactorily in training. These areas include:
 - a. Areas in which the recruit is/has been failing.

- b. The **Group Commander**, LCPO and RDC's estimation of the recruit's problem.
- c. Measures taken by the **Group Commander**, LCPO and RDC to remediate the recruit.
- d. The **Group Commander**, LCPO and RDC's recommendation for future disposition of the recruit.

06. Assignment Memorandum Order

150601. Purpose

1. The Assignment Memorandum Order is commonly referred to as an "ASMO slip". It is a system for transferring Recruits with minimal administrative procedure, yet allows for strict accountability. ASMO Recruits must report to their new Division no later than 1900 to allow for Marking and administrative updates.

150602. Disposition of ASMO Slips

1. ASMO Central will ensure two copies are prepared. One to be retained by the receiving Division and one to be retained by the transferring Division.

150603. Description

1. Special Holding Units are used at RTC to allow for training interruptions. ASMO codes and units commonly used at RTC are listed below. In the event the computer generated ASMO slip is not available, a manually written ASMO slip will be prepared (NTC 1306/52).

a. ASMO CODES

(1) LEGAL CODES

- (a) H-309 PENDING SEPARATION - CIVIL
- (b) H-321 GRADUATED - LEGAL HOLD
- (c) H-333 PENDING SEPARATION - SUBSTANCE ABUSE
- (d) H-337 NON-GRADUATED - LEGAL HOLD
- (e) H-343 CONFINEMENT - BRIG
- (f) H-345 CONFINEMENT - CIVIL
- (g) H-349 NON-GRADUATED - LEGAL HOLD RESTRICTION
- (h) H-373 GRADUATED - LEGAL HOLD WITHOUT RESTRICTED

(2) MEDICAL CODES

- (a) H-305 PENDING MEDICAL BOARD
- (b) H-307 PENDING SEPARATION - MEDICAL
- (c) H-311 PSYCHOLOGICAL SEPARATION
- (d) H-323 GRADUATED - AWAITING MEDICAL

2 Jun 04

(e) H-331 INPATIENT HOSPITAL - NAVY (200H)

(f) H-341 RECRUIT CONVALESCENCE UNIT

(g) H-342 INPATIENT HOSPITAL - CIVILIAN

(h) H-350 NON-GRADUATED MEDICAL HOLD

(3) OTHER CODES

(a) H-329 GRADUATED - AWAITING ORDERS

(b) H-335 NON-GRADUATED EMERGENCY LEAVE

(c) H-338 ACADEMIC CAPACITY ENHANCEMENT (ACE)

(d) H-339 PERSONAL APPLIED SKILLS STREAMING (PASS)

(e) H-340 BATTLE STATIONS FAILURES

(f) H-347 PHYSICAL FITNESS TRAINING UNIT (PFTU)

(g) H-348 PT-0

(h) H-359 FAST HOLD

(i) H-367 GRADUATED- EMERGENCY LEAVE

(j) H-371 HOME AWAITING DISCHARGE (LEAVE)

(k) H-381 NON-QUALIFIED SWIMMERS (NQS)

(l) H-387 GRADUATED - UNAUTHORIZED ABSENCE

(m) H-389 GRADUATED- INPATIENT HOSPITAL

07. Recruit Demerit Chit

150701. Purpose

1. Outstanding behavior or minor violations of established rules, regulations or orders are recorded on a Recruit Demerit Chit (**Figure 1-5-3**). The demerit chit will be filled out in triplicate with one copy going to the Recruit and two copies will be sent to FTT. FTT will keep one copy and forward the third copy to the Recruits' Ship.

150702. Submission

1. Upon noting an infraction or superior performance all military staff (E-5 and above) may stop Recruits and issue a Recruit Demerit Chit.

a. These will be counted towards that recruits' individual score.

b. **TAKE NOTE: Demerit Chits that count against Division Score are those that are assessed by FTT/STT/Fleet LCPO/CMC and any Officer. If in doubt contact FTT.**

(1) FTT will utilize **Red Ink** when filling out.

(2) STT will utilize **Blue Ink** when filling out.

- (3) All others will utilize **Black Ink** when filling out.
2. All Recruits are subject to demerit chits.
3. Refer to **Figure 4-1-1** to determine point values for demerits/BZ.

150703. Documentation of Offenses/Bravo Zulu's

1. Recruits will notify their RDC immediately when a demerit chit has been issued. For each demerit assigned, a hard card entry will be made and appropriate remediation/counseling will be instituted by the RDC.

RECRUIT DEMERIT CHIT RTCGL 5212/2ER (ex. 15-63)	
NAME (LAST, FIRST, MIDDLE INT.)	SEN
SMITH, J.A.	1234
DIVISION #	SHIP #
042	07
DATE / TIME / PLACE	DAY OF TRAINING
UNMILITARY BEARING	TALKING IN GALLEY
OUT OF UNIFORM	UA GEAR
NO SHAVE	IMPROPER TRAFFIC
FAILURE TO DOUBLETIME	IMPROPERLY FILLED
IMPROPER	SIDESLIP IN HAND
UA USE OF MEX/PHONE	SEYLADEING
FAILURE TO SALUTE/GREET	OTHER (EXPLAIN)
REMARKS	
SIGNATURE (RECRUIT)	
REPORTING OFFICER	PHONE EXT.
SIGNATURE (REPORTING OFFICER)	

Figure 1-5-3 "Recruit Demerit Chit"

08. Barracks Check Out Sheet

150801. Purpose

1. The Barracks Check out Sheet (BCOS) is used to indicate where each recruit is located when they are away from the Division (it does not replace the muster report).

150802. Location

1. The BCOS will be kept on the forward table of the compartment when the Division is in the compartment. Integrated Divisions will keep their BCOS on the AFT table for the secondary compartment from taps to reveille.
2. The BCOS will be carried by the YN in the YN pouch when the Division is away from the ship. (Not by the MYN/DYN)
3. It will be carried by the RCPO when the Division is away from the ship and the YN is not available. (Except when the YN is in route to Building 1127 for testing.)
4. The BCOS will be filled out as per example in **Figure 1-5-4**. It must contain the following information:

2 Jun 04

- a. Bunk Number
 - b. Last Name (Comma), First Initial (Period), and Middle Initial (Period)
 - c. Destination (using building number and specific place visited)
 - d. Time departed and time returned (if applicable)
5. Any recruit that is SIQ shall be listed as such on the Barracks Check out Sheet, whenever the Division is away from the Ship.
- a. No time listing required unless paragraph **150803.1.c** applies

6. If the form has "COMPANY NUMBER" line it out and write the word "SHIP" to the right of it in Recruit Writing.

150803. Special Entries

1. Entries will be indicated for special circumstances as listed below. **They only pertain for that day of training:**
 - a. C.W. (08-12/12-16/16-20) when Division is away from assigned ship
 - (1) With time separated from Division as Time Out, and time rejoined Division after Watch as Time In.
 - b. Ship's Watch, JOOD/MOOW (08-12/12-16/16-20) when Division is away from assigned ship
 - (1) With time separated from Division as Time Out, and time rejoined Division after Watch as Time In.
 - c. SIQ (If Division is away from the Ship)
 - (1) With time Started SIQ in the Time Out spot, on the day the SIQ started
 - (2) When returning to Division after coming off SIQ, if listed as such will require a time in the Time In spot when rejoining the Division.
 - d. 200H (Time admitted, for the day admitted only)
 - e. UA (Time listed as the start of the UA, for the day they went UA)
 - f. Leave (Time departed, for the day they went on leave)

150804. Integrated Divisions

1. Integrated Divisions will each account for their own absentees as per the Division roster. If the Division YN is not available, temporarily sign out with the brother/sister YN.

150805. Liberty Weekend

1. During liberty weekend, the BCOS will be maintained at the RDC's discretion.

COMPANY BARRACKS CHECK-OUT NTC-GL 1305/51	FOR INSPECTION USE ONLY	
	CO. STRENGTH _____	ABSENTEES _____
TOTAL ON SPOT _____		

INSTRUCTIONS:

1. Each man leaving the barracks/company formation will checkout and in on this sheet and indicate where he may be found in the shortest time possible.
2. This barracks checkout sheet will be turned into the Division ODD each night at security reports.
3. It will be maintained with the company (yeoman's possession when outside the barracks, on the front table when inside the barracks during curriculum hours).

COMPANY NUMBER SHP 03		DIVISION 070	DATE 30DEC03	
BK NO. #	NAME AND INITIALS	DESTINATION (IN DETAIL)	TIME OUT	TIME IN
1302	SICKLY, I.M.	1007 MEDICAL	0705	1120
1214	ALERT, B.E.	C.W. (08-12)	0730	1230
1113	HURTIN, I.B.	1301 CHAPEL	0807	1018
1408	FALDOWN, H.E.	200H	1027	
1302	SICKLY, I.M.	SIG	1120	
1311	NEEDREST, G.O.	LEAVE	1125	
1104	LUCKYGUY, I.	1326 NEX PHONE CENTER	1215	1245
1104	LUCKYGUY, I.	UA	1825	

Figure 1-5-4 "Barracks Check Out Sheet"

09. Muster Report

150901. Purpose

1. The Muster Report will be used to ensure all assigned Recruits are present or accounted for.

150902. Night Muster

1. The RDC will conduct a sight muster to ensure that all Recruits assigned to their Division are present or accounted for each evening. The night muster report will be completed IAW RTCINST 1080.1. The YN may complete the required paperwork. The report will be signed by the person filling it out and countersigned by an RDC. Submit the report as directed by RTCINST 1080.1 and the Ship's Standing Orders.

- a. Watch. Recruits on watch during the night muster will be counted as present.

b. ASMO's will be listed on the night muster report the day the ASMO occurs.

150903. Competitive Event Muster

1. The Muster Report, BCOS and Division/Ship's Staff Watch Bill will be used for all competitive events/inspection, and will be available to evaluators upon request. All documents will be inspected for completeness and accuracy during scheduled inspections to include date and time in accordance with the POD (MTS). Any late muster report will result in a compartment or street hit being assessed for every five minutes it is late.

MUSTER REPORT		(SUPERSEDES FLT GEN FORM)	
LANTFLT 0001 (REV 048)		REF. Navy Regulations, 1946 Article 0701.3	
COMMAND	SHIP 04	DEPT/FLY	DATE/TIME
		904	30DEC03/1430
PERSONNEL STATUS		PERSONNEL TOTALS	
LEAVE	1	PRESENT AT QUARTERS	71
LIBERTY	0		
AWAY TEM ADD DUTY	0	AUTHORIZED ABSENTEES	16
SICK LIST	6	UNAUTHORIZED ABSENTEES	1
WATCH	4		
MESS DUTY	0	TOTAL PERS ASSIGNED (SHIP'S COMPANY)	88
CONFINED	0	ATTACHED-TEM ADD DUTY	0
SPECIAL DETAILS	5		
UNAUTHORIZED ABSENCE	1		
UNAUTHORIZED ABSENTEES			
NAME AND RATE	SER NO	HR & DATE BEGAN	
GONER, LB. SR	123-45-6789	2130/24DEC03	
CHANGE OF STATUS			
REPORTED IN ERROR	RETURNED ABSENTEES HR & DATE		
RATION CONTROL ONLY (CPO)			
NO. ASSIGNED	ON LEAVE	TAD	
DUPPERFUND#	DIV OFFICER		
<i>Daniel B. Right, SR</i>	<i>Sailor B. Warned, SR</i>		
<input checked="" type="checkbox"/> OVER			

JONES, T. M., 1234, LV. RETURNS 04JAN04 / 0700
 SMITH, P. R., 2345, 200H, 30DEC03 / 0605
 KLIPE, S. G., 3456, PAO / ROAD GUARD, 30DEC03 / 0630
 SMART, J. M., 4567, 1124 / C.W., (12-16)
 JAMES, K. Z., 5678, 1124 / S.W., (12-16)
 MINER, A. L., 6789, 1124 / S.W., (12-16)
 LAKES, D. F., 7890, 1124 / JOOD, (12-16)
 SANCHEZ, D., 8901, 1124 / LIGHT DUTY
 RICCIE, F. M., 0907, 1007 / MEDICAL, 30DEC03 / 1030
 PAINE, T., 9876, 1017 / DENTAL RECALL, 30DEC03 / 1030
 TANSE, C. D., 8765, 1523 / EYE APPOINTMENT, 30DEC03 / 1045
 SICK, I. B., 7654, 1124 / SIQ
 PADDLE, D., 6543, 1425 / SWIM QUAL, 30DEC03 / 1100
 RUNNIN, I. B., 5432, 7250 / PT TEST, 30DEC03 / 1300
 TOOBAD, H. E., 4321, 1127 / LEGAL, 30DEC03 / 1305

ASMO IN
 CHANCE, L., 3210, DIV 901, 30DEC03 / 0830

Figure 1-5-5 "Competitive Event Muster Report"

150904. Completing the Form

1. The YN and RCPO are responsible for ensuring the muster report is filled as per example in **Figure 1-5-5**.
2. The YN and RCPO are responsible for ensuring the numbers for PRESENT AT QUARTERS space is the same as the number of

Recruits on spot. A demerit chit will be assessed to both the YN and RCPO if any recruit is unaccounted for.

3. ASMO IN/OUT is not required to be listed on the competitive muster report **with the exception of:**

- a. **TAKE NOTE: ASMO IN's, (meeting the requirements in this instruction to not participate in a Drill Assessment), will be listed on the back of the muster as an ASMO IN and will be counted as a Special Detail on the Front of the Report.**

4. Back of Form (**Figure 1-5-5**)

- a. Annotate personnel not present on the back of the form.

- (1) **TAKE NOTE: C.W. = Roving Security Watch, S.W. = Snow Watch**

- b. Personnel not present will be listed by Last Name (Comma), First Initial (Period), Middle Initial (Period)(Comma), Last four digits of their Social Security number (Comma), followed by Specific Location (Backslash "/"), Disposition (Comma), Date (Backslash "/"), Time as per example entry below and **Figure 1-5-5.**

- (1) **"RUNNIN, I.B., 5432, 7250 / PT TEST, 30DEC03 / 1300"**

5. Front of Form (**Figure 1-5-5**)

- a. Leave. Enter the number of Recruits on leave.

- b. Liberty. (Not used put a "0" in the box.)

- c. Away Tem Add Duty. (Not used put a "0" in the box.)

- d. Sick List. All Recruits at Medical/Dental/Hospital. SIQ and light/limited duty that do not actively participate in the event.

- (1) Amplifying info for LLD can be found in paragraph **410402.5.**

- e. Watch. All Recruits on watch during the event.

- f. Mess Duty. (Not used put a "0" in the box.)

- g. Confined. Recruit Special Quarters (RSQ) or the Brig.

- h. Special Details. Recruits at any location not indicated above. List the special detail that the recruit is attending (i.e. PAO Road Guard, Colors, "ASMO IN for Drill" etc.).

- i. Unauthorized Absentees. Those Recruits unaccounted for.

- j. Line out the word "DEPT" in the DEPT/DIV Block and also the word "COMMAND" in the COMMAND Block. In the COMMAND Block write the word "SHIP" in Recruit writing. (This is not required if the form already has it done)

- k. All corrections shall be initialed.
- 6. Enter the total number of personnel on spot for the event in the "PRESENT AT QUARTERS" block. This will be the Division strength minus those personnel absent as indicated in those blocks discussed in (a) through (i) above.
- 7. Enter the total number of authorized Recruits absent in the "AUTHORIZED ABSENTEE" block.
- 8. Enter unauthorized absentees in the "UNAUTHORIZED ABSENTEES" block.
- 9. Enter Division strength in the "TOTAL PERS ASSIGNED" block.
- 10. Using Cursive writing the Division YN will sign the "MUSTERING PO" block and the RCPO will sign the "DIV OFFICER" block, using the following guidelines and example:
 - a. In Cursive write, First Name, Middle Initial (Period), Last Name (Comma) and SR in Recruit writing.
 - b. Example; "Sailor B. Warned, SR".
- 11. Refer to paragraph 410402.5 for mustering Light Limited Duty.

INDIVIDUAL SICK SLIP			
RECRUIT'S NAME (Last, First, Middle Initial) SMITH, J. A.		REASON <input checked="" type="checkbox"/> ILLNESS <input type="checkbox"/> INJURY	DATE 03 MAR 04
SSN 1234	GRADE/RATE SR	COMPONENT SHIP 03	DIVISION 194
TIME DEPARTED COMPANY DIVISIONAL 0630	INITIAL JAS	MEDICAL OFFICER'S SECTION	
TIME REPORTED MEDICAL	INITIAL	IN LINE OF DUTY	
TIME DEPARTED MEDICAL	INITIAL	DISPOSITION OF PATIENT	
COMPANY COMMANDER'S SECTION		<input type="checkbox"/> SICK BAY <input type="checkbox"/> HOSPITAL <input type="checkbox"/> NOT EXAMINED <input type="checkbox"/> QUARTERS <input type="checkbox"/> DUTY <input type="checkbox"/> OTHER (Specify)	
IN LINE OF DUTY		REMARKS	
COMPLAINT FLU LIKE SYMPTOMS		GALLEY 928	
SIGNATURE OF COMPANY COMMANDER Rick S. Allen ETC		SIGNATURE OF MEDICAL OFFICER	

RTC (GL-530) (2-89)

27102REV 08/03

Figure 1-5-6 "Sick Slip"

10. Individual Sick Slip

151001. Purpose

- 1. The Individual Sick Slip is used anytime a recruit reports to medical/dental for sick call or scheduled appointments.

151002. Completing the Form

1. Fill out all applicable blocks.
2. Line out "COMPANY" and write "SHIP" followed by the Ship number (2 digit) in Recruit writing.
3. Record a brief description of the recruit's complaint in the Complaint Section.
 - a. The "IN LINE OF DUTY" block, fill in when it applies.
4. Use the following format for the "RECRUIT NAME" block; Last Name (Comma), First Initial (Period), and Middle Initial (Period).
5. The RDC/OOD/LCPO will sign the Sick Slip.
6. Recruit will fill out the "TIME DEPARTED COMPANY" block by lining out "COMPANY" and writing in "DIVISION" and time departed in Recruit writing then place initials (Using cursive writing with no punctuation) in the "INITIAL" block prior to departure from the Division or Ship.
 - a. Upon arrival at medical Recruit will put the time in the "TIME REPORTED MEDICAL" block and initials in the "INITIAL" block.
 - b. Upon departure from medical Recruit will put the time in the "TIME DEPARTED MEDICAL" block and initials in the "INITIAL" block.
7. The sick slip may be used to transit to/from the galley if annotated by the RDC. The remarks section of the sick slip must include "Galley #___."

151003. Carrying the Sick Slip

1. The recruit will carry the Sick Slip in the right front trouser pocket.

151004. Disposition of Sick Slip

1. The recruit will give the Sick Slip to the MYN when they return to the Division.
2. The Sick Slip will be considered invalid unless it contains a disposition and is signed by a doctor or corpsman.
3. All sick calls or appointments will be documented on a recruit's hard card and annotated with dispositions and any medications received.

11. Special Medical/Dental Disposition

151101. Purpose

1. This form is used to notify the RDC's that a recruit has either been placed in a light/limited duty status or on bed rest (SIQ).

151102. RDC Responsibilities

1. The disposition form will be signed by the RDC in the upper right hand corner, and have the division number written in the upper left hand corner (No later than reveille the day after issue) and a hard card entry annotated.

151103. Expiration

1. The form will expire at reveille on the date annotated on the chit. However, the recruit's medical status shall remain unchanged and he/she will return to medical/dental as directed for re-evaluation that day unless the chit states "then fit for full duty." All SIQ Recruits must return to sick call for re-evaluation upon expiration of chit.

151104. SIQ/Light/Limited Duty/No Shave Chits

1. Medical chits assigning SIQ/LLD will serve as an Inter-station pass as per paragraph **151503**.
2. Valid medical chits (**Figure 1-5-7**) must be signed (No later than reveille the day after issue) by the RDC in the upper right hand corner, and have the Division number written in the upper left hand corner of the chit. It will be carried in the recruit's right front trouser pocket at all times.

151105. Posting SIQ Chits

1. Tape SIQ chits to the Recruits "B" (Personal) drawer when the recruit is in the bunk.
 - a. The chit will be signed (prior to being posted) by the RDC in the upper right hand corner, and have the Division number written in the upper left hand corner of the chit.

151106. Disposition

1. Give chits to the MYN for filing when expired. Keep the SIQ/LLD chits with the Division paperwork for one year following the Division's departure.

12. Taps/Reveille Modification Request Forms

151201. Purpose

1. This form is used to request a deviation from the training schedule.

151202. Authorization

1. Taps/Reveille Modifications are authorized by the Group Commander/LCPO during normal working hours and the ACDO/CDO after working hours and on weekends. These are the only personnel authorized to modify Taps/Reveille.

Ø7Ø

Handwritten signature
NH 6000 (Rev 07/99)

Medical Chit

From: Naval Hospital Great Lakes, USS TRANQUILLITY Medical Clinic, RTC		
To: Division Commander / LCPO / Ship's Officer		
Ship/Div: Ø31 Ø7Ø	Date: 12 / 3Ø / 2ØØ3	
Name: SMITH, J.A.	SSN: 987-65-1234	Rate: SR

<input type="checkbox"/> Sick in Quarters: Up for head and chow privileges only.	<input type="checkbox"/> Information Only
<input checked="" type="checkbox"/> Light Duty for <u>2</u> days/ or <input type="checkbox"/> Until Cleared	
<input type="checkbox"/> Meals in Ship	

<input type="checkbox"/> Follow up with _____ on _____ @ _____
▶ ▶ ▶ Bring Medical Record ◀ ◀ ◀
<input checked="" type="checkbox"/> FFD after this chit expires. Follow up is NOT REQUIRED <u>unless</u> there is no improvement. Clinic Hours are as follows: 0700-1545 Emergency Sick Call 1545-1900

Medically Excused from

Physical Drill
<input checked="" type="checkbox"/> No Running
<input checked="" type="checkbox"/> No Marching, follow at own pace
<input checked="" type="checkbox"/> No Push-ups
<input checked="" type="checkbox"/> No Sit-ups or Abdominal Exercises
<input checked="" type="checkbox"/> No Eight-Count Body Builders
<input checked="" type="checkbox"/> No Jumping or Jumping Jacks
<input checked="" type="checkbox"/> No Swim
<input checked="" type="checkbox"/> No Gas Chamber, Fire Fighting Applications, or Standing for more than 15 minutes

Other Limitations
<input checked="" type="checkbox"/> No Standing for Personnel Inspection
<input checked="" type="checkbox"/> No Lifting greater than 5 pounds
<input checked="" type="checkbox"/> No Scullery Duty or Food Handling Duty
<input checked="" type="checkbox"/> No Bunk & Locker Drill
<input checked="" type="checkbox"/> No Rifle/ Flag Drills/ Cycling
Sports Medicine
<input type="checkbox"/> See other side for musculoskeletal limitations

Special Instructions:



USS TRANQUILLITY MEDICAL CLINIC

Provider's Signature <i>James Doctor</i> LCPO	Provider's Stamp
--	------------------

Continued on Back

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Figure 1-5-7 "Medical Chit"

2 Jun 04

2. Reveille and taps will be held at the scheduled times unless a Division has been authorized early or late lights.
3. Deviations from normal reveille and taps should be kept to a minimum and will not exceed one hour prior to reveille or one hour after taps. Taps/Reveille Modification will not be used twice in a 24-hour period.
4. The POD and Deck Log will be updated to reflect the new approved reveille or taps time.
5. Post the form on the forward compartment door when being used.

151203. Disposition

1. The original Taps/Reveille Modification Request is maintained by the OOD until after execution. A copy will be maintained by the RDC until after execution.

13. Sea bag Inventory Form

151301. Purpose

1. This form will be used to inventory the belongings of Recruits transferred from one Division or unit to another.

151302. Instructions

1. The RDC or ship's staff will fill out the original and three copies.
2. List all items of clothing that are present, including the clothing the recruit is wearing at the time of inventory. Do not list items in the laundry.
3. The recruit will sign the form provided the recruit has placed all items into the sea bag themselves.
4. If the sea bag was packed in the recruit's absence, leave the recruit signature block blank. The form will be signed on the bottom by two Recruits who witnessed the articles being packed, the RDC, and one ship's staff member.
5. One copy is retained for the Division files and the ship's files. Remaining copies are sent with the recruit or the sea bag.
6. The Sea bag inventory will be done on all Recruits one week prior to the Division's day of departure. Staple a copy in the recruit's hard card and keep a copy for Division records.

14. Recruit Notebook

151401. Description

1. The notebook is the standard RTC notebook with spirals on the left hand side.

151402. Writing

1. All writing in the recruit notebook will be in black ballpoint pen.

151403. Carry

1. If carried, carry in the left hand (outside of the trainee guide if present), spiral down, front cover facing away from the body.

151404. Entries

1. All entries in the recruit notebook must pertain to instructions received at Recruit Training Command (i.e. checkpoints, classroom notes, diagrams, etc).
 - a. Notebooks will not contain questions or answers of test format.
 - b. Notes should be copied from transparencies, statements from the instructor, and personal notes that help the individual relate to the subject matter being presented.
2. Notebooks will not contain personal letters, drawings, etc.

15. Inter-station Passes

151501. Purpose

1. Recruits separated from their Division and not in their compartment or in an organized group under the supervision of RTC staff personnel must have an Inter-station Pass (**Figure 1-5-8**). RDC's shall ensure that Recruits departing the Division are provided with a properly annotated inter-station pass. Division YN is not authorized to sign inter-station pass to NEX, Phone center, or Building 1405 phone center.

151502. Forms

1. Recruits will use the printed inter-station passes provided by supply. In the event supply does not have inter-station passes, stamp two inter-station passes on the front of recruit notebook paper. Fold in quarters and place in pocket.
 - a. Recruits will carry an inter-station Pass chit in their front right shirt pocket.
2. This pass is not intended to replace the sick slip for sick call, Medical, or Dental appointments.
3. On a detail/Element inter-station pass, indicate the number of Recruits in the detail/Element, excluding the recruit in charge, by placing a "+___" in the remarks area.

4. Place "RTD" in the remarks section allowing Recruits to return to their Division without filling out another inter-station pass.
5. The recruit will check in with the YN when returning to the Division, then cross out the inter-station pass with a large "X."
6. Replace once both chits have been used.

~~INTER-STATION PASS~~
DATE 15 DEC 03
NAME SMITH, A.B. SHIP# 14 DIV# 123
REPORT TO DH7210
RDC SIGNATURE ETC(SW) *Gotta Get There*
DEPARTED AT 0822 ARRIVED AT 0828
DEPARTED AT 0928 ARRIVED AT 0932
REMARKS RTD

INTER-STATION PASS
DATE 15 DEC 03
NAME SMITH, A.B. SHIP# 14 DIV# 123
REPORT TO SHIP 14
RDC SIGNATURE ETC(SW) *Gotta Get There*
DEPARTED AT 1022 ARRIVED AT _____
DEPARTED AT _____ ARRIVED AT _____
REMARKS RTD

Figure 1-5-8 "Inter-Station Pass"

151503. Other Authorized Inter-station Passes

1. The following items may be used as an inter-station pass by personnel when performing official duties or rejoining the Division. They are not authorized passes to the galley unless otherwise stated below.
2. Brassards
 - a. The armband will be worn around the left upper arm and will be free of graffiti.
3. Pouches
 - a. The YN/MYN/DYN pouch is an authorized inter-station pass when conducting official business.
4. EPO Manual
 - a. The EPO manual is an authorized pass for the EPO while conducting official EPO business.
5. Sick Slip
 - a. May be used to transit to/from the galley if annotated by the RDC.

6. LLD Chit

- a. Recruits that possess a valid LLD chit (must indicate "no marching, straggle at own pace") can use this as an inter-station pass to all destinations including the galley. LLD chits must be signed (No later than reveille the day after issue) by the RDC in the upper right hand corner and have the Division number printed in the upper left hand corner of the chit. LLD chits are not an authorized inter-station pass to the NEX or the phone center.

7. SIQ Chits

- a. To and from the galley.

151504. Compartment Watch Pass

1. The Compartment Watch Pass is for the ongoing watch only. It serves as a head-of-the-line pass for the ongoing watch and must be accompanied by an inter-station pass. The compartment watch pass will be carried in the Recruits' left hand only. The YN is authorized to carry chow passes in the YNs pouch.

16. Valuables Inventory Form

151601. Purpose

1. The Valuables Inventory Form is used to inventory a recruit's valuables (money, watch, wallet, etc) during their absence from the Division due to emergency leave, hospitalization, UA, etc.

151602. Instructions

1. The following guidelines will be used when preparing a Valuables Inventory Form:
 - a. The RDC will fill out the original and two copies. One copy is retained for the Division files. The remaining copies are sent with the valuables, which should accompany the sea bag.
 - b. Thoroughly describe all valuables (i.e. type and color of watches, rings, radios and cameras including serial number if available). All cash shall be listed by denomination on the Valuable Inventory Form.
 - c. Signed on the bottom by two Recruits who witnessed the articles being inventoried, the RDC, and one ship's staff member.
 - d. All valuables with one copy of the form will be placed in an envelope and sealed for delivery to the Sea Bag Custodian.

17. Division Expense Log

151701. Purpose

1. RDC's will receive funds from the Laundry Petty Officer (LPO) for purchasing items needed to construct/paint the Division Personal Flag. All funds collected and Division Expense Log will be maintained in a locked cash box at all times. Division Laundry Petty Officer shall maintain the key to the cash box at all times.

151702. Use

1. The Division LPO collects and maintains Division funds as directed by the Division Commanders.
2. All funds collected will be documented on the Division Expense Log (**Figure 1-5-9**).
3. The expense log shall:
 - a. Be completely filled out.
 - (1) May be filled out electronically or handwritten.
 - (a) If handwritten, it will be in Recruit Writing.
 - b. Have sales receipts attached.
 - c. Be verified by the **Group Commander**/LCPO on the 5-5 and 7-5 day of training.
 - d. Indicate number of personnel assigned (the total personnel in the Division on the day of collection).
4. At no time, will there be more than a total of \$30.00 cash in the Division fund after completion of any purchase. Balances will be shown in the "remarks" section of the expense log and will be maintained in the valuables locker.
5. If there is any money remaining in the Division fund at the end of training, it will be disposed of as desired by the Division but in no circumstances given to the RDC's, his/her family or any RTC staff member. It may, however, be donated to officially sponsored Navy fund raising projects.
6. Whenever the LPO is required to carry the cash box, it will be carried in the left hand.

DIVISION EXPENSE LOG

SHP 05
DIVISION 024

PURCHASE OF (CIRCLE) FLAG MATERIALS HARROTS, LAUNDRY BILL, OTHER.

NAME	AMOUNT	NAME	AMOUNT	NAME	AMOUNT
ADAM, NORMAN R	\$1.00	ROMTOWER, ANTHONY	\$1.00		
ALDRIDGE, ANDREW C	\$1.00	RUSSEY, MARYS P	\$1.00		
ALVARADO, JACQUEL	\$1.00	JONES, JAMES E	\$1.00		
AMONTE, JETIRE	\$1.00	GEVORGAN, ANE	\$1.00		
ASHWORTH, ERIC M	\$1.00	CIPECK, NATHAN J	\$1.00		
BARRON, CHRISTOPHE	\$1.00	LYUBASCHI, BRUCE I	\$1.00		
BLUNT, WILLIE C	\$1.00	BANNING, TYRON V	\$1.00		
BOLING, DERRICK T	\$1.00	MCCAUGHTRY, KENNETH	\$1.00		
BROWN, ANTONIO B	\$1.00	MCOLL, JESSE J	\$1.00		
BROWN, SHALIJ	\$1.00	MORFAS, ROBERT	\$1.00		
CARLIN, WEBSTER D	\$1.00	MILLER, JOSHUA D	\$1.00		
CHASE, CHRISTOPHER L	\$1.00	MILLER, MARCUS B	\$1.00		
CONNER, PHILLIP L	\$1.00	MILLER, RONALD R	\$1.00		
COOK, ALLAN B	\$1.00	MILLER, SHANNON C	\$1.00		
CORREIA, RICARDO S	\$1.00	MORRAGON, CARLOS W	\$1.00		
CRUTCHER, CARLOS D	\$1.00	MYERS, BETH J	\$1.00		
CUMMINGS, MARK W	\$1.00	NOVACK, PETER S	\$1.00		
CURATO, DUMER P	\$1.00	OSBYANT, SEVIN V	\$1.00		
DEORI, CARLY W	\$1.00	ORSOLE, UBAWPO H	\$1.00		
EDWARDS, FRAYDS	\$1.00	BLECH, MICHAEL A	\$1.00		
EDE, CHRISTOPHE J	\$1.00	DREAL, STEVAN W	\$1.00		
FORD, JUSTIN S	\$1.00	DROU, DARRIN K	\$1.00		
FREEMAN, JENNY V	\$1.00	FERRY, JOHNATHAN R	\$1.00		
FEJSHRO, BENJAMIN	\$1.00	SEVILLA, CECILIA A	\$1.00		
GALLANT, GARRELL J	\$1.00	SQUEZZA, CARLOS H	\$1.00		
GEORGINI, NATYAN M	\$1.00	SLEMP, MICHAEL L	\$1.00		
GET, BOBBY D	\$1.00				
GODRELL, JAMES A	\$1.00				
HARVEY, DANIEL I	\$1.00				
HERRY, JONIC C	\$1.00				

DATE COLLECTED
19 DEC 03

TOTAL COLLECTED
556.00

DATE PURCHASED
20 DEC 03

PURCHASE PRICE
\$51.99

LPO SIGNATURE
Justin A. Ford, SR

RDC[®] SIGNATURE
HTI(SA) Big Hammer

YIC(SA) SIGNATURE
YIC(SA) Fox Hammer

CLONISD SIGNATURE
LT. Tom DeMauro

DATE 20 DEC 03
DOT (Signature) T-6

TOTAL FUNDS PRIOR TO COLLECTION	<u>50</u>
TOTAL COLLECTED	<u>556.00</u>
TOTAL FUNDS	<u>556.00</u>
PURCHASE COST	<u>551.99</u>
TOTAL FUNDS REMAINING IN CASH BOX	<u>\$4.01</u>

REMARKS: MATERIAL AND PAINT SUPPLIES FOR DIVISION FLAG

RTC-9L-10159 / 1 (REV. 10-00)

Figure 1-5-9 "Expense Log"

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MODULE 2 - STAR

Chapter 1 - Compartment Care and Upkeep

01. Compartment Care & Upkeep	2-3
210101. Cleaning Responsibilities	2-3
210102. Field Day	2-3
210103. Morning Working Party	2-3
210104. Maintenance Responsibilities	2-4
Figure 2-1-1 "MDCOL"	2-4
210105. Material Damage	2-4
02. Compartment Arrangement	2-6
210201. Bunk and Locker Arrangement	2-6
Figure 2-1-2 "Empty Bunk Stow"	2-8
Figure 2-1-3 "Bunk and Locker Arrangement"	2-9
210202. Work-center	2-10
Figure 2-1-4 "Division Commanders Locker"	2-10
Figure 2-1-5 "Bulletin Board"	2-11
210203. Bulletin Board	2-11
210204. Plan of the Day (POD)	2-12
210205. Recruit Progress Chart	2-12
Figure 2-1-6 "Recruit Progress Chart"	2-13
210206. Watch, Quarter and Station Bill	2-13
210207. Bulkheads and Frames	2-14
210208. Fire Extinguisher	2-14
210209. Lights, Light Fixtures	2-14
210210. Division Mailbox	2-14
210211. Trash Cans	2-14
Figure 2-1-7 "WQSB Non-Integrated"	2-15
210212. Required Posters	2-16
Figure 2-1-8 "WQSB Integrated"	2-16
210213. Portable VAP Board	2-17
210214. Deck	2-17
210215. Ladder well	2-17
210216. Scuttlebutt	2-17
210217. Crew's Head	2-17
210218. Wash Room	2-18
210219. Drying Room	2-18
Figure 2-1-9 "Dirty Laundry Tag"	2-19
Figure 2-1-10 "Laundry 2/3 Full Tag"	2-19
Figure 2-1-11 "Dirty In-House Laundry Tag"	2-19
210220. Forward Hold	2-20
210221. Crew's Lounge	2-21
210222. Window Dress	2-21
210223. Flag Placement	2-21
210224. Compartment Inspection Checkpoints	2-22
03. Compartment Arrangement for Integrated Divisions ...	2-24

2 Jun 04

210301. General Guidelines	2-24
210302. Compartment Configuration	2-24
210303. Bunk Assignments	2-25
210304. Compartment Arrangement	2-25

01. Compartment Care & Upkeep

210101. Cleaning Responsibilities

1. Each Division is responsible for cleaning and maintaining the following Division spaces:
 - a. Berthing
 - b. Work center
 - c. Forward hold
 - d. Head/shower
 - e. Wash room
 - f. Drying room
 - g. Common ladder wells
 - h. Crews lounge (if available)
 - i. Courtyard

210102. Field Day

1. Divisions may field day at any time (except Sunday Chapel Services/Holiday routine), provided the compartment is on spot prior to Division departing ship.
2. Individual Recruits may be directed to field day as required by the RDC's.
3. Recruits will only clean as high as the tallest recruit in the Division can reach while standing on the deck.
4. Stainless steel, copper, chrome, brass or an aluminum surface normally maintained without painting will be polished. The fire extinguisher will not be polished.
5. Cleaning gear will not be left unattended while no one is actively cleaning that space.

210103. Morning Working Party

1. Each Division may assign up to nine personnel (including RMAA) to the morning working party. The morning working party is not responsible for conducting a complete field day. They are responsible for correcting minor discrepancies and ensuring that the compartment is on spot.
2. The morning working party may eat breakfast before commencing or after completing morning duties.
3. All cleaning duties shall be completed prior to 0800.
4. Personnel assigned to the morning working party shall depart the compartment to rejoin the Division in time for the first scheduled event (excluding breakfast and RDC PT) per the Division schedule.

210104. Maintenance Responsibilities

1. Overall responsibility for cleanliness, material condition and custody of controlled equipment rests with the RDC's.
2. RDC's shall conduct a compartment inspection and equipment inventory with SLCP0/Building Maintenance Supervisor (BMS) prior to occupying the compartment. RDC's shall also inspect all Material Damage Check-off Lists (MDCOL) before assuming custody of a compartment.
3. At no time will a recruit or RDC make repairs to or alter electrical items such as light switches, outlets, fuse boxes, light fixtures, etc.
4. Prior to vacating a ship's compartment, a Division will conduct a complete field day of the assigned spaces to include:
 - a. Sweep/swab/buff all tile decks.
 - b. Empty all lockers and place both drawers on the respective bunk alongside the pillow (**Figure 2-1-2**).
 - c. Replenish the forward hold.
 - d. Properly arrange the compartment and work-center.
 - e. Report all outstanding repairs (including missing or damaged mattresses, pillows, loose headboards, footboards or railings) to the BMS/SLCP0.

MATERIAL DAMAGE CHECK-OFF LIST				
COMPARTMENT D-01				
BERTHING				
JSN	DATE	DISCREPANCY	RDC	NOTES
0001	10-JAN-04	BROKEN SCREEN BRACKETS, PORT WINDOWS 4, 12, 19, 21.	RSA	PARTS ON ORDER
0002	30-JAN-04	STBD WINDOW #26 CRACKED. SECURED.	RSA	JOB IN
0003	15-FEB-04	PLASTIC LIGHT COVER ABOVE RACK #1210 BROKEN.	RSA	PARTS ON ORDER
0004	01-MAR-04	WINDOWS MISSING KNOBS ON THE HAND CRANK, PORT WINDOWS 7, 9, 17, 23. STBD WINDOWS 16, 27	RSA	PARTS ON ORDER, JOB IN

Figure 2-1-1 "MDCOL"

210105. Material Damage

1. Material damage is defined as damage to any part of the structure, equipment or articles of furniture in the compartment, and/or any item(s) broken, bent, cracked, missing, loose, malfunctioning or inoperative. If an item is secured, annotate "SECURED" on the MDCOL.
2. Repair damaged items as expeditiously as possible. List all material damage/discrepancies on the compartment Material

Damage Check-Off List (MDCOL) if immediate repair is not possible. Make a Division Deck Log entry for any material damage discovered until it can be placed on the MDCOL or repaired by the Damage Control Petty Officer or BMS.

3. MDCOL will list the Job Sequence Number (JSN), date and discrepancy (**Figure 2-1-1**). Each Division shall have four MDCOL holders (Some form of document protector) posted in the forward compartment passageway, near entry door, one each for the berthing, lounge, work-center, and head area (includes shower, drying room, forward hold, and washroom). This list serves as an easy reference for the RDC, BMS, SLCPO, Group Commander and any inspection team coming into the compartment.
4. Log all discrepancies in the ship material damage log maintained by the BMS.
5. There is no maximum time limit on the life span of the MDCOL entry. Items listed on the MDCOL may be checked for validity and compliance with RTC instructions during evaluations. Permanent items missing from the compartment shall be listed on the MDCOL, but do not require a JSN (i.e. locker drawers and hooks).
6. Empty and disinfect inoperative commodes as best as possible. If a commode continues to refill, ensure that the MDCOL reflects as such. Cover with cardboard underneath the lid, taped down to commode bowl in an "X" pattern, ON THE TAPE put the word "SECURED" and "Date" (the date must match the MDCOL). Dress commodes lids in down position and remove toilet paper from appropriate stalls.
7. Any sink that is inoperative will be emptied and disinfected. Secure by placing tape in an "X" pattern across the sink, ON THE TAPE put the word "SECURED" and "Date" (the date must match the MDCOL).
8. Any urinal that is inoperative will be emptied and disinfected. Secure by placing tape in an "X" pattern across the urinal, ON THE TAPE put the word "SECURED" and "Date" (the date must match the MDCOL).
9. Identify damaged or missing windows or screens in the compartment by specifying window number on the MDCOL. Ensure windows are closed and locked. Tape a 3x5 card to bottom window and labeled "SECURED" and the same date as the MDCOL.
10. Damaged/broken washers and dryers shall be unplugged from outlet, door closed and a 3x5 card taped to door, labeled "SECURED" and the same date as the MDCOL.
11. A scuttlebutt that is inoperative will be unplugged and secured by placing tape in an "X" pattern across the top,

ON THE TAPE put the word "SECURED" and "Date" (the date must match the MDCOL).

02. Compartment Arrangement

210201. Bunk and Locker Arrangement

1. For differences in Integrated Divisions, see paragraph **210301**.
2. Each compartment normally contains 44 double bunks and 30 three-tier lockers. General arrangement for positioning bunks and lockers is shown in **Figure 2-1-3**.
3. Place the outboard legs of bunks, lockers and tables on the reference spots (1" diameter yellow spots painted on the deck are optional). These spots are provided for Recruits to rapidly arrange their bunks, lockers and tables uniformly, and are the only markings allowed on the deck of the compartment (shall not be visible when items are on spot).
4. Numbering System
 - a. All bunks, lockers and coat hooks are numbered using a four-digit code, which corresponds to those on the Watch, Quarter and Station Bill.
 - (1) The first two digits of a bunk and locker number identify the section assigned (1100, 1200, 1300, or 1400 section). The second pair of numbers identifies the bunk, locker or coat hook in that section.
 - (2) Bunks are numbered consecutively from forward to aft. Bottom bunks are odd numbered and top bunks are even numbered.
 - (3) Lockers are numbered consecutively from forward to aft, top locker being the lowest number. No other markings are allowed on the lockers.
 - (4) Coat hooks are located on the aft bulkhead of the compartment and are in billet number order from starboard to port. Hooks 1121 and 1221 will be painted red.
 - (5) Lockers and Hooks 1121 and 1221 are to be used by courtesy watches only and remain empty at all other times. These hooks will be painted red. No other markings are allowed.
5. Place dissimilar bunks and lockers in the 1400 sections of the compartment, starting at the aft most spot and working forward. If the 1400 section becomes full, continue with the 1300 section, working from the aft forward.

6. Assign Recruits to bunks in the following order:
 - a. Bunk 1101 is the reference bunk, and has the blanket positioned inboard. Make the top and bottom bunks so that the Recruits' heads are at opposite ends (head to toe).
 - (1) Make-Up the bunks on either side so that the heads are on opposite ends.
 - (2) Bunks 1102 and 1103 on the starboard side have the pillow (head) inboard. Bunks 1201 and 1204 on the port side have the head inboard. Use these as reference bunks.
 - b. Fill bunks consecutively from forward to aft, bottom to top, alternating from starboard to port until each recruit has been assigned a bunk.
 - (1) When a Division has an odd number of Recruits, assign the odd number recruit to the 1300 section so that the starboard side is heavy.
 - (2) Fill bunks vacated by ASMO'd Recruits by reveille the next day.
7. Non Integrated Divisions assign recruit petty officers to the following bunks:
 - a. 1101 RCPO
 - b. 1102 EPO
 - c. 1108 #4 SECTION LDR
 - d. 1116 #5 SECTION LDR
 - e. 1201 RMAA
 - f. 1202 YN
 - g. 1208 #1 SECTION LDR
 - h. 1216 #2 SECTION LDR
 - i. 1301 SWSL
 - j. 1310 #6 SECTION LDR
 - k. 1401 PWSL
 - l. 1410 #3 SECTION LDR
 - m. 1415 RLPO
8. If Division strength is reduced to the point where there are empty bunks between the Division body and the RLPO and aft most Section Leader, the RDC may move them forward in the compartment to the first empty bottom bunk on the appropriate side of the compartment. Update the Watch Quarter Station Bill (WQSB).

9. Arrange empty bunks as follows:

- a. Center the mattress on the bunk springs dressed to the inboard end of the rack.
- b. Center pillows on the mattress with the length of the pillow running forward and aft and the zipper end of the plastic pillow cover facing aft.
- c. Arrange empty personal drawers on its mattress, open end up, handle forward, "A" personal drawer on the inboard side of the mattress, and touching the pillow. If no pillow is present, center on the mattress leaving a space for a pillow as if it were present.
- d. Stow empty canteens with guard belts as per paragraph **231715.5**.
- e. When mattresses or pillows are missing and there is an odd number, place odd items in the 1300 section (starboard heavy).



Figure 2-1-2 "Empty Bunk Stow"

10. Furniture

- a. Arrange tables and chairs per **Figure 2-1-3**, 88 recruit set-up and the following guidelines:
 - (1) Center tables lengthwise along the compartment centerline and dress to the forward edge of frames 30, 50, 70 and 90. Place the outboard legs of the tables on the reference spots if provided.
 - (2) Place four chairs at each long table, two chairs at each short table. Uniformly place the chairs on the port and starboard sides of the table. Long tables, when accompanied by four chairs, will have two chairs dressed on the port and starboard sides.
 - (3) Reflect chair shortages starting with the aft table and working forward. If a table needs to be temporarily removed from the compartment, the vacant space will be the aft most table in the compartment. The chairs for that table shall be temporarily stowed in the crew's lounge (may be stacked neatly).

Odd sized tables will be placed in the aft most spot, working forward.

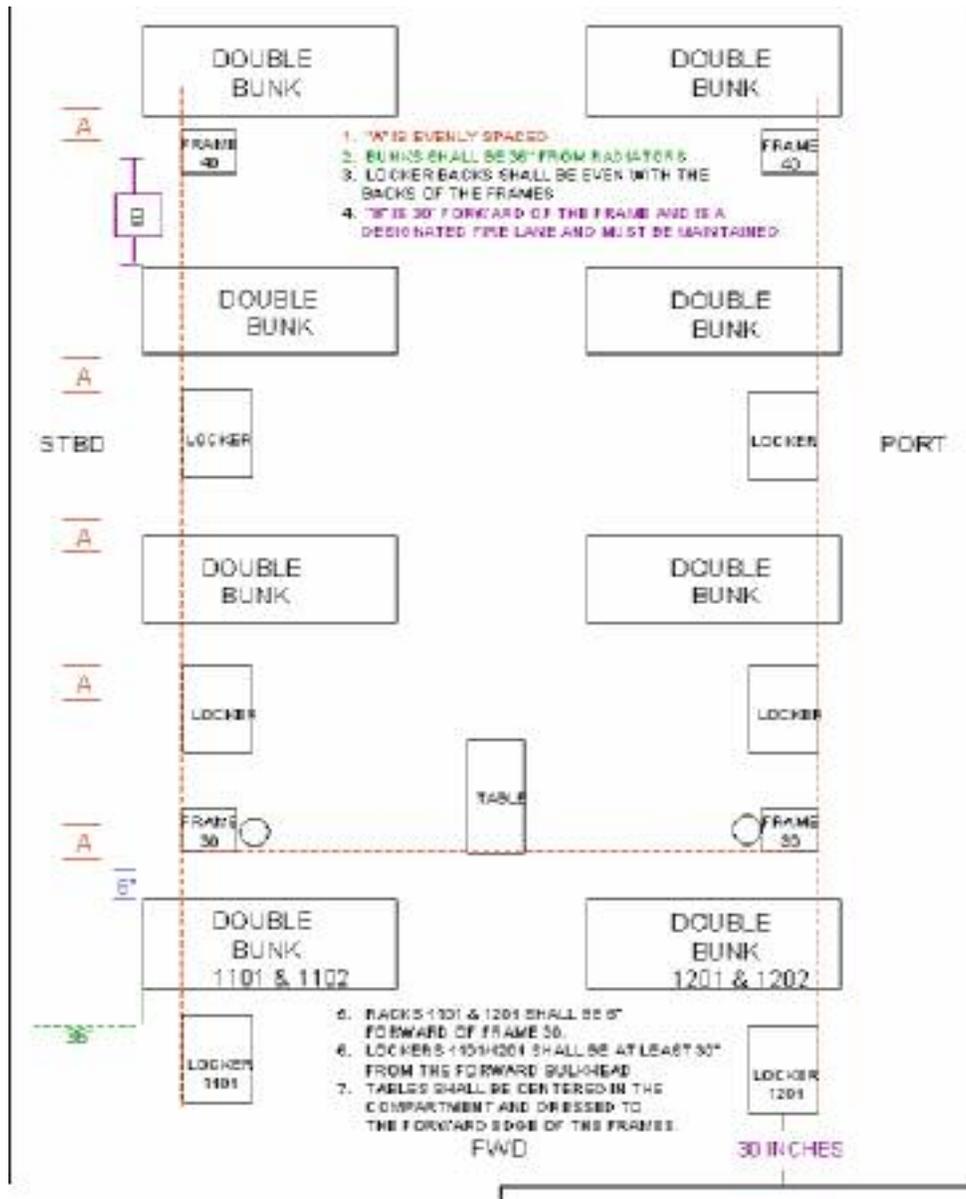


Figure 2-1-3 "Bunk and Locker Arrangement"

- (4) All furniture is inspectable for dirt, dust, non-documented material damage and graffiti.
- (5) Neatly arrange any furniture placed in the crews lounge. Stow chairs in the lounge against the tables in the same manner as in the compartment. Stow extra chairs along the bulkhead (may be stacked neatly, no more than four high).
- (6) Any piece of furniture out of position by more than 1" is off spot and should be corrected. Items dressed to a reference mark painted on the deck must be on the spot.

11. Fans will be neatly stowed in the aft alcove of the compartment when not in use. When fans are left out and not in use, an appropriate deck log entry will be made.

210202. Work-center

1. Arrange the work center as directed by the ships LCPO. Do not stow recruit gear (any recruit item that belongs in the recruit's locker) in the work-center. Exceptions to this are ASMO laundry stowed as per paragraph **140505.6**.

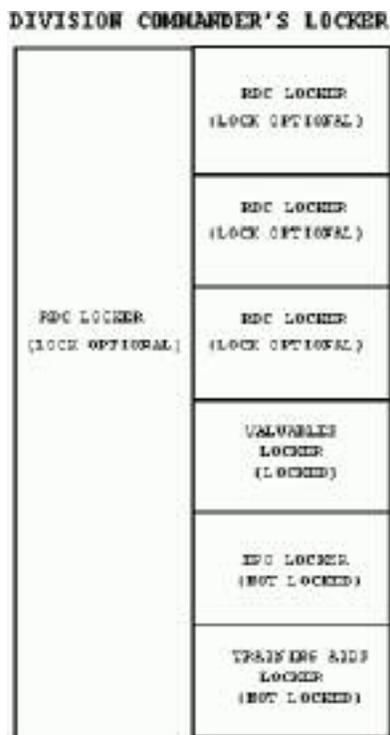


Figure 2-1-4 "Division Commanders Locker"

2. The RDC locker is inspectable for cleanliness and unauthorized gear. Training aids too large to fit inside the locker may be stowed behind the locker or underneath the bunk.
 - a. Stow the EPO manual and study materials in the EPO locker.
 - b. The valuables locker is for stowing belongings too large for a recruit's own personal drawer. RDC's maintain control of the valuables locker keys and lock. RDC's are the only personnel authorized to lock or unlock the valuables locker. This responsibility may not be delegated. Place spare A/B drawer keys in an envelope labeled with the recruit's name and SSN number and stow in the valuables locker.
 - c. Locks are optional on lockers as shown in **Figure 2-1-4**.
 - d. The RDC lockers/desk drawers are authorized to be locked.

3. Do not post or draw anything on the work center window, unless otherwise directed by Fleet Training Team (FTT).
4. Properly fold and place road guard vests on top of the locker uniformly.
5. Stow the Cutlass on a designated hook in the work center.
6. Stow the Divisional Yeoman, Medical Yeoman and Dental Yeoman Pouch's.
 - a. Stow closed, on designated hooks in the work center.
7. Stow a minimum of six irons uniformly (unboxed) on shelf in the work center (cords wrapped). Irons shall be free of obvious electrical/mechanical defects. Water droplets/condensation inside irons is authorized. Extra irons, which do not fit, shall be stowed under RDC rack using same guidelines.
8. Place two boxes labeled "ASMO IN" and "ASMO OUT" in plain sight in the work center. The boxes shall be large enough to hold a properly folded uniform.
9. Paint (nonflammable) used for painting the Division flag may be stowed in the work center.

POD	CURRENT WATCHBILL	NEXT DAYS WATCHBILL (OPTIONAL)	FIRE REGULATIONS	EMERGENCY EVACUATION PLAN	GRIEVANCE PROCEDURES
CHAPLAIN'S NEWSLETTER / SCHEDULE	PRT STANDARDS SEAL / EOD / AIRCREW / DIVER INFO	INTERNALLY GENERATED MEMOS (OPTIONAL)	FIRE BILL	EMERGENCY ACTION PROCEDURES	GRIEVANCE FORMS / ENVELOPES

Figure 2-1-5 "Bulletin Board"

210203. Bulletin Board

1. Position items posted on the bulletin board according to the figure above, and the following guidelines:
 - a. Secure items by clipboard only. Do not tape, staple or pin any item to the board with the exception of the Fire Bill, Fire Prevention regulations, emergency action procedures, emergency evacuation plan, and grievance procedures/forms.
 - b. Post the POD (MTS) received from scheduling in the upper left hand corner of the Compartment Bulletin Board (**Figure 2-1-5**).
 - c. Post the current day's Divisions Watch Bill on the center clipboard of the top row before Division departs to the first scheduled event. The following day's Watch Bill may be posted on the top right hand clipboard.

2 Jun 04

d. Post items under "Division Business" from left to right, as you look at the bulletin board in the following order:

- (1) Post the most current Chaplains newsletter and a schedule of Religious Services on the bottom left clipboard.
- (2) Post a copy of OPNAVINST 6110.1 Physical Readiness Standards on the bottom center clipboard. SEAL, Aircrew, and Diver Qualification information shall be placed on this clipboard.
- (3) Post internally generated Division memos on the bottom right clipboard. Internally generated Division memos are to be reviewed and initialed by a RDC prior to posting.

210204. Plan of the Day (POD)

1. The Plan of the Day contains the Division's schedule daily routine.
 - a. Post the Plan of the Day received from scheduling in the upper left hand corner of the Compartment Bulletin Board.
 - b. Document the assigned Galley and Chow times on the POD in Recruit Writing.
 - c. If during the course of training there is a schedule change, remove the old POD and replace with the revised POD.
2. Post the following days POD no earlier than 1800 and no later than taps.
 - a. Place the next days date in recruit writing in the upper right hand corner if POD does not contain the date.
3. All Holidays Routine other than Sundays shall be required to follow the previous Sundays POD.
4. Make pen/ink changes for early/late light chits approved by SLCPO/GC/CDO/ACDO.
5. All pen/ink changes will be initialed by RDC when made.

210205. Recruit Progress Chart

1. Used by the RDC's to motivate Recruits by documenting performance averages of all Recruits in that Division, **Figure 2-1-6.**
2. Fill out the Progress Chart NLT 1-5 DOT (A Blank Electronic Form can be obtained from FTT)
 - a. List all Recruits on the Progress Chart in alphabetical order.

- b. If two Recruits have the same last name, use first and middle initials, when initials are the same, use last four digits of SSN.
- 3. The Progress Chart shall be updated by reveille the day following each evaluation and/or ASMO. (May be reprinted or updated by pen/ink in recruit writing)

a. TAKE NOTE: When printing Progress Chart it is preferred to have it printed in all black. (The color is for viewing on computer by RDC to give visual clues)

BUNK	RECRUIT NAME	CART					MCA							FEP								
		PI	DMI	ZN	DZ	AVG	T1	PI	DMI	ZN	PT1	T2	DZ	AVG	PI-1	ST	PI-2	T3	PT2	B/S	DZ	AVG
1101	APPLEBEE	5.00	5.00	5.00	1	5.03	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	1	4.92
1204	BABCOCK, A. B.	3.00	3.00	3.00		3.00	3.20	3.00	3.00	5.00	1.00	3.00		3.03	3.00	3.00	3.00	3.00	5.00	5.00		3.67
1401	BABCOCK, B. C.	2.00	5.00	3.00		3.33	3.20	4.00	4.00	3.00	1.00	3.00	2	3.03	3.00	3.00	3.00	3.20	5.00	1.00		3.03
1310	SMITH, R. L. 1234	3.00	3.00	3.00		3.00	3.00	3.00	4.00	3.00	1.00	3.80	1	3.02	3.00	3.00	3.00	3.20	1.00			2.20
1115	SMITH, R. L. 4321	3.00	3.00	3.00	1	2.97	4.30	3.00	5.00	4.00	5.00	4.10		4.23	4.00	4.00	4.00	4.60	5.00	5.00		4.43
4446	DIDNTMAKEIT	3.00	3.00	3.00	1	2.97	4.30	3.00	2.00	2.00	4.00	4.40		2.73								0.00
						0.00								0.00								0.00

Figure 2-1-6 "Recruit Progress Chart"

- 4. Document scores on progress chart as follows:
 - a. Battle Stations and PT: **Black "5"** for Pass, **Red "1"** for Failure. (Enter numbers, color will be determined automatically)
 - b. Academic, PI, DMI, Static and Zones: Numerical score out to two decimal places. (Enter the first digit if it is a whole number i.e. "5" for a "5.0", if it is a decimal number enter as a decimal i.e. "4.75") The program will automatically add required zeros at the end of the numbers.
 - c. For remediate scoring see paragraph **150203.4**
 - (1) All remediation will be completed within that current phase of training and shall be reflected on the Progress Chart within 48 hours.

210206. Watch, Quarter and Station Bill

- 1. Fill out the WQSB by the 1-5 DOT (Standard Blank Electronic Form available from FTT).
 - a. List each recruit by bunk number, using last name, first and middle initials.
 - b. List a cleaning assignment for each name.
 - c. Any changes must be updated by reveille the next day. Refer to **Figure 2-1-7** (Non-Integrated), **Figure 2-1-8** (Integrated).
- 2. **TAKE NOTE: Section leaders will have their numbered position notated on the WQSB. RCPO/RLPO is interchangeable, due to gender vs. primary compartment.**

2 Jun 04

3. Specific leadership bunk assignments will be listed on WQSB following applicable guidelines located elsewhere in this instruction. (210201.7, 210303.2, 510101.3, 510301.2)

210207. Bulkheads and Frames

1. Bulkheads and frames will be clean and free of wax buildup.

210208. Fire Extinguisher

1. Stow Fire extinguisher against the bulkhead near the forward watch station. Maintain free of dust and dirt. Do not polish.

210209. Lights, Light Fixtures

1. Compartment lights will be secured unless one or more personnel (other than the watch) are present. Lights shall be secured during daylight hours unless needed.
2. Light fixtures shall be clean and well maintained.
3. The lights in the head, running lights and all exit lights are to remain on 24 hours a day.
4. The forward and aft red security lights are required to be on from sunset to sunrise.
5. Log burned out bulbs in the Division Deck Log and/or the MDCOL.

210210. Division Mailbox

1. The Division mailbox is subject to inspection for dust, gear adrift and proper security.
2. Division Deck Log and a clipboard may be kept on top of the mailbox.
3. The Roving Security Watch may keep a flashlight on top of the mailbox from Sunset to Sunrise.
 - a. Contact Ships Quarterdeck for Sunset/Sunrise times.
4. A pen and ruler (attached with string) as well as a thermometer may be attached to the side of the mailbox for use by the Roving Security Watch.
 - a. Items not attached are considered gear adrift.

210211. Trash Cans

1. Empty all trashcans prior to taps or when $\frac{3}{4}$ full.
2. A clean trash can and lid is required for each Division's head. Stow the trash can against and centered along the small bulkhead between the commodes and washbasins. The side handles face port & starboard relative to the compartment. Dress the top handle port and starboard, with the handle laying flat towards the bulkhead. Standard Navy issue trashcan (approx 44 gallon) shall be utilized.

WATCH, QUARTER AND STATION BILL
SHP 13 DIVISION 024 COMPARTMENT C-01 DIVISION COMMANDERS: EIC ALLEN, K. S. / MS2(SYD) RAMIREZ, F. J. / ABE(SYD) TREVINO, D. G.

PORT SECTION		STBD SECTION	
1201 STEVENS, O. A.	RMMA	1101 BOUND, D. T.	RCPO
1202 MCCAUGHTRY, K. M.	YN	1102 O'ROUR, D. K.	EPO
1203 DEGEN, C. W.		1103 COOKE, A. B.	FORWARD HOLD
1204 CORREIA, R. S.		1104 JONES, J. E.	BULLETIN BOARD
1205 WURNIKES, S. C.		1105 BROWN, S. J.	TRASH CANS
1206 WEST, W. M.		1106 HIGHTOWER, A.	SHIPS LAUNDRY
1207 SEVILLA, C. A.		1107 MCINNIS, R.	LADDERWELL
1208 ASHWORTH, E. M.	1 SEC LDR	1108 ALDRIDGE, A. C.	4 SEC LDR
1208 MOSS, W. T.		1109 ZETTERLUND, R.	MIRRORS
1210 LITTLEJOHN, D. E.		1110 RUSSEY, M. P.	SINKS
1211 NOWACK, P. S.		1111 MONDRAGON, C. A.	URINALS
1212 KUBECK, M. J.		1112 EDWARDS, F.	DOORS
1213 WHITE, N. E.		1113 ADAR, H. R.	BULKHEADS
1214 HENRY, J. C.		1114 MANNING, T. V.	COURTYARD
1215 WHITTINGTON, C.		1115 KEVORISAN, I. S.	URINALS
1216 BARNUM, C.	2 SEC LDR	1116 ALVARADO, J. L.	5 SEC LDR
1217 BARRY, D. I.		1117 GREGOSKI, N.	BULKHEADS
1218 CHASE, C. L.		1118 GALLANT, D. J.	SHOWERS
1219 WRIGHT, R. R.		1119 STATHAM, D. L.	WINDOWS
1220 FORD, J. S.		1120 CARLIN, W. G.	DECK FWD
PORT SECTION		STBD SECTION	
1301 CURATO, D. P.	FWGL	1301 MC OILL, J. J.	GWSL
1402 TYREE, D. A.		1302 MYERS, S. J.	DECKS STBD
1403 CUMMINGS, M. W.		1303 MICHEMER, D. A.	BULKHEADS
1404 BROWN, A. B.		1304 FREEMAN, J. Y.	HEATERS
1405 WERTZ, B. J.		1305 CRUTCHER, C. D.	COURTYARD
1406 SLEMP, M. L.		1306 STOUT, A. J.	LIGHTS
1407 MILLER, M. B.		1307 UPTON, R. C.	AFT PASSAGEWAY
1408 GIDG, C. J.		1308 AMMONS, J. E.	COMMODIES
1409 O'BRYAN, S. Y.		1309 OLSON, M. A.	WINDOWS
1410 ONEAL, S. W.	3 SEC LDR	1310 MILLER, J. D.	6 SEC LDR
1411 O'FOOLE, M. N.		1311 GIST, B. D.	EMPTY RACKS STBD
1412 PERRY, J. M.		1312 MILLER, R. N.	EMPTY LOCKERS
1413 BLUNT, W. C.		1313 SIBERZA, D. M.	CHALK BOARD
1414 NOWELL, J. W.		1314 CONVER, P. L.	DRYING ROOM
1415 DUARTE, E.	RLPO	1315 MALDONADO, A.	WINDOWS
1416 TURNER, J. D.		1316 SNYDER, J. M.	SCUTTLEBUIT
1417 GILLEY, K. T.		1317 TATE, J. D.	FWD PASSAGEWAY
1418 CLARK, D. W.		1318 LINDSEY, M. A.	DRYERS
1419 ROSE, J. R.		1319 CHRISTENSEN, W.	URINALS
1420 RYAN, C. R.		1320 ENRIQUEZ, J. J.	EMPTY RACKS STBD
1421 BUNDILLA, R.		1321 GIMCO, R. R.	EMPTY LOCKERS
1422 McDONALD, R. L.		1322 BRIGHT, F. D.	HEATERS
1423 GREGORY, J. A.		1323 WORSLEY, N. A.	SINKS
1424 RINK, D. B.		1324 MENDIOLA, M. A.	LADDERWELL

Figure 2-1-7 "QWSB Non-Integrated"

- Six small trashcans shall be stowed in the compartment. Center the trashcans inboard of and touching the stanchion at frames 30, 60, and 90.

210212. Required Posters

1. FTT promulgates an up to date listing of posters required to be in the compartment. RDC's are responsible for ensuring these posters are properly posted in the compartment.

WATCH, QUARTER AND STATION BILL
SHP 13 DIVISION 074 COMPARTMENT C-01 DIVISION COMMANDERS: ETC ALLEN, K.S./MS2(SW)RAMIREZ, F.J./ AFB2(SW/AW) TREYNO, D.O.

PORT SECTION		STBD SECTION	
	RMAA		RCPO / RLPO
1201	STEVENS, G. A.	SUPERVISOR	1101 BOLING, D. T.
1202	MCCAUGHRAY, K. M.	WORK CENTER	1102 OPOKU, D. K.
1203	DEGEN, C. W.	FWD PASSAGEWAY	1103 COOKE, A. B.
1204	CORREIA, R. S.	EMPTY RACKS	1104 JONES, J. E.
1205	VURNAKES, S. C.	WASHROOM	1105 BROWN, S. J.
1206	WEST, W. M.	WINDOWS	1106 HIGHTOWER, A.
1207	SEVILLA, C. A.	SHOWERS	1107 MCGINNIS, R.
1208	ASHWORTH, E. M.	SUPERVISOR AFT	1108 ALDRIDGE, A. C.
1209	VOSS, W. T.	COURTYARD	1109 ZETTERLUND, R.
1210	LITTLEJOHN, D. E.	SHIPS DRYING ROOM	1110 HUSSEY, M. P.
1211	NOVACK, P. S.	SINKS	1111 MONDRAGON, C. A.
1212	KUBECK, N. J.	WINDOWS	1112 EDWARDS, F.
1213	WHITE, N. E.	FIRE ESCAPE	1113 ADAIR, H. R.
1214	HENRY, J. C.	DECK AFT	1114 MANNING, T. V.
1215	WHITTINGTON, C.	CREWS HEAD	1115 KEVORKIAN, I. S.
1216	BARNUM, C.	SUPERVISOR AFT	1116 ALVARADO, J. L.
1217	HARVEY, D. I.	WASHROOM	1117 GEGOSKI, N.
1218	CHASE, C. L.	WINDOWS	1118 GALLANT, D. J.
1219	WRIGHT, R. R.	WINDOWS	1119 STATHAM, D. L.
1220	FORD, J. S.	DECK AFT	1120 CARLIN, W. G.
PORT SECTION		STBD SECTION	
	RMAA		RCPO / RLPO
1401	CURATO, D. P.	SUPERVISOR PORT	1301 MCGILL, J. J.
1402	TYREE, D. A.	DECKS PORT	1302 MYERS, S. J.
1403	CUMMINGS, M. W.	BULKHEADS	1303 MICHENER, D. A.
1404	BROWN, A. B.	HEATERS	1304 FREEMAN, J. Y.
1405	WERTZ, B. J.	WINDOWS	1305 CRUTCHER, C. D.
1406	SLEMP, M. L.	SCUTTLEBUTT	1306 STOUT, A. J.
1407	MILLER, M. B.	FWD PASSAGEWAY	1307 UPTON, R. C.
1408	EIDE, C. J.	SHIPS DRYING ROOM	1308 AMMONS, J. E.
1409	OBRYANT, S. V.	URINALS	1309 OLSON, M. A.
1410	ONEAL, S. W.	SUPERVISOR AFT	1310 MILLER, J. D.
1411	OFODILE, M. N.	EMPTY RACKS PORT	1311 GIST, B. D.
1412	PERRY, J. M.	EMPTY LOCKERS	1312 MILLER, R. N.
1413	BLUNT, W. C.	WASH ROOM	1313 SIGUENZA, C. M.
1414	NOWELL, J. W.	SINKS	1314 CONVER, P. L.
1415	DUARTE, E.	WASHROOM	1315 MALDONADO, A.
1416	TURNER, J. D.	BULLETIN BOARD	1316 SNYDER, J. M.
1417	GILLEY, K. T.	TABLES	1317 TATE, J. D.
1418	CLARK, D. W.	SWABS	1318 LINDSEY, M. A.
1419	ROSE, J. R.	COURTYARD	1319 CHRISTENSEN, W.
1420	RYAN, C. R.	WINDOWS	1320 ENRIQUEZ, J. J.
1421	BUNDALI, A. R.	DECK AFT	1321 CINCO, R. R.
1422	MCDONALD, R. L.	DRYERS	1322 BRIGHT, F. D.
1423	GREGORY, J. A.	DRYING ROOM	1323 WORSLEY, N. A.
1424	RINK, D. B.	WASHERS	1324 MENDIOLA, M. A.

Figure 2-1-8 "WQSB Integrated"

210213. Portable VAP Board

1. Portable VAP Boards will be cleaned and stowed in the aft alcove.

210214. Deck

1. The deck is inspectable for cleanliness at all times.

210215. Ladder well

1. When a ladder well is the joint responsibility of two Divisions, both Divisions shall be responsible for cleanliness.

210216. Scuttlebutt

1. Keep the scuttlebutt clean and operational at all times. If inoperative, ensure it is properly secured (paragraph **210105.11**), and make every effort to have it repaired as soon as possible. Water drops or a water spot in the scuttlebutt does not constitute a dirty scuttlebutt.

210217. Crew's Head

1. The crew's head shall be available for Recruits at all times.
2. Maintain cleanliness at the highest level possible. Special emphasis will be placed on any condition that could be detrimental to the health of Recruits.
3. Disinfect commodes, urinals, sinks, decks, bulkheads, fittings, fixtures and soap trays as part of the daily cleaning routine.
4. Dress all commode lids down.
5. Install toilet paper in each operative stall. If toilet paper is missing and none is available throughout the ship, fill those stalls nearest the exit, work towards the far bulkhead and make an appropriate Deck Log entry. Dress toilet paper uniformly at 12 O'clock.
6. Keep Head Doors closed at all times.
7. Curtains will be installed on all toilet stalls and shall be kept clean and free of holes and tears. Curtains in unsatisfactory condition will be replaced. Curtains will be inspected for cleanliness and material condition during compartment inspections.
 - a. Curtains will be opened uniformly when not in use.
 - b. The visible seam (catch edge) will face the interior area of the stall.

2 Jun 04

210218. Wash Room

1. Dress faucet spouts uniformly. Keep wash tables free of soap scum.
2. Clean all washers, dryers and lint traps. Open all lids and doors when not in use (lint screens stowed uniformly). Uniformly dress all doors and knobs.
3. The sanitary items locker will be neatly arranged and free of gear adrift. The sanitary item locker may be placed in the head if compartment arrangement allows.
4. Laundry baskets, if used, will be stowed uniformly. Baskets are inspectable for gear adrift and cleanliness.
5. Stow a minimum of 6 ironing boards. (Uniformly throughout the Ship as directed by Ship's LCPO).
 - a. Boards will be dust free.
 - b. Recruits are not authorized to iron uniform items on blankets.

210219. Drying Room

1. Stow items in the following manner:
 - a. Do not stow or hang items in the fire lane.
 - b. Do not cover or hang anything over the deck drain.
 - c. Hang empty laundry bags right side out (numbers are right side out) in a neat and orderly fashion.
 - d. Clothing is not authorized in hanging laundry bags.
 - e. Fourteen laundry bags (eight blue and six white) will initially be issued to the Division. There is no minimum number of laundry bags required to be in the Division drying room. The number hanging plus the number of clean laundry bags on the deck may not be greater than fourteen.
 - f. Stow dirty/clean laundry as follows:
 - (1) Dirty laundry bags shall be stowed with the open end towards the fire lane with the side of the bag touching the forward bulkhead (In relationship to the Compartment) and the bottom end touching the port or starboard bulkhead. Stow with bag numbers up.
 - (a) Do not fill laundry bags more than 2/3 capacity. Once filled, ensure the closures are securely tied.
 - (b) Dirty laundry bags in the drying room awaiting pick-up, will be tagged as shown below.



Figure 2-1-9 "Dirty Laundry Tag"

- (c) If there are no laundry bags available to collect dirty laundry, place dirty laundry in large plastic bags. Stow tagged in drying room (in the same manner as laundry bags awaiting pickup), until laundry bags can be obtained. Ensure proper deck log entries are made. DO NOT SEND LAUNDRY BAGGED IN PLASTIC BAGS OUT TO SHIPS'S LAUNDRY.
- (d) When the bag is less than two thirds full, tag as shown in **Figure 2-1-10**.
- (e) In-house laundry. When using issued laundry bags for the collection of in-house wash items, the bags will be tagged as shown in **Figure 2-1-11**.



Figure 2-1-10 "Laundry 2/3 Full Tag"

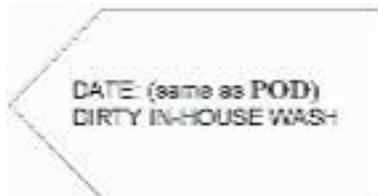


Figure 2-1-11 "Dirty In-House Laundry Tag"

- (2) Clean laundry bags shall be stowed with the open end towards the fire lane. The side of the bag will be touching the AFT bulkhead, (In relationship to the Compartment) and the closed end will touch either the port or starboard bulkhead, whichever is applicable. Stow with bag numbers up.
 - (3) If multiple bags are present (clean or dirty), they will be stacked (like colored bags with like colored bags). Stow with bag numbers up. All bags in the stack will be held to the same standards of stowing requirements.
- g. Stow rags neatly in the Division's drying room on the forward most clothesline (in relation to the compartment). Do not place in the fire lane. The rags

2 Jun 04

may be stacked on top of one another or stacked side by side.

- (1) Rags are defined as discarded items of worn out clothing or towels that are unserviceable. Remove all ownership markings from the article of clothing.
- (2) Do not use sheets, pillowcases, blankets, shoeshine cloths, or serviceable uniform items as rags.
- (3) There is no minimum or maximum number of rags required.

2. Clotheslines are subject to inspection for arrangement, stowage, dirty gear, (except rags) and gear adrift and general cleanliness. Arrange like items together in a neat and orderly manner on clotheslines. Do not obstruct the fire lane with clothing hung on the clothesline.

210220. Forward Hold

1. The forward hold is inspectable for dirt, dust, material damage, orderly stowage, gear adrift and minimum stow. Items used for cleaning the Division spaces are drawn from the forward hold.
2. Only gear issued by "**Building 1212 Supply/Linen**" or the Naval Supply System shall be stowed in the forward hold, with the exception of laundry detergent, liquid starch, powdered bleach, personal scrub brushes, sponges, spray bottles, and a swab comb, may be purchased at the NEX. All HAZMAT will be stowed on the lowest shelf or on the deck and labeled with proper MSDS reference and noun name must be present on the container. Failure to use cleaning gear from the forward hold shall be considered cheating. A copy of the minimum stowage requirements list will be posted behind the forward hold door.
3. Only ECO-LAB products will be used for cleaning.
 - a. Empty ECO-LAB containers will be returned to Supply "**Building 1212 Supply/Linen**" via the Ships BMS for re-filling.
 - b. Only ECO-LAB spray bottles may be used with the cleaning solvents.
 - c. Ensure that all products have a MSDS sheet available and MSDS numbers are clearly marked on the containers.
4. The RDC determines the checkpoints of all items stowed in the forward hold. Maintain a neat and orderly appearance when stowing items.
5. Make a Deck Log entry to reflect forward hold items below minimum stow.

6. FTT promulgates an up to date listing of items required to be in the Forward Hold. RDC's are responsible for ensuring a current copy is posted on the back of the forward hold door.
7. The Forward Hold may be locked.
 - a. If the Forward Hold is locked, the Roving Security Watch will have a key for entry.

210221. Crew's Lounge

1. The Crew's lounge is inspectable for general cleanliness and window dress during any inspection. When two Divisions are responsible for the crew's lounge, the center columns will be the dividing line. If the adjacent compartment is empty, the Division present is responsible for the entire lounge.

210222. Window Dress

1. Compartment windows are split into two categories, inboard (courtyard) and outboard (street or grinder). Open windows will be uniformly set to the length of a Training Guide (TG) or Blue Jackets Manual (BJM). Dress open or closed window handles uniformly throughout the compartment.
2. In the RDC's absence, the RCPO/RMAA is authorized to change window dress to maintain compartment temperature. An appropriate deck log entry will be made.
3. When window dress is less than all windows open, the log entry identifies windows by stating, inboard or outboard, "EVERY THIRD, EVERY OTHER, EVERY FIFTH WINDOW, etc. OPENED TO THE LENGTH OF TG/BJM." If the entry states that every third window is open, the watch starts with the forward most window and counts aft. When the third window is reached, open it, then the sixth, ninth, etc. In the event that a window is secured, go to the next designated window (e.g., third and ninth if the sixth window is secured per paragraph **210105.9**).
 - a. Do not open windows, which have damaged or missing screens. Damaged windows will be secured.
 - b. Work center window dress is not inspectable.
 - c. Crew's lounge windows are divided at the centerline. The four windows closest to each compartment belong to the Division assigned to that compartment.

210223. Flag Placement

1. Earned flags will be tightly rolled individually with the Guidon rolled around them. Rolled flags will be stowed in the aft alcove against the forward end of the long bulkhead near the aft compartment exit. Wet flags may be left

2 Jun 04

unrolled in the aft compartment or drying room until dry provided an appropriate deck log entry is made.

210224. Compartment Inspection Checkpoints

1. Free of trash/litter
2. Free of dirt, dust and lint to include kick marks on doors
3. No wax build up
4. No gear adrift
5. All bright work polished
6. Proper stowage
7. Authorized cleaning gear
8. Window Dress
 - a. Properly set
 - b. Properly logged
9. Compartment
 - a. Bunks and Lockers
 - (1) Properly positioned
 - (2) Marked
 - (3) Occupancy
 - (4) Bunk make-up
 - (5) Locker stowage
 - (6) Vacant bunk/locker arrangement
 - (7) Odd size bunk arrangement
 - b. Bulletin Board - Proper content and arrangement
 - c. Coat hooks Marked
 - d. Fire extinguisher present with current inspection tag
 - e. Lights - operative or tagged/logged as burned out
 - f. Mail box correctly maintained and containing only authorized items
 - g. Division Deck Log properly filled out
 - h. Required posters present
 - i. Scuttlebutt operational
 - j. Deck/bulkheads/frames clean
 - k. Tables and chairs properly positioned and free of kick marks
 - l. Crew's head doors closed and free of dirt and kick marks
 - m. Baseboard heaters clean

- n. Screens clean and free of obvious material damage
 - o. Trash cans positioned correctly and no more than $\frac{3}{4}$ full
10. Work Center
- a. Clean
 - b. No unauthorized gear
11. Crew's lounge
- a. Window dress properly set
 - b. Clean and neatly arranged
12. Crew's head/shower/toweling room
- a. Trash can positioned correctly, no more than $\frac{3}{4}$ full
 - b. Commode lids dressed down
 - c. Toilet paper in usable stalls
 - d. Vents - clean
 - e. Drains - clean and free of fungus
 - f. Decks and bulkheads - clean
 - g. Mirrors - clean
 - h. Sinks - clean (wet does not constitute dirty)
 - i. Bright work - polished
 - j. Soap trays - clean and free of soap film
 - k. Shower bulkheads and deck - clean
 - l. Shower heads and knobs - uniformly positioned
 - m. Urinals - clean and operational
 - n. Head soap dispensers - clean and not less than $\frac{1}{2}$ full
13. Wash Room
- a. Faucet on wash tables - uniformly positioned (When applicable)
 - b. Lights
 - c. Drains - clean
 - d. Tables - clean
 - e. Bright work - polished
 - f. Vents - clean
 - g. Washers and Dryers - clean
 - h. Ironing boards - uniformity and dust free
14. Drying Room
- a. Empty laundry bags - neatly stowed

2 Jun 04

- b. Clean laundry bags - neatly stowed
 - c. Dirty laundry bags - properly stowed and tagged
 - d. Rags - if present, neatly stowed
 - e. Wet clothing arrangement - orderly, not obstructing the fire lane, not covering deck drain
 - f. Drain - clean, not covered
 - g. General cleanliness
 - h. Any items present - dressed uniformly
15. Courtyard
- a. Area of responsibility clean.
 - b. Swabs will be uniformly stowed, cleaned, and combed.
16. Forward Hold
- a. Required items - present and neatly stowed
 - b. No unauthorized gear
 - c. Lights - operational
 - d. Clean
17. Ladders, passageways and Lounges
- a. Clean
 - b. Proper window dress set (excluding fire escape window)

03. Compartment Arrangement for Integrated Divisions

210301. General Guidelines

1. For Non-Integrated see paragraph **210201**.
2. Integration of Divisions will be reflected on rosters as directed by Receiving Division. Each Division will be gender balanced based on numbers available. Each Division will have a corresponding integrated partner Division. Partner Divisions will share berthing compartments and will be on the same day of training. RDC's will select a RCPO and RLPO, one berthed in the primary compartment and one berthed in the secondary compartment. The Starboard Watch Section Leader will be selected from the primary compartment and the Port Watch Section Leader from the secondary compartment. Six section leaders and eight flag bearers will be selected in the same manner, half from the primary compartment and half from the secondary compartment.

210302. Compartment Configuration

1. Each Division will be assigned a berthing compartment, which will serve as their "Primary" compartment.

- a. The primary compartment is that compartment where the RDC's and Division will conduct business.
- b. Recruits will be berthed in either the primary compartment or the secondary compartment, depending on which is designated male or female.

210303. Bunk Assignments

1. Primary Division Recruits will fill bunks and lockers forward to aft and secondary Division Recruits will fill bunks and lockers aft to forward. This allows for ASMO fluctuation in the center of the compartment.
2. Recruit Division Staff bunk and locker assignments are made in the following manner.

a. Primary compartment

- (1) Recruits bunk in forward end of the compartment in following assignment (bunks 1101-1302 and 1201-1402):

- (a) 1101 RCPO/RLPO
- (b) 1102 EPO
- (c) 1108 SECTION LDR #
- (d) 1111 SWSL
- (e) 1116 SECTION LDR #
- (f) 1201 RMAA
- (g) 1202 YN
- (h) 1208 SECTION LDR #

b. Secondary compartment

- (1) Assign bunks beginning at the aft of the compartment and work forward (1324-1303 and 1424-1403):

- (a) 1314 SECTION LDR #
- (b) 1323 Assistant RMAA
- (c) 1324 Assistant YN
- (d) 1403 SECTION LDR #
- (e) 1411 PWSL
- (f) 1414 SECTION LDR #
- (g) 1423 RCPO/RLPO
- (h) 1424 Assistant EPO

210304. Compartment Arrangement

1. The WQSB and Bulletin Board will be maintained in both compartments.

2 Jun 04

2. The WQSB will be filled out with the names of the Recruits berthed in that compartment.
3. The Progress Chart for each compartment will reflect the Recruits assigned to the primary Division (both male and female Recruits).
4. When both Divisions are in the compartment (e.g. after Tattoo), the aft most table in the compartment will be considered the "FWD Table" for the secondary area of the compartment.

Chapter 2 - Bunk Make-Up

01. Bunk Make-Up Instructions.....	2-29
220101. Issue	2-29
220102. Mattress	2-29
220103. Sheets	2-29
220104. Pillow and Pillowcase	2-30
220105. Blanket Folding and Stowing	2-30
220106. Towel and Washcloth Stowage	2-31
220107. Stowage of the Guard Belt	2-31

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01. Bunk Make-Up Instructions

220101. Issue

1. Each recruit is issued a bedroll, which consists of two sheets, one pillowcase and one or two blankets (as seasonal temperatures dictate). If any item of the bedroll is lost, damaged or defaced through carelessness, refer the case to the SLCPO/GC for disposition. Bunks will be made prior to 0800. Bunks not made due to lack of linen must be logged in the deck log.

220102. Mattress

1. Center the mattress fore and aft on the springs. Dress the mattress to the inboard end of the bunk for both occupied and vacant bunks. Place odd shaped or damaged mattresses in the 1400 or 1300 sections of the compartment working from aft to forward. Center racks shall have the mattress centered and forward.

220103. Sheets

1. Lay the bottom sheet flat on the mattress catch hems down. Dress the bottom sheet to the bead at the foot end of the mattress. A tolerance of 1" between the mattress bead and the end of the sheet is permitted. Do not drape the sheet beyond the mattress bead.
 - a. Tuck the head end of the sheet under the mattress.
 - b. Tuck any excess material under the mattress.
 - c. Bring the material down from the top of the mattress and stretch it tight before tucking it between the mattress and spring.
 - d. Form a 45° angle at both corners (at the head).
2. Lay the top sheet on the mattress catch hems down. Dress the sheet to the mattress bead at the head of the mattress. Tuck the foot of the sheet under the mattress.
 - a. Fold the head of the sheet back to the length of one recruit notebook (catch hem showing).
 - b. Tightly stretch the remainder of the sheet and tuck it under the mattress forming a 45° angle on the side at the foot of the mattress.
3. Tuck excess material under the mattress.
4. The end result should be a bottom sheet with 45° angles at the head end of the mattress, and a top sheet with 45° angles at the foot end of the mattress.

2 Jun 04

220104. Pillow and Pillowcase

1. All pillows in the compartment are required to have a clean protective plastic cover. If dirty or soiled, wash as in house wash and hang dry in drying room, ensure proper deck log entries are made.
2. Turn pillowcase right side out. Place pillow inside the pillowcase (zipper side of the pillow cover towards the closed end of the pillowcase) against the side of the pillowcase, which does not have a seam, with the closed end filled with the pillow. No loose pillow case material is allowed on the side of the pillow, which does not have a seam.
3. Fold the corners of the open end of the pillowcase to form 45° angles. If the pillow is too large to form a 45° fold, the fold is not required.
4. Fold excess material at the open end of the pillow up and against the bulk of the pillow (no double fold).
5. Center and dress the pillow to the bulk of the mattress with the open end forward and the seam of the pillowcase toward the foot of the bunk.

220105. Blanket Folding and Stowing

1. Orient the blanket lengthwise with reinforced edges at the top and bottom.
 - a. Fold the upper half down over the lower half.
 - b. Fold the blanket in quarters by again folding the upper half down over the lower half.
 - c. Fold the left third over the middle third.
 - d. Fold the right third over the left third. Dress all edges.
 - e. Pull the lower left corner of the first layer over the upper right corner of the blanket, forming a 45° angle. Dress to the nearest edge. Do not drape excess blanket over. Align the point of the angle to the forward starboard corner of the compartment.
 - f. Position on the bunk
2. Center the blanket on the mattress and dress to the bulk at the foot of the mattress. Single fold starboard and three folds forward.
3. When two blankets are issued, stow both on the mattress with the wider blanket on the bottom (determined by the longer single fold). Dress the single fold and three folds of the blankets to each other.

4. Center the widest blankets on the mattress and dress to the bulk at the foot of the mattress.

220106. Towel and Washcloth Stowage

1. Stow one towel on the outboard end of the bunk.
 - a. Fold in half lengthwise and hang so the name shows on the smooth portion of the towel (catch hem inside).
 - b. Dress all edges. The recruit on the bottom bunk will stow his or her towel forward and the recruit on the top bunk will stow his or her towel aft.
 - c. Dress the towel to the 2" yellow mark on the railing (up to and touching).
 - d. Place clean towels on the bunk no later than 0700 on Tuesdays and Fridays and any other time the towel becomes unduly soiled.
2. Hang the washcloth on the outboard rail of the bottom bunk. Dress in the same manner as the towel. Do not fold the washcloth.
3. Take the towel to all swim classes. Re-hang the towel on the end of bunk upon returning to the compartment.
 - a. Stragglers must keep rack on spot by hanging a towel from locker. (or the watch can log the affected racks off spot)
 - b. Division strength swim need not leave towels hanging.

220107. Stowage of the Guard Belt

1. When the guard belt is not being worn, hang it on the outboard end of the bunk.
 - a. Hook both ends together over the top bunk railing.
 - b. The open end of the buckle faces outboard and is centered on top of the railing.
 - c. Recruit in the top bunks will dress their belts to the aft bunk post and Recruits in the bottom bunk will dress belts to the forward bunk post.
 - d. Stow guard belts for empty racks in the same manner.

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Chapter 3 - Uniform Articles

01. Uniform Article Tags and Ownership Markings.....	2-37
230101. Uniform Tag Removal/Ownership Marking Requirements	2-37
02. Stamp setup.....	2-39
230201. Description	2-39
Figure 2-3-1 "Empty Stamp Holder (Looking at Bottom)"	2-39
230202. Setup	2-39
Figure 2-3-2 "Properly populated Stamp"	2-39
03. General Uniform Marking Procedures.....	2-40
230301. General Procedures	2-40
Figure 2-3-3 "Sewn in Tag(s)"	2-40
230302. Sewn in tag(s)	2-40
04. Miss-Marked Uniform Articles.....	2-41
230401. Corrections	2-41
230402. ASMO Markings	2-41
230403. Faded Markings	2-41
05. Uniform Marking, Folding, Stowing, Wear & Care.....	2-41
230501. Purpose	2-41
230502. Definitions	2-41
230503. Locker Compartments	2-42
06. Miscellaneous Stowage Items.....	2-43
230601. Night Stow	2-43
230602. Day Stow	2-43
230603. Battle Stations Equipment	2-44
230604. Photo's	2-44
07. Uniform Items.....	2-44
230701. Uniform Standards	2-44
08. Locker Compartment One.....	2-45
230801. Cover, White Hat (Male)	2-45
Figure 2-3-4 "White Hat Marking"	2-45
230802. Cap, Combination (Female)	2-46
Figure 2-3-5 "Ball Cap Marking"	2-46
230803. Cover, Ball Cap	2-46
230804. Gloves, Black (Thin)	2-47
Figure 2-3-6 "Gloves Marking"	2-47
230805. Watch Cap	2-48
Figure 2-3-7 "Watch Cap Marking"	2-48
Figure 2-3-8 "Watch Cap/Glove Folding"	2-49
Figure 2-3-9 "Watch Cap Ready for Stow"	2-49
230806. Ski Mask	2-50
09. Locker Compartment Two.....	2-51
230901. Jumper, Dress Blue/White (Male/Female)	2-51
Figure 2-3-10 "Dress Blue Jumper Marking"	2-51
Figure 2-3-11 "Dress Blue Jumper Folding"	2-52
230902. Trousers, Service Dress Blue (Male)	2-53

	Figure 2-3-12 "Dress Blue Trousers Marking"	2-53
	Figure 2-3-13 "Dress Blue Trousers Lacing"	2-54
	Figure 2-3-14 "Dress Blue Trousers Folding"	2-54
230903.	Trousers/Slacks, Service Dress White (Male/Female)	2-55
	Figure 2-3-15 "Dress White Trousers Marking"	2-55
	Figure 2-3-16 "Dress White Slacks Marking"	2-56
	Figure 2-3-17 "Dress White Trousers/Slacks Folding"	2-56
230904.	Sweater	2-57
	Figure 2-3-18 "Sweater Folding"	2-57
10.	Locker Compartment Three	2-58
231001.	Utility Jacket	2-58
	Figure 2-3-19 "Utility Jacket Marking"	2-58
	Figure 2-3-20 "Utility Jacket Folding"	2-59
231002.	Trousers/Slacks, Utility	2-60
	Figure 2-3-21 "Utility Trousers/Slacks Marking"	2-60
	Figure 2-3-22 "Utility Trousers/Slacks Folding"	2-61
231003.	Shirt, Utility (Male/Female)	2-62
	Figure 2-3-23 "Male/Female Utility Shirt Marking"	2-62
	Figure 2-3-24 "Utility Shirt Folding"	2-63
231004.	Shower Shoes	2-63
	Figure 2-3-25 "Shower Shoes Marking"	2-64
231005.	Coveralls	2-64
	Figure 2-3-26 "Coverall Marking"	2-64
	Figure 2-3-27 "Coveralls Folding"	2-65
11.	Locker Compartment Four	2-65
231101.	Undershirt	2-65
	Figure 2-3-28 "Undershirt Marking"	2-66
	Figure 2-3-29 "Undershirt Folding"	2-66
231102.	Undershorts/Underpants (Male/Female)	2-67
	Figure 2-3-30 "Male/Female Underwear Marking"	2-67
	Figure 2-3-31 "Underwear Folding"	2-68
231103.	Towel	2-69
	Figure 2-3-32 "Towel Marking"	2-69
	Figure 2-3-33 "Towel Folding"	2-70
231104.	Washcloth (Optional item)	2-70
12.	Locker Compartment Five	2-71
231201.	Shoes, Dress	2-71
	Figure 2-3-34 "Dress Shoe Marking"	2-71
	Figure 2-3-35 "Dress Shoe Lacing"	2-72
13.	Garment Bag	2-72
231301.	Garment Bag	2-72
	Figure 2-3-36 "Garment Bag Marking"	2-72
14.	Garment Bag (Male)	2-74
231401.	Trousers, Winter Blue/Summer White	2-74
	Figure 2-3-37 "Trousers, Winter Blue/Summer White Marking"	2-75
231402.	Shirt, Winter Blue/Summer White	2-75
	Figure 2-3-38 "Shirt, Winter Blue/Summer White Marking Male/Female"	2-75
231403.	Neckerchief	2-76
	Figure 2-3-39 "Neckerchief Marking"	2-76

Figure 2-3-40 "Neckerchief Rolling and Tying"	2-77
15. Garment Bag (Female)	2-78
231501. Slacks, Winter Blue/Summer White	2-78
Figure 2-3-41 "Slacks, Winter Blue/Summer White, Marking"	2-78
231502. Skirt, Winter Blue/Summer White/Polyester	2-79
Figure 2-3-42 "Skirt, Winter Blue/Summer White Marking"	2-79
231503. Shirt, Winter Blue/Summer White	2-80
231504. Slacks, Service Dress Blue, Unbelted	2-80
231505. Skirt, Service Dress Blue	2-80
Figure 2-3-43 "Skirt, Service Dress Blue Marking"	2-81
231506. Coat, Service Dress Blue	2-81
231507. Neckerchief	2-81
231508. Handbag	2-82
231509. Hat Box	2-82
16. Knit Bag	2-82
231601. Knit Laundry Bag	2-82
Figure 2-3-44 "Knit Bag Marking"	2-82
231602. Socks	2-83
231603. Swim Suit (Female)	2-83
231604. Shirt, PT (U.S. Navy)	2-84
231605. Shorts, PT	2-84
Figure 2-3-45 "PT Shorts Marking"	2-84
231606. Brassiere	2-85
Figure 2-3-46 "Brassiere Marking"	2-85
231607. Gloves (Thinsulate)	2-85
231608. Scarf, White	2-85
Figure 2-3-47 "Scarf Marking"	2-86
231609. Long Underwear	2-87
17. Miscellaneous	2-87
231701. Raincoat	2-87
Figure 2-3-48 "Raincoat Shell Marking"	2-88
Figure 2-3-49 "Raincoat Liner Marking"	2-88
Figure 2-3-50 "Raincoat Folding"	2-89
231702. Sweat Pants	2-90
Figure 2-3-51 "Sweat Pants/Shirt Marking"	2-91
231703. Sweat Shirt	2-91
231704. Shoes (Gym/Drill Boots/Pumps)	2-91
Figure 2-3-52 "Drill Boot Marking/Lacing"	2-92
Figure 2-3-53 "Drill Boot/Gym Shoe Stowage"	2-93
Figure 2-3-54 "Pump Stowage"	2-93
231705. Sea Bag	2-94
Figure 2-3-55 "Sea Bag Marking"	2-94
231706. Belt, Web	2-95
Figure 2-3-56 "Web Belt Marking"	2-95
Figure 2-3-57 "Male/Female Gigline"	2-96
231707. Belt Buckle	2-96
231708. Pea Coat	2-96
Figure 2-3-58 "Pea Coat Marking"	2-96
231709. Necktie (Male)	2-97
Figure 2-3-59 "Necktie Marking"	2-97

	Figure 2-3-60 "Necktie Wear"	2-98
	Figure 2-3-61 "Tying a Double Windsor Knot"	2-98
231710.	Necktab (Female)	2-98
	Figure 2-3-62 "Necktab Marking"	2-98
231711.	Earmuffs	2-99
	Figure 2-3-63 "Earmuff Marking"	2-99
231712.	Blue Jacket Manual (BJM)	2-99
	Figure 2-3-64 "Blue Jacket Manual Marking"	2-99
231713.	Trainee Guide	2-100
231714.	Guard Belt	2-100
231715.	Canteen (including pouch)	2-101
	Figure 2-3-65 "Proper Wear of Canteen"	2-102
231716.	Medical Alert ID Tags and Chains	2-103
231717.	Religious Texts	2-103
231718.	YN/MYN/DYN Pouch and Guard Mail Pouch	2-103

01. Uniform Article Tags and Ownership Markings

230101. Uniform Tag Removal/Ownership Marking Requirements

1. Notify FTT via COC if marking of uniform items has been completed incorrectly by other than RDC's.
2. There are various types of tags associated with uniform issue.
 - a. **"Sewn in Tag(s)"**, these tags list the Manufacturers name, cleaning instructions, and may have blocks for filling out name and service number.
 - b. Size tags. Attached to the exterior of uniform articles with four threads, usually in the corners of the tag.
 - c. Inspection tags. Normally placed in pockets (on towels and garment bags, the tag is attached).
 - d. Tailor tags. Used by the tailors to sort recruit clothing. These tags are normally attached with staples during Second Issue.
 - e. Miscellaneous Tags. Some uniform articles may have price or bar code tags attached.
3. Remove tags and mark first issue uniforms as follows:
 - a. Any tag visible when the article is properly worn will be removed. All strings, threads or staples that attach the tag will be removed.
 - b. Inspection tags or other tags not sewn to the garment will be removed prior to the garment being Marked.
 - c. **"Sewn in Tag(s)" (Figure 2-3-3)**.
 - (1) Tag will not be removed at any time.
 - (2) If the **"Sewn in Tag(s)" (Figure 2-3-3)**, is missing, a suitable substitute will be made and sewn in place (e.g. ski mask).
 - (3) If a tag begins to work loose from the garment, neatly sew it back on (e.g. watch cap, sweater, etc...)
 - d. Mark uniform articles upon issue.
 - (1) Recruits identified, as transferring from Division (e.g. FAST) will not mark the Division number on any uniform article.
4. Remove tags and mark second issue items as follows:
 - a. Summer whites:
 - (1) Tailor Tags - N/A
 - (2) Inspection Tags - upon issue

2 Jun 04

(3) Size Tags - Upon issue

(4) Mark - After Tailor Two (Unless additional tailoring is required).

b. Winter Blues:

(1) Tailor Tags - After Tailor Two

(2) Inspection/Size Tags - upon issue

(3) Mark - After Tailor Two (Unless additional tailoring is required).

c. Seasonal Dress Uniform:

(1) Tailor Tags - After Final Evaluation Phase (FEP) Dress Uniform Personal Inspection.

(2) Inspection/Size Tags - upon issue

(3) Mark - After FEP Dress Uniform Personal Inspection.

d. Off-Season Dress Uniform:

(1) Tailor Tags - After Group Commander Inspection

(2) Inspection/Size Tags - Upon issue

(3) Mark - After Group Commander Inspection

e. Pea coats:

(1) **"Sewn in Tag(s)"**, Fill out upon issue

(2) Tailor Tags - Upon issue

(3) Inspection/Size Tags - Upon issue

(4) Mark - After FEP Dress Uniform Personal Inspection.

5. During tag removal, ensure any white thread showing on the "V" of the service dress blue jumper is blackened out and loose threads removed.

6. Mark seasonal dress uniforms and Pea Coats by reveille the 2nd day after FEP Dress Uniform PI (e.g. if dress uniform inspection is on 13 NOV 01, then Marking must be done by reveille on 15 NOV 01), unless additional tailoring is required. Deliver uniforms requiring additional tailoring to **"Building 912"** within 24 hours after FEP Dress Uniform PI.

7. Only 900 Divisions will remove all tags and fill out the **"Sewn in Tag(s)"** (**Figure 2-3-3**), on the seasonal dress uniforms by Reveille the 2nd day after tailor two (except Pea Coats which are after FEP Dress Uniform PI).

8. Remove all threads/staples when removing tags.

02. Stamp setup

230201. Description

1. The stamp kit consists of 2 stamp holders and 2 sets of letters/numbers.

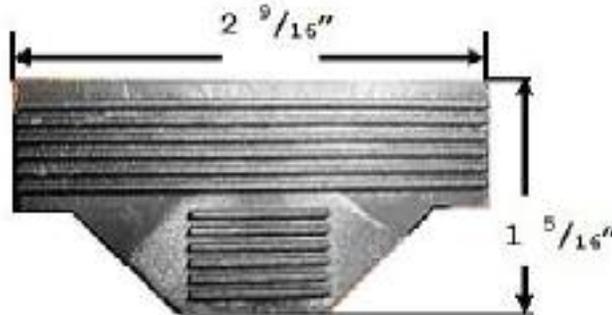


Figure 2-3-1 "Empty Stamp Holder (Looking at Bottom)"

230202. Setup

1. A properly populated stamp is made in the following manner;
 - a. Hold the stamp holder in your hand with the bottom of the stamp facing up

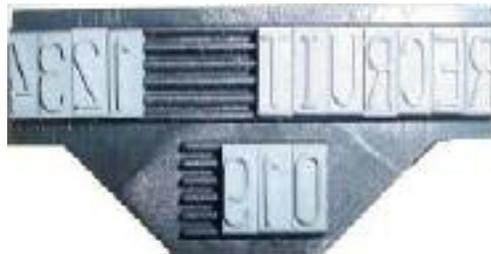


Figure 2-3-2 "Properly populated Stamp"

- b. Start at the top, left side of stamp, (As you are looking at it). Place the last four numbers of the SSN, with the left side of the last number flush with the top, left side of the stamp.
- c. Start at the top, right side of stamp, (As you are looking at it). Place the letters of the last name with the right side of the first letter flush with the top, right side of the stamp.

(1) TAKE NOTE: If Recruit has a last name longer than nine letters, only use the first nine on the stamp.

- d. Start at the bottom, right side of stamp, (As you are looking at it). Place the Division number with the right side of the first number flush with the bottom, right side of the stamp.

(1) TAKE NOTE: All Division numbers contain three digits (Utilize a leading zero as necessary).

03. General Uniform Marking Procedures

230301. General Procedures

1. When following these procedures the written procedure takes precedence over the pictures.
2. When a measurement for location of Marking is given the word "Stamp" refers to the stamp holder.
3. Recruit uniforms shall be Marked as per the U.S. Navy Uniform Regulations and the following guidelines:
 - a. Legibly mark all articles of clothing. Use stamp, ballpoint pens, and laundry markers. Do not free hand when a stamp is required.
 - b. Use blotter cards to prevent stamp from penetrating through multiple layers of fabric.
 - c. The term SSN refers to the last four digits of the Social Security Number as it appears on the stamp.



Figure 2-3-3 "Sewn in Tag(s)"

230302. Sewn in tag(s)

1. These tags are required to ensure correct ownership and care. Any tag sewn to a garment by the manufacturer will stay intact (except for towel and inside the garment bag).
2. Fill out the "Sewn in Tag(s)", when directed in the Marking instructions. Use black ballpoint pen, block capital letters, and complete the information as shown in **Figure 2-3-3**. Include last name, (comma), first initial, (period), middle initial, (period), last four of SSN and Division number.
3. When the "Name:" and "Service No.:" blocks are not present, fill in the last name (comma), first initial (period) middle initial (period) at the top left corner of the tag. Fill in the last four of the SSN directly below the last name and Division number centered at the bottom of the tag.
4. On small tags (Watch cap, gloves, ski mask, etc) fill in the first initial (period), middle initial (period) last initial (period), at the top left corner of the tag. Fill

in the last four of the SSN directly below the initials and Division number centered at the bottom of the tag.

04. Miss-Marked Uniform Articles

230401. Corrections

1. If a recruit has freehanded or has incorrectly stamped an item of clothing, draw a single line (using the same marking fluid) through the incorrect marking. Place the proper stamp to the right (space permitting). If there is insufficient space to the right, place the correct marking below, above, or to the left of the improper marking.
2. If more than 50% of the division incorrectly marks a uniform item, corrections are authorized. However, a Training Deficiency will be issued to the RDC's.

230402. ASMO Markings

1. If a recruit is transferred into another Division, draw a single line through the old Division number. Stamp the new Division number to the right (space permitting). If there is insufficient space to the right, place the correct marking below, above, or to the left of the old Division number. Place a blotter card where the name and SSN would lay to prevent accidental stamping.

230403. Faded Markings

1. If it is necessary to re-stamp an article of clothing because the original marking faded, re-stamp by placing the stamp over original stamp.

05. Uniform Marking, Folding, Stowing, Wear & Care

230501. Purpose

1. "Folding and stowing," provides a means for attaining and maintaining a high degree of neatness, and order in recruit clothing and cleanliness in Division spaces.
2. **TAKE NOTE: Recruit's can (and are encouraged to) Iron clothing to include Military Creases (Uniformity throughout the Division).**
3. **TAKE NOTE: Recruit's CANNOT iron the folding checkpoints into the uniform (except for Towels, Undershirts, Underwear).**

230502. Definitions

1. Double Fold:
 - a. Any wrinkle or crease caused by imperfect smoothing of material or improper folding.
2. Extra Fold:

2 Jun 04

a. Any fold not required in this section that causes the finished item to vary from prescribed standards.

3. The RDC shall set the checkpoints for any issued item not having established checkpoints for folding, stowing and wearing. These items must be uniformly folded and stowed, throughout the Division.

230503. Locker Compartments

1. Locker Compartment One

- (1) Ski mask (seasonal)
- (2) Watch cap
- (3) Black gloves
- (4) (Male) white hats
- (5) (Female) Combination Cap
- (6) Ball cap

2. Locker Compartment Two

- (1) (Male) Dress Blue trousers
- (2) (Male) Dress Blue jumper
- (3) (Male) Dress White trousers
- (4) (Female) Dress White Slacks
- (5) Dress White jumpers
- (6) Sweater

3. Locker Compartment Three

- (1) Utility jacket
- (2) Coveralls
- (3) (Male) Utility trousers
- (4) (Female) Utility slacks
- (5) Utility shirts
- (6) Shower shoes

4. Locker Compartment Four

- (1) Towels
- (2) Washcloths
- (3) Underwear
- (4) Undershirts

5. Locker Compartment Five

- (1) Dress shoes

6. Personal Drawers

- (1) Web belts
- (2) Belt buckles
- (3) Handkerchiefs
- (4) Necktie/Necktab
- (5) Stationery
- (6) Personnel hygiene items
- (7) Prescribed medication
- (8) Extra crown for (Female) Combination Cap
- (9) Hosiery
- (10) Insignia
- (11) Additional personal items (space allowing)

06. Miscellaneous Stowage Items

230601. Night Stow

1. Uniforms will be placed at night stow from Tattoo until Reveille and whenever a recruit is Sick in Quarters (SIQ) (valid SIQ chit taped to "B" personal drawer).
 - a. Coffin racks will tape the SIQ chit adjacent to personal drawer.
2. Fold utilities and sweaters (if uniform of the day) and arrange per locker stowage requirements with the sweater on top. Place on top of the locker on top of the trainee guide, single fold to single fold, dressed to the front edge.
3. Collar devices and belts may be left on the uniform.
4. Inter-station passes may be left in the shirt pocket.
5. Glasses may be left on top of towel. (Placement of Glasses will be uniform throughout the Division).

230602. Day Stow

1. Uniforms will be placed at day stow for events which require a change of uniform (e.g. PT, Photos).
2. Fold uniform articles and arrange on blanket per locker stowage requirements. Sweater (if uniform of the day) on top of the utilities, single fold to single fold, and all items dressed to the forward, starboard corner.
3. Collar devices and belts may be left (uniformly throughout Division) on the uniform.
4. Inter-station passes may be left in the shirt pocket.

230603. Battle Stations Equipment

1. Stow

- a. Do not place any markings on Battle Stations Equipment.
- b. Gas Mask container will be placed on the deck at the inboard end of the bunk touching the toes of the boots.
- c. Place the open end facing inboard, straps down, wide and narrow straps unhooked and tucked into the large opening with the gas mask.

2. Wear

- a. Gas Mask Container (do not wear in the center of the back or under the arm).
- b. Wear just below the left shoulder blade.
- c. Place the wide strap over the right shoulder and attach it to the hook on the shortest strap (near the open end). Adjust to fit snugly.
- d. Place the narrow strap around the waist above the guard belt and attach it to the 1" diameter ring. Adjust to fit snugly.
- e. Tuck the excess straps completely inside the nearest pocket (ensure all hooks face away from the body).
- f. Keep all pockets closed and free of gear adrift.

230604. Photo's

1. Stow

- a. Photo containers will be placed on the deck at the outboard end of the bunk touching the corner post of the bunk. Place the open end facing forward, flap down.

(1) Recruits in the bottom bunks will dress the forward outboard corner to the forward bunk post.

(2) Recruits in the top bunks will dress the aft outboard corner to the aft bunk post.

07. **Uniform Items**

230701. Uniform Standards

1. This section includes standards for the proper wear of uniform articles by Recruits. The RDC is responsible for instructing and reinforcing standards necessary for proper wear and care of uniforms.
2. Uniforms will be clean and pressed, free of gear adrift (loose strings). Shoes will be shined to include the well of the soles. Ensure checkpoints for wear of Utility uniform are maintained, (i.e. Metal/Metal, Gig Line).

- a. **TAKE NOTE:** The female uniform is referred to in terms of the Alpha and Bravo uniform. Alpha applies when wearing the skirt and Bravo when wearing trousers.

08. Locker Compartment One

230801. Cover, White Hat (Male)

1. Marking.

- a. Turn the brim down and position the hat with the open end toward you. Ensure the size tag is on the inside of the hat.

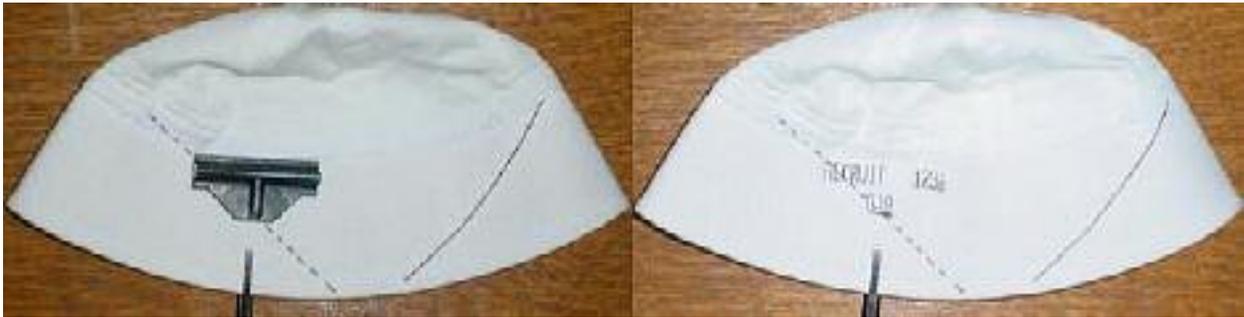


Figure 2-3-4 "White Hat Marking"

- b. A pen or clothespin is helpful in marking the seam. Do not use the seam that is located on the outside of the hat as you are looking at it. (Lines drawn in picture to indicate existing seams, DO NOT DRAW LINES ON COVER)
- c. Adjust the hat so that side with the inside seam is on the top. Using black ink, center the stamp over the center of the sewn seam, on the underside of the brim, with the stamp as close to the crown as possible. Press firmly.

2. Folding

- a. Place the hat on a flat surface, Mark showing, crown up, and brim down.
- b. Fold the brim up, Mark inside, as it would be worn.

3. Stowage

- a. Stow in locker compartment one.
- b. Stow as it is worn on the head, Mark to the rear of the locker, with the hat touching both the rear and the right side of the locker.
- c. Stow additional hats pushed down inside of the first hat, Marks aligned with each hat.

4. Wear

- a. Wear squarely on the head, seam in the center of the back of the head, 1½" above the eyebrows, with no hair protruding from the front of the hat.

(1) The white hat must be round, clean and properly Marked.

(2) Do not stow dirty, unwashed white hats in the locker.

230802. Cap, Combination (Female)

1. Marking

a. Fill out the "**Sewn in Tag(s)**" (**Figure 2-3-3**), after FEP dress uniform PI.

(1) 900 Divisions will fill out the "Sewn in Tag(s)" (Figure 2-3-3), after Tailor Two.

2. Stowage

a. Stow in locker compartment one.

b. Stow the cover as worn. The rear of the cover will touch the rear of the locker. The side of the cover will touch the right side of the locker.

c. Stow insignia in personal drawer.

3. Wear

a. Attach insignia to cover as follows:

(1) Place the insignia bolt through the hole provided on the hatband of the combination cover.

(2) Place the insignia so that the eagle is upright when the hat is worn.

(3) Put the "frog" on the post and the round nut on the stud with flat side up.

b. Wear cover squarely on the head.

(1) Bottom edge parallel to and 1½" above the eyebrows.

(2) Ensure that the clip on the pin of the cover insignia is uniformly dressed.



Figure 2-3-5 "Ball Cap Marking"

230803. Cover, Ball Cap

1. Marking

a. Place the ball cap on the deck, crown down, bill to your left.

b. Using white ink, place stamp 1" to the left of the adjustment strap, centered top to bottom on the sweatband. Press firmly. See **Figure 2-3-5**.

2. Stowage

- a. Stow in locker compartment one.
- b. Adjust the strap as worn.
- c. The top of the cap is up. Dress the bill of the cap to the front edge and right side of the locker. The back of caps will be tucked in.
- d. When the cap is required as part of the uniform of the day but is not being worn, hang on the recruit's locker hook (top hook) by the adjustment strap with the word "RECRUIT/NAVY" facing away from the locker.

3. As Prescribed Uniform of the Day

- a. Wear ball caps when in coveralls or utility uniforms, except when dictated by the uniform of the day.
- b. The bill on the cap may not be rolled or show any creases, folds or any other marking.
- c. The cap shall be worn with the bill to the front squarely on the head, with the bottom edge parallel to and 1½" above the eyebrows.
- d. At no time shall hair protrude from under the bill of the ball cap or through the adjustment strap opening.
- e. When the cap is removed while away from the compartment, place it with the bill tucked in between the trousers and shirt at the small of the back. The word "RECRUIT/NAVY" will be away from the recruit.

230804. Gloves, Black (Thin)

1. Marking

- a. Remove all strings.



Figure 2-3-6 "Gloves Marking"

- b. Lay the gloves flat, palms down, fingers pointing towards you.
- c. Roll the tops of the gloves down approximately 2".

2 Jun 04

d. Fold down the "Sewn in Tag(s)" so that you are looking at the back (the side of the tag without writing)

e. Fill out the back of the "Sewn in Tag(s)", Using a black ballpoint pen, in the upper left corner write the first initial (period), middle initial (period) last initial (period). Fill in the last four of the SSN Directly below the Initials. Write the Division number on the bottom of the tag centered left to right see (Figure 2-3-6)

2. Folding

a. Fold as instructed with the Watch Cap.

3. Stowage

a. Stow as instructed with the Watch Cap.

230805. Watch Cap

1. Marking

a. Turn Watch Cap inside out.



Figure 2-3-7 "Watch Cap Marking"

b. Fill out the "Sewn in Tag(s)", Using a black ballpoint pen, in the upper left corner write the first initial (period), middle initial (period) last initial (period). Fill in the last four of the SSN Directly below the Initials. Write the Division number on the bottom of the tag centered left to right see (Figure 2-3-7).

2. Folding

a. Lay Watch Cap flat, right side out, crown facing you **Figure 2-3-8.**

b. Lay the gloves on the watch cap palm to palm, fingers to your right, centered, even with the top of the cap.

c. Tightly and evenly roll the watch cap and gloves from the crown towards the open end of watch cap **Figure 2-3-8.**

d. Fold back the exposed edge of the watch cap over the rolled section. Stretch the material to cover the gloves as much as possible **Figure 2-3-8.**



Figure 2-3-8 "Watch Cap/Glove Folding"



Figure 2-3-9 "Watch Cap Ready for Stow"

3. Stowage

- a. Stow in locker compartment one.
- b. Place in the locker with the open end up, lengthwise touching the ski mask to the left (if present) and the back of the locker. If the ski mask is not present (seasonal or in use) the watch cap touches the left side and the back of the locker compartment.
- c. Place the thin fold of the watch cap to the right of the locker.
- d. If only the gloves are present in the locker, stow palm to palm, rolled together, touching either the ski mask or the left side of the locker, with the fingers pointing toward and touching the back of the locker. If wear gloves is prescribed uniform of the day, stow uniformly in left pocket of outer garment.
- e. When the watch cap is required as part of the uniform of the day, but is not being worn, hang on the top hook of the recruit's locker when in berthing compartment. When outside the compartment, stow, uniformly, in the left pocket of outer garment.

4. Wear

- a. **TAKE NOTE: Wear watch caps with the understanding that this is not normal, but is allowed at RTC due to the extreme cold weather conditions.**
- b. Place over the head, fully open.
- c. Pull down completely. Fold the border of the cap approximately half its length and adjust it so that the fold is one finger above the ears and eyes. Fold the

2 Jun 04

border of the cap down even with the bottom of the first fold.

- d. No hair shall protrude from the front of the cap.
- e. Wear squarely on the head, double-folded with the bottom edge parallel to and above the eyebrows.

(1) When "watch caps up," is prescribed in the uniform of the day, the folds will be above the ears, with two folds. While wearing dress or working uniforms wear white hat **without** earmuffs (If issued) vice watch cap.

(2) When "watch caps down," is prescribed in the uniform of the day, the watch cap will cover the ears, with one fold. While wearing dress or working uniforms wear white hat with earmuffs (If issued) vice watch cap

- f. If the watch cap is missing, wear the ski mask, folded in the same manner as the watch cap, in its place.
- g. Do not wear the watch cap for personnel inspections.

230806. Ski Mask

1. Marking

- a. Turn Ski Mask inside out.

(1) Ski Mask may require Recruits to sew on their own tags (may use tag from towel).

(2) If multiple tags are present RDC's will determine which one to fill out. Uniformity of tag selected prevails throughout Division.

- b. Fill out the "**Sewn in Tag(s)**" (**Figure 2-3-3**), Using a black ballpoint pen, in the upper left corner write the first initial (period), middle initial (period) last initial (period). Fill in the last four of the SSN Directly below the Initials. Write the Division number on the bottom of the tag centered left to right see (**Figure 2-3-7**).

2. Folding

- a. Roll the same as the watch cap without the gloves.

3. Stowage (Ski Mask)

- a. Stow in locker compartment one.
- b. Place in the locker open end up, slit down and to the right, lengthwise touching the left side and back of the compartment.
- c. The thin fold of the ski mask is to the right side of the locker.

- d. When the ski mask is required as part of the uniform of the day, but is not being worn, stow, uniformly, in the right pocket of the outer garment, prescribed as Uniform of the Day.

4. Wear

- a. **TAKE NOTE: Wear Ski Mask with the understanding that this is not normal, but is allowed at RTC due to the extreme cold weather conditions.**
- b. Place over the head, fully open.
- c. Pull down completely over the top of the scarf (Or towel if the scarf is lost or missing)
 - (1) The top button of the pea coat or raincoat may not button.
 - (a) The collar may be turned up to help close the opening as much as possible.
- d. Wear the scarf or towel if no ski mask has been issued or if an individual recruit has lost it. If a scarf or towel is worn in lieu of the ski mask, wear it across the mouth and nose, tied behind the head with excess material tucked inside the outer garments.
- e. Carry the ski mask (scarf or towel if in lieu of) in the front right pocket of the outer garments.

09. Locker Compartment Two

230901. Jumper, Dress Blue/White (Male/Female)

1. Marking

- a. Fill out the "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.



Figure 2-3-10 "Dress Blue Jumper Marking"

- b. Mark the seasonal dress uniform after FEP Dress Uniform Inspection.
- c. Mark the off-season dress uniform after the Group Commander Personnel Inspection.
- d. Turn the jumper top inside out, front down, collar out facing away from you.
- e. Using contrasting color ink, place stamp ¼" below the collar seam. Center stamp left to right (referencing the square Sailor collar). Press firmly. If a Manufacturers tag is present, do not stamp on it,

instead line up the bottom of stamp down to and touching the top of the tag. (Figure 2-3-10).

2. Folding

- a. Turn the jumper inside out, lay flat, and collar away, pockets up. Unbutton all buttons.



Figure 2-3-11 "Dress Blue Jumper Folding"

- b. Fold the right half over the left half and dress all edges (Figure 2-3-11).
- c. Fold the sleeves over the shoulders from left to right, forming as near a straight edge on the left side as possible (Figure 2-3-11).
- d. Fold the collar down over the sleeves along the right edge of the jumper (Figure 2-3-11).
- e. Fold the sleeves back from right to left. If the sleeves extend beyond the left side of the jumper, turn the cuffs under the sleeves. Do not tuck the cuffs under the collar (Figure 2-3-11).
- f. Fold the lower half of the jumper over the upper half. Dress all edges (Figure 2-3-11).

3. Stowage

- a. Stow in locker compartment two.
- b. Stow in sets. A set is one jumper and one pair of trousers. Dress the single fold to single fold of the trouser and other items in the compartment (stow odd items with like items).
- c. Dress to the right side and front edge of the locker, waistband on top, toward the back of the locker.
- d. Stow Service Dress Whites on top of Service Dress Blues.

4. Wear

a. Dress Blues

- (1) Sleeves hang straight and when buttoned should be of sufficient length to reach the wrist joint. When unbuttoned, the bottom of the cuff should reach the knuckles. Worn with all buttons buttoned.

b. Dress Whites

- (1) Sleeve length shall fall between the wrist joint and the base of the thumb when the arms are hung at the side.

230902. Trousers, Service Dress Blue (Male)

1. Marking

- a. Fill out the "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.
- b. Mark the seasonal dress uniform after FEP Dress Uniform PI.



Figure 2-3-12 "Dress Blue Trousers Marking"

- c. Mark the off-season dress uniform after the Group Commander Personnel Inspection.
- d. Turn the trousers inside out, fly down, waistband away.
- e. Using white ink, on the rear pocket, center stamp, ¼" below the bottom horizontal sewn in seam, centered from left to right. Press firmly (Figure 2-3-12).

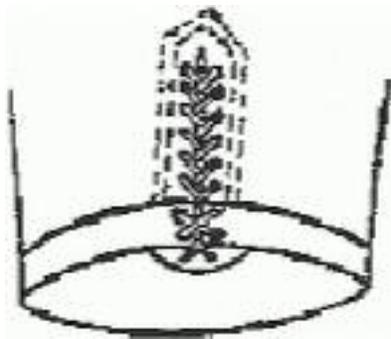


Figure 2-3-13 "Dress Blue Trousers Lacing"

2. Lacing of the SDB Trousers

- a. Lay trousers flat, turned right side out, the front of the trousers down, waistband towards you. Lace the string right over left from the seat toward the waistband. Do not lace a "bridge." Make an "X" at the waistband and tie in a bowknot inside. The knot and any excess lace shall be tucked inside the gusset, out of sight.

3. Folding

- a. Lace IAW paragraph 230802.2



Figure 2-3-14 "Dress Blue Trousers Folding"

- b. Turn the trousers inside out. Lay flat, with the fly and vertical leg seam down and the waistband towards the folder. Button all buttons. Smooth all wrinkles.
- c. Fold the left half over the right half. Dress all edges (**Figure 2-3-14**).
- d. Fold the waistband to the center of the trousers. Dress the fold to the right side of the trousers (**Figure 2-3-14**).
- e. Fold hems down to the center of the trousers. Dress the fold to the right side of the trousers (**Figure 2-3-14**).
- f. Fold the lower half over the upper half. Dress all edges and folds. Fold the pockets back inside (**Figure 2-3-14**).

4. Stowage

- a. Stow in locker compartment two.
- b. Stow in sets, with trousers on the bottom and the blue jumper on top
- c. Dress to the right side and front edge of the locker.
- d. Stow Service Dress Whites on top of Service Dress Blues.

5. Wear

- a. Trousers shall hang approximately 2" from the floor at the back of the shoe. Trousers should be tailored to include a 2" hem to provide material for adjustments.
- b. Button all buttons. The bottom buttons of the trousers must show.

230903. Trousers/Slacks, Service Dress White (Male/Female)

1. Marking (Male)

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.
- b. Mark the seasonal dress uniform within 48 hours after FEP Dress Uniform Inspection.
- c. Mark the off-season dress uniform after the Group Commander Personnel Inspection.
- d. Turn the trousers inside out, fly down, waistband away.



Figure 2-3-15 "Dress White Trousers Marking"

- e. Using black ink, on the left rear pocket as worn (Right pocket as you are looking at it), center stamp from left to right and top to bottom between the two horizontal sewn in seams. Press firmly (Figure 2-3-15).
- f. If the two horizontal seams are not present, stamp information 2" below waistband.

2. Marking (Female)

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.
- b. Mark the seasonal dress uniform within 48 hours after FEP Dress Uniform Inspection.



Figure 2-3-16 "Dress White Slacks Marking"

- c. Mark the off-season dress uniform after the Group Commander Personnel Inspection.
- d. Turn the slacks inside out, fly up, waistband away.
- e. Using black ink, on the right front pocket as worn, (Right pocket as you are looking at it), center stamp from left to right on the pocket, 1" above Manufacturers tag. Press firmly. (Figure 2-3-16)
- f. If the Manufacturers tag is not present on this pocket, stamp information 2" below waistband.

3. Folding

- a. Turn the trousers/slacks inside out, lay flat, waistband toward you, fly and vertical leg seams up. Unbutton all buttons. Unzip all zippers (Figure 2-3-17).
- b. Fold in half from left to right. Dress all edges (Figure 2-3-17).



Figure 2-3-17 "Dress White Trousers/Slacks Folding"

- c. Fold the waistband up to the center of the trousers/slacks. Dress the seams along the right side of the trousers/slacks (Figure 2-3-17).
- d. Fold the upper half of the trousers/slacks down to the center. Dress the fold to the right side of the trousers/slacks.
- e. Fold the lower half up and over the upper half. Align all edges. The right side of the trousers/slacks is the dress side (Figure 2-3-17).

4. Stowage

- a. Stow in locker compartment two.
- b. Stow in sets with the trousers/slacks on the bottom and the jumper on top.
- c. Dress to the right side of the locker compartment. Dress the single fold to the single fold of other items in the compartment.
- d. Dress to the right side and forward edge of the locker.

230904. Sweater

1. Marking.

- a. Fill out "**Sewn in Tag(s)**" (**Figure 2-3-3**), upon receipt.

2. Folding

- a. Turn sweater inside out, lay flat, front up; collar away (**Figure 2-3-18**).



Figure 2-3-18 "Sweater Folding"

- b. Fold the left sleeve across the sweater to form a straight edge along the seam on the left side of the sweater (**Figure 2-3-18**).
 - c. Fold the left sleeve diagonally down along the left edge of the sweater, flush with the seam. Repeat steps (b) and (c) for the right sleeve (**Figure 2-3-18**).
 - d. Fold both sides of the sweater to the center (**Figure 2-3-18**).
 - e. Fold the waist up and away, in half, to the top of the collar (**Figure 2-3-18**).
3. Stowage
- a. Stow in locker compartment two on top of dress uniforms (when present).
 - b. Dress to the right side of the locker.
 - c. Dress the single fold of the sweater to the single fold of the other items in the compartment.
 - d. Position the waistband on top, toward the back of the locker.
4. Wear

2 Jun 04

- a. When prescribed as Uniform of the Day, wear sweater under utility shirt or dress blue jumper or coveralls.

(1) TAKE NOTE: During inspections, the sweater will be stowed in assigned locker compartment.

10. Locker Compartment Three

231001. Utility Jacket

1. Marking

- a. Lay flat, zipper up and unzipped, collar away.
- b. Open jacket so you can see the inside back bottom (As you wear it).
- c. Using white ink, place stamp with the bottom of the stamp down to and touching the knit waistband, and the right side of the stamp to the left of the centerline of jacket. Press firmly.



Figure 2-3-19 "Utility Jacket Marking"

2. Folding

- a. **Figure 2-3-20**

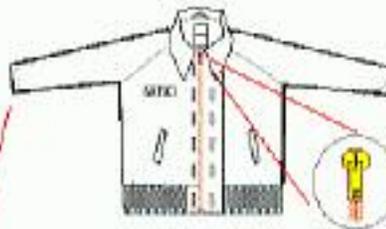
3. Stowage

- a. Stow in locker compartment three.
- b. Dress the jacket to the left side of the locker. Maintain dress edges on both the left and the right sides of the jacket.
- c. Position the single fold of the jacket 1" from the lip of the locker.
- d. Position the waistband up, and toward the back of the locker.

Fold Utility Jacket

1. Turn right side out, lay flat with front up, collar away.

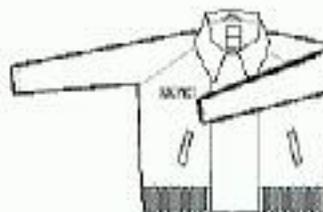
2. Zip, zipper (**tab down**), tuck in pockets, velcro front zipper flap, velcro collar tab back under collar, pull out sleeve cuffs (afterburners).



3. Fold the left sleeve across the jacket to form a straight edge along the left side of the jacket.

4. Fold the left sleeve diagonally down along the left edge of the jacket, flush with the side of the jacket.

5. Repeat for other sleeve.



6. Fold both sides into the center of the jacket. **Edges should touch from the shoulder point to the hem at the waist band forming a straight line**, even along both sides. Elastic waistband may not allow continuous straight line.



7. Fold waist up and away from you. **Bring waistband even with the top of the collar.**



Figure 2-3-20 "Utility Jacket Folding"

4. As Prescribed Uniform of the Day.

a. Wearing

(1) Wear zipped and velcroed to the top.

(2) Collar tab will be velcroed back when not in use.

b. Stowing

- (1) Hang, unzipped and unvelcroed, sleeve cuffs pulled out, by the collar with the zipper facing aft on bottom or starboard hook of the coat rack.
- (2) If gloves, ski mask or scarves are prescribed for wear, place them in the utility jacket pockets in the same manner as the raincoat.

c. Carrying

- (1) If the uniform of the day is "carry raincoats," and the recruit does not have a raincoat, fold the utility jacket per locker stowage instructions. Position with the single fold of the jacket toward the folder and the waistband on top, fold the single fold up and over the jacket and even with the waistband.
- (2) Secure the jacket with two strings evenly spaced across the single fold. Keep the string in the left pocket of the utility jacket when it is worn.
- (3) Pass the end of the guard belt through the center fold of the utility jacket. If the guard belt is not worn, pass the web belt through the center fold of the jacket; skipping the back center loop of the utility trousers.
- (4) Carry the jacket with the collar to the wearer.

231002. Trousers/Slacks, Utility

1. Marking (Male/Female)

- a. Turn trousers/slacks inside out, fly up, waistband away.
- b. Using white ink, on the right side of the waistband, center stamp from top to bottom on the waistband, and the left side of the stamp 2 ½" to the right of the fly opening. Press firmly (**Figure 2-3-21**).



Figure 2-3-21 "Utility Trousers/Slacks Marking"

2. Folding

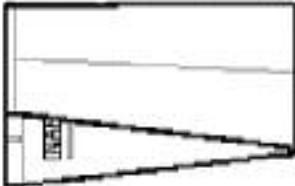
- a. **Figure 2-3-22**

Fold Utility Trousers/Slacks

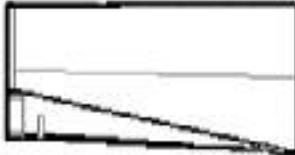
1. Lay flat, right side out, **inseam to inseam**, waistband to left, zipper away from you, zipper tucked. **UNSNAPPED, UNZIPPED.**



2. Fold bottoms of legs up to and even with the waistband. The dress edge is the same side as the zipper.



3. Fold excess material in seat of trousers/slacks on top of the trouser leg.



4. Fold in half, left over right. Dress all edges **WAISTBAND UP!**



Figure 2-3-22 "Utility Trousers/Slacks Folding"

3. Stowage

- a. Stow in locker compartment three. Place on top of the Utility Jacket (if present).
- b. Dress the single fold of the trousers/slacks to the single fold of the other items in the compartment.
- c. Dress the trousers/slacks to the left side of the locker.
- d. Ensure the waistband is on top and toward the back.
- e. Stow utility uniforms in sets. One shirt and one pair of trousers/slacks are a set. Place shirts on top of the trousers/slacks. Stack sets on top of each other.

2 Jun 04

- f. Stow individual items with like items (extra trousers/slacks on the bottom, extra shirts on the top). Align all single folds, dress all items to the left side of the locker.

231003. Shirt, Utility (Male/Female)

1. Marking Male/Female

- a. Unbutton all buttons. Lay shirt flat, front up, collar to the right/left.
- b. Using black ink, on the inner side of the front fold, on which the buttons are sewn, align the left/right side of the stamp 1" from the bottom edge of the shirt with the top of the stamp up to and touching the catch hem. Press firmly.

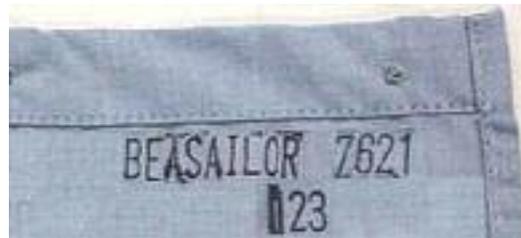
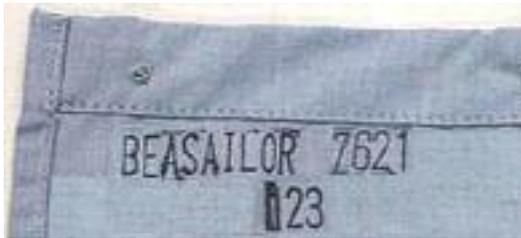


Figure 2-3-23 "Male/Female Utility Shirt Marking"

2. Folding (Shirt, Utility Male/Female)

a. **Figure 2-3-24**

3. Stowage

- a. Stow in locker compartment three.
- b. Dress the single fold of the shirt to the single fold of other items in the compartment.
- c. Dress the shirt to the left side of the compartment. Maintain dress edges on the left and right sides. Place on top of the utility trousers/slacks, single fold to single fold.
- d. Stow utility shirts in sets per paragraph **231002.3.e.**

4. Wear (complete utility uniform)

- a. Button all buttons except the top most collar button. Ensure shirt is clean and pressed with no tears or rips.
- b. There will be nothing in the pockets except those items authorized in this instruction.

Folding Utility Shirt

1. Turn right side out. Lay flat, collar away, front up. Smooth out all wrinkles.

Button all Buttons, ensure that buttons on sleeve are showing,

2. Fold each sleeve across the shirt. Dress the vertical edge of the shoulder to the side of the shirt.

3. Hold the uppermost corner of the shoulder fold. Fold the sleeve down along (and flush with) the side of the shirt. Create a 45° angle at each shoulder.

4. Fold both sides and sleeves to the center of the shirt.

If the cuffs protrude below the waistband, fold the cuffs under the sleeves so that they are even with the waistband.

The shoulder and waistband should touch without overlapping at the center.

The underarm material may overlap

5. Fold the shirt top down and align the collar with the center point of the shirt.

The top of the collar should be between the 4th and 5th buttons.

6. Fold the bottom of the shirt up over the top so that the tail is even with the top fold.

7. Dress all edges.



Figure 2-3-24 "Utility Shirt Folding"

- c. Button all trousers/slacks buttons and zip all zippers. Ensure trousers/slacks are properly hemmed, clean, and free of rips and tears and legibly Marked.
- d. Trim all loose or stray threads protruding from the seams. If frayed at the heels, trim to present a neat appearance until trousers/slacks can be re-hemmed.
- e. Utility trousers/slacks are to be hemmed so that they are approximately 2" off the deck when worn properly.
- f. Place buttons that are inadvertently torn off in the left breast pocket.

231004. Shower Shoes

1. Marking

- a. Lay the shower shoes flat, soles down, toes pointing to the left.
- b. Using black ink, align the right side of stamp 1" away from the heel of each shower shoe, and centered top to bottom (As you are looking at it). Press firmly.



Figure 2-3-25 "Shower Shoes Marking"

2. Stowage

- a. Stow clean and dry in locker compartment three.
- b. Stow sole to sole, toes to the left, left shoe to the front of the locker, with both shoes touching the left side of the locker.

3. Wear

- a. Wear only while in compartment and in the shower as per RDC's instructions.

231005. Coveralls

1. Marking

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.
- b. Mark after the Group Commander Personnel Inspection.
- c. Turn coveralls inside out, fly up, collar away.
- d. Using white ink, on the right side of the waistband, center stamp, from top to bottom, on the waistband, with the left side of the stamp, up to and touching, the right side of the sewn hem (To the right of the zipper opening). Press firmly.



Figure 2-3-26 "Coverall Marking"

2. Folding

a. **Figure 2-3-27**

3. Stowage

- a. Stow in locker compartment three, on top of the Utility Jacket (when present), single fold to single fold of other items, crotch side flush to left side of locker.

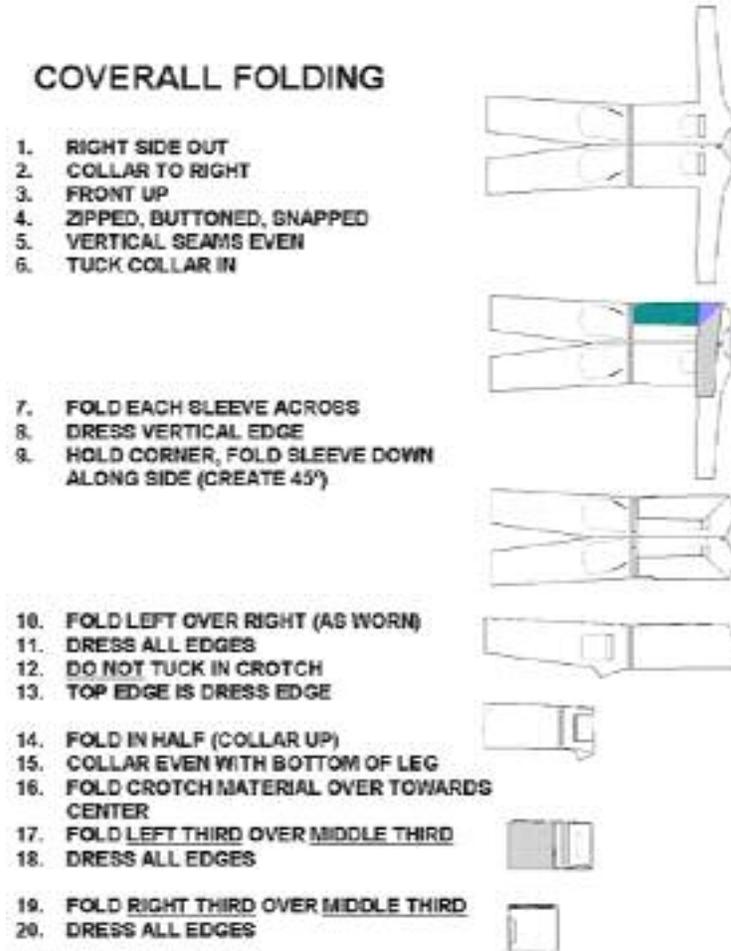


Figure 2-3-27 "Coveralls Folding"

11. Locker Compartment Four

231101. Undershirt

1. Marking

- a. Turn right side out, lay flat, front up, with the collar away from you.

- b. Using black ink, align the right side of the stamp to the left side of centerline of shirt, (As you are looking at it), and the bottom of the stamp 1" from the bottom edge of the undershirt. Press firmly.



Figure 2-3-28 "Undershirt Marking"

2. Folding

a. Figure 2-3-29

Fold Undershirt (T-shirt)

1. Lay flat, right side out, front up, waistband to you, smooth out all wrinkles.



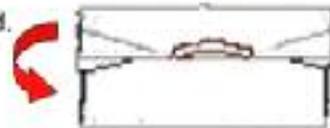
2. Fold the bottom half over the top half. Dress bottom up to and **even** with top of collar.



3. Fold the sleeves towards the center. Dress all edges.



4. Fold the top third down over the middle third. Smooth out all wrinkles.



5. Fold the top half down over the bottom half. Dress all edges.



6. **Fold the left half over the right half.**
Dress all edges.



Single fold

Double fold

Four folds

"THIN, THICK, THICK, THIN"

Figure 2-3-29 "Undershirt Folding"

3. Stowage

- a. Stow in locker compartment four.
- b. Stow in sets with underwear. Stow extra undershirts (not belonging to a set) on top.
- c. Dress the left and right edges of the undershirt.
- d. Dress the left and right sides of the underwear with the left and right sides of the undershirt in each set.
- e. Position the two folds to the left, four folds (thin, thick, thick, thin) to the right. Dress the single fold to the lip of the locker.
- f. Place the widest set on the bottom of the stack, working to the narrowest on the top of the stack. Dress the left side of the stack.
- g. If there are no under shorts present, stow undershirts stacked together with the widest one on the bottom.

4. Wear

- a. Only regulation undershirts are allowed for wear. It must fit no lower than the base of the neck, be right side out and have no stains or holes visible. A clean undershirt will be worn with all white uniforms during personnel inspections, Pass-in Review, liberty, personal/Division photos.

231102. Undershorts/Underpants (Male/Female)

1. Marking (Male)

- a. Turn right side out, lay flat, fly up, waistband away.
- b. Using black ink, place top of stamp up to and touching the bottom of the elastic waistband, and the right side of the stamp up to and touching the left side, (As you are looking at it), of the left fly seam. Press firmly. **(Figure 2-3-30)**

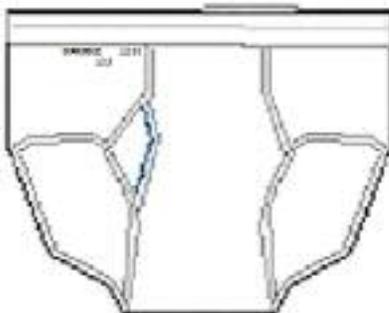


Figure 2-3-30 "Male/Female Underwear Marking"

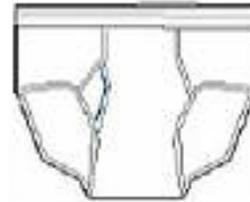
2. Marking (Female)

- a. Turn inside out, lay flat, front down, waistband away.

b. Using black ink, center stamp from left to right, and the top of the stamp 1" below the bottom of the elastic waistband. Press firmly.

Fold Undershorts (Skivvies)

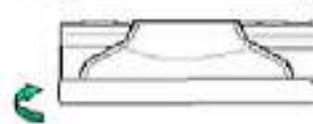
1. Lay flat, right side out, front up, waistband away.



2. Fold the bottom half up and even with waistband.

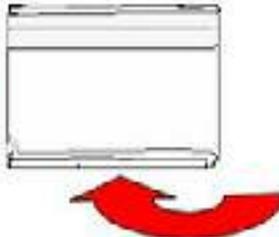


3. Fold bottom up again to make adjustment fold.
Adjust under-shorts to width of T-shirt in that set.
DO NOT make adjustment fold if NO T-shirt present!

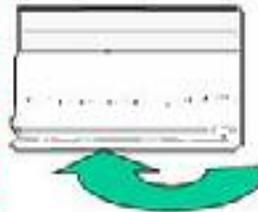


4. Fold the right half over the left half. Dress all edges.

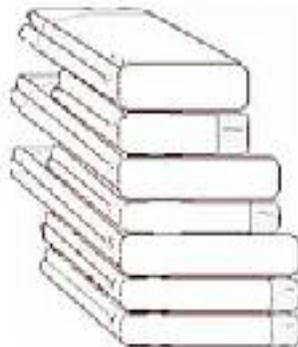
without
adjustment fold



with
adjustment
fold



5. **Stow in sets.** One Under-short and one T-shirt is a set. The T-shirt is placed on **TOP** of the set. Stow **extra** Under-shorts (not in a set) on the bottom of the stack. If T-shirts are present, adjust any **extra** Under-shorts to the width of the **bottom** set.



6. Stow the widest set on the bottom. Dress single fold to single fold. **LEFT** side is **dress** side of stack. Place the bottom item against the right side of the locker compartment. Dress to the lip of the locker.

Figure 2-3-31 "Underwear Folding"

3. Folding (Male and Female)

a. **Figure 2-3-31**

4. Stowage

- a. Stow in locker compartment four.
- b. Stow in sets. (**Figure 2-3-31**) One undershirt and one pair of undershorts/underpants are a set. The undershirt is placed on the top of the set. Stow extra under shorts (not in a set) on the bottom of the stack. If undershirts are present, adjust any extra under shorts to the width of the bottom set.
- c. Stow the widest set on the bottom. Dress single folds to single folds. Left side is the dress side of the stack. Place the bottom item against the right side of the compartment, dressed to the lip of the locker.
- d. Dress edges of a set. Dress the left and right sides of the undershorts/underpants with the left and right sides of the undershirt in that set.
- e. Position undershorts/underpants/shirts in the compartment with the "two folds" to the left, and, waistband to the right.
- f. If there are no undershirts present, stack undershorts/underpants (**with no adjustment folds**) with the widest pair on bottom.

231103. Towel

1. Marking

- a. Remove all tags and cut all loose strings.



Figure 2-3-32 "Towel Marking"

- b. Lay flat, with the catch hem of the towel facing down at the end closest to recruit.
- c. Using black ink, on the bottom left hand corner (smooth portion), align the stamp 1" away from left edge, and ¼" from top (the beginning of smooth portion). Press firmly.

2. Folding

- a. See **Figure 2-3-33**

3. Stowage

- a. Stow in locker compartment four.
- b. Stow the widest towel on the bottom. Dress single folds to single folds. Right side is the dress side of the stack. Place the bottom item against the left side of the compartment, dressed to the lip of the locker.

TOWEL FOLDING

1. LAY FLAT, AWAY FROM FOLDER LENGTHWISE. Catch hem UP. Stencil down, closest to the folder(right side).

2. Fold each side to center leaving NO more than 1/4inch gap between edges at the center

3. Fold the right half over the left half. Dress all edges

4. Fold down the upper third over the middle third. Dress all edges

5. Fold the lower third over the middle thirds. Dress all edges

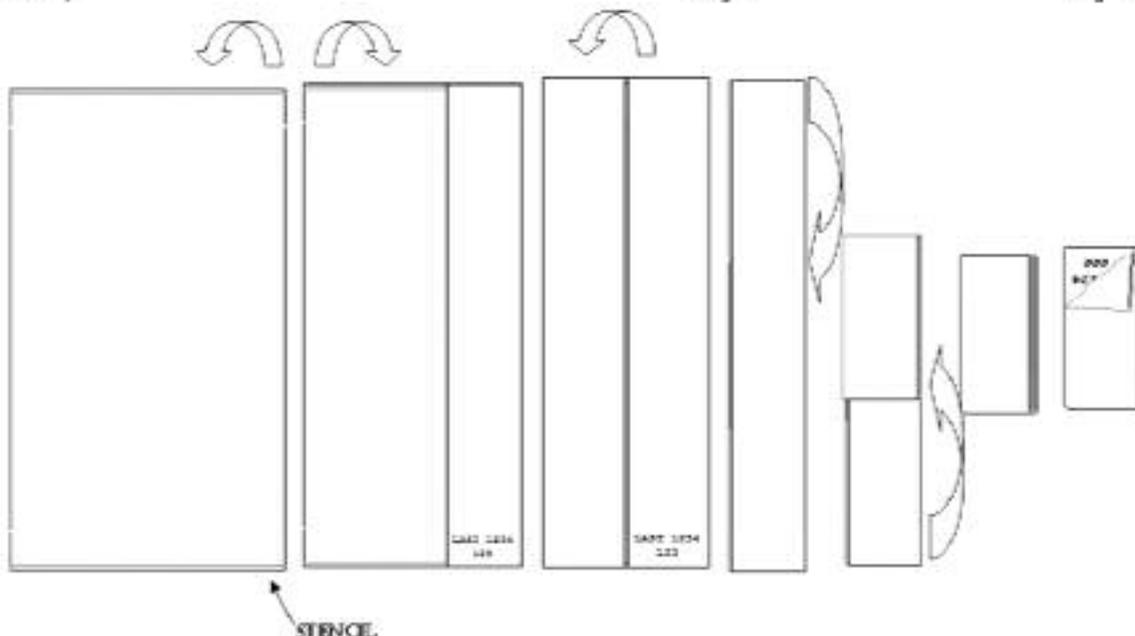


Figure 2-3-33 "Towel Folding"

- c. Ensure there is no more than a 1/4" gap between the edges inside the first fold.
- d. Dress the single fold to the single fold of other towels in the compartment.

231104. Washcloth (Optional item)

1. Marking

- a. Lay flat, catch hem or bead down.
- b. Mark first, middle and last initials centered both horizontally and vertically, using a black laundry marker.

2. Folding Instructions

- a. Lay washcloth flat.

- b. Fold the left side to the center.
- c. Fold right side to the center. Adjust the left side to the width of the towel.
- d. Fold in half away from the folder. Dress all edges.
- e. Stow in locker compartment four.
- f. Dress the single fold to the single fold of other towels in the compartment.
- g. Adjust width to the same as the top towel.
- h. Stow on top of towels.

12. Locker Compartment Five

231201. Shoes, Dress

1. Marking

- a. Remove the shoelaces.



Figure 2-3-34 "Dress Shoe Marking"

- b. Place the shoes on the deck with the toes toward you. Pull the tongue down towards you.
- c. Using a black permanent marker, on the beginning of the tongue, center first initial (period), middle initial (period) and last initial (period) from left to right (**Figure 2-3-34**). Ensure initials are in recruit handwriting.

(1) TAKE NOTE: Do not remove the label on the tongue if it is present. Mark directly over the label if it is in the way.

2. Lacing

- a. Place the shoes with the toes towards the recruit.
- b. Run the shoelace through the eyelets closest to the recruit and start from the inside out. Bridges are not allowed.
- c. Lace each shoe left over right as you are looking at the shoe (**Figure 2-3-35**).
- d. Tie a bowknot at the top of the shoe. Shoes will be laced tightly to the top eyelet.

e. Stow in locker compartment five.



Figure 2-3-35 "Dress Shoe Lacing"

f. Place in the locker side by side as worn. The entire right side of the right shoe (including heel) shall touch the right side of the compartment. Dress the left shoe to the right shoe. Dress the heels of both shoes to the lip of the locker. If the lip of locker compartment five is not the same as other locker compartments, dress the heels of both shoes uniform to the other locker compartments.

g. The use of spray/lacquer/liquid polish is prohibited.

h. Foot pads/inserts may be used as prescribed by medical.

13. Garment Bag

231301. Garment Bag

1. Marking

a. Lay flat, zipper up, top away.



Figure 2-3-36 "Garment Bag Marking"

b. Open the Velcro handle, and lay flat (nylon strap down).

c. Locate the stitched box in the middle of the handle. Using white ink, center the stamp from top to bottom, and left to right inside the stitched box. Press firmly.

d. Remove tag on seam inside of garment bag.

2. Stowage

- a. Stow the garment bags on the lockers by placing all hangers through the top of the garment bag and hanging it on the bottom hook of the locker.
- b. The recruit occupying the top locker will stow their garment bag on the forward side of the locker. The recruit occupying the middle locker will stow their garment bag on the outboard side of the locker. The Recruits with bottom lockers will stow their garment bags on the aft side of the locker.
- c. Point all hangers to the left. Completely zip the zipper. Hang with the zipper side facing out.
- d. The garment bag stamp must be face up with Velcro handle sealed when the garment bag is stowed on the locker.

3. Arrangement

- a. Stow civilian clothes bag if present as directed by FTT/LCPO.
- b. When uniforms are present, there will be no empty hangers.
- c. Stow incomplete sets behind the last complete set of the same uniform.
- d. Tailor tags are to remain attached to uniforms until after Tailor Two.
- e. Arrange the garment bag as follows when all uniform articles are present. Hangers are arranged from the back (inboard) to the front (outboard).

4. MALE

- a. (1st Hanger) Summer Whites
 - (1) Shirt
 - (2) Trousers
- b. (2nd Hanger) Summer Whites
 - (1) Shirt
 - (2) Trousers
- c. (3rd Hanger) Winter Blues
 - (1) Shirt
 - (2) Trousers
- d. (4th Hanger) Winter Blues
 - (1) Shirt
 - (2) Trousers
 - (3) Neckerchief

5. FEMALE

- a. (1st Hanger) Summer Whites
 - (1) Shirt
 - (2) Slacks
 - (3) Skirt
- b. (2nd Hanger) Summer White
 - (1) Shirt
 - (2) Slacks
 - (3) Skirt
- c. (3rd Hanger) Summer Dress Whites
 - (1) Skirt
- d. (4th Hanger) Winter Blues
 - (1) Shirt
 - (2) Slacks
- e. (5th Hanger) Winter Blues
 - (1) Shirt
 - (2) Slacks
 - (3) Skirt
- f. (6th Hanger) Service Dress Blues
 - (1) Shirt (cotton white)
 - (2) Slacks
 - (3) Skirt
- g. (7th Hanger)
 - (1) Dress Blue Coat
 - (2) Neckerchief

14. Garment Bag (Male)

231401. Trousers, Winter Blue/Summer White

1. Marking

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3), upon receipt.
- b. Winter Blues/Summer Whites will be Marked within 48 hours after completion of tailor two (unless additional tailoring is required).
- c. Turn inside out, lay out flat, waistband away from you, and fly down.



Figure 2-3-37 "Trouser, Winter Blue/Summer White Marking"

d. Using contrasting color ink, on the left rear pocket as worn (Right pocket as you are looking at it) center stamp, from left to right and top to bottom, between the horizontal seams. Press firmly.

2. Stowage

- a. Unbutton all buttons, unzip all zippers, unclip the waistband, and empty the pockets.
- b. Hang each pair of trousers on a separate hanger, waistband outboard, zipper to the right (as viewed looking into the garment bag).
- c. The legs shall extend 6" (the width of a BJM) below the waistband of the trousers.

231402. Shirt, Winter Blue/Summer White

1. Marking Male/Female

- a. Winter Blues/Summer Whites are Marked after tailor two (unless additional tailoring is required)
- b. Marking must be done within 48 hours of tailor two.



Figure 2-3-38 "Shirt, Winter Blue/Summer White Marking Male/Female"

c. Unbutton all buttons. Lay shirt flat, front up, collar to the right/left.

(1) TAKE NOTE: A blotter/piece of cardboard shall be placed between the inner flap and front of shirt. This will prevent ink bleeding through the material.

d. Using contrasting color ink on the inner side of the front fold on which the buttons are sewn, align the left/right side of the stamp 1" from the bottom of the shirt and center top to bottom on the flap. Press firmly.

2. Stowage

- a. Button all buttons and empty the pockets. Both buttons on the shirt sleeves must be showing.
- b. Hang one shirt and one pair of trousers per hanger.
- c. The front of the shirt shall face away from the locker.

231403. Neckerchief

1. Marking

- a. Lay flat, catch hem up, one corner toward you.



Figure 2-3-39 "Neckerchief Marking"

b. Using white ink, center stamp horizontally and vertically. Press firmly

2. Rolling the Neckerchief (**Figure 2-3-40**).

- a. Wash and iron prior to rolling.
- b. Lay flat, catch hem up.
- c. Fold the neckerchief diagonally to form a triangle, catch hem inside. (**Figure 2-3-40 #2**)
- d. Hold taut. Begin rolling toward the center until complete. (**Figure 2-3-40 #3-6**)
- e. Neckerchief will be tied with a black thread to keep it from unrolling.

3. Stowage

- a. Hang on the most outboard hanger properly rolled with the catch hem to the inside. The ends shall be evenly draped between the outboard uniform and second uniform. When no uniforms are present, it will drape between its hanger and the back of the garment bag.
- b. If there are no uniforms in the garment bag the neckerchief hanger will be the only hanger present.
- c. Neckerchiefs will be washed, ironed, rolled and hung prior to 1-4 DOT.

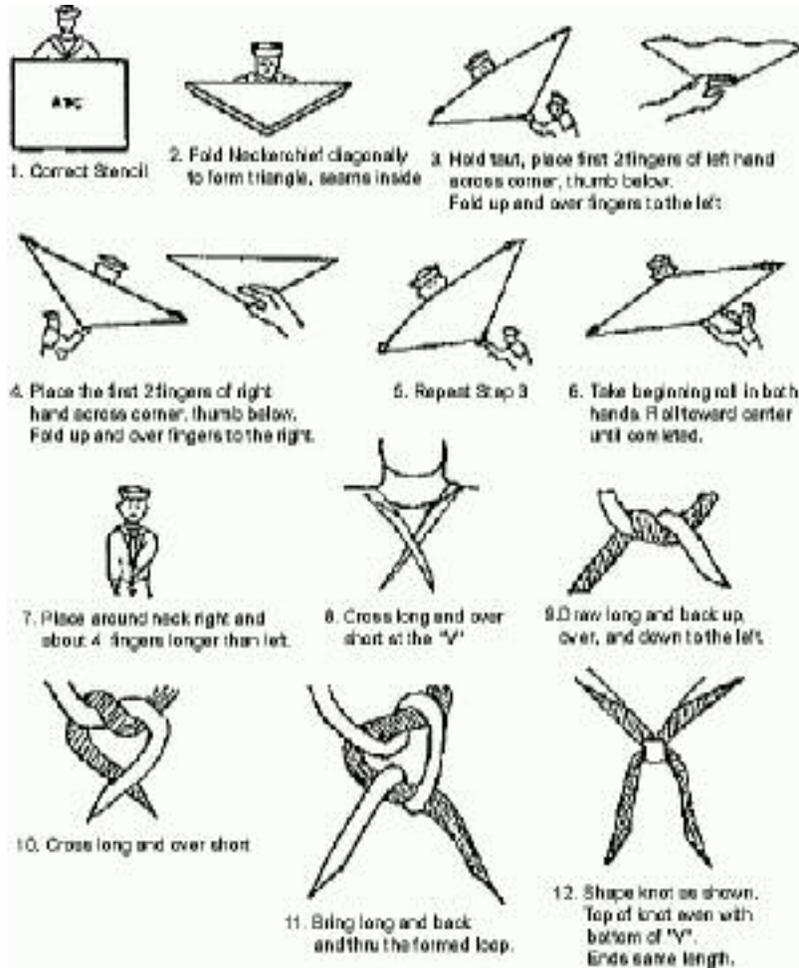


Figure 2-3-40 "Neckerchief Rolling and Tying"

4. Wear

- a. Tie the neckerchief (square knot) as follows (**Figure 2-3-40**):
 - (1) Place around the neck (under the collar) with the right end four fingers longer than the left end. (**Figure 2-3-40** #7)
 - (2) Cross the right end over the left end at the "V" of the jumper and draw that end back through the loop, over and down to the left. (**Figure 2-3-40** #8 + #9)

2 Jun 04

- (3) Cross the left end over the right end and bring it back through the loop formed. (**Figure 2-3-40 #10 + #11**)
 - (4) Shape the knot to resemble a square, top of the knot even with the bottom of the "V" of the jumper. Both ends are the same length with a "V" in the back of the knot. (**Figure 2-3-40 #12**)
- b. Worn with the dress blue/white jumpers. Single fold down, to give a smooth appearance, ends even and tied in a square knot. Align the top of the square knot even with the bottom of the "V" of the jumper. The seam will be completely hidden on the knot. Catch hem is inside.

15. Garment Bag (Female)

231501. Slacks, Winter Blue/Summer White

1. Marking

- a. Fill out **"Sewn in Tag(s)"** (**Figure 2-3-3**) upon issue.
- b. **Winter Blues/Summer Whites will be Marked within 48 hours after completion of tailor two** (unless additional tailoring is required).



Figure 2-3-41 "Slacks, Winter Blue/Summer White, Marking"

- c. Ensure that a blotter card is used.
 - d. Turn inside out, fly up, waistband away from recruit.
 - e. Using contrasting color ink on the right front pocket as worn (Right pocket as you are looking at it), center the stamp from left to right on pocket 1" above the Manufacturers tag (**Figure 2-3-41**).
- (1) **TAKE NOTE: If the manufacturers tag prevents the proper placement of the stamp, adjust the stamp so that it is just above the tag.**
 - (2) **If there is no manufacturers tag, stamp the information 2" below waistband.**

2. Stowage

- a. Unbutton all buttons, unzip all zippers, unclip the waistband, and empty the pockets.
- b. Hang each pair of slacks on a separate hanger, waistband outboard, zipper to the right (as viewed looking into the garment bag).
- c. The legs shall extend 6" (the width of a BJM) below the waistband of the slacks.

231502. Skirt, Winter Blue/Summer White/Polyester

1. Marking

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3), upon issue.
- b. Winter Blues/Summer Whites are Marked after Tailor Two (unless additional tailoring is required). Marking in either case must be done within 48 hours.



Figure 2-3-42 "Skirt, Winter Blue/Summer White Marking"

- c. When the Polyester Skirt is the seasonal dress uniform, **Mark after FEP Dress Uniform Inspection.**
 - d. When off season, **Mark after Group Commander Inspection.**
 - e. Turn skirt inside out, front up, waistband away, zipper down. Move lining as necessary.
 - f. Using contrasting color ink on the right front pocket as worn (Right pocket as you are looking at it), center the stamp left to right, and ½" above the Manufacturers tag. Press firmly (**Figure 2-3-42**).
- (1) If there is no manufacturers tag, stamp the information 2" below waistband.
 - (2) **TAKE NOTE: If the manufactures tag prevents the proper placement of the stamp, adjust the stamp so that it is just above the tag.**

g. Ensure that a blotter card is used.

2. Stowage (Winter Blue/Summer White)

- a. Hang each skirt on the same hanger as slacks of the same material behind the slacks. Attach by clips or by safety pins at the waist.

2 Jun 04

- b. Button all buttons, zip all zippers, clip all clips, and empty the pockets.
- c. The front of the skirt shall face away from the locker.
- d. The skirt, slacks, and shirt make a complete set.

3. Stowage (Polyester)

- a. Hang on a separate hanger. Attach by clips or safety pins at the waist.
- b. Button all buttons, zip all zippers, clip all clips, and empty the pockets.
- c. The front of the skirt shall face away from the locker.

231503. Shirt, Winter Blue/Summer White

1. Marking see Male Garment Bag **231402.1**

2. Stowage

- a. Button all buttons and empty the pockets. Both buttons on the shirtsleeves must be showing.
- b. Hang one shirt, one pair of slacks and skirt per hanger.
- c. The front of the shirt shall face away from the locker.

231504. Slacks, Service Dress Blue, Unbelted

1. Marking

- a. Fill out the "Sewn in Tag(s)" (Figure 2-3-3) upon issue.
- b. When seasonal uniform, Mark after FEP Dress Uniform Inspection.
- c. When off season uniform, Mark after **Group Commander** Inspection.
- d. Turn inside out, lay flat, waistband away from you, and zipper to the left.
- e. Using white ink, center stamp on the pocket, left to right and top to bottom. (If tag is present, stamp below tag) Press firmly.

2. Stowage

- a. Unbutton all buttons, unzip all zippers, unclip the waistband and empty the pockets.
- b. Hang with the waistband outboard and the zipper to the front (looking into the garment bag). The legs shall extend 6" (the width of a BJM) below the waistband of the Slacks.

231505. Skirt, Service Dress Blue

1. Marking

- a. Fill out the "Sewn in Tag(s)" (Figure 2-3-3) upon issue.

- b. When seasonal uniform, Mark after FEP Dress Uniform Inspection.
- c. When off season uniform, Mark after Group Commander Inspection.
- d. Turn inside out, lay flat, waistband away from you, and zipper to the left.

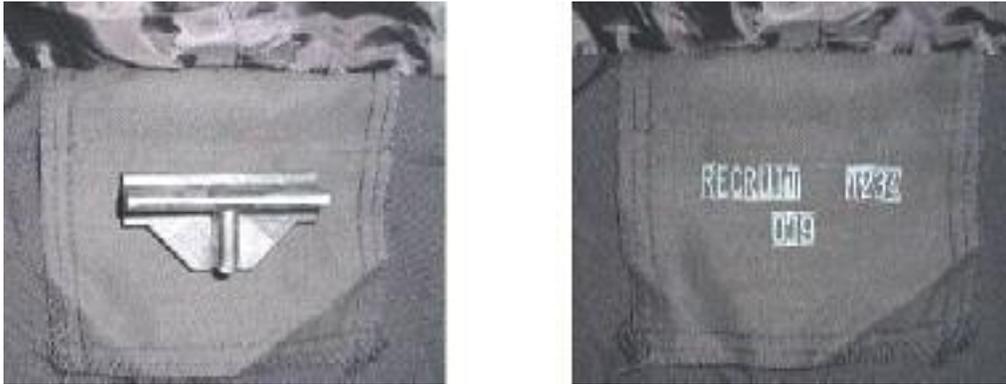


Figure 2-3-43 "Skirt, Service Dress Blue Marking"

- e. Using white ink, center stamp on the pocket, left to right and top to bottom. (If tag is present, stamp below tag) Press firmly.

2. Stowage

- a. Button all buttons, zip all zippers, clip all clips, and empty the pockets.
- b. Hang on the same hanger as the dress blue slacks. Hang behind the slacks using clips or safety pins at the waist.
- c. The front of the skirt shall face away from the locker.
- d. The skirt, slacks and white cotton shirt make a complete set.

231506. Coat, Service Dress Blue

1. Marking

- a. Fill out the "**Sewn in Tag(s)**" (**Figure 2-3-3**), upon receipt.

2. Stowage

- a. Button all buttons and empty the pockets.
- b. Hang on a separate hanger with the neckerchief. The front of the coat shall face away from the locker.
- c. The Dress Blue Coat is the most outboard uniform in the female garment bag.

231507. Neckerchief

1. Mark, fold and stow as per paragraph **231403**.

231508. Handbag

1. Marking

a. Fill out "Sewn in Tag(s)" (Figure 2-3-3) upon issue, (Inside the large pocket).

2. Stowage

a. Place strap inside of handbag, stow empty and latched touching the left side of the garment bag (as you face the garment bag). The flap shall face away from the locker.

3. Carry

- a. Carry over left shoulder or forearm, placing the top of the handbag at waist level.
- b. Do not cross the strap across the body.

231509. Hat Box

1. Stow uniformly in garment bag, unfolded behind all clothing articles.

16. Knit Bag

231601. Knit Laundry Bag

1. Marking

a. Lay the knit bag flat, open end towards recruit, with the flap on top (Figure 2-3-44).

b. Using black ink center the stamp left to right and top to bottom. Press firmly.



Figure 2-3-44 "Knit Bag Marking"

2. Stowage

- a. Fold in half width wise.
- b. Hang with the open end up and away from the bunk.
- c. Tie to the bunk rail of the top bunk at the foot end of the recruit in the bottom bunk.

d. Use three black shoelaces looped through the holes in the knit bag and wrapped around the bunk rail to hang the knit bag. Ensure uniformity throughout the Division.

3. Articles Stowed in the Knit Laundry Bag. (All items will be stowed uniformly though out the Division)

- a. Socks
- b. Swim Suit
- c. PT Shirt
- d. PT Shorts
- e. Brassiere
- f. Gloves (Thinsulate)
- g. Scarf
- h. Thermal Long Underwear Pants

231602. Socks

1. Marking

- a. Lay the socks out flat, open end towards recruit.
- b. Using contrasting color ink stamp on toe area. Press firmly.

2. Folding

- a. Pair the socks and lay flat with open ends away from you slightly to the right.
- b. Fold toes over to cover heels.
- c. Tightly roll socks toward the opening until about 2" from the top.
- d. Turn the opening back over the roll.

3. Stowage

- a. Place sock rolls in the Knit Laundry Bag.

4. Wear

- a. Recruits will wear no more than one pair of socks at a time.
- b. Recruits will wear white socks with gym shoes and black socks with drill or dress shoes.
- c. The recruit must have a valid medical chit (in the right front trouser pocket) to wear only white socks.

231603. Swim Suit (Female)

1. Marking

- a. Fill out the "Sewn in Tag(s)" (Figure 2-3-3), Using a black ballpoint pen, in the upper left corner write the

first initial (period), middle initial (period) last initial (period). Fill in the last four of the SSN Directly below the last name. Write the Division number on the bottom of the tag centered left to right.

2. Stowage

- a. When wet, hang in the drying room.
- b. When dry, stow folded in the knit laundry bag.

231604. Shirt, PT (U.S. Navy)

1. Marking

- a. Same as undershirt. Mark as per paragraph **231101.1**

2. Folding

- a. Same as undershirt. Fold as per paragraph **231101.2**

3. Stowage

- a. Stow stacked together under the PT shorts in the knit bag.

231605. Shorts, PT

1. Marking

- a. Turn inside out, lay flat, front down, waistband away.



Figure 2-3-45 "PT Shorts Marking"

- b. Using black permanent marker, centered left to right and 1" below the bottom of the waistband, in recruit handwriting, write last Name and last four of SSN. Centered ¼" below that information, write Division number. (Handwritten characters should be ½" to 1" in height).

2. Folding

- a. Same as undershorts. Fold as per paragraph **231102.3**
- b. Adjust to the width of the PT shirt.

3. Stowage

- a. Stow stacked together on top of the PT shirts in the knit bag.

231606. Brassiere

1. Marking

- a. Brassiere with a back clasp. Place brassiere flat, front down, shoulder straps away from you.

(1) Using black permanent marker, in Recruit writing, print first initial (period), middle initial (period) last initial (period), centered top to bottom on the inside of the left back strap (next to the skin) starting 2 ½" from the end of the strap.

- b. Brassiere with front clasp/pullover. Turn brassiere inside out, front down.

(1) Using black permanent marker, in Recruit writing, print first initial (period), middle initial (period) last initial (period), centered left to right on the inside of the back strap (next to the skin) along the bottom edge of the strap.

(a) If there is a plastic clasp or other obstacle in the way write the initials to the immediate right.



Figure 2-3-46 "Brassiere Marking"

2. Folding

- a. Fold cup to cup with all straps inside cup.

3. Stowage

- a. Stow in the knit laundry bag.
b. Uniformity will prevail.

231607. Gloves (Thinsulate)

1. Marking

- a. Same as Thin Gloves **230804.1.**

2. Stowage

- a. Stow inboard side of knit bag, palm-to-palm, and fingers down, thumbs forward.

231608. Scarf, White

1. Marking

- a. Lay flat lengthwise, Manufacturers tag (if present) facing up and to the right.



Figure 2-3-47 "Scarf Marking"

- b. Using black permanent marker, center first initial (period), middle initial (period) last initial (period) from left to right, and top to bottom. (Handwritten characters should be ½" to 1" in height).

2. Folding

- a. Lay flat, lengthwise, Mark side up.
- b. Fold each side to the center, leaving no more than ½" gap between the edges (Fringe towards the center).
- c. Fold the bottom half over the top.
- d. Fold the left half over the right half. Dress all edges.

3. Stowage

- a. Stow in the knit laundry bag (If 2 Scarves are issued stow one on top of the other).

4. Wear

- a. Wear scarf around neck area covering nose, mouth and neck. Tie single overhand knot and tuck excess material inside outer garment.
 - (1) The top button of the pea coat or raincoat may not button.
- b. If the uniform of the day is "wear scarf," use the scarf from the knit bag. If the recruit does not have a scarf, use a towel from the locker. Fold it in half lengthwise, and wrap it around the face so that both the nose and mouth are covered.
- c. Carry the scarf or towel in the right front pocket of the outer garment.
- d. When the uniform of the day is changed from "wear scarf" to "secure scarf," properly fold and stow. If a towel was used, properly fold and stow at day stow on the blanket if no laundry bags are available. Do not put the towel back into the locker.

231609. Long Underwear

1. Marking

- a. Mark pants as per paragraph **231102.1**
- b. Mark shirt as per paragraph **231101.1**

2. Folding

a. Folding Instructions (pants):

- (1) Lay flat, fly down, waistband away from recruit.
- (2) Fold the left half over the right half. Make a straight edge along the right side.
- (3) Fold the bottom cuffs of the legs to the top edge of the waistband.
- (4) Fold the legs again to the top.

b. Folding Instructions (shirt):

- (1) Lay flat, front side up, collar away from recruit.
- (2) Fold left sleeve across the shirt to form a straight edge along the left side of the shirt.
- (3) Fold the left sleeve diagonally down along the left edge of the shirt, flush with the side of the shirt. Repeat steps (b) and (c) for the right sleeve.
- (4) Fold both sides into the center of the shirt. Edges should touch at the shoulder and waist, even along both sides.
- (5) Fold the waist up and away from the folder. Bring the waist even with the top of the collar.

3. Stowage

- a. Stow in sets in the knit laundry bag.
- b. Uniformity shall prevail.

17. Miscellaneous

231701. Raincoat

1. Marking (Shell) (Male)

- a. Fill out "Sewn in Tag(s)" (Figure 2-3-3) upon receipt.
- b. Lay flat, front up, collar away from you, liner removed. Turn back the right side of the coat (as you are looking at it) to expose the inner lower button tab.
- c. Using white ink, align the top of the stamp up to and touching the bottom of the button tab (parallel to the bottom of the raincoat), and the left side/edge of stamp lined up with the left edge of the tab. Press firmly.

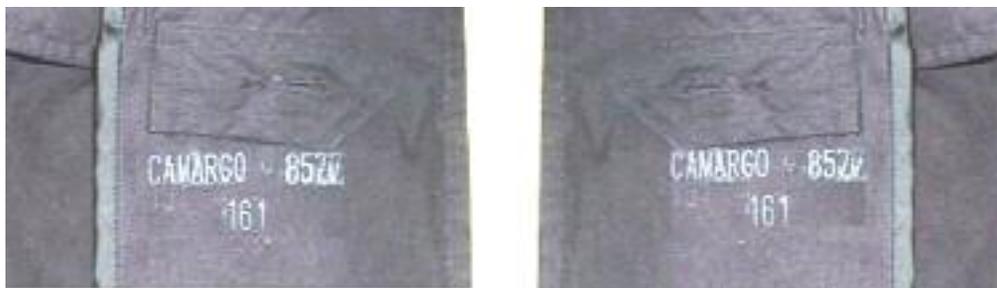


Figure 2-3-48 "Raincoat Shell Marking"

2. Marking (Shell) (Female)

a. Fill out **"Sewn in Tag(s)"** (Figure 2-3-3) upon receipt.

b. Lay flat, front up, collar away from you, liner removed. Turn back the left side of the coat (as you are looking at it) to expose the inner lower button tab.

c. Using white ink, align the top of the stamp up to and touching the bottom of the button tab (parallel to the bottom of the raincoat), and the right side/edge of stamp lined up with the right edge of the tab. Press firmly.

3. Marking (Liner)

a. Lay flat, inside, as worn, down and collar away.



Figure 2-3-49 "Raincoat Liner Marking"

b. Using white ink, place stamp 3" from the top of the liner. Center stamp from left to right, (Figure 2-3-49) Press firmly.

4. Folding (Shell)

a. Remove the liner from the raincoat. Lay the shell flat, right side out, front up, collar to the right. Vertical seams on the sides of the jacket facing down. Button all buttons, both buttons on the sleeve showing, smooth all wrinkles, tuck the collar inside the raincoat but leave both seams on the collar showing (Figure 2-3-50).



Figure 2-3-50 "Raincoat Folding"

- b. Fold the left sleeve across the raincoat to form a straight edge along the left side (**Figure 2-3-50**).
 - c. Fold the left sleeve diagonally down along the left edge of the raincoat, flush with the side of the raincoat. (**Figure 2-3-50**). Repeat steps (b) and (c) for the right sleeve.
 - d. Fold both sides to the center of the raincoat. Dress all edges. Determine the center by using the "V" at the collar opening and front row of buttons (**Figure 2-3-50**).
 - e. Fold the bottom of the raincoat to the center (**Figure 2-3-50**).
 - f. Fold the top of the raincoat to the center. Leave approximately a two-finger gap between the bottom fold and the top edge of the collar.
 - g. Fold both ends once more to the center (**Figure 2-3-50**).
 - h. Fold the top half over the bottom half. Flatten the folded raincoat to remove all trapped air.
 - i. Secure the raincoat with two strings (**Figure 2-3-50**). evenly spaced across the width of the single fold. Secure the strings with a bowknot, positioning the bowknots behind the single fold so they cannot be seen while being worn.
5. Stowage (Shell).
 - a. Stow hanging on the guard belt, at the carry, on the outboard side of the rack.
 6. Stowage (Liner)
 - a. Place the liner on the hanger that recruit PT gear is stowed on when not in use. Hang with the zipper facing the locker.
 7. As Prescribed Uniform of the Day.

2 Jun 04

- a. Hang in the back of the compartment on the top or port hook by the collar, not by the becket, unbuttoned.
- b. If uniform of the day is carry raincoat and the raincoat is wet, hang the raincoat unfolded in the back of the compartment on the top or port hook, by the collar until dry. Once dry, return the raincoat to the carry.
- c. Carry
 - (1) When the uniform of the day is "carry raincoats," pass the end of the guard belt through the center of the folded raincoat. Position the guard belt around the waist keeping the open end of the guard belt to the wearer's left and the catch hem of the raincoat to the wearer's right. The single fold of the raincoat is on top of the guard belt.
 - (2) Recruits who do not have a raincoat carry their utility jacket using the instructions in paragraph **231001.4.c** of this section.
 - (3) If guard belts are secured, carry the raincoat on the web belt by skipping the back middle belt loop and putting the web belt through the centerfold of the raincoat.
 - (4) Carry the raincoat in the left hand when wearing uniforms other than utilities/working utilities.
 - (5) When uniform of the day is "carry raincoat" and the raincoat is wet due to rain, but rain has ceased, carry the raincoat over the left arm until dry.
- d. Place strings in the left pocket if raincoat is being worn, or if coat is stowed on the hook in the compartment.

231702. Sweat Pants

1. Marking

- a. Turn inside out. Lay flat, front down, waistband away.
- b. Using a black laundry permanent marker on the waistband tag, using recruit writing, place the first initial (period), middle initial (period), and last initial (period), centered on tag.

2. Stowage

- a. Stow the sweatshirt and pants together on a hanger on the top hook, in front of the garment bag and underneath the raincoat liner.
- b. Uniformity shall prevail.



Figure 2-3-51 "Sweat Pants/Shirt Marking"

231703. Sweat Shirt

1. Marking

- a. Turn inside out, lay flat, front side down, collar away from you.
- b. Using a black laundry permanent marker on the neckline tag, using recruit writing, place the first initial (period), middle initial (period), and last initial (period), centered on tag.

2. Stowage

- a. Stow the sweatshirt and pants together on a hanger.
- b. On the top hook, in front of the garment bag and underneath the raincoat liner.
- c. Uniformity shall prevail.
- d. Tie the string (if present) in a square knot, within 1" of the end of the string.
 - (1) Recruits will not intentionally remove strings.
- e. String shall not be tucked into the shirt.

231704. Shoes (Gym/Drill Boots/Pumps)

1. Marking

- a. Remove the shoelaces.
- b. Place the shoes on the deck with the toes toward recruit. Pull the tongue down towards you.

c. Gym Shoes

- (1) Using a black permanent marker, Mark gym shoes on the beginning (inside top) of the tongue, print first initial (period), middle initial (period), and last initial (period) centered from left to right.

d. Drill Boots

- (1) Using white ink, stamp on the beginning (inside top) of the tongue, centered from left to right, press firmly.

e. Pumps

- (1) Using a black permanent marker, Mark pumps with the first initial (period), middle initial (period), and last initial (period) on the inside heel area. The Mark will not be visible when worn.



Figure 2-3-52 "Drill Boot Marking/Lacing"

2. Lacing

- a. Place the shoes/boots with the toes towards the recruit.
- b. Run the shoelace through the eyelets closest to the recruit and start from the inside out.
- c. Lace each shoe/boot left over right as you are looking at the shoe/boot.
- d. Tie a bowknot at the top of the shoe/boot. Shoes/boots will be laced tightly to the top eyelet.

3. Stowage

- a. Drill boots and Gym shoes
 - (1) Stow both pairs on the deck, inboard end of the bunk.
 - (2) Point the toes to the outboard end of the bunk.
 - (3) Dress the heels of the drill boots flush with the inboard bunk post.
 - (4) Recruits in the bottom bunks will dress their shoes to the forward bunk post.
 - (5) Recruits in the top bunks will dress their shoes to the aft bunk post.
 - (6) The Gym shoes will go next to, up to and touching the Drill boots (aft of the boots if recruit is on the bottom rack, fwd of the boots if recruit is of the top rack).
 - (7) Ensure the heels are touching each other.
 - (8) When uniform of the day is wear boots, the gym shoes will be moved and dressed to the posts in place of the boots



Figure 2-3-53 "Drill Boot/Gym Shoe Stowage"

b. Pumps

- (1) Stow in original box on the deck, outboard end of the bunk, touching the bunk post.
- (2) The length of the box shall run port and starboard.



Figure 2-3-54 "Pump Stowage"

- (3) Ensure uniformity throughout the Division.
- (4) Dress the outboard edge of the box to the outboard bunk post.
- (5) The outboard edge must touch the bunk post.
- (6) The recruit in the bottom bunk shall dress to the forward bunk post.
- (7) The recruit in the top bunk shall dress to the aft bunk post.
- (8) No other items will be stored in the shoebox

4. Wear

a. If directed by the uniform of the day, Recruits will wear gym shoes with the following exceptions:

- (1) Inclement weather
 - (a) Chill 3 and colder
- (2) Line handling/Marlinespike
- (3) Firefighting Two/Team Trainer/Applications
- (4) Scheduled military drill/drill inspections
- (5) Personnel inspections
- (6) Battle Stations

2 Jun 04

- (7) When directed by POD (MTS)/Uniform of the Day.
- (8) Wearing uniform than utilities
- (9) Medically excused
- b. When directed by the uniform of the day, Recruits will wear drill boots with the following exceptions:
 - (1) PT
 - (2) Medically excused
 - (a) Recruits will not carry drill boots. If circumstances require drill boots, Recruits will wear them.

231705. Sea Bag

1. Marking

- a. Lay flat with the open end facing away from you.
- b. Adjust so that the handle is at the far right (as you look at it), and the vertical seam is in the center of the sea bag.
- c. Using black ink, align the left side of the stamp up to and touching the vertical seam and 12" below the top of the sea bag. Press firmly, (**Figure 2-3-55**).
- d. Lay flat with open end to the right (as you look at it), handle up and centered. Lay short strap (strap with clip located in upper right) flat.
- e. Using black ink, center stamp top to bottom and left to right on outer side of short strap. Press firmly, (**Figure 2-3-55**).



Figure 2-3-55 "Sea Bag Marking"

2. Folding

- a. Lay the sea bag flat, open end away from the folder, pocket to the left, buckles unfastened. "Padded" straps toward the folder. Smooth out all creases making sure the top flap inside lies flat.
- b. Fold the bottom of the sea bag toward the open end. Creating a square at the bottom of the sea bag.

3. Stowage

- a. Stow between the mattress and springs. Center on the springs, straps on top. The carry handle should be visible.
- b. Place the open end of the sea bag toward the outboard end of the bunk.
- c. Clip the short strap to the spring. Button the pocket.

231706. Belt, Web

1. Marking

- a. Lay belt flat, buckle end to the right, size number up and metal tab to the left.



Figure 2-3-56 "Web Belt Marking"

- b. Align the left edge of the contrasting ink stamp 1" to the right of the metal tab (where the metal and the material meet). Center the stamp top to bottom. Press firmly.

2. Stowage

- a. Extra web belts will be stowed in the A/B personal drawer.

3. Wear

- a. Web belts will be clean and Marked when worn.
- b. Prior to the 1-5 DOT, cut belts so no more than 6" extend beyond the claw in the back of the belt. Leave as close to 6" as possible, behind the claw, in order to carry the raincoat on the belt if needed.
- c. Male
 - (1) Thread the end of the belt opposite the buckle to the left through each belt loop.
 - (2) Dress the buckle with the fly of the trousers.
 - (3) Dress the metal tab to the metal of the buckle.
- d. Female
 - (1) Thread the end of the belt opposite the buckle to the right through each belt loop.
 - (2) Dress the buckle with the fly of the slacks.
 - (3) Dress the metal tab to the metal of the buckle.



Figure 2-3-57 "Male/Female Gigline"

231707. Belt Buckle

1. Attach to the cut end of the web belt.
 - a. Male buckle
 - (1) Claw to the left, right edge lined up with the edge of trouser fly.
 - (2) Left edge lined up with the metal tab of the belt.
 - b. Female buckle
 - (1) Claw to the right, left edge lined up with the edge of slacks fly.
 - (2) Right edge lined up with the metal tab of the belt.

231708. Pea Coat

1. Marking
 - a. Fill out the **"Sewn in Tag(s)"** (Figure 2-3-3), upon issue.
 - b. Mark the inside of the pea coat after FEP Dress Uniform PI.
 - c. Lay the Pea coat flat, front up, unbuttoned, collar away from you.



Figure 2-3-58 "Pea Coat Marking"

- d. Using white ink, place the right side of the stamp up to and touching the left side of the left vent seam (as you are looking at it), and the bottom of the stamp 3" up from the bottom of the coat. Press firmly.

2. Stowage

- a. Reinforce the becket by hand sewing extra stitching on each end of the loop.
 - b. Button all five buttons
 - c. Turn inside out by grasping the collar and pulling it through the center so the becket and Mark are visible. Leave the sleeves and collar inside.
 - d. Hang the pea coat so the buttons face the bulkhead and the Mark faces forward.
 - e. Hang by the becket on the bottom or starboard hook on the coat rack.
 - f. If becket breaks, re-sew within 24 hours.
3. As prescribed uniform of the day
- a. Hang pea coat on the bottom or starboard hook, by the collar, with the buttons facing aft.
 - b. Unbutton all buttons and turn right side out.

231709. Necktie (Male)

1. Marking
 - a. Lay flat, back up, wide end to the left.
 - b. Using white ink, center stamp right to left, and top to bottom. Press firmly.



Figure 2-3-59 "Necktie Marking"

2. Stowage
 - a. Stow in the A/B personal drawer.
3. Wear
 - a. Wear necktie as follows:
 - (1) Wear hand tied, knotted with a Double Windsor knot.
 - (2) Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button.

- (3) The bottom shall hang within 1" from the top of the belt buckle. The thin end must be shorter than thick end.



Figure 2-3-60 "Necktie Wear"

- (4) Thin end of tie may be tucked in manufacturer tag behind thick end once, or otherwise hang loose. Only tuck thin end between buttons #1 & 2 if thin end is longer than thick end.

4. Tying

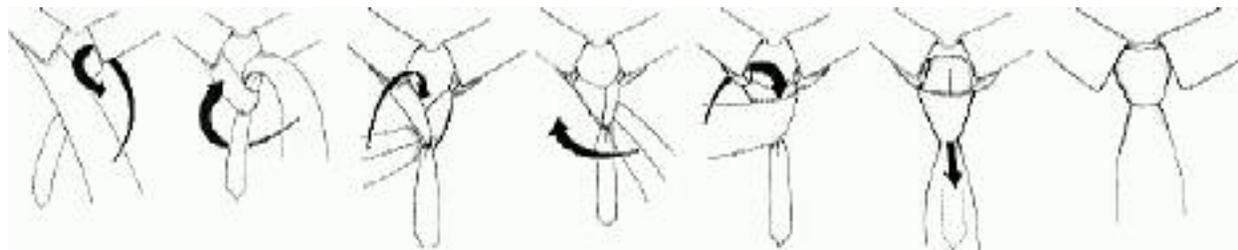


Figure 2-3-61 "Tying a Double Windsor Knot"

231710. Necktab (Female)

1. Marking

- a. Lay flat, unfastened, collar points to the right, Manufacturers tag up.



Figure 2-3-62 "Necktab Marking"

- b. Using white ink, place stamp up to and touching the right side of the Manufacturers tag, centered top to bottom. Only the name and SSN will be stamped on the strap. To avoid marking the deck, place a blotter card where the Division number would lay. Press firmly, **Figure 2-3-62.**

2. Stowage

- a. Stow in the A/B personal drawer.

3. Wear

- a. The Necktab outer edges shall be parallel to the outer edges of the collar.

- b. An equal amount of Necktab shall show on each side of the collar.
- c. Wear parallel to and slightly above the top of the shirt collar closure hiding the shirt. Let ends of the tie hang free.

231711. Earmuffs

1. Marking

- a. Lay flat, with side worn against wearer's head, up.
- b. Using white ink, center stamp left to right and top to bottom. Press firmly.



Figure 2-3-63 "Earmuff Marking"

2. Stowage

- a. Stow in Personal drawer.

3. Wear

- a. Wear only in dress blue or working blue uniform.
- b. Place over ears with elastic strap on top of forehead. Ensure that elastic strap does not protrude below the front of the cover.

231712. Blue Jacket Manual (BJM)

1. Marking

- a. Open the Blue Jacket Manual to the inside front cover.

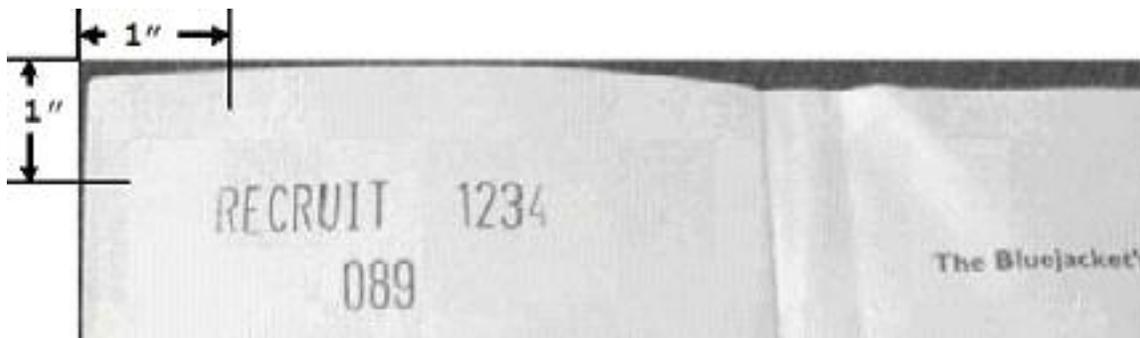


Figure 2-3-64 "Blue Jacket Manual Marking"

- b. Using black ink, align the top left corner of the stamp at the point 1" from the top left edge of inside cover. Press firmly.

2 Jun 04

2. Stowage

- a. Stow on top of the locker, with binding dressed to the outboard edge of the locker, front cover up.
- b. The recruit occupying the top locker will stow their BJM dressed to the forward edge of the locker.
- c. The recruit occupying the middle locker will stow their BJM in the center of the locker.
- d. The recruit occupying the bottom locker will stow their BJM dressed to the aft edge of the locker.

231713. Trainee Guide

1. Marking

- a. Open the trainee guide to the inside front cover.
- b. Using a black ballpoint pen, fill out last name, first and middle initials, and Division number, in the space provided.

2. Stowage

- a. Place on top of locker in front of the BJM.
- b. Dress the bottom of the trainee guide to the inboard lip of the locker.
- c. The recruit in the top locker shall dress his/her training guide to the forward edge.
- d. The recruit in the middle locker shall dress his/her training guide in the middle.
- e. The recruit occupying the bottom locker shall dress his/her training guide to the aft edge.

231714. Guard Belt

1. Issuing Guard Belts

- a. Green guard belts will be issued to the Division upon day of arrival.
- b. On the first day of FEP, the RCPOs and RLPOs green guard belt may be neatly stowed in the Work center until the day of departure.
- c. Keep all white guard belts clean.
- d. When Recruits are ASMO'd, they shall leave guard belts with the RDC.

2. Stow

- a. When the guard belt is not worn, it will hang on the outboard end of the bunk.
 - (1) Hook ends together over the top bunk rail.

(2) The open end of the buckle will point up with the canteen attached to the belt.

(3) The recruit on the top bunk will dress their belt to the aft post. The recruit in the bottom bunk will dress their belt to the forward post.

3. Wear

- a. Wear snugly right side out, around the waist and over the web belt, with open end to the Recruits left.
- b. Recruits with small waists, the guard belt must be adjusted to the smallest size possible.
- c. Recruits unable to wear one guard belt will wear two hooked together.
- d. Center the buckle from right-to-left, within the upper and lower edges of the web belt buckle. Wear over outer garments when worn.
- e. Guard belts will be free of markings and graffiti.
- f. Wear snugly around the body.

4. Requirements for Wear

- a. Green guard belts shall be worn when prescribed from day of arrival until day of departure.
- b. White guard belts will be worn by the RCPO/RLPO from the first day of FEP until the day of departure.

5. Exceptions to Wear

- a. Do not wear the guard belt:
 - (1) With summer white, winter working blues, or dress uniforms (except the RCPO, RLPO and ceremonial units for graduation).

231715. Canteen (including pouch)

1. Fill canteens with only fresh water at every available opportunity. Fill at sinks or refilling stations. Do not use scuttlebutt.
2. Recruits in Division strength formations shall not drink from the canteen while on the street unless directed by the RDC. Individual Recruits may stop and drink from canteens when marching.
3. Issue
 - a. Canteens will be issued to the Division upon day of arrival.
 - b. Sanitize canteens with liquid bleach solution (obtained from the Ship's BMS) and hot water at initial issue and prior to turning in. Recruits are responsible for

ensuring that canteens remain clean and in a sanitary condition at all times.

4. Labeling

- a. Canteens and canteen holders will have no permanent ownership markings. Mark by affixing a piece of medical tape on the bottom of the canteen and also to the outside of the pocket flap. Using recruit writing, place the recruit's initials with period after each letter on both pieces of tape.

5. Stowage

- a. Canteen shall be stowed full in the pouch on the guard belt, at the outboard end of the racks.

(1) TAKE NOTE: Except RCPO/RLPO for all PI's and Division Photo's.

- b. Stow extra canteens with guard belts hanging on the outboard side of the corresponding empty rack. Ensure that the canteen and pouch are free of any ownership markings, and that they are clean, sanitized, and dry. Stow with the lid on.
- c. One brass retaining slide will be used on each side of the buckle. Remaining brass retaining slides may be positioned at the RDC's discretion in order to maintain a sharp military appearance.

6. Wear

- a. Wear canteens on the guard belt so it is located on the left side with the aft edge of the canteen touching the raincoat (**Figure 2-3-65**) When raincoat is not worn on guard belt, position canteen on left hip.
- b. Canteens are not worn during personnel inspections. The canteens remain on the guard belt.
- c. Recruits will wear canteens on guard belts with PT gear in order to facilitate hydration during physical training and before uniform issue.



Figure 2-3-65 "Proper Wear of Canteen"

231716. Medical Alert ID Tags and Chains

1. Wear on the small ID tag chain or on the wrist when prescribed.

231717. Religious Texts

1. Stowage

- a. Stow on top of Blue Jackets Manual, with binding dressed to the outboard edge of the locker, front cover up.
- b. Small books provided by the Chapel are to be stowed in the personal drawers.

2. Size.

- a. The religious text shall be no larger than the Blue Jackets Manual.
- b. Any books larger than a BJM shall be mailed home.

231718. YN/MYN/DYN Pouch and Guard Mail Pouch

1. Wear

- a. Carry with the strap over the right shoulder.
- b. Rest the bag against the left side with the flap outboard.
- c. YN/MYN/DYN Pouch will be closed at all times when not in use.
- d. Recruits designated as messengers will remain covered at all times while carrying the Guard Mail bag.

2. Marking

- a. Mark using silver/gray sharpie marker centered between the two pieces of Velcro on the inside (unseen when closed) flap with approx 1" letters, containing ship # & comp #.

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Chapter 4 - Grooming Standards

01. General Grooming Standards.....	2-107
240101. Bulky Items	2-107
240102. Medication Procedures	2-107
240103. Chapstick/Sunscreen	2-107
240104. Medical/Dental Chits	2-107
240105. Class Handouts	2-107
240106. ID Tags, Chains and Keys	2-108
240107. Earrings	2-108
240108. Glasses	2-108
240109. Contacts (any type)	2-109
240110. Handkerchiefs	2-109
240111. Tissues	2-109
240112. Jewelry	2-109
240113. Make-up and Cosmetics	2-109
240114. Military Posture	2-110
240115. Money, Checks and Money orders	2-110
240116. Religious Articles (Bibles, etc)	2-110
02. Personal Grooming Standards.....	2-110
240201. Standards	2-110
240202. Haircuts	2-110
240203. Male Hair care	2-110
240204. Female Hair Care	2-111
240205. Fingernails	2-112
240206. Shave	2-112
240207. Personal Hygiene Standards	2-113

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01. General Grooming Standards

240101. Bulky Items

1. Carry in the left hand uniformly throughout the Division.
2. Both hands may be used if the item is too heavy to carry in one hand.
3. During inclement weather, items may be carried inside the outer garment.

240102. Medication Procedures

1. RDC's will supervise the following procedures concerning recruit consumption of prescription medication onboard RTC, from P-R DOT to Day of Departure.
 - a. RDC's and Recruits are not authorized to dispense any type of medication.
 - b. Medicine will be carried by the individual Recruit that it is prescribed to in right front trouser pocket. If container is too large to fit in right front trouser pocket, recruit may carry in left hand until he/she returns to compartment.
 - c. Medications not required while Division is away from the compartment will be stored in the recruit's A/B personal drawer.
 - d. While in the compartment, recruit will consume correct dosage described by the label on container.
 - e. Recruits whose medication has to be refrigerated, will straggle back to ship and report to the GC, SLCP0 or the OOD. The GC, SLCP0 or the OOD will escort recruit to the compartment and verify name on medication label. Once verified, the GC, SLCP0 or the OOD will hand over recruit's container and recruit will consume correct dosage described by the label on the container.

240103. Chapstick/Sunscreen

1. Carry in the right front trouser pocket.

240104. Medical/Dental Chits

1. Carry in right front trouser pocket.

240105. Class Handouts

1. Carry inside the Trainee Guide to compartment.
2. Fold if necessary.
3. Upon arrival in compartment, place handouts in recruit's A/B personal drawer.

240106. ID Tags, Chains and Keys

1. Hang the dog tags on the chain by placing one on the large chain and one on the small chain. A silencer may be worn but Division uniformity is required.
2. Wear the following items on the small chain if issued:
 - a. Medical alert dog tags as prescribed by medical personnel.
 - b. Locker key
 - c. Keys pertaining to official functions (Yeoman, Mail Petty Officer and Laundry Petty Officer only).
 - d. Religious medallion.

(1) This medallion will not be larger than the dog tag.

240107. Earrings

1. Earrings may be worn by female Recruits at the following times:
 - a. Division photos
 - b. Recruit Graduation
 - c. On liberty
 - d. Between taps and reveille while sleeping.
2. One earring per ear (centered on earlobe).
3. Earrings shall be 4mm - 6mm ball (approximately $\frac{1}{8}$ " - $\frac{1}{4}$ ")
4. Plain silver with shiny or brushed matte finish
5. Screw-on or with posts.

240108. Glasses

1. Navy issue prescription glasses will be worn during training.
2. Civilian glasses may only be worn at the following times:
 - a. Until the Medical Department has issued glasses
 - b. Division photos
 - c. Recruit Graduation
 - d. On liberty
3. Sunglasses and photo gray lenses are not to be worn unless prescribed by medical authority.
4. Conservative sunglasses are permitted for wear during off-base liberty only.
5. Glasses straps are optional.

a. When straps are worn, they will be worn snug and flat to the back of the head.

b. Uniformity throughout the Division.

6. Glasses are inspectable for cleanliness and good repair.

240109. Contacts (any type)

1. Contacts are not allowed to be worn during boot camp except in the following instances:

a. The Medical Department has issued specific permission, with guidelines.

b. Division photos

c. Recruit Graduation

d. On liberty

240110. Handkerchiefs

1. Recruits may carry and use handkerchiefs.

2. Carry neatly folded in the left rear pocket.

240111. Tissues

1. Tissues will be available in work center, Divisional YN pouch, MYN pouch, DYN pouch.

a. Recruits will discard used tissue ASAP and will keep in left hand until discarded.

240112. Jewelry

1. The only authorized jewelry a recruit may wear is:

a. Wedding band and/or engagement ring

b. Wristwatch, if authorized by the RDC.

240113. Make-up and Cosmetics

1. Cosmetics must be IAW U.S. Navy uniform regulations.

2. Female Recruits will be permitted to wear cosmetics to the following events:

a. Individual photos

b. Division photos

c. Recruit Graduation Ceremony

d. Graduation Liberty.

3. Cosmetics must be applied in good taste so that colors blend with natural skin tone and enhance natural features.

4. Exaggerated or faddish styles are not authorized.

5. Care should be taken to avoid an artificial appearance.

2 Jun 04

6. Lipstick colors shall be conservative and complement the individual.

7. False eyelashes are not authorized.

240114. Military Posture

1. Proper military posture is described as follows:

a. Mouth closed

b. Head erect

c. Chin parallel with the deck

d. Eyes and head straight ahead

e. Standing erect with shoulders back

f. No leaning or movement

g. Hands will not be in pockets of trousers/slacks or coats unless required by the chill condition.

240115. Money, Checks and Money orders

1. Carry in the left breast pocket.

240116. Religious Articles (Bibles, etc)

1. Carry in the left hand while transiting to and returning from divine services.

02. Personal Grooming Standards

240201. Standards

1. This section includes standards for recruit hygiene.

2. The Division Commander is responsible for instructing and enforcing proper personal hygiene.

240202. Haircuts

1. Recruits are regularly scheduled to receive Navy regulation haircuts from the Navy Exchange Hair Care Specialists.

2. The Division Commander shall ensure that any recruit missing a scheduled haircut is sent as soon as possible to make it up.

240203. Male Hair care

1. Keep hair neat, clean and well groomed.

2. Taper the hair above the ears and around the neck from the lower natural hairline upwards at least $\frac{3}{4}$ " and outward not greater than $\frac{3}{4}$ " to blend with hairstyle.

3. Hair on the back of the neck must not touch the collar.

4. Hair shall be no longer than 4" and may not touch the ears, collar, extend below eyebrows when headgear is removed,

show under front edge of headgear, or interfere with properly wearing military headgear.

5. The bulk of the hair shall not exceed 2". Bulk is defined as the distance that the mass of hair protrudes from the scalp.
6. Faddish styles and outrageous multicolored hair are not authorized.
7. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the $\frac{3}{4}$ " taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck.
8. One natural part in the hair is authorized. The part must be narrow and may be cut, clipped or shaved.
9. Varying hairstyles, including the afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper fit of military headgear.
10. Plaited or braided hair shall not be worn while in boot camp

240204. Female Hair Care

1. Keep hair clean, neatly shaped and arranged in a professional manner.
2. The initial haircut shall be cut to the top of a collared shirt. Thin hair will be cut in a straight line, and thick/bulky hair will be cut in a wedge (tapered) fashion. Hair shall be trimmed so as to ensure no greater than 2" of bulk.
3. Recruit In-processing personnel will determine whether or not a female recruit requires an initial haircut.
4. Due to the texture of some types of hair, some female Recruits may need to condition their hair on a regular basis. Female Recruits may buy conditioners, hair wraps or other necessary care items at the discretion of the Recruit Division Commander. Hair care items must be greaseless and present a greaseless appearance.
5. Hair care shall be attended to during night or Sunday/Holiday routine.
 - a. Females may be allowed to wear hair wraps between Taps and Reveille only.
6. If a female recruit requires a hair relaxer, she may utilize it during her second haircut. Recruits will not receive permanents or hair coloring treatments during boot camp.

2 Jun 04

7. Lopsided and extremely asymmetrical styles are **not** authorized.
8. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are **not** authorized.
9. Multiple braids are authorized for female Recruits, they shall be conservative and conform to the following guidelines:
 - a. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. $\frac{1}{4}$ "), and tightly interwoven to present a neat, professional, well groomed appearance.
 - b. Foreign material (i.e., beads, decorative items) shall not be braided into the hair.
 - c. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.
10. Extensions and weaves are not authorized for Recruits.
11. A maximum of two barrettes may be used to keep hair out of the facial area.
 - a. Barrettes will not be used as a decorative item.
 - b. Barrettes will be coordinated to match the recruit's hair color.
 - c. Barrettes will not exceed 2" in length and $\frac{1}{2}$ " in width.
 - d. No other types of hair devices are authorized.
12. Following the initial haircut, hair will be maintained so as not to fall below the bottom of the collar.

240205. Fingernails

1. Trim even with the end of the fingers (male and female).

240206. Shave

1. The face and neck shall be clean-shaven.
2. Sideburns shall be trimmed to the top of the ear opening.
 - a. It is understood that some Recruits do not have facial hair in this area, in which case sideburns will be kept evenly trimmed at the point where growth stops.
3. "Peach fuzz" is considered facial hair and will be shaved.
4. A recruit in possession of a valid no-shave chit **will follow instructions on chit.**
 - a. Carry this chit at all times in the right front trouser pocket.

b. The RDC will monitor return visits to sick call for re-evaluation as required.

c. Trimming or shaping while in possession of a no-shave chit **is not allowed**.

d. If chit states no shaving, recruit will be required to get special permission from Medical to shave for special events, for example; ID card photo, Division photos and Graduation events.

240207. Personal Hygiene Standards

1. Recruits will maintain the highest standards of personal hygiene to include:

a. Proper oral hygiene

b. Showering daily

c. Shaving daily

d. Regulation haircut at all times (including sideburns)

e. Changing dirty clothing daily (as laundry service permits)

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MODULE 3 - MILITARY DRILL

Chapter 1 - Introduction to Military Drill

01. Purpose.....	3-3
310101. Purpose	3-3
310102. Movements	3-3
02. Definition of Terms.....	3-3
310201. Alignment	3-3
310202. Back Step	3-3
310203. Base	3-3
310204. Cadence	3-3
310205. Center	3-3
310206. Column	3-3
310207. Division Strength	3-3
310208. Division Front	3-3
310209. Detail	3-4
310210. Double Time	3-4
310211. Dressed Off	3-4
310212. Element	3-4
310213. File	3-4
310214. Flank	3-4
310215. Formation	3-4
310216. Guide	3-4
310217. Half-step	3-4
310218. Individual Traffic	3-5
310219. Interval	3-5
310220. Left (Right)	3-5
310221. Line	3-5
310222. Mass Formation	3-5
310223. Pace	3-5
310224. Piece	3-5
310225. Pivot Line	3-5
310226. Quick Time	3-5
310227. Rank	3-5
310228. Section	3-5
310229. Ship	3-6
310230. Side Step	3-6
310231. Singing	3-6
310232. Snap	3-6
310233. Step	3-6
310234. Trick Drill	3-6
310235. Watch Section	3-6
03. Division Formations.....	3-6
310301. General Regulations	3-6
310302. Mass Formation	3-6

310303.	Aligning the Division in Mass Formation	3-8
	Figure 3-1-1 "Mass Formation"	3-10
310304.	Column Formation	3-10
	Figure 3-1-2 "Column Formation"	3-11
04.	Detail and Element Formations	3-11
310401.	Individual Traffic	3-11
310402.	Details	3-12
310403.	Elements	3-12
	Figure 3-1-3 "Element Formation"	3-13
310404.	Recruit Movement	3-13
310405.	Saluting in Formation	3-13
310406.	Reflective Arm Bands	3-13
05.	Road Guard Procedures	3-14
310501.	General Procedures	3-14
310502.	Road guard Duty	3-14
310503.	Posting Road guards in Division/Element formation	3-14
310504.	Use of Road Guards During Chill Condition II or Greater	3-17
310505.	Road Guard Vest Stenciling Procedures	3-17
06.	Independent Steaming	3-17
310601.	Definition	3-17
310602.	Purpose	3-17
310603.	Criteria	3-17
310604.	Disqualification	3-18

01. Purpose

310101. Purpose

1. RDC's use military drill to:
 - a. Move the Division in an orderly fashion from one place to another.
 - b. Teach discipline by instilling habits of precision and automatic response to orders.
 - c. Improve morale by developing team spirit.

310102. Movements

1. All movements in military drill shall be made smoothly, and in a smart and sharp fashion.
2. Exaggerated and excessively slow movements will not be taught.

02. Definition of Terms

310201. Alignment

1. Several recruits dressed to a straight line.

310202. Back Step

1. One half-pace backwards (15")
 - a. Measured from the toe of the front foot, to the heel of the back foot

310203. Base

1. The Element on which movement is regulated

310204. Cadence

1. A rhythmic rate of March at a uniform step

310205. Center

1. The middle point of a formation.

310206. Column

1. A formation in which recruits are placed one behind the other.
 - a. A Division is in a column when recruits in each section are behind each other with the sections abreast of one another.

310207. Division Strength

1. Total number of recruits assigned to a Division.

310208. Division Front

1. Consists of 20 personnel:

- a. Six Section Leaders
- b. Port Watch, Port Guide, and Starboard Watch, Starboard Guide
- c. Six Flag Bearers
- d. Ships Flag Bearer, Guidon
- e. RLPO
- f. RCPO

310209. Detail

1. A group of three to nine recruits separated from the Division.

310210. Double Time

1. Cadence at 180 steps per minute (36" in length)
 - a. Measured from the toe of the front foot, to the heel of the back foot

310211. Dressed Off

1. The result of when recruits in a formation, where both rank and file are in alignment.

310212. Element

1. A group of ten or more recruits, not in mass formation

310213. File

1. A single column of recruits, one behind the other

310214. Flank

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

310215. Formation

1. An arrangement of Elements within a unit, line, or column

310216. Guide

1. The Guidon when in a mass formation
2. The individual (base) upon whom a formation, or other Elements thereof, regulates its march.
3. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).

310217. Half-step

1. A 15" step

- a. Measured from the toe of the front foot, to the heel of the back foot

310218. Individual Traffic

1. One or two recruits separated from the Division.

310219. Interval

1. The lateral space between Elements on the same line
 - a. Measure interval between individuals from shoulder to shoulder
 - b. One arm's length is a normal interval
 - c. Close interval is the horizontal distance between shoulder and elbow when placing the hand on the hip.

310220. Left (Right)

1. Extreme left (right) edge of a formation

310221. Line

1. A formation in which Elements are abreast
 - a. A Watch Section is in line when its sections are in line, one behind the other.

310222. Mass Formation

1. The formation of 38 or more recruits in two watch sections, which are dressed off

310223. Pace

1. A rate of travel set by the Guidon with regard to average stride, using a set step.

310224. Piece

1. An individual firearm such as a rifle

310225. Pivot Line

1. The imaginary line or point at which a change of direction occurs for members in a formation

310226. Quick Time

1. Cadence at 120 steps per minute
 - a. Quick time is the normal cadence for drill and ceremonies.

310227. Rank

1. A line consisting of one or more individuals of different sections standing abreast of each other

310228. Section

1. A section consists of a line of two or more recruits in a formation

2 Jun 04

- a. Number sections from left to right.

310229. Ship

1. On RTC, buildings are designated as ships.

310230. Side Step

1. The command RIGHT (LEFT) STEP, MARCH is given only when you are at a halt.
2. At the command MARCH, move your right (left) foot 12" to the right (left), then place your left (right) foot beside your right (left). Repeat this movement at the rate of 120 steps a minute. Keep your legs straight, but not stiff. Hold your arms at attention.

310231. Singing

1. Calling out a song for the purpose of motivation

310232. Snap

1. In commands or signals, the quality that inspires immediate response
2. The immediate and smart execution of a movement

310233. Step

1. The distance Measured from the toe of the front foot, to the heel of the back foot while marching.
2. Steps, which begin from the halt position always start with the left foot.

310234. Trick Drill

1. Any marching or drill movement not contained in this module is considered trick drill.

310235. Watch Section

1. A watch section consists of three sections dressed off.

03. Division Formations

310301. General Regulations

1. Divisions form up in mass formation whenever 38 or more recruits are present unless situation warrants the use of an Element
2. Divisions will fall in at Mass Formation. When falling in, recruits shall automatically dress off and assume the position of "Attention."
3. When setting up a height line the point of reference is the top of the right ear.

310302. Mass Formation

1. Mass up using the following procedures, (**Figure 3-1-1**):

- a. Place the RLPO one pace forward of the Ship's Flag (PFC), centered between the second and third sections.
 - b. Place the RCPO one pace forward of the RLPO, centered between the third and fourth sections.
 - c. Select six flag bearers (5'6" or below). Position the tallest flag bearer to the right of the Division (in front of section six) front and the shortest flag bearer to the left of the Division front.
 - d. Select a Port Watch Section Leader and a Starboard Watch Section Leader. Assign these individuals based on ability and merit. Do not size off the Port and Starboard Watch Section Leaders. Place in mass formation per **Figure 3-1-1**.
 - e. Select the Starboard Guide and Port Guide from the Division body and size off with the tallest to the right (Starboard Guide position).
 - f. Guidon, PFC and flag bearers will be of medium height (5'6" or below). Size off the Ship's Flag and Guidon with the tallest to the right (Ship's Flag Bearer is generally your shortest person, But does not have to be)
 - g. Select three Section Leaders from the port side and three Section Leaders from the starboard side. Size off with the tallest Section Leader to the right (section six)
 - h. Place the remaining recruits in a single height line, tallest to shortest, using the **top of the right ear** as a reference point.
 - (1) Count off in this format: 6, 5, 4, 3, 2, 1, 6, 5, 4, etc
 - (2) Place the recruits behind the respective Section Leaders (tallest to the right and to the front).
 - i. If there are fewer than six recruits in the last rank, place them in ranks as follows:
 - (1) Section 6, 1, 4, 3, 5, 2, with the tallest recruit to the right.
2. Designate four road guards from the Division body.
- a. Place them in the rear of the port and starboard watch sections, as the last recruit in sections one, three, four, and six. Tallest in section six and shortest in section one. (**Figure 3-1-1**)
 - (1) **TAKE NOTE: For graded military drill only, dress off Division in proper height line, then designate the last recruits in sections 1, 3, 4 and 6 as road guards.**

2 Jun 04

3. LLD with "NO MARCHING" will straggle individually to all events, using a valid LLD chit as an inter-station pass.

310303. Aligning the Division in Mass Formation

1. **Figure 3-1-1**

2. Have all recruits in ranks at attention
3. Flags at the order
4. Cutlass at the carry

a. TAKE NOTE: If RCPO is aligning the Division, the RCPO will face the Division until alignment is complete.

5. Aligning

a. Give the command "At a normal interval, Dress Left, DRESS."

- (1) The first Section Leader ensures they are on the assigned spot. The entire Division is oriented to the number one section leader.
- (2) The recruits in the first section, from the Section Leader back will keep their heads straight and cover down on the Section Leader.
- (3) All other recruits turn their heads to the left and extend their arms at shoulder height to the left. The hand will be flat, palm down, fingers and thumb together and straight.
 - (a) The second through sixth Section Leader's fingertips shall touch the shoulder seam of the Section Leader to their left.
 - (b) The remainder of the Division will cover down on the Section Leaders. The fingertips need not necessarily touch the shoulder of the recruit to the left. In cases where fingertips overlap the shoulder seam of the person to the left, place the hand aft of the shoulder.
 - (c) Cover down on the Section Leaders.
- (4) The Division front will cover down on the Section Leaders at a normal interval by looking over their left shoulder.
 - (a) **TAKE NOTE: If there is no one in an adjacent left section, do not raise the arm. Look left and cover down on the person to the front (this does not apply to the first section).—If there is no one in a section to the left, look straight ahead and cover down.**

- (5) Raise the sticks (straight up) with the right hand high enough to avoid dragging. Lower to the deck when alignment is correct.
- b. Give the command "Ready, FRONT" when alignment is correct.
 - (1) On the command "FRONT," all recruits silently lower their arms to their sides, and turn their heads and look to the front.
- c. Give the command "Left, FACE"
 - (1) All recruits perform the facing movement.
 - (2) Flag bearers come to the "carry" on the preparatory command. They come to the order after completing the movement.
- d. Give the command "At a Close Interval, Dress Right, DRESS"
 - (1) All Division members to the left of the Section Leaders snap their heads to the right.
 - (2) The Section Leaders keep their heads straight.
 - (3) The remaining of the Division front turns their heads to the left.
 - (4) The remainder of the Division (with a recruit to their left) slide the left hand upward until the heel of the hand is on the belt. Fingers and thumb will be kept together and straight, elbow extended.
 - (5) Division personnel shall align themselves with the Section Leaders. Cover down on the first section.
 - (6) Those recruits in the Division front (with a recruit to their left) shall dress off at a normal interval, by extending their left arm. The thumb and fingers shall be kept straight (with the hand flat and palm down).
 - (a) The fingertips of the Port Watch Section Leader, first Flag Bearer, and Ship's Flag bearer shall touch the shoulder seam of the recruit to their left.
 - (b) The RCPO, RLPO, and the second and fifth Flag Bearers will look to the left and dress off properly without extending their arm.
 - (7) Raise the sticks (straight up) with the right hand, high enough to avoid dragging. Lower to the deck once the alignment is correct.
- e. Give the command "Ready, FRONT" when alignment is correct.

(1) On the command "FRONT," all recruits will silently lower their arms to their side and turn their head to face forward.

f. Give the command "Right, FACE" to return the Division to their original orientation

(1) All recruits perform the facing movement.

(2) Flag bearers come to the "carry" on the preparatory command. They come to the order after completing the movement.

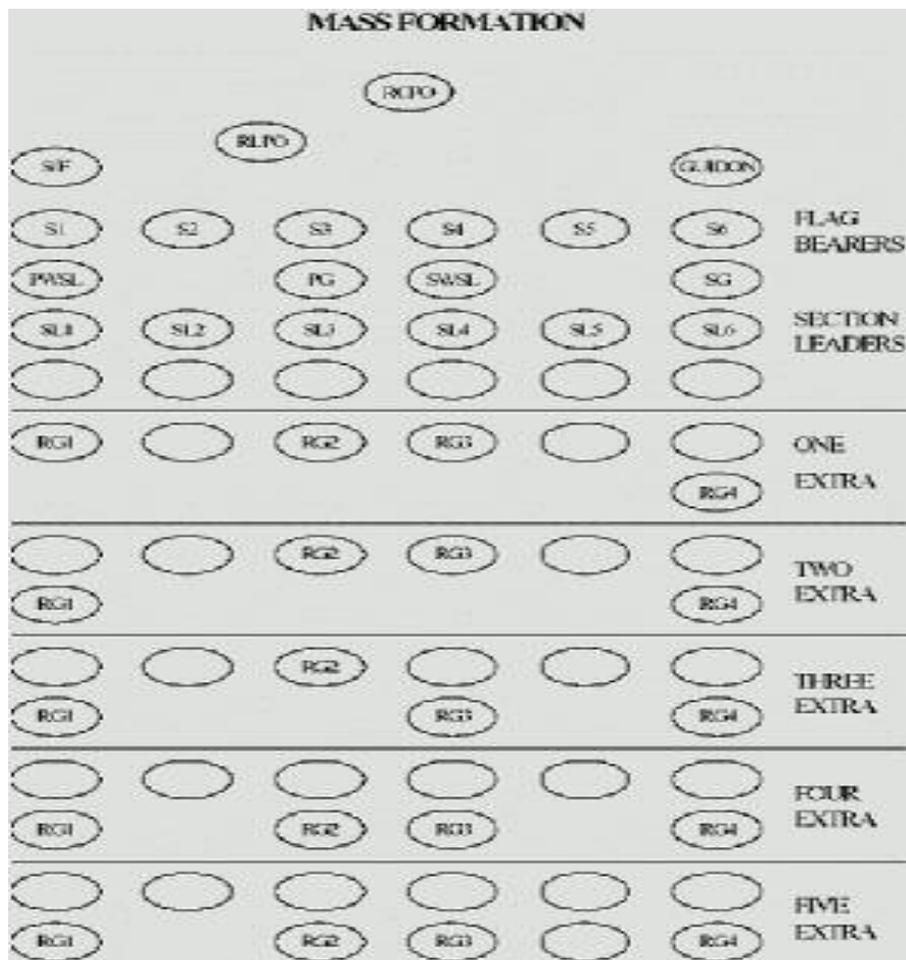


Figure 3-1-1 "Mass Formation"

310304. Column Formation

1. **Figure 3-1-2**

2. This formation is used to move a Division when space is limited (i.e., sidewalks).

a. The RCPO will march evenly between the Starboard and Port Watch Sections one pace outboard of the Division. The RCPO shall remain on the side of the Division closest to the street.

- (1) The RCPO will march on the left side of the Division when there is no street present (i.e. after entering grinders).
- (2) The RCPO shall move behind the first section and maintain a position between watch sections when the width of the sidewalk prevents the RCPO from marching outboard of the Division.

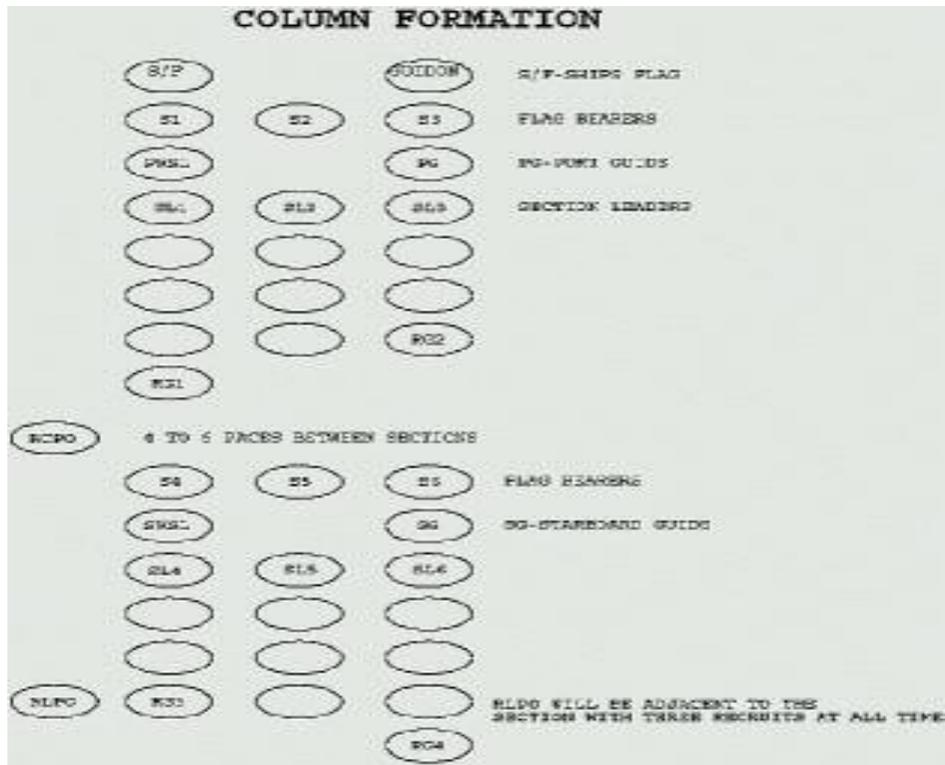


Figure 3-1-2 "Column Formation"

b. The RLPO will align with the last full rank of recruits in the Starboard Watch Section, from one pace outboard of the Division, on the side closest to the street.

- (1) The RLPO will march one pace outboard of section four when there is no street present (i.e. after entering grinders).
- (2) The RLPO will adjust to the last full rank when road guards leave the formation to post.
- (3) The RLPO moves one pace behind the last recruit in the fourth section at a normal interval when the width of the sidewalk prevents the RLPO from marching outboard of the Division.

04. Detail and Element Formations

310401. Individual Traffic

1. One or two recruits traveling together are considered individual traffic.

- a. Recruits traveling, as individual traffic are authorized and encouraged to pick-up trash or FOD (without leaving the sidewalk) while transiting from location to location.

- (1) They will carry the debris in their left hand and dispose of it as soon as possible in an appropriate waste container.

2. Only one inter-station pass is required.

3. Each recruit shall render a hand salute and/or greeting as required.

310402. Details

1. A group of three to nine recruits separated from their Division is a detail.

2. Designate one recruit as the detail leader. This recruit will march in the first rank on the port side, and is not required to be sized off.

3. The detail leader is responsible for the proper movement and military bearing of the detail. The detail leader will make pertinent calls and commands for a detail and shall render a hand salute/greeting as required.

4. The detail leader shall hold an inter-station pass for the entire detail.

5. Recruits shall form up two abreast and size off (except for the detail leader) with the tallest person in the first rank to the right. If the detail is composed of an odd number of recruits, the extra recruit will be placed in the last rank starboard side.

310403. Elements

1. Figure 3-1-3

2. A group of 10 or more recruits (not in mass formation) is an Element.

3. Recruits shall form up three abreast. They will size off according to height in sections 3, 2, 1 with the tallest recruit in the third section (**Figure 3-1-3**).

4. Additional recruits that do not form a full rank shall dress off in sections 3, 1, and 2 respectively.

5. Element commanders will march with the Element on the street side of the first rank.

- a. Element commanders will make all calls or commands necessary to direct the Element.

- b. Element commanders will use the same commands as the RCPO or RLPO when moving the Element.

6. Position road guards in the last rank as shown in (Figure 3-1-3). If Elements are using only two road guards, position them as the last recruits in sections 1 and 3.

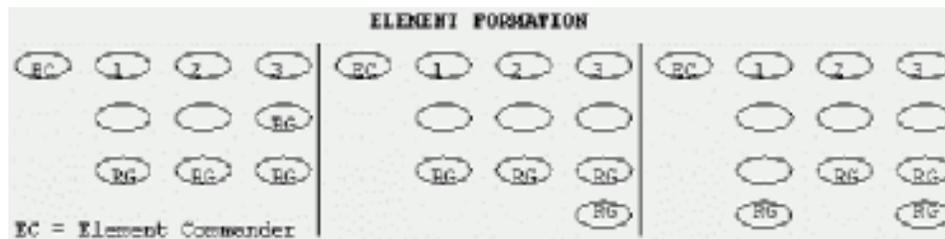


Figure 3-1-3 "Element Formation"

310404. Recruit Movement

1. Individuals and details shall use the following guidelines:
 - a. HALT at all intersections, streets, or other vehicular traffic areas (excluding grinders and parking lots) and wait at "ATTENTION" until safe to cross before proceeding.
 - b. Will maintain a distance of approximately 10 paces from other formations.
 - c. Formations shall not pass moving Divisions.
 - d. Individual traffic may pass other moving Divisions, provided they stay on the sidewalk while passing.

310405. Saluting in Formation

1. The detail leader, Element commander, RCPO and RLPO shall render a hand salute and/or other appropriate honors when required for the entire formation.
2. Individual traffic shall render salutes and greetings as appropriate.

310406. Reflective Arm Bands

1. Reflective armbands will be worn by the RDC, RCPO and RLPO while marching with the Division from sunset to sunrise and during periods of low visibility (i.e. driving rain, snow, fog, etc).
 - a. Reflective armbands will be worn around the upper left arm and may be secured in place by a safety pin to prevent the armband from sliding down the arm.
2. The RDC, RCPO and RLPO reflective armbands will be secured during clear weather from sunrise to sunset. Armbands will be stowed neatly in the YN/MYN pouch.

2 Jun 04

05. Road Guard Procedures

310501. General Procedures

1. Divisions and Elements will post road guards at intersections where vehicular traffic crosses the path of the formation (excluding grinders and parking lots).
2. Road guards shall wear reflective vests in Division formation.
3. Road guards may wear reflective vests when available in Element formation.
4. Road guards will not carry anything when in the performance of their duties.
5. Designate four Road guards from the Division body. Position them as the last recruit in sections one, three, four and six.
 - a. In the event that the Division needs additional road guards, they shall be drawn from sections one, three, four and six, respectively.
 - b. Elements will assign road guards as per paragraph **310403.6.**
6. When Battle-Stations Divisions are present, Battle-Stations Divisions have right of way and road guards will not be posted when it will impede their movement.

310502. Road guard Duty

1. Road guard duty shall be rotated for each event to minimize the risk of stress fractures.
2. No recruit shall be designated as a road guard on two consecutive days unless the number of recruits in Division strength dictates otherwise.

310503. Posting Road guards in Division/Element formation

1. Road guards may be called OUT and Float/Fly (Walk fast/Double Time, not sprint or race) while moving to and from the intersection regardless of the time of day unless:
 - a. Uniforms other than Utilities, Coveralls or PT gear are worn. (i.e. Dress Uniforms)
 - b. Conditions are unsafe (i.e. icy sidewalks, poor visibility, Chill and Heat conditions).
 - c. At intersections requiring more than **FOUR** road guards
2. The RCPO/Element Commander will call out the required number of road guards when approaching an intersection or crossroad.
3. Road guards shall post in the following order.

- a. Division Strength 1, 3, 4, 6
- b. Element Strength 1, 3, 2, 3
4. Road guards will move to the Division/Element front, single file along the same side of the Division/Element as the RCPO/Element Commander, moving to the right (grass side) once past the Division/Element. Upon reaching the intersection they will assume the position of "Attention"
 - a. Division strength, when the road guards in sections one and three move to the front of the Division, the road guards in sections four and six will move to the vacant positions in sections one and three.
 - b. Element strength, when the road guards in sections three and one move the remaining road guards do not change position
5. Road guards will remain on the sidewalk while moving to the front of the Division.
6. Road guards will not stand in the street while waiting to post.
 - a. Road guards shall halt and look for oncoming traffic prior to entering the intersection.
 - b. Road guards shall raise their left fist if vehicles are in or are approaching the intersection.
 - c. Road guards must use common sense and good judgment before signaling that it is clear to post.
 - d. Road guards shall lower their fist when the intersection is clear and no vehicles are approaching the intersection.
7. At intersections requiring multiple sets of road guards, road guards shall post as follows (Division/Element):
 - a. Sections One/One and Three/Three road guards post at the furthest intersection to be crossed
 - b. Section Four/Two and Six/Three road guards post at the first intersection to be crossed.
 - c. This is to ease their return to the Division/Element once called in.
8. When road guards signal that traffic is clear, the RCPO commands "Road guards, POST"
9. The Division/Element front shall not march past the yellow line at the intersection or if there is no yellow line an arbitrary point fifteen feet from the intersection, until the road guards are properly posted.

2 Jun 04

10. Road guards will use the following procedure to take their position:
 - a. Execute the necessary facing movements to position themselves in the center of the crossing and just outside of the painted crosswalk (heels touching the outside edge of the painted crosswalk)
 - (1) Halt momentarily at attention.
 - (2) Move feet to position of parade rest.
 - (3) Place left hand at the small of the back, palm away from the body.
 - (4) Raise the right arm in front, fingers together, palm facing oncoming traffic.
11. The RCPO/Element Commander shall command "Forward, MARCH" (if the Division had halted while waiting to post road guards)
12. The RLPO/Element Commander will command "Road guards, IN" when the last recruit in the Division has cleared the intersection.
 - a. When more than two road guards are posted, Divisions/Elements may call in the first set while moving, once the Division/Element has cleared the first intersection.
 - b. The road guards shall come to attention
 - c. Render a salute (if required)
 - d. Execute a facing movement, and then return to vacant positions in sections four and six in the back of the Division.
13. The Division/Element may march, half step, mark time march, or halt while the road guards are posting or returning to their position during non-hazardous conditions as outlined in RTCINST 3140.1 and RTCINST 3141.2.
14. The RCPO/RLPO and Element commander shall use the following procedures during conditions as specified in paragraph **310503.1.a-c**.
 - a. The RCPO/Element Commander shall halt the Division at the yellow line before calling for the required road guards.
 - b. The road guards move to the Division front, walking as safely as possible, take up position on the curb of the intersection, and post when directed.
 - c. The RCPO/Element Commander commands, "Forward, MARCH."

- d. The RCPO/Element Commander shall halt the Division when the last recruit of the Division clears the intersection.
- e. The RLPO/Element Commander will command "Road guards, IN." The road guards come to attention, render a salute (if required), execute a facing movement and return to their original positions in the Division, walking as safely as possible. When more than two road guards are posted, Divisions/Elements may call in the first set while moving, once the Division/Element has cleared the first intersection.
- f. The RCPO/Element Commander will command, "Forward, MARCH" after the road guards return to the Division.

310504. Use of Road Guards During Chill Condition II or Greater

- 1. Road guards may be posted as necessary to hasten the movement of the Division/Element during Chill Condition II or greater. RDC's must use extreme care in poor weather conditions during Chill Condition II or greater when posting road guards.
- 2. The safety of the recruits is always paramount.

310505. Road Guard Vest Stenciling Procedures

- 1. All road guard vests will be stenciled with ship number and compartment number ONLY.
 - a. Stencil on back inside, centered left to right in approx. 1" letters/numbers, with contrasting marker.

06. Independent Steaming

310601. Definition

- 1. Independent Steaming is Division strength transiting without the RDC present.

310602. Purpose

- 1. Allow recruits the responsibility to display good order and street discipline as taught and practiced during the first two phases of training.

310603. Criteria

- 1. Independent Steaming pennant can be earned early if Division receives only 1 Unsat or less during MCA drill. Any S/H or deviation during the Drill Assessment will automatically disqualify the Division from earning the pennant during the MCA Drill.
 - a. If Division earns the Independent Steaming pennant, pick up a gold pennant from the Flag distribution point and attach it to the Guidon as per paragraph **330206**.

2 Jun 04

2. All Divisions will be entitled to Independent Steaming upon completion of MCA phase of training. Pick up gold pennant from Flag distribution point prior to the end of MCA phase.
 - a. The Division will be required to have the pennant attached to the Guidon as per paragraph **330206**, by reveille on the first day of FEP Phase.
3. Independent Steaming is only authorized between the hours of 0700 to 1800 Monday through Saturday, and 1530-1800 on Sundays and Holidays.
4. RDC's WILL MEET the Division at events listed below.
 - a. PT 2
 - b. Fire-Fighting Classes and Applications
 - c. Confidence Course
 - d. Confidence (Gas) Chamber Operation
 - e. Academic Test 3
 - f. Photo pick-up or Battle Stations gear issue
 - g. Coupon liquidation or Ticket Order pick-up
 - h. Any time the Division goes to a Drill Hall
 - i. Any Division strength NEX visits
 - j. Graduation practice
 - k. Galley
5. Independent Steaming is secured for:
 - a. Chill Conditions 3, 4, or 5
 - b. Heat Conditions 3, 4, or 5
 - c. Inclement Weather (i.e. raining, snowing, fog)

310604. Disqualification

1. Accumulation of THREE or more Street Hits after receiving the Independent Steaming pennant will disqualify a Division from Independent Steaming.
2. The RDC's shall remove and return the yellow pennant to the point of issue, within two working days after Division graduates or is disqualified.

Chapter 2 - Commands

01. Types of Commands	3-21
320101. Preparatory Commands	3-21
320102. Commands of Execution	3-21
320103. Command Voice	3-21
02. Commands	3-21
320201. "Division (Element, Detail), ATTENTION"	3-21
Figure 3-2-1 "Position of Attention"	3-21
320202. "Parade, REST"	3-22
Figure 3-2-2 "Parade Rest"	3-22
320203. "At, EASE"	3-22
320204. "Fall, OUT"	3-22
320205. "Fall, IN"	3-22
320206. "Ready, FRONT"	3-22
320207. "Right, FACE"	3-23
Figure 3-2-3 "Right Face/Left Face"	3-23
320208. "Left, FACE"	3-23
Figure 3-2-4 "About Face"	3-23
320209. "About, FACE"	3-23
320210. "Hand, SALUTE"	3-24
Figure 3-2-5 "Hand Salute"	3-24
320211. "Ready, TWO"	3-26
320212. "UNCOVER, TWO"	3-26
320213. "COVER, TWO"	3-26
320214. "AS YOU WERE"	3-26
03. Marching Commands	3-26
320301. "Forward, MARCH"	3-26
320302. "Division (Watch Section, Detail or Element), HALT"	3-27
320303. "Mark Time, MARCH"	3-27
320304. "Half Step, MARCH"	3-27
320305. "Side Step To The Right, MARCH"	3-27
320306. "Side Step To The Left, MARCH"	3-27
320307. "Back Step, MARCH"	3-28
320308. "At Ease, MARCH"	3-28
320309. "By The Left Flank, MARCH"	3-28
320310. "By The Right Flank, MARCH"	3-28
320311. "Counter, MARCH"	3-29
Figure 3-2-6 "Counter March"	3-29
320312. "Columns of Three"	3-30
320313. "Flying Break Down"	3-31
320314. "Column Left, MARCH"	3-32
320315. "Column Right, MARCH"	3-32
320316. "Close To The Right/Left, MARCH"	3-33
320317. "Extend To The Right/Left, MARCH"	3-33
320318. "Mass, Right"	3-33
320319. "Flying Mass, Right"	3-34
320320. "Left Turn, MARCH"	3-35

2 Jun 04

320321.	"Right Turn, MARCH"	3-35
320322.	"Right (Left) Oblique, MARCH"	3-36
320323.	"To The Rear, MARCH"	3-36

01. Types of Commands

320101. Preparatory Commands

1. Commands, which precede a movement.

320102. Commands of Execution

1. Commands, which direct a movement to be made. Example: "Forward" (preparatory command) and "MARCH" (command of execution). In this chapter, preparatory commands are shown in lower case letters enclosed in quotation marks and commands of execution are shown in UPPER CASE letters enclosed in quotation marks. In some commands, such as "UNCOVER, TWO," and "COVER, TWO," both commands are commands of execution.

320103. Command Voice

1. A command voice is given loud enough to be heard by all Recruits in the unit.
2. Give commands from the position of attention, cutlass at the carry.

02. Commands

320201. "Division (Element, Detail), ATTENTION"

1. Executed in one count



Figure 3-2-1 "Position of Attention"

2. Silently bring the left heel against the right heel
3. Feet will form 45° angle.
4. Legs are straight, but not locked at the knees.
5. Shoulders are level.
6. Arms hang naturally, thumbs along the seam of the trousers. The palm faces inward toward the legs and fingers form a natural curl.
7. Keep head and body erect, look straight ahead.
8. Keep the mouth closed with the chin slightly pulled in.
9. Stand still and do not talk.

320202. "Parade, REST"

1. Executed in one count from the position of attention, **(Figure 3-2-2)**.
2. At the command "REST," move the left foot approximately 12" to the left.
3. Both legs are straight so the weight rests equally on each foot, and feet are at a 45° angle.
4. Place the hands behind the back, right hand inside the left, palms facing aft in the small of the back. When completed, the thumbs are interlocked, fingers extended and joined.
5. Hold head and eyes as if at the position of attention.
6. Stand still and do not talk.



Figure 3-2-2 "Parade Rest"

320203. "At, EASE"

1. Execute in one count from the position of attention.
2. Recruits may move about, keeping the right foot in place.
3. Talking is not allowed.

320204. "Fall, OUT"

1. Execute in one count.
2. Execute from the position of attention.
3. At the command "OUT" Recruits shall exit ranks.

320205. "Fall, IN"

1. Execute in one count.
2. At the command "IN" return to ranks and stand at attention.

320206. "Ready, FRONT"

1. Execute in one count.
2. Executed while marching or halted.
3. Use after dressing movements.
4. On "FRONT" turn the head forward and return to the position of attention.

320207. "Right, FACE"

1. Execute in two counts from the position of attention.
2. First count:
 - a. On "FACE", slightly raise the left heel and right toe and pivot on the right heel and the left toe 90° to the right.
3. Second count:
 - a. Silently bring the left heel beside the right heel and assume the position of attention.



Figure 3-2-3 "Right Face/Left Face"

320208. "Left, FACE"

1. Execute in two counts from the position of attention.
2. First count:
 - a. On "FACE" slightly raise the left toe and right heel and pivot on the left heel and right toe 90° to the left
3. Second count:
 - a. Silently bring the right heel beside the left heel and assume the proper position of attention.



Figure 3-2-4 "About Face"

320209. "About, FACE"

1. Execute in two counts from the position of attention, (**Figure 3-2-4**).
2. First Count:

- a. On "FACE" place the right toe about 6" behind and to the left of the left heel. Rest most of the weight on the left heel.

3. Second Count:

- a. Turn to the right until facing 180° from the original direction. Complete the movement with the heels together at attention. Do not dip, sway or raise arms during the facing movement.

320210. "Hand, SALUTE"

1. Executed in one count from the position of attention or while marching, (**Figure 3-2-5**)

- a. **TAKE NOTE: When executing the hand salute during "Present Arms" while conducting military drill, execute in two counts.**



Figure 3-2-5 "Hand Salute"

2. On "SALUTE" Raise the right hand in the most direct manner until the tip of the forefinger touches the lower part of the headgear above and to the right of the right eye
 - a. Keep the thumb and fingers straight and firmly together.
 - b. Personnel should be able to see their entire palm while looking straight ahead.
 - c. The upper arm is parallel to the deck and the forearm is at a 45°
 - d. The wrist and hand are straight and form a continuation of the line made by the forearm.
 - e. When not in ranks, turn head and eyes toward the person or colors being saluted.
3. The hand salute is a common way of greeting and showing respect to a senior. It symbolizes respect and pride in military service.
4. Render the salute whenever an Officer, parading colors or standards are six to eight paces distant, or at the nearest point of approach.

- a. Salutes shall be accompanied with a greeting that fits the occasion ("Good morning/afternoon/evening Sir/Ma'am").
 - b. When acknowledged by a returned salute and/or a "Carry On," the recruit responds "Aye, Aye Sir/Ma'am" and carries on.
5. Military personnel shall salute all Officers of the Armed Forces of the United States and Officers of friendly foreign forces.
6. Procedure for morning, evening color ceremonies and gun salutes are:
- a. When morning or evening colors, gun salutes, or the National Anthem sound:
 - (1) Come to attention.
 - (2) Face the colors or music.
 - (3) Render a hand salute.
 - b. The RCPO will halt the Division when in Division formation. The RCPO and RLPO will face the colors or music, stand at attention, and render a hand or cutlass salute. The Division shall stand at attention.
 - (1) TAKE NOTE: DIVISIONS WILL NOT HALT IN THE STREET TO OBSERVE COLORS, CONTINUE TO MARCH UNTIL THE LAST RECRUIT IS OUT OF THE STREET AND THE ROAD GUARDS HAVE BEEN CALLED IN.**
 - c. Elements shall halt and the Element commander will face the colors or music and render a salute.
 - d. Details will halt, and the detail leader will face the colors or music and render a salute.
 - e. When "Carry On" sounds or the guns cease, drop salutes and proceed.
7. Recruits will salute at the beginning and close of a conversation with an Officer.
8. A salute will be rendered when meeting or passing near any Officer in an official vehicle (i.e., the Commanding Officer's sedan, official vehicles flying a blue, white or red standard/flag with stars on the right fender and with headlights on).
9. A salute will be rendered when recognizing an Officer in a private vehicle.
10. Flag bearers and individual Recruits not in Division formation (i.e. posting/retrieving flags, falling in/out of buildings) shall bring the flag to the carry and render a Guidon/hand salute.

2 Jun 04

11. Salutes are rendered when covered and outdoors or indoors when covered and in the performance of official watch standing duties.

12. Salute at attention or at quick time.

13. Request permission to pass an Officer by saying "By your leave Sir/Ma'am." Salute as you overtake the Officer. Drop the salute and continue as before when granted permission or after you have passed.

14. If in doubt, salute.

320211. "Ready, TWO"

1. Execute in one count from "Hand Salute."
2. On "TWO," return the hand back to the side in a direct manner.

320212. "UNCOVER, TWO"

1. Both "UNCOVER" and "TWO" are commands of execution.
2. On "UNCOVER," grasp the front of the cover with the right hand.
3. On "TWO," remove the cover smartly and lower it to the side.

320213. "COVER, TWO"

1. Both "COVER" and "TWO" are commands of execution.
2. On "COVER," replace the cover using both hands.
 - a. Position the cover correctly.
 - b. Bring the left hand back to the position of "Attention" after adjusting the cover.
 - c. The right hand will remain grasping the cover.
3. On "TWO," silently bring the right hand back to the position of "Attention".

320214. "AS YOU WERE"

1. The command "AS YOU WERE" cancels a movement or order started but not completed.
2. At this command, personnel should resume their former positions.

03. Marching Commands

320301. "Forward, MARCH"

1. Give the command from the position of halt.
2. On "Forward," shift your weight to the right leg without noticeable movement.

3. On "MARCH" step off in quick time fashion, left foot first and walk straight ahead with a full 30" pace. Swing arms easily in their natural arcs, 6" to the front and 3" to the rear. Do not overdo movements and do not march stiffly.

320302. "Division (Watch Section, Detail or Element), HALT"

1. Give the command on two consecutive left or right feet while at a quick time, or in three counts from a double-time.
2. On "HALT," take one pace, silently bring the rear heel forward to the other heel and stand at the position of attention.

320303. "Mark Time, MARCH"

1. Give the command on two consecutive left or right feet from quick time, or from the halt.
2. Raise each foot so that the ball of the foot is approximately 2" from the deck and the heel approximately 4" from the deck.
3. March in place.
4. Correct any errors in alignment.
5. March in an erect posture.
6. Cadence and pace shall not increase while mark-timing.

320304. "Half Step, MARCH"

1. Give the command on the left foot while marching or from the position of attention.
2. On "MARCH":
 - a. Take 15" paces in quick time fashion instead of a full pace.
 - b. Do not stomp feet.

320305. "Side Step To The Right, MARCH"

1. Give from the position of attention.
2. Use for short distances only.
3. On "MARCH":
 - a. Move the right foot 12" to the right.
 - b. Bring the left foot to the right, keeping the left knee straight.

320306. "Side Step To The Left, MARCH"

1. Give from the position of attention.
2. Use for short distances only.
3. On "MARCH":

2 Jun 04

- a. Move the left foot 12" to the left.
- b. Bring the right foot to the left, keeping the right knee straight.

320307. "Back Step, MARCH"

1. Give from the position of attention.
2. On "MARCH":
 - a. Start with the left foot, take a 15" pace backwards.

320308. "At Ease, MARCH"

1. Give while marching or from the position of attention.
2. On "MARCH":
 - a. Divisions will march at ease.
3. Used when carrying items that would inhibit safe transiting (i.e. carrying sea bags, etc.) or if sidewalk conditions are unsafe, or when required by Heat/Chill conditions.
4. Do not march to cadence or singing.
5. Recruits are not required to be in step.
6. Maintain alignment and distance.
7. Talking is not allowed.
8. Cutlass will be cased.
9. Flags (with the exception of the Guidon) will be at Port Arms.

320309. "By The Left Flank, MARCH"

1. Give the command on two consecutive left feet.
2. On "MARCH":
 - a. Advance another pace.
 - b. Plant the right foot and pivot on the ball of the right foot 90° to the left.
 - c. Step off with the left foot in the new direction with a full 30" pace.
3. Do not stomp, slide or shuffle the feet.

320310. "By The Right Flank, MARCH"

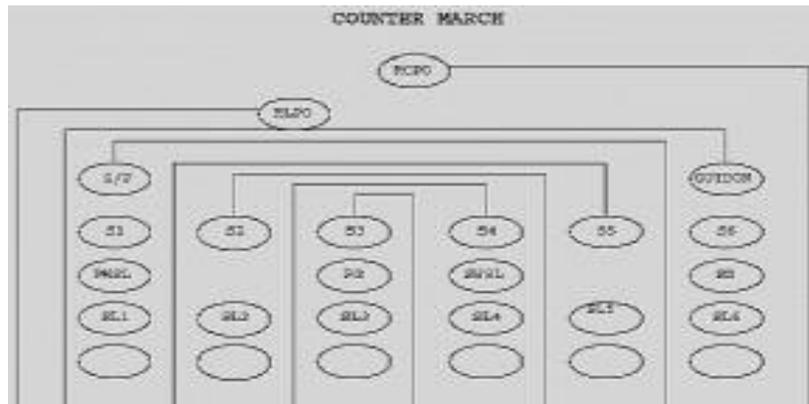
1. Give the command on two consecutive right feet.
2. On "MARCH":
 - a. Advance one more pace.
 - b. Plant the left foot, and pivot on the ball of the left foot 90° to the right.

c. Step off with the right foot in the new direction with a full 30" pace.

3. Do not stomp, slide or shuffle the feet.

320311. "Counter, MARCH"

1. Give while marching or at the position of attention in Mass



formation only.

Figure 3-2-6 "Counter March"

2. When marching give the command on two consecutive right feet

3. On "Counter," flag bearers bring their staffs to the counter carry position.

4. On "MARCH," the guide shall shift to the third section, **(Figure 3-2-6)**.

a. Beginning with the third section flag bearer, each member of the third section makes two right flanks, and continue to march at a 30" pace.

b. When the third section flag bearer passes the last recruit in the third section, the third section begins to half step.

c. All other sections execute the movements shown in, **(Figure 3-2-6)**.

d. The turning point is established by the Division front. Continue to march using 30" paces until abreast of the corresponding member in the third section.

e. When reaching this recruit, begin to half step.

f. The RCPO and RLPO will march outside of the Division to their respective positions and begin half stepping.

5. Once the Division completes the counter march and is half-stepping, the RCPO commands "Forward, MARCH"

a. On "Forward," flag bearers move the right hand above the left hand.

2 Jun 04

b. On "MARCH," flag bearers lower the flags to the carry, using the left hand to steady the staff.

c. The Division begins marching at a normal pace.

320312. "Columns of Three"

1. Given while at attention in mass formation.

2. The RCPO commands "Columns of Three, Port Watch Section Forward"

a. After "Forward", the RCPO, RLPO and Guidon execute a left face, flag bearers execute Carry Guidon.

b. The RCPO takes one pace forward to align next to the RLPO.

c. The RCPO, RLPO will take three full paces in order to take position one full pace outboard of the PFC.

d. The Guidon will take the required amount of steps to take position in front of section three.

e. The RCPO and RLPO execute a left face, and take three full paces.

f. Simultaneously the RCPO and RLPO execute an About Face, and the Guidon executes a Right Face.

g. The PWSL commands "Port Watch Section, Forward" After the RCPO gives the preparatory command.

h. The SWSL commands "Starboard Watch Section, Stand Fast" after the PWSL gives the preparatory command.

3. The RCPO commands, "MARCH"

a. On the command "MARCH":

(1) The Port Watch Section steps off.

(2) The RCPO and RLPO mark time.

b. When the last rank of the Port Watch Section passes the RCPO, the RCPO steps out to a position between the Port and Starboard Watch Sections, one pace outboard.

c. The RLPO continues to mark time until abreast of the last full rank of the Starboard Watch Section, then steps out and marches one pace outboard of the last full rank.

4. When the center of the Port Watch Section is abreast of the SWSL, the SWSL commands "Starboard Watch Section, Column Half Left"

5. When the last recruit of the Port Watch Section is four paces past the SWSL, the SWSL commands, "MARCH." Give this command as the Port Watch Section's left foot strikes the deck.

- a. On the command "MARCH," the Starboard Watch Section front steps off on the left foot at the oblique, taking five paces in the oblique.
6. On the second step (first right foot), the SWSL commands "Column Half Right." On the fourth step (second right foot), the SWSL commands, "MARCH"
 - a. On the next step (left foot), they execute a half right and fall in four to six paces behind the Port Watch Section.
 - b. The remainder of the Starboard Watch Section marches forward, pivoting on points established by the starboard watch front.

320313. "Flying Break Down"

1. Used to expedite the movement of recruit Divisions on Grinders.
2. Given on two consecutive left feet, while marching in Mass formation.
3. On the command "Flying Break Down"
 - a. PWSL commands "Port watch section steady as you go"
 - b. SWSL commands "Starboard Watch section prepare to half step"
4. RCPO then commands, "MARCH"
5. On the command "MARCH":
 - a. The Port watch section will continue at quick time.
 - b. The Starboard watch section will commence half stepping.
 - c. The RCPO and RLPO guide to the left until in position, one pace outboard of section one, and then start marking-time.
 - (1) When the Port watch section is past the RCPO, the RCPO will take position two paces behind and one pace outboard.
 - (2) The RLPO will take a position one pace outboard of the last full rank in the Starboard watch section.
 - d. The Guidon will guide to the left until in position in front of section three.
6. When the last rank of the Port watch section is even with the Starboard Watch Section Flag Bearers, the Starboard Watch Section Leader will command "Starboard watch section," Forward MARCH".
7. On the next left foot the Starboard watch section leader will command "Column half left, MARCH"

2 Jun 04

8. On the next right foot the Starboard watch section leader will command "Column half right, MARCH"

9. The Division will now be in Columns of Three formation.

320314. "Column Left, MARCH"

1. Give the command on two consecutive left feet.
2. The PFC establishes the pivot point.
3. On "MARCH," the PFC executes a left flank, takes two full-paces, and half steps until the outside rank catches up. Once the outside ranks have reached the flag bearer, step out with full paces.
4. The first and fourth sections advance to the pivot line, execute a left flank, and take two full paces. These sections half step until the outside rank catches up, and then step out with full paces on the left foot.
5. The second and fifth sections advance to the pivot line, execute a left oblique, take two full paces, execute another left oblique, take full paces until caught up with the inside rank, half step until the outside rank is caught up, then step out with full paces.
6. The third and sixth sections advance to the pivot line, execute a left oblique, take four full paces, execute another left oblique, then step out with full paces, guiding to the center.

320315. "Column Right, MARCH"

1. Give the command on two consecutive right feet.
2. The Guidon establishes the pivot point.
3. On "MARCH", the Guidon executes a right flank, takes two full paces, half steps until the outside rank catches up, and then steps out with full paces.
4. The first and fourth sections advance to the pivot line, execute a right oblique, take four full paces, execute another right oblique, and then step out with full paces, guiding to the center.
5. The second and fifth sections advance to the pivot line, execute a right oblique, take two full paces, execute another right oblique, take full paces until caught up with the inside rank, half-step until the outside rank is caught up, then step out with full paces.
6. The third and sixth sections advance to the pivot line, execute a right flank, take two full paces, half step until the outside rank catches up, and step out with full paces on the left foot.

320316. "Close To The Right/Left, MARCH"

1. Give the command, "Close To The Right/Left, MARCH" on two consecutive right/left feet.
 - a. The base sections for "Close To The Right" are the third and sixth sections.
 - b. The base sections for "Close To The Left" are the first and fourth sections.
2. On "MARCH," sections will conduct two consecutive oblique, one toward base section and one toward the direction of travel.

320317. "Extend To The Right/Left, MARCH"

1. Command "Extend To The Right/Left, MARCH" on two consecutive right/left feet.
 - a. The base sections for "Extend To The Right," are the first and fourth sections.
 - b. The base sections for "Extend To The Left," are the third and sixth sections.
2. On "MARCH" sections oblique away from the base section using the same method stated above ending in a normal interval.

320318. "Mass, Right"

1. RCPO gives the command "Mass, Right" on two consecutive right feet.
2. On "Mass, Right"
 - a. The PWSL commands "Port Watch Section Prepare to Halt"
 - b. The SWSL commands "Starboard Watch Section Column Half Right"
3. The RCPO commands, "MARCH" on the next right foot.
 - a. The Port Watch Section halts.
 - b. The Guidon halts, executes a right face, takes necessary paces to take position in front of section six, halts, and then executes a left face. The RCPO and RLPO will follow up the port side and assume their positions in front of the Divisions.
 - c. The Starboard Watch front executes a right oblique.
4. When the SWSLs left foot strikes the deck, the SWSL commands, "Column Half Left", As the next left foot strikes the deck, the SWSL commands, "MARCH"
 - a. At the command "MARCH," the Starboard Watch front executes a left oblique and continues marching.
 - b. Each succeeding rank of the Starboard Watch Section executes a column half right, and a column half left at

2 Jun 04

the same pivot points as their respective section leader.

5. When the SWSL is abreast the center of the Port Watch Section, the SWSL commands, "Starboard Watch Section Prepare To Halt"
6. The SWSL commands "HALT" when abreast of the number three section leader.

320319. "Flying Mass, Right"

1. Used to expedite the movement of recruit Divisions on grinders.
2. Given on two consecutive right feet.
3. After "Right":
 - a. The PWSL will command, "Port Watch Section prepare to Half Step".
 - b. The SWSL will command "Starboard Watch Section Column Half Right".
4. The RCPO commands, "MARCH" on the next right foot.
5. On the command "MARCH":
 - a. The Port watch section will commence half stepping.
 - b. The RCPO and RLPO continue marching at quick time along the left side of the port Watch Section and take their positions in front of the Division, and commence half stepping.
 - c. The Guidon will guide to the right until in position in front of section six and commence half stepping.
 - d. The starboard Watch Section front will commence a right oblique. Each succeeding rank executes a Column Half Right.
6. On the next left foot the SWSL will command "Column half left, MARCH". The STBD Watch Section front will commence a Left Oblique. Each succeeding rank executes a Column Half Left.
7. When the STBD watch section is approximately abreast the center of the Port watch section, the SWSL will give the preparatory command "STBD watch section prepare to half step".
8. When the SWSL is abreast the third section leader, the SWSL will command, "MARCH"
9. When all personnel are in position and half stepping, the RCPO will command, "Forward, MARCH".
10. The Division will now be marching in Mass Formation.

320320. "Left Turn, MARCH"

1. Give the command on two consecutive left feet.
2. On "MARCH":
 - a. The RCPO executes a left flank and marches ten full paces until two paces forward of the PFC. The RCPO begins half-stepping.
 - b. The RLPO executes a left flank and marches eight full paces until one pace in front of the PFC. The RLPO begins half-stepping.
 - c. The PFC executes a left flank, takes four full paces, executes a left oblique on the fourth step, executes a forward march on the fifth and immediately begins to half step.
 - d. The Guidon:
 - (1) Executes a left oblique, takes 10 full paces, to be positioned in front of number six stickman, executes another left oblique, and continues at a 30" pace until aligned in front of the sixth section flag bearer.
 - (2) Guides to the left to resume his/her position in front of the sixth section flag bearer.
 - (3) Continues at a 30" pace until abreast of the PFC. At this time, the Guidon commences to half step.
 - e. The first section flag bearer executes a left flank, takes two full paces, and begins to half step.
 - f. The other flag bearers execute a left oblique, march on the oblique and take the appropriate number of steps (two steps for the second section, four steps for the third section, six steps for the fourth section, eight steps for the fifth section, and 10 steps for the sixth section and the Guidon). They execute a second left oblique and march until they are abreast of the first section flag bearer, at which time the flag bearers begin to half step.
 - g. Succeeding ranks execute the same movements on the same spots and in the same fashion as the flag bearers before them, and immediately begin to half step.
3. Once the Division completes the turn and is realigned, the RCPO commands "Forward, MARCH" on two consecutive left feet. On "MARCH" the Division resumes a full pace.

320321. "Right Turn, MARCH"

1. Give the command on two consecutive right feet.
2. On "MARCH":

2 Jun 04

3. The RCPO executes a right flank and marches ten full paces until two full paces forward of the Guidon then begins half stepping.
4. The RLPO executes a right oblique, takes two full paces, executes another right oblique, takes five full paces, and begins to half step.
5. The Guidon will execute a right flank take four full paces, execute a right oblique on the fourth step, and a forward march on the fifth step and immediately begin to half step.
6. The remainder of the Division will execute the right turn exactly the opposite of the left turn using proper directions and facing movements.

320322. "Right (Left) Oblique, MARCH"

1. Give the command "Right (Left) Oblique, MARCH" on two consecutive right (Left) feet.
2. On "MARCH":
 - a. Advance one more pace.
 - b. Plant the left (right) foot, pivot 45° to the right (left) and step off on the right (left) foot with a full pace.
3. The RCPO commands "Forward, MARCH," on two consecutive left (right).
4. On "MARCH":
 - a. Advance one more pace
 - b. Plant the right (left) foot, pivot 45° to the left (right) and step off on the left (right) foot with a full pace.

320323. "To The Rear, MARCH"

1. Give the command on two consecutive right feet.
2. On "MARCH":
 - a. Advance one more pace.
 - b. Plant the left foot and lock the knee.
 - c. Pivot to the right 180° on the balls of both feet
 - d. Immediately step off with a full pace on the left foot.
 - (1) Keep the body erect
 - (2) Head back
 - (3) Do not allow the arms to swing out during the pivot.

Chapter 3 - Manual of the Guidon

01. Purpose	3-39
330101. Purpose	3-39
02. General Procedures	3-39
330201. Carrying Flags	3-39
Figure 3-3-1 "Flag Placement"	3-40
330202. Exceptions to Carrying Flags	3-40
330203. Carrying Flags During Unsafe Conditions	3-41
330204. Posting Flags	3-41
Figure 3-3-2 "Posting Flags"	3-42
330205. Securing Flags	3-42
330206. Attaching Flags/Pennants to Staffs	3-42
Figure 3-3-3 "Flag/Pennant Mounting"	3-43
03. Flag Descriptions	3-43
330301. Purpose	3-43
330302. Flag Size	3-43
330303. Guidon	3-43
330304. Hall Of Fame Flag	3-43
330305. CNO Honor Division Flag	3-43
330306. Battle "E" Flag	3-43
330307. Compartment Readiness (STAR) Flag	3-43
330308. Drill Flag	3-44
330309. Physical Readiness (A) Flag	3-44
330310. Scholastic (S) Flag	3-44
330311. Captains Cup Olympics Flag	3-44
330312. Special Flags	3-44
330313. Personal Flag	3-44
330314. Ships Flag	3-45
330315. Pennants	3-45
04. Flag Commands	3-46
330401. "Order Guidon"	3-46
Figure 3-3-4 "Order to Carry Guidon"	3-46
330402. "Carry Guidon"	3-46
330403. "Carry Guidon" from "Order Guidon"	3-46
330404. "Order Guidon" from "Carry Guidon"	3-47
330405. "Present Guidon" from "Order" or "Carry Guidon"	3-47
Figure 3-3-5 "Carry to Present to Carry Guidon" ...	3-47
330406. "Order Guidon" and "Carry Guidon" from "Present Guidon"	3-47
Figure 3-3-6 "Carry to Ready Guidon"	3-48
330407. "Ready Guidon" from "Order" or "Carry Guidon"	3-48
330408. "Guidon Salute" from "Carry" or "Order Guidon"	3-49
Figure 3-3-7 "Guidon Carry to Salute"	3-49
330409. "Parade Rest" from "Order Guidon"	3-49
Figure 3-3-8 "Parade Rest"	3-49
330410. "At, Ease"	3-50
330411. "Port Guidon"	3-50

	Figure 3-3-9 "Port Guidon".....	3-50
330412.	"Counter Carry" Guidon	3-50
	Figure 3-3-10 "Order to Counter Carry"	3-51
	Figure 3-3-11 "Counter Carry to Order"	3-51
330413.	"Order Guidon" from the Counter Carry	3-51

01. Purpose

330101. Purpose

1. The purpose of this section is to illustrate the procedures for carrying and stowing the Guidon and various flags.

02. General Procedures

330201. Carrying Flags

1. Once the Division is commissioned, the Guidon will be carried AT THE CARRY whenever the Division is on the street in Division strength formation, until the day of departure with the exception of Dental Availability, completion of Battle Stations, Liberty Weekend, and Blood Drive.
2. Prior to commissioning Divisions may carry the Guidon rolled on the staff for practice purposes only. Once commissioned the Guidon will never be rolled while at the carry.
3. Award flags will be carried from the date earned until Division receives flag sheet, after that point stow in ship as per LCPO.
 - a. Pick up Battle "E", CNO, and HOF flag from point of issue.
 - b. Turn in award flags/long staffs before 1700 the Wednesday prior to Graduation.
 - c. Carry the flags issued for Pass-in-Review back to the ship, or as directed by drill hall staff.
 - (1) Following Graduation, leave these flags at point of issue.
4. Divisions that meet or exceed minimum award standards for the Hall of Fame, CNO Honor Division, and Battle "E" flags will carry them after the promulgation of scores by FTT. Carry final award flag until day prior to departure.
5. RDC's are authorized to roll up earned award flags while marching on the street as a motivational tool. Do not roll up the Guidon or Ship's Flag.
6. Flag bearers shall not carry other items while carrying flags.
7. Flags that are carried by Recruits not in Mass Formation/Columns of Three (i.e. posting etc), they will be carried at Port Arms.
 - a. If Division strength is reduced to less than 38 Recruits and must be put in Element formation, carry all flags/PFC and Guidon back to compartment at port Guidon. The Guidon will be carried by the first recruit in

- (2) To uniform issue/pick-up
- (3) Gun range/Weapons simulator
- (4) When wearing P.T. Gear
- (5) As directed by Master Training Schedule
- (6) Sunday/Holiday routine
- (7) As directed by Fleet Commander

330203. Carrying Flags During Unsafe Conditions

1. Although weather conditions may dictate that flags be secured, when a Division is scheduled for an evaluated military drill or drill practice in the drill hall, carry flags (with the exception of the Guidon) at port arms, with the flag held against the stick (unrolled).
2. Case the cutlass while flags are secured.
3. RDC's may direct the flag bearers to carry flags at port arms for safety reasons if weather conditions deteriorate while the Division is away from the compartment.

330204. Posting Flags

1. The command for posting flags is "Flags, POST". Give this command when falling-in/out of buildings when carrying flags.
 - a. On "Flags", flag bearers will come to carry Guidon.
 - b. On the command, "POST" flag bearers will simultaneously execute a left or right face, execute port Guidon, and fall out smartly single file.
2. Post flags in holders outside (if available) buildings/ships by seniority (**Figure 3-3-2**). The Guidon will always be the closest to the street, or furthest away from the building/exit if no street is present for reference. Division must post flags outside of ship either before or upon completion of morning routine as scheduled on the POD (MTS), if flag holders are available.
3. Post flags in holders in the following order:
 - a. Guidon
 - b. Award flags (Hall of Fame, CNO, Battle 'E')
 - c. Competitive flags (STAR, Drill, P.T., Scholastic, Captains Cup)
 - d. Special flags (Sponsored Divisions such as 'White SOX' Division, etc)
 - e. Personal flag
 - f. Ship's flag

4. Flag bearers will not wait for one another when posting or retrieving flags. The Guidon may stay behind and ensure the flags are posted properly.
5. The Division will not wait for flag bearers to return before falling out into ships/buildings.

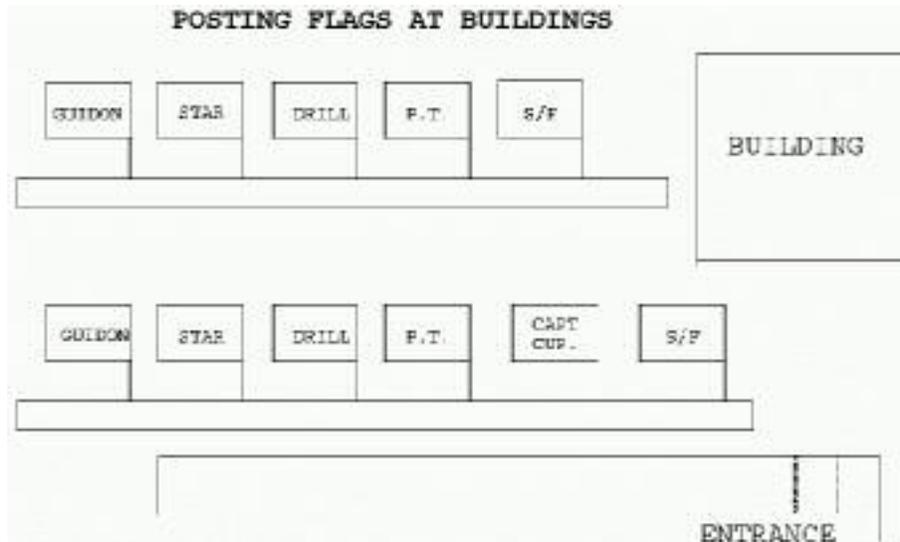


Figure 3-3-2 "Posting Flags"

330205. Securing Flags

1. Flag will be secured once the Division has completed all evolutions for the day or when required by the Uniform of the Day.
2. Roll flags and stow in the aft alcove. Set them against the forward end of the long bulkhead in the corner, away from the aft window, near the aft compartment exit. Wrap the Guidon tightly around the flags once secured for the day.
3. Wet flags may be left unrolled in the aft compartment or in the drying room until dry, provided appropriate log entries are made.
4. If the uniform of the day is secure flags, roll and stow them in the aft alcove of the compartment. The Guidon will remain posted until the Division returns from the last event of the day.

330206. Attaching Flags/Pennants to Staffs

1. Attach flags in the following manner, (**Figure 3-3-3**):
2. Secure the flag to the right side of the staff using electrical tie down straps through each grommet.
3. Trim excess plastic from the strap.
4. Dress the top of the flag to the top of the staff.

5. Attach pennants directly above the flag, flush with the top of the staff. The bottom edge of the widest pennant will touch the top edge of the flag.

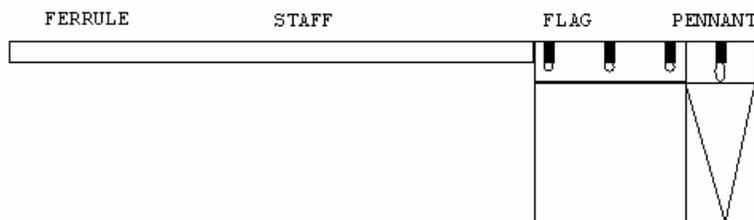


Figure 3-3-3 "Flag/Pennant Mounting"

03. Flag Descriptions

330301. Purpose

1. This section specifies precedence and provides a description for each flag.

330302. Flag Size

1. All flags shall be 36" square, with the exception of the Guidon.

330303. Guidon

1. Displays Division number in white on a blue background. Carried at the carry while in Division strength formation from commissioning until day of departure.

330304. Hall Of Fame Flag

1. Divisions awarded the Hall of Fame Flag carry it from the promulgation of scores by FTT, (but no earlier than the Monday prior to graduation) until the day prior to departure.

330305. CNO Honor Division Flag

1. Divisions awarded the CNO Honors carry the flag from the promulgation of scores by FTT, (but no earlier than the Monday prior to Pass In Review) until the day prior to departure.

330306. Battle "E" Flag

1. Divisions carry the Battle "E" flag from the promulgation of scores by FTT, (but no earlier than the Monday prior to Pass In Review) until the day prior to departure.

330307. Compartment Readiness (STAR) Flag

1. Awarded for obtaining a Divisional STAR average of 4.00 or greater in MCA or FEP. The top of the flag is the single point of the star.

2 Jun 04

330308. Drill Flag

1. Awarded to Divisions, which receive a minimum score of 4.0 on MCA or FEP drill assessment. The top of the flag is the top of the cutlass and rifle.

330309. Physical Readiness (A) Flag

1. Awarded to those Divisions that meet minimum award standards after completion of PT-1/PT-2.

330310. Scholastic (S) Flag

1. Awarded to those Divisions that meet minimum award standards after an academic test.

330311. Captains Cup Olympics Flag

1. Awarded to the Division that wins the Captains Cup Olympics competition. Awarded to the top integrated Division and to the top nonintegrated Division. The longer row of circles indicates the top of the flag.

330312. Special Flags

1. Carried by Divisions assigned by the DMT to include Ball Divisions and Ceremonial Units.

330313. Personal Flag

1. Designed by the Division and approved by the Ship's Officer. This flag is the most junior flag carried.
2. Follow the guidelines established below when considering a design. The personal flag:
 - a. Shall not depict the American flag or uniform items.
 - b. Shall not be sexist, racist or contain overtones of this nature.
 - c. Shall be in good taste and support the concept of pride and teamwork.
3. Only one flag (two sided, 36" X 36" square) is authorized to be constructed and carried by the Division.
4. Money for the Flag shall be collected from the Division (not to exceed a total of \$100.00).
 - a. Sewing, painting, airbrushing, etc, is not authorized from commercial stores, vendors, spouses or anyone outside the Division.
 - b. Use building 912 for sewing and building 933 for grommet installation.
5. Disposal of a flag at the completion of training requires a two-thirds majority vote to determine final disposition of the flag. RDC's shall not keep the flag.

330314. Ships Flag

1. Carried by the Ship's Flag bearer from commissioning until the day the Division departs.

330315. Pennants

1. Subsequent awards of flags shall be in the form of pennants.
2. Pennants will be attached above the corresponding flag.
3. Attach pennants to the perspective flag/Guidon as follows:
 - a. Attach to the right side of the stick (with electrical ties) directly above the Flag/Guidon. The top edge of the widest pennant shall be even with the top edge of the staff, and the top of the flag/Guidon shall touch the bottom edge of the widest pennant.
 - b. Attach phase, Independent Steaming, and Gold/Blue pennants to Guidon in the following order:
 - (1) Independent Steaming pennant (GOLD):
 - (a) Attach closest to the staff.
 - (2) MCA phase pennant (RED):
 - (a) Awarded for an overall phase average of 4.15. Attach directly on top of the Independent Steaming pennant if present. Attached after last Graded Event.
 - (3) FEP phase pennant (WHITE):
 - (a) Awarded for an overall phase average of 4.25. Attach directly on top of the MCA/Independent Steaming pennants if present. Attached after last Graded Event.
 - (4) Gold/Blue pennant:
 - (a) Awarded to the two Divisions with the highest overall Final averages. Attach directly on top of the FEP/MCA/Independent Steaming pennants, if present.
 - (5) Navy pennant:
 - (a) Awarded for a score of 4.00 or better in Battle Stations. Attached above the personal flag.
 - (6) Subsequent award pennants (RED):
 - (a) Attach subsequent award pennants above their corresponding award flag.
 - (7) Second subsequent award pennants (WHITE):
 - (a) Attach second subsequent award pennants above their corresponding award flag, outboard of the red pennant.

04. Flag Commands

330401. "Order Guidon"

1. Flag bearers shall assume this position any time the Division is at attention, (**Figure 3-3-4**).
2. At "**Order Guidon**," the ferrule rests on the deck. It shall touch the right shoe outboard of the toes.
 - a. For Pass In Review Only the will be in front of and touching the toe of the right shoe.
3. Hold the staff in the "V" formed by the right thumb and fingers. Keep the thumb and fingers straight, fingers together.
4. Keep the right arm behind the staff, elbow slightly bent.
5. Rest the upper staff in the hollow of the right shoulder.
6. Point the staff straight up.
7. Except for the right hand, the entire body is at attention.



Figure 3-3-4 "Order to Carry Guidon"

330402. "Carry Guidon"

1. This is the normal position of the Guidon while marching at quick time, (**Figure 3-3-4**).
2. It is the same as "**Order Guidon**" except the ferrule is 6" above the deck.
3. From the carry, "**Present Guidon**" "**Order Guidon**" and "**Ready Guidon**" may be executed.

330403. "Carry Guidon" from "Order Guidon"

1. Execute on a preparatory command, such as "Forward" which requires moving to a new position.
2. On the preparatory command, place the left hand 2" above the right, (**Figure 3-3-4**).
3. Loosen the grip of the right hand. Pull the staff up with the left hand until the ferrule is 6" above the deck. Hold the staff straight with the right hand.

4. Move the left hand back to the side.

330404. "Order Guidon" from "Carry Guidon"

1. The command is "Order, ARMS"
2. Execute in one count.
3. On "ARMS," allow the staff to slip through the right hand until the ferrule touches the deck.
 - a. Silently lower the staff.

330405. "Present Guidon" from "Order" or "Carry Guidon"

1. The command is "Present, ARMS", (**Figure 3-3-5**).
2. Execute in two counts.
3. On the command "ARMS":
 - a. Grasp the staff with the left hand using a baseball grip at shoulder height. Keep the forearm parallel to the deck and the elbow straight.
 - b. Rotate the Guidon forward. Extend the left forearm horizontally until the staff is parallel to the deck and resting in the pit of the right arm.
 - c. Keep the head and eyes to the front and the right elbow tucked in to the body. The thumbs are positioned on top of the staff pointing towards the flag.
4. The right hand is 6" lower on the staff at carry than at order. The ferrule extends further to the rear when at present Guidon from order than at present Guidon from the carry.



Figure 3-3-5 "Carry to Present to Carry Guidon"

330406. "Order Guidon" and "Carry Guidon" from "Present Guidon"

1. Execute in two counts.
2. The command is "Order, ARMS", (**Figure 3-3-5**).
 - a. Count One:

- (1) On "ARMS," bring the Guidon to the position of the carry with the left hand using a baseball grip, forearm and elbow parallel to the deck.
- (2) At the same time, let the staff slide down through the right hand until the ferrule rests on the deck.
- (3) Steady the staff with the left hand as it slides downward.

b. Count Two:

- (1) Cut the left hand back to its normal position along the left side.

3. The command is "Ready, FRONT"

a. Count One:

- (1) On "FRONT" lift the Guidon up and back to the position of carry Guidon with the left hand using a baseball grip, forearm and elbow parallel to the deck.

b. Count Two:

- (1) Cut the left hand back to its normal position along the left side.



Figure 3-3-6 "Carry to Ready Guidon"

330407. "Ready Guidon" from "Order" or "Carry Guidon"

1. Use this movement as a signal for aiding Recruits when hearing verbal commands is difficult (i.e., signaling the RCPO of a turn).
2. Lift the Guidon to the ready position when signaling, on the preparatory command.
3. Lower to "Order" or "Carry Guidon" at the command of execution.
4. Use "Ready Guidon" as a signal for the execution of any command except:
 - a. Present arms, at which time the Guidon also renders honors.

330408. "Guidon Salute" from "Carry" or "Order Guidon"

1. The command is "Guidon, SALUTE".
2. Execute in one count.
3. On "SALUTE," bring the left hand (palm down) to a position approximately 18" above the right hand with the left arm parallel to the deck.
 - a. Keep the thumb and fingers straight and together.
 - b. Touch the staff with the first joint of the forefinger.
 - c. Turn head and eyes toward the person being saluted.
4. Drop the left hand to the side and look straight ahead once the salute is returned.



Figure 3-3-7 "Guidon Carry to Salute"

330409. "Parade Rest" from "Order Guidon"

1. The command is "Parade, REST", (**Figure 3-3-8**).
2. Execute in two counts when halted at attention.



Figure 3-3-8 "Parade Rest"

3. On "Parade", slide the right hand up the staff to shoulder height, or the bottom of the flag. Hold the staff with a baseball grip. Keep the butt of the staff on the deck even with the crease on the leather of the right shoe.
4. On "REST" move left foot 12" to the left.
5. Place the left hand behind and just above the belt.

6. Keep fingers straight, palm flat facing to the rear.
 - a. At the same time, straighten the right arm, and tilt the staff forward at a 30° angle. The staff will be in line with the right eye of the flag bearer.

330410. "At, Ease"

1. Execute in one count.
2. On "EASE" comes to "Order Guidon" if not already at that position.
3. Immediately go to "Parade, REST"
4. After assuming this position, relax.
 - a. Keep the right foot and ferrule stationary.
 - b. Do not talk.

330411. "Port Guidon"

1. Hold the Guidon diagonally across the body at a 45° angle, with the staff 4" from the body.
2. Hold the staff with a "Baseball" grip. Keep the right hand at the same point on the staff where it would be if at the carry.
3. Keep the right forearm and wrist straight. Grasp the staff with the left hand using a "Baseball" grip at the point in front of the left shoulder.
4. Tuck the elbows tightly against the sides.
5. The flag may be held in the left hand against the stick for safety reasons or if flags are secured. (i.e. High winds)



Figure 3-3-9 "Port Guidon"

330412. "Counter Carry" Guidon

1. Execute from the position of "Carry" or "Order" Guidon.
2. Execute in three counts.
3. The command is "Counter, MARCH"
4. Count One:

- a. On "Counter", bring the Guidon straight up in front of the body with the right hand even with the eyes.
5. Count Two:
 - a. Grasp the staff with the left hand, palm facing away from you approximately 4-6" below the right hand and 12" away from the mouth.
 6. Count Three:
 - a. Turn the right hand, palm out, under the left hand, keeping the hands together.
 7. Forearms shall be parallel with the deck, and the butt of the staff will rest on the belt buckle.
 8. Execute "Counter Carry," from the order (at evaluated military drill) on the last digit of the Division number (same manner as the counter march)



Figure 3-3-10 "Order to Counter Carry"



Figure 3-3-11 "Counter Carry to Order"

330413. "Order Guidon" from the Counter Carry

1. The command is "Order, ARMS", (**Figure 3-3-11**).
2. Execute in two counts.
3. Count One:
 - a. On "ARMS," flag bearers move the right hand above the left hand.
4. Count Two:

2 Jun 04

- a. Flag bearers lower flags to the right side, using the left hand (Keep fingers together and palm flat) to steady the staff.
- b. Return to the position of order arms.

Chapter 4 - Manual of the Cutlass

01. Purpose	3-55
340101. Purpose	3-55
02. General Procedure	3-55
340201. Carrying Cutlass	3-55
03. Nomenclature	3-55
340301. Nomenclature of the Cutlass	3-55
Figure 3-4-1 "Nomenclature of the Cutlass"	3-55
04. Cutlass Commands	3-55
340401. "Carry Cutlass"	3-55
Figure 3-4-2 "Carry Cutlass"	3-55
Figure 3-4-3 "Order to Present Cutlass"	3-56
340402. "Present Cutlass" from "Carry" or "Order Cutlass"	3-56
340403. "Order Cutlass" from "Present, ARMS"	3-57
Figure 3-4-4 "Present to Order Cutlass"	3-57
340404. "Parade, REST" from "Order, ARMS"	3-57
Figure 3-4-5 "Order to Parade Rest"	3-59
340405. "Order Cutlass" from "Parade, REST"	3-59
Figure 3-4-6 "Parade Rest to Order"	3-59
340406. "At, EASE" from any Position of the Cutlass	3-59
340407. Return to "ATTENTION" from "At, EASE"	3-60
340408. Carrying Cutlass when flags are secured	3-60

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01. Purpose

340101. Purpose

1. The purpose of this section is to show the parts of the cutlass and the procedure for executing the various moves of the cutlass during drills.

02. General Procedure

340201. Carrying Cutlass

1. Once a Division is commissioned, the Cutlass will be carried whenever the Division is on the street in Division strength formation carrying flags.
2. Prior to commissioning Divisions may carry the Cutlass may be carried for practice purposes.
3. The Cutlass will be secured whenever Flags are secured or whenever it would be unsafe to carry.

03. Nomenclature

340301. Nomenclature of the Cutlass

1. Figure 3-4-1



Figure 3-4-1 "Nomenclature of the Cutlass"

04. Cutlass Commands

340401. "Carry Cutlass"

1. Use this position for marching and when giving Commands.



Figure 3-4-2 "Carry Cutlass"

2. The RCPO gives commands from this position, (Figure 3-4-2).
3. Bring the back of the cutlass blade to the shoulder seam.

- a. The blade will be vertical with the back of the grip facing aft.
4. The arm is extended, thumb and forefinger holding the lower part of the grip against the trouser seam. Join the fingers behind the hilt.
5. While marching with cutlass at the carry, both arms should swing 6" to the front and 3" to the rear. Do not hold the scabbard.



Figure 3-4-3 "Order to Present Cutlass"

340402. "Present Cutlass" from "Carry" or "Order Cutlass"

1. Execute this movement to render a salute while carrying the cutlass.
2. The command is "Present, ARMS", (**Figure 3-4-3**).
3. Execute in two counts.
4. Count One:
 - a. On "ARMS," raise the right hand even with the topmost button of the shirt.
 - b. Position the hand approximately 6" in front of the chest.
 - (1) Keep the thumb on the left side of the grip, wrist straight, elbow against the body.
 - (2) Tilt the blade forward at a 30° angle.
5. Count Two:
 - a. Lower the point of the blade, (without whipping) so the blade is at a 30° angle to the deck.
 - b. Position the tip of the blade slightly to the right of the right foot.
 - (1) Extend the arm so that the hilt is against the trouser seam.
 - (2) Rotate the blade 90° to the right so that the back of the blade faces outboard (to the right)
 - (3) Keep the thumb on the left side of the grip.

6. When the cutlass is at "Carry" or "Order", and it becomes necessary to salute, execute "Present, ARMS". After the salute has been returned, come to the "Order" (then to "Carry" if walking).

340403. "Order Cutlass" from "Present, ARMS"

1. The command is "Order, ARMS", (**Figure 3-4-3**).
2. Execute in one count.
3. On "ARMS," rotate the sharp edge 90° to the left so that the sharp edge is facing the deck.
 - a. Extend the right arm naturally with the thumb along the trouser seam.
 - b. The blade slants down at roughly a 30° angle to the deck.



Figure 3-4-4 "Present to Order Cutlass"

340404. "Parade, REST" from "Order, ARMS"

1. The Command is "Parade, REST", (**Figure 3-4-5**).
2. Execute in two counts
3. If the RCPO is making the command, come to the carry cutlass prior to the command "Parade"
 - a. On "Parade"
 - (1) Move the left arm across and parallel to the deck.
 - (2) Grip the back of the blade, in a pencil grip, as close to the point of the blade as possible.
 - b. On "REST"
 - (1) Move the left arm bringing the blade of the cutlass horizontal to the deck in a swift and smooth motion.
 - (2) Rest the blade on the legs
 - (3) Move the left foot 12" to the left.
4. If the RCPO is not making the call. The command is executed by the bugle call.

- a. On the second note of the bugle call, the RCPO will come to carry cutlass.
 - b. On the third note of the bugle call
 - (1) Move the left arm across and parallel to the deck.
 - (2) Grip the back of the blade, in a pencil grip, as close to the point of the blade as possible.
 - c. On the last note
 - (1) Move the left arm bringing the blade of the cutlass horizontal to the deck in a swift and smooth motion.
 - (a) The tip of the blade will be covered by the left hand with the back of the blade seated in the crease formed by the thumb and index finger.
 - (2) Rest the blade on the legs
 - (3) Move the left foot 12" to the left.
5. If the RCPO or bugle is not making the call, the command is being executed by the Pass-in-Review announcer announcing the Divisions by number or saying "Job Well Done".
- a. On the first digit or on "Job" the RCPO will come to the carry cutlass position.
 - b. On the second digit or on "Well"
 - (1) Move the left arm across and parallel to the deck.
 - (2) Grip the back of the blade, in a pencil grip, as close to the point of the blade as possible.
 - c. On the last digit or on "Done"
 - (1) Move the left arm bringing the blade of the cutlass horizontal to the deck in a swift and smooth motion.
 - (a) The tip of the blade will be covered by the left hand with the back of the blade seated in the crease formed by the thumb and index finger.
 - (2) Rest the blade on the legs
 - (3) Move the left foot 12" to the left.



Figure 3-4-5 "Order to Parade Rest"

340405. "Order Cutlass" from "Parade, REST"

1. The Command is "Division, ATTENTION", (**Figure 3-4-6**).
2. Execute in one count.
 - a. Silently bring the left heel against the right foot and bring the left arm parallel to the deck bringing the cutlass to the carry position. (Left fingers loosely gripping the Cutlass point)
 - b. Lower the left arm to the position of attention.
 - c. RCPO commands "Division, ATTENTION"
 - (1) When the RCPO commands, "ATTENTION" lowers the cutlass blade and return to the order, (**Figure 3-4-6**).



Figure 3-4-6 "Parade Rest to Order"

3. If "ATTENTION" is being executed by the bugle call, Execute "ATTENTION" on the fourth note of the bugle call.
 - a. Silently bring the left heel against the right foot and bring the left arm parallel to the deck bringing the cutlass to the carry position. (Left fingers loosely gripping the Cutlass point)
 - b. Lower the left arm to the position of attention and at the same time lower the cutlass to the order (**Figure 3-4-6**).

340406. "At, EASE" from any Position of the Cutlass

1. The Command is "At, EASE"
2. If commanded by the RCPO the command is given from the position of attention with the Cutlass at the carry.
3. If commanded by any other person the command will be preceded by the Command "ATTENTION"
4. On "EASE"
 - a. Execute order cutlass

2 Jun 04

- b. Move the left foot 12" to the left and rest weight equally on both feet with the legs straight.
- c. Place the left hand in the small of the back.
 - (1) Keep the fingers straight, joined, palm flat and facing aft.
- d. Relax. Do not move the right foot.
- e. Do not talk.

340407. Return to "ATTENTION" from "At, EASE"

1. The Command is "Division, ATTENTION"
2. Execute in one count.
3. On "ATTENTION":
 - a. Silently bring the left heel to the right heel and drop the left hand to the side.
 - (1) Ensure the blade is at a 30° angle to the deck.

340408. Carrying Cutlass when flags are secured

1. The cutlass will not be carried when flags are secured by the uniform of the day
 - a. If transiting to a Drill assessment the cutlass will be carried in the scabbard to the drill hall.
2. Carry in the scabbard when flags are carried at port arms.

Chapter 5 - Street Discipline/Procedures

01. Street Discipline and Procedures.....	3-63
350101. Purpose	3-63
350102. Responsibility	3-63
02. Traffic Pattern Regulations.....	3-63
350201. Rules of the Road	3-63
350202. Illinois and Indiana Avenues	3-64
350203. Hazardous Conditions	3-64
350204. Graduation	3-65
350205. Ohio Street	3-65
350206. Issuing Instructions or Commands	3-65
350207. Talking Between Recruits	3-65
350208. Cadence	3-65
350209. Singing	3-66
350210. Trick Drill	3-66
350211. Graduation Liberty Weekend Traffic Pattern ..	3-66
03. Double Timing.....	3-68
350301. Double Timing	3-68

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01. Street Discipline and Procedures

350101. Purpose

1. Street discipline ensures proper military decorum while outside the assigned ship.
2. This includes entering and exiting buildings, observing traffic patterns, standing in formation, and marching on the street or grinders.
3. This also applies in drill halls and on all grinders when not involved in evaluated inspections or drills.
4. Details/Elements and individual traffic will be in the full and complete uniform of the day including outer garments with cover, while transiting anywhere on RTC (unless otherwise directed).
5. RCPO, RLPO, Element commanders, Detail Leaders, and individual traffic, WILL greet all staff members, render salutes to Officers and observe colors or honors as required.
6. Details/Elements/individual traffic will have a properly filled out inter-station pass while transiting anywhere on RTC, unless otherwise stated in this instruction.
7. Divisions/Elements/Details will fall in and out of buildings in a quiet, smart military manner (NO DOUBLE TIMING, UNLESS RUNNING BATTLE STATIONS).
8. All Recruits will maintain military bearing in and about all buildings, (i.e. Recruits will not sleep, skylark or lounge around). Recruits will remain in the uniform of the day at all times unless directed by a staff member.
9. All Recruits will adhere to proper traffic patterns, military bearing and protocol as outlined in this and all pertinent instructions.

350102. Responsibility

1. FTT implements and enforces recruit traffic patterns and street discipline to ensure smooth, safe flow of both vehicular and recruit traffic on the base.
2. ALL RTC staff personnel are responsible for monitoring and enforcing traffic patterns and discipline.

02. Traffic Pattern Regulations

350201. Rules of the Road

1. Recruit Divisions shall observe the "Rules of the Road" in their movements.

2 Jun 04

2. Common sense and good judgment shall prevail when determining how to move Divisions or details when unforeseen or unsafe circumstances arise.
3. Divisions traveling straight ahead have the right of way over Divisions turning a corner if both arrive at the same time.
4. Divisions/Elements/details meeting another on the same side of the street or in the tunnel shall "close to the right" in order to allow the other formations to pass.
5. Divisions/Elements/details overtaking or passing a standing formation shall close to the left. The Division being overtaken shall close to the right or left as necessary to allow the passing Division to continue on their line of march without interference.
6. Recruits, both in formation and individually, shall stay off the grass and remain clear of plants and shrubbery around buildings and along streets.
7. Recruit movement flows the same as vehicle traffic, and is limited to sidewalks only, except when crossing a street, or unless specifically addressed in another section of this instruction.
8. Divisions running Battle Stations have priority over all others. All traffic shall yield to Battle Stations Divisions at all times.

350202. Illinois and Indiana Avenues

1. Two way traffic is authorized on the sidewalk on Indiana and Illinois Streets between First and Third Avenues.
2. Recruit Divisions shall not cross to the west side of Illinois Street at any point north of 7th avenue between 0700-0800 Monday through Friday.
 - a. During this time recruit traffic shall cross to the west side of the street at the intersection of 8th Avenue and Indiana Street.
3. Do not use the crosswalk directly behind the Guard House at anytime.

350203. Hazardous Conditions

1. RDC's and Recruits in charge of the Division, Elements or details must exercise vigilance, common sense, and mature judgment when hazards exist.
2. "At Ease, MARCH" will be used during slippery walking conditions.
3. When marching as a Division RDC's, RCPO and RLPO will wear reflective armbands during times of poor visibility (to

include but limited to; between sunset and sunrise, inclement weather).

- a. When in an Element the Element Commander and RDC's will wear the reflective armbands.

350204. Graduation

1. Recruit traffic is prohibited on Illinois Street and Indiana Street North of 8th avenue between 0700 - 1300 on days of Pass In Review. (Use the North 1128 Galley grinder)
2. Recruit traffic is prohibited on the sidewalk between ships 1 & 3, and the sidewalk between ship's 2 & 4 during the hours of 0700 - 1300 on days of Pass In Review.

350205. Ohio Street

1. Vehicular Traffic is one way (south) on Ohio Street.
2. Details/Elements are not allowed.
3. Divisions transiting will:
 - a. Post road guards at all intersections
 - b. Call road guards in after the last recruit has cleared the street/intersection.

350206. Issuing Instructions or Commands

1. The RCPO, RLPO, Element commanders, and detail leaders are the only Recruits authorized to give instruction or commands when on the street.
2. RDC's are authorized to give commands or instructions, as required, while training their Division.

350207. Talking Between Recruits

1. Talking is not authorized between Recruits outside of the compartment, with the exception of emergencies or in the performance of official duties.

350208. Cadence

1. The RDC/RCPO/RLPO/Element Commander, will call cadence. No other Recruits may call cadence.
2. Cadence will consist of one of the following:
 - a. Rhythmic pattern of the numbers one through four
 - b. Rhythmic pattern of the words left and right
3. Numbers and Left/Right will not be combined when calling cadence.
4. Cadence WILL NOT be sung to the tune of a song.
5. Cadence will not be called when the Division is marching "At Ease"

2 Jun 04

6. Recruits will not slide, shuffle or stomp to any cadence.
7. With the exception of the ceremonial drill units practicing for Pass-in-Review, radios and musical instruments are not authorized while marching on the streets.

350209. Singing

1. Singing by Recruits in Division strength while transiting streets is highly encouraged to instill high morale.
2. All songs used must be of military nature and approved by the MTD.
3. A list of currently authorized songs is contained in Module 3, Chapter 7.
4. Singing is authorized from:
 - a. 0700 to 1900 Monday through Friday
 - b. 0800 to 1800 Saturday
 - c. 1530 to 1700 Sunday and holidays
5. Singing is not authorized:
 - a. In front of "**Building 927**"
 - b. When the Division is marching "At Ease"
 - c. During meal hours on either the north or the south galley grinders or areas around the galley

350210. Trick Drill

1. RDC's may teach "trick drills" (i.e. to the winds) to enhance team spirit.
2. Ceremonial drill units may conduct trick drill with rifles, to practice or perform as necessary for Pass-in-Review.
3. Trick drill shall be conducted on grinders, in compartments, in courtyards or other places where safety is observed, and does not impede the movement of other Divisions.
4. An RDC shall be present for all trick drill evolutions.
5. Trick drill during meal hours on either the North or South galley grinders or areas around the galleys is prohibited.
6. Recruits shall not stomp their feet to trick drill maneuvers.

350211. Graduation Liberty Weekend Traffic Pattern

1. Divisions will march in Division formation for liberty on Friday (Thursdays grad) Saturday, Sunday and Holidays as directed by Master Training Schedule.
 - a. Friday's liberty will be staged on the 1128 North Galley Grinder; all other days will utilize the North Porter

Grinder or other designated staging area as directed by Chain of Command...

2. One RDC must escort their Division to the designated staging area when placed on liberty.
3. The following traffic patterns will be adhered to when Divisions are using the North Porter grinder for Pass-in-Review liberty weekend:
 - a. Divisions from Ships 1 through 4
 - (1) Proceed south through the 1128 north galley grinder and cross 8th Avenue at the crosswalks on the north end of Galley 1128.
 - (2) Proceed around Galley 1128 and halt the Division at the corner of 7th Avenue and Illinois Street.
 - (3) The RCPO will post two road guards and cross Illinois Street directly across the street from the Chapel "A/B" sidewalk.
 - (4) Halt Division once clear of the street and RLPO calls in Road Guards.
 - (5) Proceed up crosswalk "A/B", column right onto sidewalk "D" and enter the North Porter grinder.
 - (6) Mass up if possible and march north to MCPON Hall, Building 1313.
 - b. Divisions from Ships 5 through 14
 - (1) Proceed north on Illinois Street.
 - (2) When arriving at the southern most corner of 7th Avenue and Illinois Street, the RCPO will call out four road guards.
 - (3) Cross 7th Avenue
 - (4) Cross Illinois Street directly across the street from the Chapel "A/B" sidewalk.
 - (5) Halt Division once clear of the street and RLPO calls in Road Guards.
 - (6) Proceed up crosswalk "A/B", column right onto sidewalk "D" and enter the North Porter grinder.
 - (7) Mass up if possible and march north to MCPON Hall, Building 1313.
4. Divisions will use normal galley grinder traffic patterns if using any galley grinder as a staging area for liberty weekend.

03. Double Timing

350301. Double Timing

1. Common sense prevails.
2. Individual Recruits will not double time at any time unless specifically authorized by this instruction.
3. Divisions will not double time anytime unless directed by Battle Stations Facilitators.
4. Road guards may double time to/from intersections in order to expedite Division transit time.
 - a. Road guards are not allowed to double time during any periods of inclement weather or when unsafe (i.e. ice/snow accumulation on sidewalks, driving rainstorm, dense fog, etc)
 - b. Road guards will not double time during restricted chill/heat conditions, or at times as deemed appropriate by the chain of command.

Chapter 6 - Special Evolutions/Traffic Patterns

01. Underpass Procedures/Traffic Patterns.....	3-73
360101. General Procedures	3-73
02. Building 912 (NEX Laundry).....	3-73
360201. Dress Uniform Pickup Building 912 Traffic Pattern	3-73
Figure 3-6-1 "Building 912".....	3-73
03. Buildings 920-1126 (Old Ships 1-14).....	3-74
360301. Entering/Exiting the Ship	3-74
360302. Exiting Buildings	3-75
04. Building 927 (USS Grapple).....	3-75
360401. Entering the Building	3-75
Figure 3-6-2 "Building 927".....	3-76
360402. EPO/YN Procedures	3-77
360403. Exiting the Building	3-77
05. Galley General Info.....	3-78
360501. Recruit Mess Lines And Messing Conditions	3-78
360502. Galley Procedures	3-78
Figure 3-6-3 "Galley Phone Numbers".....	3-78
06. Building 928 (Galley).....	3-80
360601. Galley 928 Traffic Pattern	3-80
Figure 3-6-4 "Building 928".....	3-80
360602. 928 North Galley Grinder Traffic Pattern	3-81
360603. Exceptions to Eating at the Galley	3-81
360604. Graduation Weekend Galley Procedures	3-81
07. Building 930 (Marlinespike).....	3-81
360701. Traffic Pattern	3-81
Figure 3-6-5 "Building 930".....	3-82
08. Building 933 (Seamanship Lab).....	3-83
360801. Traffic Pattern	3-83
Figure 3-6-6 "Building 933".....	3-83
09. Building 1007 (Medical, Camp Porter).....	3-84
360901. Building 1007 Traffic Pattern	3-84
Figure 3-6-7 "Building 1007".....	3-84
10. Building 1017 (Dental, Camp Porter).....	3-85
361001. Dental Availability	3-85
361002. Building 1017 Traffic Patterns	3-85
Figure 3-6-8 "Building 1017".....	3-86
11. Building 1127 (USS Mount Whitney).....	3-86
361101. General Guidelines	3-86
Figure 3-6-9 "1127 Door Assignments".....	3-86
361102. Division Entering and Exiting Procedures	3-87
Figure 3-6-10 "Building 1127".....	3-87
361103. Legal Offices	3-89

12. Building 1128 (Galley)	3-89
361201. Galley 1128 Traffic Pattern	3-89
Figure 3-6-11 "Building 1128"	3-89
13. Building 1212 (USS Supply/Weapons Simulator)	3-89
361301. Weapons Simulator	3-89
361302. Weapons Simulator Traffic Pattern	3-90
Figure 3-6-12 "Building 1212 Weapons Simulator"	3-90
14. Building 1212 (USS Supply/Linen Exchange)	3-91
361401. Scheduling	3-91
361402. Linen Issue (Building 1212) Traffic Pattern	3-91
Figure 3-6-13 "Building 1212 Supply/Linen"	3-91
15. Building 1301 (Chapel)	3-91
361501. Attendance	3-91
361502. Divine Services	3-91
361503. Chaplains Counseling	3-92
361504. Traffic Pattern	3-92
Figure 3-6-14 "Building 1301"	3-92
16. Building 1312 (Photo Lab)	3-93
361601. Group Photos	3-93
361602. Photo Pickup	3-93
361603. Traffic Pattern	3-94
Figure 3-6-15 "Building 1312 Photo Lab"	3-94
17. Building 1312 (Battle Stations)	3-95
361701. Traffic Pattern:	3-95
Figure 3-6-16 "Building 1312 Battle Stations"	3-96
18. Building 1326 (Navy Exchange/Phone Center)	3-96
361801. Division Strength Exchange Runs	3-96
361802. Traffic Pattern	3-96
Figure 3-6-17 "Building 1326"	3-97
19. Building 1405 (Golden Thirteen In-Processing)	3-97
361901. Classification	3-97
361902. Recruit Receipts and Identification Cards	3-97
361903. Barber Shop	3-98
361904. Traffic Patterns	3-98
Figure 3-6-18 "Building 1405"	3-98
20. Building 1410 (Fire Fighting Training Unit)	3-99
362001. General Guidelines	3-99
362002. Building 1410 Traffic Pattern	3-99
Figure 3-6-19 "Building 1410"	3-100
21. Building 1425 (USS Indianapolis/Combat Training Pool) ..	3-100
362101. Pool Procedures	3-100
362102. Traffic Pattern	3-101
Figure 3-6-20 "Building 1425"	3-102
22. Building 1523 (Medical In-Processing, Camp Moffett)	3-103
362201. Building 1523 Traffic Pattern	3-103
Figure 3-6-21 "Building 1523"	3-103

23. Building 1532 (Clothing Issue)	3-103
362301. Uniform Issue	3-103
362302. Tailoring the Uniform	3-104
362303. Second Issue	3-104
362304. Tailor Two	3-105
362305. Building 1532 Traffic Pattern	3-105
Figure 3-6-22 "Building 1532"	3-106
24. Buildings 7101-7102, 7111-7112 (New Ships 6, 5, 13, 14)	3-106
362401. Traffic Pattern.	3-106
25. Building 7121 (USS Mason)	3-106
362501. Traffic Pattern	3-106
Figure 3-6-23 "Building 7121"	3-107
26. Area 7201 (Gregg Park Track)	3-108
362601. Traffic Pattern	3-108
Figure 3-6-24 "Greg Park Track"	3-108
27. Building 7210 and 7220 (Drill Halls)	3-109
362701. Entering Drill Halls 7210 and 7220	3-109
362702. Arrival at Assigned Spot	3-110
Figure 3-6-25 "Building 7210/7220"	3-112
362703. Exiting Drill Hall	3-112
362704. Captains Cup	3-113
Figure 3-6-26 "Building 7250"	3-113
28. Building 7250 (Freedom Hall/Physical Training Facility)	3-113
362801. General Information	3-113
362802. Traffic Pattern	3-114
29. Building 7315 (USS Wisconsin/Live Fire Trainer)	3-114
362901. Small Arms Live Fire Training	3-114
362902. Small Arms Range Traffic Pattern	3-115
Figure 3-6-27 "Building 7315"	3-115

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01. Underpass Procedures/Traffic Patterns

360101. General Procedures

1. Divisions marching through the underpass will be in column formation and are required to sing "Anchors Aweigh" (first verse going north and the second verse going south) during authorized times only (0700-1900 M-F, 0800-1800 SAT, 1530-1700 SUN and holidays).
2. Should two Divisions approach in opposite directions, both Divisions shall close to the right and continue.
3. Flags will come to the position of "present Guidon," prior to entering the tunnel.
4. Flags will come to the "carry," immediately after exiting the tunnel.
5. Recruits shall not double time going through the tunnel.

02. Building 912 (NEX Laundry)

360201. Dress Uniform Pickup Building 912 Traffic Pattern

1. Divisions will enter through the driveway on the north end of Building 912.

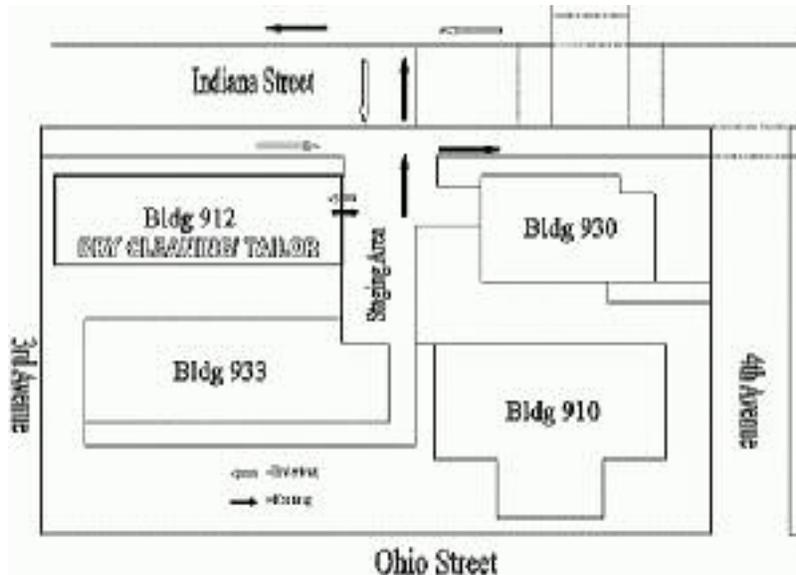


Figure 3-6-1 "Building 912"

2. Divisions may go in Division strength or Division Commanders may assign a detail.
 - a. An RDC must be present to sign for uniforms.
3. Flags (except Guidon) and cutlass will not be brought to dress uniform pick-up.
4. Extreme care will be taken when carrying the uniforms to prevent soiling them.

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5. Divisions will mass up facing east in driveway and will halt adjacent to entrance doors.
6. RDC's will inform Navy Exchange personnel that the Division has arrived and Navy Exchange personnel will direct the Division.
7. Divisions will form up in mass formation facing west for departure.
8. Divisions will break down into Columns of Three and depart. Divisions will "At, ease March" when carrying dress uniforms.

03. Buildings 920-1126 (Old Ships 1-14)

360301. Entering/Exiting the Ship

1. Divisions will enter the ship via the grinder behind their ship.
2. Division strength formations will use the side entrances for entering or exiting the ship and will single file to and from the grinder.
 - a. Due to the unique orientation of Ships 7 and 8, the aft doors will be used vice the side doors.
 - b. To facilitate recruit movement during heavy pedestrian traffic or construction congestion, LCPOs are authorized to alter entering and exiting procedures for their ship.
 - (1) Ensure FTT Duty Officer is notified.
3. Individual traffic/details will use the aft brow at all times, unless otherwise directed.
 - a. Recruits on Graduation Liberty will use the Forward Quarterdeck.
4. Divisions in mass formation:
 - a. The RCPO will halt the Division in the staging area, execute and about face to face the Division and dress off the Division.
 - b. Once the Division is dressed off, the RCPO will move to the inboard side of the Division (the side adjacent to the grinder) and face the Division, one pace outboard of the Section leader.
 - c. The RCPO commands "_#_ Road guards on the Doors." The require number of road guards fall out to the assigned doors.
 - d. The RCPO commands "Flags POST". When entering the ship following the last event of the day, flag bearers will bring the flags into the ship and properly stow them.

- e. The RLPO shall assume a position in front of the most inboard section. The RCPO will command "Columns of Files from the left/right, last recruit say last recruit, fall, OUT."
 - (1) Recruits fall out in single file from the inboard side, the last recruit in the section saying "Last Recruit" when passing the first recruit in the next section.
 - (2) As each section files past, the RCPO takes one pace forward and maintains a distance of one pace from the next section.
- f. The RCPO follows the last recruit. The RCPO shall be the last recruit to enter the building.
- g. Divisions entering or exiting shall not interfere with Divisions marching by (Divisions in formation have the right of way).

360302. Exiting Buildings

1. Divisions shall fall out in mass formation when exiting all buildings unless specifically addressed in other sections of this instruction.
2. The RCPO will ensure that the Division is in the full uniform of the day, including outer garments, prior to leaving the building.
3. The RCPO will dispatch the required number of road guards to hold the assigned doors.
4. The RCPO is the first recruit to exit the building. Leading the Division front to the grinder. The RCPO shall select a spot to stage the Division and the Division front will fall in appropriately.
5. Flag bearers will automatically retrieve the flags and return to the Division.
6. The RLPO directs the Division body to form a height line and fall out.
7. Once the Division is in formation, the RLPO will ensure the back of the Division is properly dressed off.
8. When the RLPO is back in position, the RCPO will dress off the entire Division.

04. Building 927 (USS Grapple)

360401. Entering the Building

1. Divisions attending functions in Building 927 will use the following traffic pattern to enter:

- a. The traffic pattern around Building 927 is clockwise, one-way only for formations.
- b. Individual traffic will proceed directly to the south entrance doors by transiting the sidewalk along the south end of the building. (do not go around building)

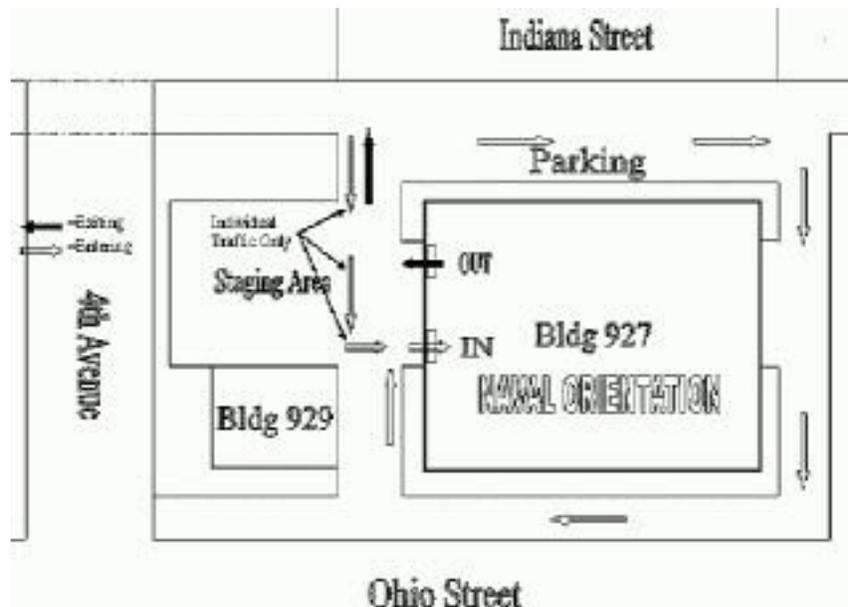


Figure 3-6-2 "Building 927"

- c. Divisions will column right at the North end of the building and travel on the sidewalk around the East side.
- d. Upon reaching the Southeast corner of the building, Divisions will column right and proceed to the flag holder on the South end.
 - (1) If a Division is present at the flag holders, the RCPO will command "Mark Time, MARCH, Close Ranks, MARCH". Halt the Division on the southeast sidewalk. Once the Division is clear, proceed forward at a half step until the Division is adjacent to the flag holders.
- e. When the Division reaches the flag holders, the RCPO will command "Mark Time, MARCH. Close Ranks, MARCH. Division, HALT"
- f. The RCPO commands "_#_ Road guards on the Doors". The required number of road guards fall out to assigned doors. Divisions will enter through the right-most door (as you are facing it) of the entrance.
- g. The RCPO commands "Flags, POST"
- h. RLPO will lead the Division into the building.
- i. The RCPO commands "Columns of Files from the Left, Last Recruit Say Last Recruit, Fall, OUT"

- (1) Recruits will fall out single file, the last recruit in each section will say "Last Recruit" when passing the first recruit in the next section.
- (2) As each section files past, the RCPO takes one pace forward and maintains a distance of one pace from the next section.
- (3) The RCPO follows the last recruit. The RCPO shall be the last to enter the building.

360402. EPO/YN Procedures

1. The Division EPO and YN are expected to arrive at Building 927 at least 15 minutes prior to class convening time to verify the room schedule, ensure that the classroom is empty, and stand ready to guide the Division to the assigned classroom.

- a. The EPO/YN will enter and proceed to the BMO Office to check-in and verify the room schedule.
- b. After verifying the schedule, the EPO proceeds to the classroom and the YN proceeds to the assigned door for Division entry.

(1) TAKE NOTE: In the event of a heat/chill condition or inclement weather, the YN will wait inside the assigned door at parade rest and exit as the Division approaches.

2. Individual Recruits or details straggling to class (i.e. watch standers) will enter Building 927 and review the classroom schedule posted on the bulkhead and proceed to class.

- a. Straggling Recruits will enter the classroom making every attempt not to disturb the class. Individual Recruits arriving or departing Building 927 to/from class will check-in/out with their Division YN.

360403. Exiting the Building

1. Divisions exiting from the second deck will use the most right hand door. Divisions exiting from the first deck will use the inboard (centerline) right hand door.
2. Divisions will stage in the parking lot area on the South end facing north.
3. Divisions will break down into column formation and exit the staging area using the sidewalk adjacent to the southwest corner of Building 927.

05. Galley General Info

360501. Recruit Mess Lines And Messing Conditions

1. The purpose of this section is to prescribe procedures and responsibilities governing recruit messing.
2. Objectives:
 - a. To maintain timely and orderly movement of Recruits through the galley and provide sufficient time for personal needs and movement to scheduled training sessions.
 - b. Provide adequate supervision of outside mess lines, and inspection of quality/quantity of rations.
 - c. Procedures and responsibilities of recruit messing are in accordance with CNTCINST 4061.5 and RTCINST 4061.1

360502. Galley Procedures

1. Meal times will be in accordance with the Master Training Schedule and current galley directives.
2. A line assignment must be obtained by chow runners or telephone, prior to the Division's arrival at the galley.
3. Galley phone extensions are shown below.

GALLEY	DIAL EXTENSION
928	6250, 6255
7101	7000, 6905
7102	7031, 7032
7121	4114

Figure 3-6-3 "Galley Phone Numbers"

4. The Division will proceed to the assigned door when a line assignment has been issued.
5. The scheduled mealtime is that time which appears on the Divisions schedule.
 - a. Boarding Time (BT) is the actual time Division shows up at the galley to eat, and must be within +/- 10 minutes of scheduled mealtime on Divisions POD (MTS).
 - b. Window Time (WT) is the time the Division receives its line assignment from the designated galley. Divisions have fifteen minutes to arrive at galley and check in with turnstile once line assignment is made
 - c. Divisions will arrive and eat IAW POD (MTS), deviations without prior approval from SCHEDULING are not authorized.
6. After arriving at the assigned door, the RCPO will command:
 - a. One road guard on the door

b. Flags POST

- (1) Flags are posted in proper sequence in racks provided. If racks are full, then roll flags and lean against building.
7. The RCPO will turn the Division over to RLPO, who will then file the Division into the galley from the inboard side (center of sidewalk).
8. The RCPO will check in with the turnstile and log in time of arrival.
 - a. This time will be used for BT.
9. The RLPO will follow the road guard into the galley.
10. The RCPO/RLPO may alternate last and first eating.
11. The RCPO/RLPO shall maintain good order in the Division and take their place as the last recruit passing through the turnstile.
12. If galley lines are backed up outside the galley, the RCPO will turn the Division over to the RLPO, and check in with the turnstile and return to the Division.
13. The RCPO, Element commander, or detail leader may stand the Recruits at ease in order to study notes quietly but must call the Recruits to attention prior to moving forward.
14. Recruits are to maintain absolute silence at all times while in the galley.
15. Working parties of ten or more shall call the assigned galley and obtain a line assignment.
 - a. They shall then march the working party to the assigned door and check in at the turnstile.
16. Stragglers and any size group of nine or less shall use the assigned straggler lines.
 - a. These individuals shall check in at the turnstile with a properly validated pass.
 - (1) Hard cards are NOT authorized passes to eat at the galley.
 - (2) Properly annotated Inter-station pass, Sick slips, SIQ/LLD chits, are the only authorized passes to EAT at any galley.
17. When Divisions/Elements/details have finished eating (individual Recruits who finish early may study quietly) they shall clean up their eating area, return to the uniform of the day, and depart the galley, falling out in proper formation on the appropriate grinder

18. Individual Recruits when finished eating will clean up their eating area, return to the full uniform of the day and depart the galley.

06. Building 928 (Galley)

360601. Galley 928 Traffic Pattern

1. The traffic pattern around the galley shall be in an outboard clockwise direction for Division/Element traffic and in an inboard clockwise direction for individual/detail traffic.



Figure 3-6-4 "Building 928"

2. Divisions departing lines 1, 2, 3 and 4 shall form up on the North Galley Grinder.
3. Divisions departing 5, 6, 7, and 8 shall form up on the South Galley Grinder.
4. Recruit Divisions will move to the inboard side of the sidewalk (galley side) when approaching their assigned chow line unless there is no grass (i.e. line 7 must be approached from the outboard side)
5. If the assigned line is backed up, Divisions may travel counter to the traffic patterns, to be positioned behind the last Division in the chow line in a way so as not to impede travel around the galley.
6. Divisions will enter the Galley through the most outboard door of the line (closest to the grass) and exit through the most inboard center set of doors of the line (closest to the center of the sidewalk).

360602. 928 North Galley Grinder Traffic Pattern

1. During meal hours the 928 North Galley Grinder is a one way traffic pattern only and during non meal hours the 928 North Galley Grinder is two way traffic.
2. Exit from the grinder shall be from the south only during meal hours.
3. During meal hours, Divisions from Ships 8-10 may enter the sidewalk at the north end of the grinder, counter march, and flank the Division to the staging area for the purpose of returning to the ship only.

360603. Exceptions to Eating at the Galley

1. If Division chooses not to eat at their assigned galley for any meals, the RDC must submit a special request chit.
2. Request chits will be routed via the Fleet Commanders office to the Galley Liaisons office.
 - a. The Galley Liaison will then route to the appropriate galley.
 - b. Chits must be submitted four working days in advance prior to 1000.
3. Once the request chit has been routed, the meal will not be prepared for the requesting Division.
 - a. A chit may not be pulled once it has been approved, regardless of the circumstances.

360604. Graduation Weekend Galley Procedures

1. Graduating Divisions will eat morning meal at the assigned galley prior to being placed on liberty.
2. Give a projected number of Recruits who wish to dine at the galley for other meals over recruit liberty weekend to the galley Liaison the Thursday prior to Pass and Review.

07. Building 930 (Marlinespike)

360701. Traffic Pattern

1. Recruits are required to bring ID cards.
2. Divisions will enter the building through the east entrance using the following traffic pattern:
 - a. Post road guards at each end of Fourth Avenue, one adjacent to Ohio Street facing east, and the other at Indiana Street facing west.
 - b. The Division will make a column right onto Fourth Avenue, and another column right going south on the sidewalk leading to the east side door. Road guards will be called in once all Recruits are on the sidewalk.

- c. When the Division reaches the doors, the RCPO will command "Mark Time, MARCH. Close Ranks, MARCH. Division, HALT"
- d. The RCPO commands "_#_ Road guards on the Doors." The required number of road guards fall out to assigned doors. Divisions will enter through the right-most door (as you are facing it) of the entrance.
- e. The RCPO commands "Flags, POST"
- f. RLPO will lead the Division into the building.
- g. The RCPO commands "Columns of Files From the Left, Last Recruit Say Last Recruit, Fall, OUT"
 - (1) Recruits will fall out in single file, the last recruit in each section will say "Last Recruit" when passing the first recruit in the next section.
 - (2) As each section files past, the RCPO takes one pace forward and maintains a distance of one pace from the next section.
 - (3) The RCPO follows the last recruit. The RCPO shall be the last to enter the building.

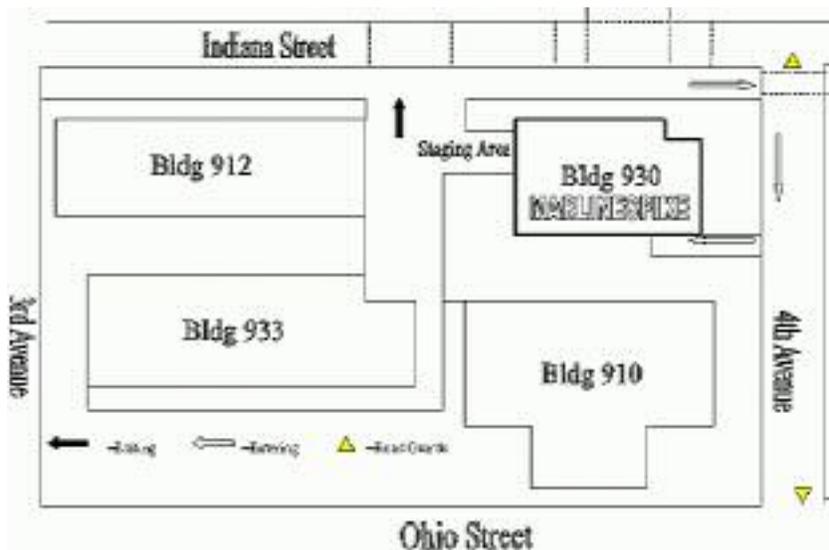


Figure 3-6-5 "Building 930"

3. Exiting the building
 - a. Divisions will form up in Mass Formation facing south in the Building 930 Staging Area.
 - b. Divisions will break down into watch sections and depart.

08. Building 933 (Seamanship Lab)

360801. Traffic Pattern

1. Divisions will enter through the driveway on the north end of Building 912. Divisions will enter Building 933 using the doors on the east side of the building.



Figure 3-6-6 "Building 933"

2. Divisions will mass up facing east in the driveway.
 - a. The RCPO will halt the Division at the end of the driveway. The RCPO will move to the inboard side of the Division (the side adjacent to Building 930) and face the Division, one pace out from the Division, facing the Section Leader.
 - b. The RCPO commands, "_#_ Road guards on the Doors" The required number of road guards fall out to assigned doors.
 - c. The RCPO commands "Flags, POST" The Flag bearers will post the flags in flag holders (if available) or inside the classroom, rolled, against the bulkhead adjacent to the door, and will wait inside for the Division.
 - d. The RCPO commands "Columns of Files from the left, last recruit say last recruit, fall, OUT"
 - (1) Recruits will fall out in single file from the inboard side, the last recruit in the section will say "last recruit" when passing the first recruit in the next section.
 - (2) As each section files past, the RCPO takes one pace forward and maintains a distance of one pace from the next section.
 - e. The RCPO follows the last recruit. The RCPO shall be the last to enter the building.

3. Divisions will exit Building 933 by using the doors on the east side of the building.
 - a. The RCPO will ensure that the Division is in the full uniform of the day, including outer garments, prior to leaving the building.
 - b. The RCPO shall dispatch the required number of road guards to hold the assigned doors.
 - c. The RCPO is the first recruit to exit the building. The Division will form up in mass formation, in the driveway on the north end of Building 912, facing west for departure.

09. Building 1007 (Medical, Camp Porter)

360901. Building 1007 Traffic Pattern

1. The following procedures shall be adhered to when entering and exiting the building.

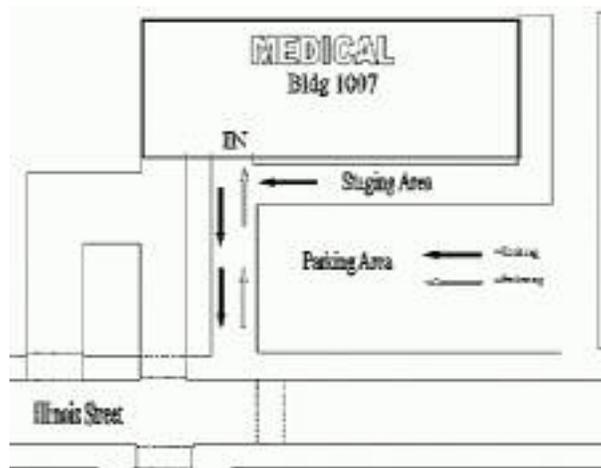


Figure 3-6-7 "Building 1007"

b. Entering building

- (1) Flags (except Guidon) and cutlass will not be taken to 1007 (Guidon will be rolled and stowed inside the front door)
- (2) All traffic will enter and exit using the East door and sidewalks.
 - (a) The east sidewalk will be two-way traffic.
- (3) Divisions/Elements "Column Right" onto the east sidewalk and "Mark Time, MARCH", "Close ranks, MARCH" and halt in front of the east entrance doors.
- (4) The RCPO/Element Commander will call out the required number of road guards on the doors and the Division/Element will single file into the building.

(5) Details/Individual traffic will proceed to the east door and single file into the building.

c. Exiting building

(1) Divisions/Elements will single file out the east door and fall into column of three formation, facing east on the sidewalk on the east side of the building (do not block the door)

(2) Divisions/Elements departing the building will depart in column formation out of the staging area, proceed east onto the sidewalk, column right onto Illinois Street and proceed south.

d. Details will exit through the east door, form up and proceed east on the sidewalk, column right on Illinois Street and proceed south.

10. Building 1017 (Dental, Camp Porter)

361001. Dental Availability

1. Dental Availability will be scheduled on the POD (MTS).
2. Dental Appointments will be assigned to individual Recruits by the Dental Department in order to furnish care, which cannot be handled during dental availability.
3. During dental appointments, or dental availability, Recruits shall report to Dental Clinic 1017 with study material.
4. Flags (including Guidon) and Cutlass shall not be brought to dental availability.
5. The Dental Liaison Officer will ensure that each Division receives a copy of dental appointment slips.
6. RDC's will ensure that recruit appointments are kept.
 - a. Dental Yeoman will report to dental daily to check for appointments.
 - b. Recruits will be issued Individual Sick Slips for dental appointments.
 - c. Recruits must be dispatched to arrive on time for appointments.
 - d. If conflicts arise due to illness, transfer from the Division, UA, brig, discharge, etc., the Medical/Dental Liaison Officer will be notified of the conflict/change.

361002. Building 1017 Traffic Patterns

1. The following procedures shall be adhered to when reporting for dental availability at Building 1017 in Division strength.

- a. Divisions will approach Bldg. 1017 on the West side of Indiana Street going south.
 - b. Divisions shall close to the right as they approach the steps leading up to the main entrance (North doors), mark time march, close ranks and halt just short of the stairs (Do not block the steps).
 - c. Divisions will enter the building by "Columns of File from the left"
2. Exiting the building will be the reverse traffic pattern as entering.



Figure 3-6-8 "Building 1017"

11. Building 1127 (USS Mount Whitney)

361101. General Guidelines

1. Recruit Enter/Exit door assignments are as per chart below.

CLASSROOM / OFFICE	ENTER DOOR	EXIT DOOR
101 - 106	3	2
107 - 108	3	6
109 - 112	3	8
117 - 122	5	12
123 - 124	7	14
125 - 128	7	16
138 - 143	9	20
POST OFFICE or DAPA	7	2
201 - 212	01	02
217 - 218	03	04
222 - 223	03	04
ADMIN / GUARD MAIL / OFFICIAL BUSINESS ON 2 ND DECK	03	02
LEGAL	05	02
TESTING	03	02

Figure 3-6-9 "1127 Door Assignments"

2. Door #06 is secured to all Recruits (except during fire).
 - a. Recruit traffic is prohibited on the north end of Building 1127 or on 7th Avenue.

361102. Division Entering and Exiting Procedures

1. Upon arrival in columns of three, adjacent to the proper entrance, facing south, the RCPO will command:
 - a. "Mark Time...MARCH, Close Ranks...MARCH, Division...HALT"
 - b. The RCPO commands "Two Road guards on the doors"
 - (1) Road guards fall out to the assigned doors.
 - c. "Flags... POST"
 - (1) Flag bearers will fall out with flags at port arms and post the flags at the southeast corner of Building 1127.
 - (2) Flag bearers will return to the Division after the flags are posted.
 - (3) Flag bearers will travel single file and will not impede oncoming Divisions.
 - (4) Flag bearers will not wait for all flags to be posted and will return to the Division promptly.
 - (5) The Guidon may wait to ensure flags are posted properly.
 - d. The RCPO commands "Columns of File from the left, last recruit say last recruit, Fall...OUT"
 - (1) The Recruits will file into the building, uncover upon entering, and proceed to the assigned classroom.
 - (2) The RLPO will be the first recruit in the building, the RCPO will be the last.

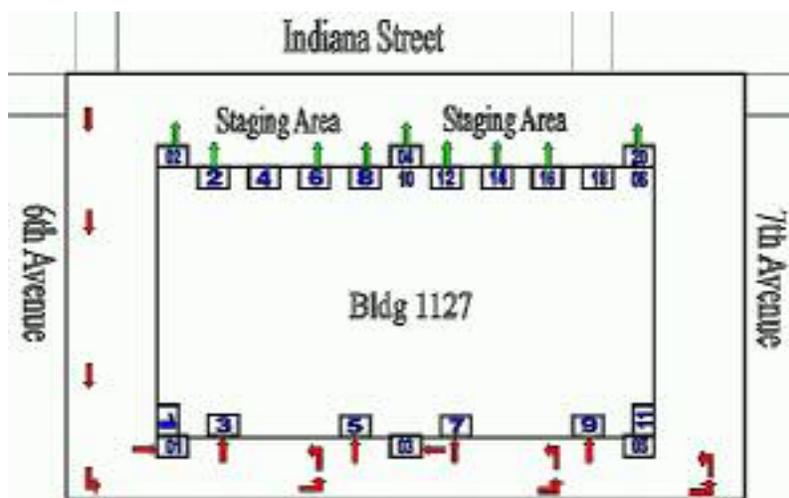


Figure 3-6-10 "Building 1127"

2. Divisions will proceed orderly and quietly while in the building.

2 Jun 04

- a. While moving through passageways, Recruits will walk adjacent to the right bulkhead in a single file line.
3. After entering the classroom Recruits will stand beside designated chairs, remove outer garments, (if worn) and be seated when commanded by the RCPO.
 - a. Once the Division has been seated, the EPO will instruct the Division about the primary and secondary fire routes used in exiting the classroom.
4. When head calls are given, no more than ten Recruits from each Division will go at a time.
 - a. A recruit first class petty officer or higher must be present in the head when the Division is making a head call.
 - b. The RMAA is responsible for the general cleanliness of the head and will report any problems to the class instructor.
5. "Attention on Deck" for any Officer, "Stand fast" for any Master, Senior or Chief Petty Officer, and "Stand by" for any First, Second, or Third Class Petty Officer. After acknowledged, the RCPO commands "Take...SEATS" and the Division(s) will respond by taking their seats.
 - a. "Attention on Deck", "Stand by" or "Stand fast" will not be observed while testing is in progress.
 - b. When any of the sound off's are heard all Recruits will immediately stop what they are doing and come to attention.
 - c. Any RDC's or Staff in the room will react as follows; for "Stand by" or "Stand fast" continue task at hand, for "Attention on Deck" stop what they are doing and come to attention.
6. When instructed, the RCPO will have the Division fall out using the appropriate door.
 - a. Recruits will be in the full uniform of the day including cover prior to leaving the classroom.
 - b. The RMAA will ensure the room is neat, all chairs are properly arranged, and the lights are turned off prior to departing.
7. Divisions will depart single file, and fall-in into mass formation on the west sidewalk, facing west.
 - a. The first outboard block of concrete constitutes the sidewalk, and will be kept clear of Divisions forming up.
 - b. Exit doors will not be blocked.

8. Recruit Divisions will depart staging areas in columns of three.
9. Divisions/Elements departing may cross Indiana Street anywhere along the west side of Building 1127, provided road guards have been properly posted.

361103. Legal Offices

1. The Recruit Training Command Legal Office performs the following basic functions in regard to staff and recruit personnel:
 - a. Legal Assistance is by appointment only.
 - (1) Appointments will be made by contacting the Legal Office between 0800 and 1600, Monday through Friday.
 - (2) RDC's must make an appointment for Recruits who desire assistance (LCPO/GC concurrence will be documented on Hard card).
 - (3) When requesting an appointment, the individual making the call should give a brief description of the nature of the problem.

12. Building 1128 (Galley)

361201. Galley 1128 Traffic Pattern

1. The traffic pattern around the galley shall be in an outboard clockwise direction for Division/Element traffic and in an inboard clockwise direction for individual/detail traffic.



Figure 3-6-11 "Building 1128"

13. Building 1212 (USS Supply/Weapons Simulator)

361301. Weapons Simulator

1. All Recruit Personnel Data Records (hard cards) are required at the Weapons Simulator.
2. Recruits are required to bring ID cards.

2 Jun 04

3. Flags (Excluding Guidon) and cutlasses are not to be brought.
4. Recruits that miss initial training must be rescheduled a make-up by the RDC.
 - a. To reschedule Recruits for simulator training the RDC will contact the simulator with the recruit's name, last four digits of the Recruits SSN.
 - b. Simulator staff members will then inform the RDC's when to send the recruit for training.
5. Recruits must attend simulator training prior to attending Small Arms Training and Battle Stations.
6. Recruits awaiting LCPOs or **Group Commanders** Inquiry will not be allowed to train, and will be rescheduled following the outcome of these inquiries.

361302. Weapons Simulator Traffic Pattern

1. The weapons simulator is located in Building 1212.
2. Divisions will column right and close ranks at the simulator entrance.
 - a. This is located at the double doors at the northwest corner of Building 1212.
3. The RDC's will notify simulator staff that the Division has arrived.
4. Simulator staff will take charge of the Division and provide instructions for entering the simulator.
5. Divisions departing the simulator will form up inside Building 1212 and depart when instructed by simulator staff.



Figure 3-6-12 "Building 1212 Weapons Simulator"

14. Building 1212 (USS Supply/Linen Exchange)

361401. Scheduling

1. Clean linen is issued by building 1212 weekly.
 - a. Sheets will be arranged in bundles of 25.
 - b. Pillow cases will be arranged in bundles of 50.
 - c. Blankets, (when turned in) will be arranged in bundles of 10.

361402. Linen Issue (Building 1212) Traffic Pattern

1. When departing Building 1212, exit through the west doors to the sidewalk and follow normal traffic patterns to destination.



Figure 3-6-13 "Building 1212 Supply/Linen"

15. Building 1301 (Chapel)

361501. Attendance

1. All Recruits are authorized to attend the church service of their choice in accordance with Schedule of Services published in the POW.

361502. Divine Services

1. Divine services will be conducted each Sunday/Religious holiday per the Chaplains News gram.
2. All Recruits are strongly encouraged to attend the divine service of their choice.
3. Recruits will sit with other Recruits during Divine Services and are not authorized to sit in the balcony or with parents, friends, or other civilian personnel.
4. After a recruit has participated in Graduation, they may join their family and friends in the balcony for church services.

361503. Chaplains Counseling

1. When a recruit desires to speak with a chaplain or is referred by their RDC, the RDC shall annotate the Recruits hard card and send the recruit with hard card to the chapel.
2. Normal counseling hours are 0730-1130 Monday through Friday.
 - a. RDC's will make arrangements for emergencies.
3. Recruits expressing a desire to see a chaplain shall be referred to the chapel during normal counseling hours, schedule permitting (within a reasonable period of time; normally 48hrs)

361504. Traffic Pattern

1. Entering the building
 - a. Divisions proceeding to the chapel in Division strength may cross Illinois Street at the crosswalks anywhere adjacent to the west side of Galley 1128 after posting two road guards.

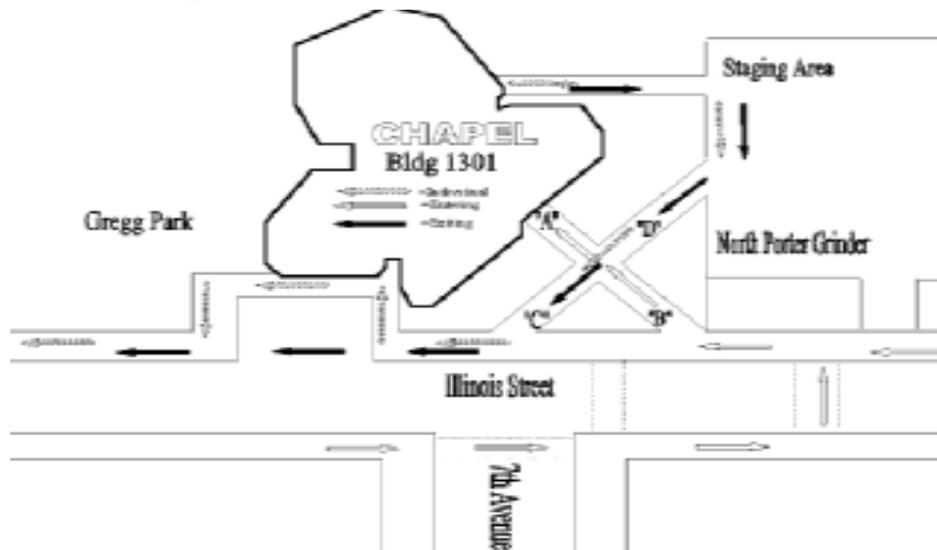


Figure 3-6-14 "Building 1301"

- b. All Traffic will enter using sidewalks (A) and (B)
- c. RCPO commands "Mark Time, MARCH, Close Ranks, MARCH, Division, HALT" so that the Guidon will be adjacent to the outer most flag rack.
- d. RCPO commands "_#_ Road guards on the doors"
- e. RCPO commands "Flags POST"
- f. RCPO commands "Columns of Files from the left, last recruit say last recruit, Fall OUT"
 - (1) The RLPO will be the first to enter and the last to depart.

- (2) The RCPO will be the last to enter and the first to depart.
 - (3) Remove Guard belts prior to falling into the chapel.
 - (4) Place under the seat until departure.
 - (5) This applies to the RCPO/RLPO as well.
 - (6) RCPOs must also secure cutlasses and remove them prior to entering the chapel.
2. Exiting the building
 - a. Divisions exiting will proceed to the North Porter Grinder and Mass Up (facing east)
 - b. Recruits departing as individual traffic will turn Southwest on sidewalk (C)
 3. Divisions/Elements will depart the staging area in columns of three using the Southwest sidewalk (C) and proceed south on Illinois Street.
 4. **Divisions/Elements will** march through the Chapel parking lot on Illinois Street.
 5. **Details/**Individual traffic will utilize sidewalk to go around the Chapel parking lot on Illinois Street.

16. Building 1312 (Photo Lab)

361601. Group Photos

1. Group Photos will be in the uniforms the Recruits will wear for Pass-in-Review.
2. Road guards will wear reflective vests
3. RCPO and RLPO will wear white guard belts without canteens.
4. Bring Cutlass and flags to Division photos.
5. Recruits shall be counseled that purchasing photographs is not required.
6. Flags earned by the Division shall be brought to the photo lab for group photos.
7. RDC's will wear seasonal dress uniform for Division Photos.
8. All three RDC's will be present for Division Photos.

361602. Photo Pickup

1. Division will enter the Photo lab as directed by Photo lab staff.
2. Photographs may be purchased with any of the following:
 - a. Coupon books
 - b. Cash

- c. Money orders
- d. Credit cards
- e. Checks (not a starter check)
- f. ATM/Debit cards

3. Ensure Recruits bring their method of payment with them.

361603. Traffic Pattern

1. **TAKE NOTE:** Transiting from 1128 North galley grinder, (between Ships 2 and 4) Divisions will position four road guards, two to cross Indiana Street and two to close off 9th Ave.



Figure 3-6-15 "Building 1312 Photo Lab"

2. Divisions transiting north on Indiana street en route to photo pickup/group photos (Building 1312) shall position two road guards to close off 9th Ave
 - a. Divisions will proceed heading East on 9th avenue until adjacent with recruit staging area
 - b. Execute a column half-left, column half-right, mark time march, close ranks march at the southeast entrance to the building.
 - (1) **TAKE NOTE:** Call the road guards in that were used to cross Indiana Street once the last recruit in the Division has cleared the crosswalk
 - c. Once the Division has halted call in remaining road guards.
 - (1) **TAKE NOTE:** In order to prevent traffic delays, post road guards on Indiana Street only when the Division is about to cross the street.
3. When deviating for graduation

- a. Divisions will proceed north through the 1128 North galley grinder
 - b. Turn east on 9th avenue, following it to South on Indiana St.
 - c. Divisions will position four road guards, two to cross Indiana Street and two to close off 9th avenue
 - d. Execute a column left to cross Indiana Street, column right on opposite side of Indiana Street and column left onto 9th avenue.
4. Guidon and flags will be rolled up and stowed inside of Building 1312 with Guidon rolled around the outside of the flags.
 5. The Division will fall out single file and proceed into the building, recalling road guards as the last recruit departs the street.
 - 6. TAKE NOTE: The entire evolution shall not block Ninth Avenue for longer than five minutes.**
 7. Once all personnel have finished their business in Building 1312, the Division will fall out in mass formation facing West on the recruit staging area.
 - a. Division will post four road guards, two to close off 9th avenue, two to cross Indiana Street.
 - b. When ready, the Division shall break down into columns of three and depart heading West on 9th Avenue.
 - c. At the corner column, right onto the sidewalk and then column left at the crosswalks and continue with proper traffic patterns.
 8. Individual traffic
 - a. Utilize the same traffic patterns without road guards and instead of walking in road they will transit on the pavement adjacent to the north side of 9th Avenue.

17. Building 1312 (Battle Stations)

361701. Traffic Pattern:

1. Divisions will transit North on Indiana Ave. mark time march, close ranks march, South of the crosswalk adjacent to Ship 2.
2. The RDC's will notify the Battle Stations facilitators that the Division has arrived.
3. Battle Stations facilitator will take charge of the Division and provide instructions for entering Battle Stations.

2 Jun 04

4. When deviating for graduation, Divisions proceed through the 1128 north galley grinder, turn east on 9th avenue, turning south on Indiana. Divisions will cross Indiana Ave using the cross walk adjacent to Ship 2 Quarterdeck.
5. Divisions departing Battle Stations will mass up inside Building 1312 and depart when instructed by Battle Stations staff.



Figure 3-6-16 "Building 1312 Battle Stations"

18. Building 1326 (Navy Exchange/Phone Center)

361801. Division Strength Exchange Runs

1. Divisions will make exchange runs in accordance with the POD (MTS), or whenever the RDC's determine that, the Division needs to purchase required items.
2. One RDC will be present for all Division strength exchange runs.
3. Contact the Navy Exchange to schedule a time for Division strength exchange runs that are not scheduled on the POD (MTS).
4. When canceling Exchange/Phone runs, a 24-hour notification will be provided to the NEX manager.
5. Recruits are not authorized to use the Navy Exchange or Phone Center during Sunday or Holiday routine unless they are on Graduation liberty.
6. Divisions prior to 1-1 day of training may schedule Navy Exchange runs as necessary during Sunday or Holiday routine.

361802. Traffic Pattern

1. Divisions will cross Illinois Street using the crosswalk adjacent to the quarterdeck of Ship 1, column right and proceed past the steps, do two column lefts and go up the ramp. "Mark Time, MARCH, Close Ranks, MARCH".

- a. Flags will be rolled up and placed inside the door.
- b. Three road guards will be posted on the northern most doors and Divisions will fall out single file into the exchange.
2. Divisions will fall out using the southern most doors and form up in the staging area in columns of threes facing south.
3. When deviating for Graduation
 - a. Divisions proceed south on Illinois and cross at the cross walk adjacent to Ship 1 Quarterdeck and enter the exchange per paragraph **361802.1**.
4. Divisions will fall out facing north, cross Illinois Street adjacent to Ship 1 Quarterdeck, transit north on Illinois street around Ship 1.

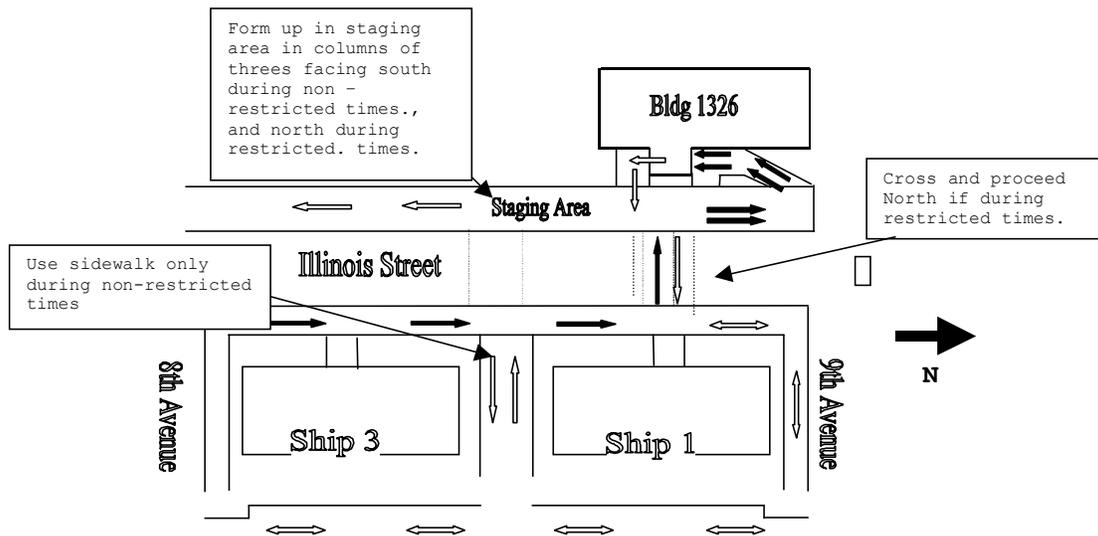


Figure 3-6-17 "Building 1326"

19. Building 1405 (Golden Thirteen In-Processing)

361901. Classification

1. RDC will inform Personnel Support Detachment Personnel upon arrival.
2. Hard cards are required for all Recruits.
3. Recruits will follow the guidance of the classification staff.
4. Recruits without "A" schools will prepare a list of three preferred schools (if desired)

361902. Recruit Receipts and Identification Cards

1. Recruits will enter as directed by the Master Training Schedule and Building 1405 staff.

361903. Barber Shop

1. Recruits will receive haircuts per the Master Training Schedule.
2. RDC's are ultimately responsible for determining when a haircut is required.

361904. Traffic Patterns

1. The following procedures will be used to enter and exit Building 1405.

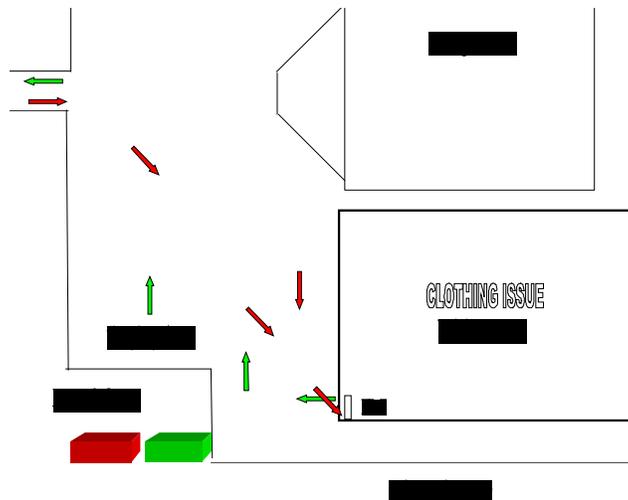


Figure 3-6-18 "Building 1405"

b. Entering the building

- (1) Divisions will enter the 1405 grinder in columns of three.
- (2) The RCPO will command a Column Half Left, MARCH, towards the main entrance doors on the south side of the building.
- (3) As the Division reaches the brick area adjacent to the door, the RCPO will command, "Mark Time, MARCH, Close Ranks, MARCH, Division HALT"
- (4) The RCPO commands " # Road guards on the doors"
 - (a) Divisions will enter through the South East most door.
- (5) The RCPO commands "Flags, POST"
- (6) The RLPO will lead all Recruits into the building and the RCPO will be the last to enter.
- (7) Divisions will proceed orderly and quietly while entering the building.
 - (a) While moving through passageways, Recruits will walk adjacent to the right bulkhead in a single file line.

(b) TAKE NOTE: Recruits will not transit the quarterdeck located on the west side of the building.

c. Exiting the building.

- (1) Recruits will be covered and in the correct uniform of the day prior to exiting the building.
- (2) RCPO will designate road guards to hold the exit doors.
- (3) Divisions will exit through the South West most door.
- (4) RCPO will be the first to exit and form up the Division in Mass Formation, on the West side of the 1405 grinder, facing east.
- (5) Divisions will break down into columns of three and exit the grinder using the appropriate sidewalk.

20. Building 1410 (Fire Fighting Training Unit)

362001. General Guidelines

1. A roster and a correct muster report will be submitted.
2. Those personnel not present must be listed on the report.
3. No more than 20% of the Division may be absent without the appropriate Fleet Commander's approval.
4. Deliver only the hard cards of those Recruits participating in the FFTU evolution to the FFTU staff.
5. One RDC will be present during Fire Fighting Application.
6. All Fire Fighting classes must be completed prior to field application.
7. Proper uniform for field application will be uniform of the day, no collar devices.
 - a. Recruits will apply a heavy coat of shoe polish prior to attending field application.

362002. Building 1410 Traffic Pattern

1. Divisions will utilize the East sidewalk (2 way traffic) halting at the Northeast corner of Building 1532 to post four road guards as indicated in **Figure 3-6-19**. Once Road guards are posted proceed north crossing the parking lot.
2. Once the last recruit from the Starboard watch section is on the southwest sidewalk of Building 1410, halt the Division and call in the road guards.
3. Once Road guards are in, the Division will proceed west along the sidewalk on the south side of Building 1410.

2 Jun 04

4. Turn right and proceed north on the center sidewalk to the red line (at the foot of the stairs).
5. The Division will then mark time, close ranks, halt, and post flags.
6. The RCPO will call out the appropriate number of road guards.
7. The Division shall fall out Columns of File from left and proceed into the building.
8. When exiting the building, the Division will form up in Mass formation on the driveway facing south.
9. Post four road guards, breakdown, and proceed south across the parking lot onto the east sidewalk adjacent to Building 1532.
10. Once the last recruit in the Starboard watch section is on the sidewalk, the RCPO will halt the Division and call the road guards in.

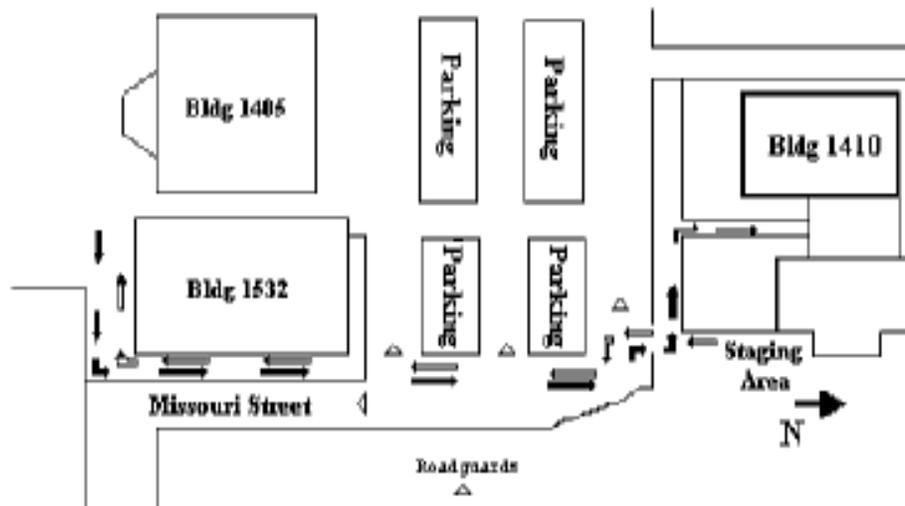


Figure 3-6-19 "Building 1410"

21. Building 1425 (USS Indianapolis/Combat Training Pool)

362101. Pool Procedures

1. Recruits may be scheduled for up to four events at the swimming pool. These events include Initial Swim Qualification, Remedial Swim Qualification, Second Class Swim Development and a Special Program Screening Test.
2. Any time a Division reports to the swimming pool, the following items are required:
 - a. One RDC (minimum) will be present for Division strength swim events.
 - b. Hard cards must be stamped "Fit for Full Duty"
 - c. A swimsuit and towel (removed from end of rack).

- d. Fingernails and toenails will be trimmed very short.
 - e. Female Recruits menstruating will use tampons.
3. Additionally, any time a recruit reports for further training, the following notes will be adhered to:
- a. Initial Swim
 - (1) YN will provide two current Division rosters to the pool staff at Division check-in.
 - b. SEAL and Diver programs:
 - (1) Recruits enlisted under these contracts must have three attempts to pass the screening test.
 - (2) It is the RDC's responsibility to ensure these Recruits meet their contractual obligations.
 - c. Remedial Swim Instruction (RSI):
 - (1) Recruits will not be allowed into the pool area earlier than 1630, or later than 1715.
 - (2) Recruits will eat the evening meal prior to reporting for RSI.
 - (3) If a recruit refuses to train at RSI, or does not participate in the additional instruction for any reason, the recruit's hard card will be annotated as to why the training was not received, and the recruit returned to their Division.
 - (a) The RDC must then counsel the recruit and document the hard card before any further training may take place.
 - d. Swim Stroke Development:
 - (1) An appointment is required with pool staff.
 - (2) Recruit must be a candidate for Aircrew School, SAR School, SEAL/Diver/EOD Challenge.
 - (3) Recruits will not be allowed into the pool area earlier than 1630, or later than 1715.

362102. Traffic Pattern

- 1. The following procedures will be used to enter and exit Building 1425.
- 2. Entering the building
 - a. Division will enter the 1405 Grinder in columns of three. The RCPO will march the Division towards the main entrance doors on the south side of the building.
 - b. As the Division reaches the area adjacent to the door, the RCPO will command, "Mark Time, MARCH, Close Ranks, MARCH, Division, HALT"

- c. The RCPO will command "Road guards" to the doors
 - (1) RDC will determine number of road guards required
- d. Divisions will enter through the South door.
- e. The RCPO commands "Flags, POST".
 - (1) Flags will be rolled up and posted outside the door on the bulkhead.
- f. The RLPO will lead the Division into the building and the RCPO will be the last recruit to enter the building.
- g. THE RCPO commands "Columns of files from the left, last recruit say last recruit, Fall OUT"
- h. Divisions will proceed orderly and quietly while entering the building.
 - (1) While moving through passageways, Recruits will walk adjacent to the right bulkhead in a single file line.
 - (2) Male Recruits upon entering the building will turn right and proceed to locker room number 110.
 - (3) Female Recruits will keep straight and turn left at the first passageway to locker room number 119.
 - (4) Pool staff will take over once the Divisions have entered the locker rooms.

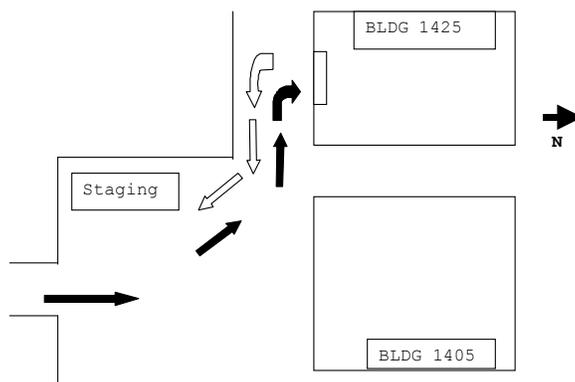


Figure 3-6-20 "Building 1425"

- 3. Exiting the building.
 - a. As Recruits exit the locker rooms, they will proceed to one of the classrooms in the building (classrooms will be designated by pool staff).
 - (1) Recruits will sit in the classroom studying and maintaining military bearing.
 - b. Once the Division is in the classroom, the RCPO will designate road guards to hold the exit doors.
 - c. Recruits will be in the correct uniform of the day prior to exiting the building.

- d. Divisions will exit through the South door (the same door the Division entered through)
- e. RCPO will be the first to exit and form up the Division in Mass Formation in the staging area of 1405 grinder facing east.
- f. Divisions will break down into columns of three and exit the grinder using the appropriate sidewalk.

22. Building 1523 (Medical In-Processing, Camp Moffett)

362201. Building 1523 Traffic Pattern

1. All traffic will proceed counterclockwise around the building forming-up on the small grinder on the west side of the building
 - a. Enter through the northwest door for Dental in-processing.
 - b. Enter through the southwest door for Medical in-processing.
2. Departing Divisions will form up on the west grinder facing south and continue counter clockwise around the building.

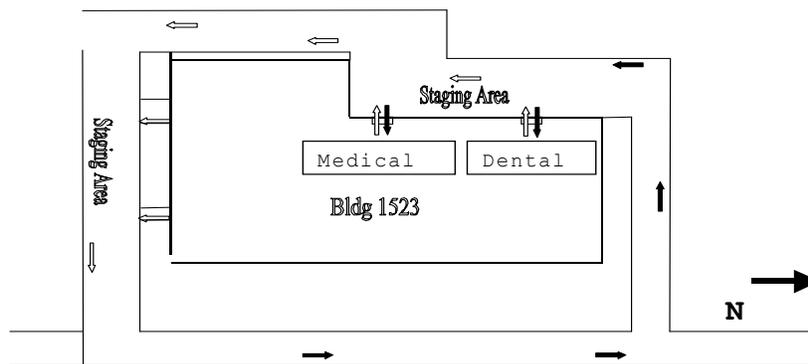


Figure 3-6-21 "Building 1523"

23. Building 1532 (Clothing Issue)

362301. Uniform Issue

1. The current uniform allowance is divided into the following two categories:
 - a. Initial issue (in-processing phase)
 - b. Second issue (dress uniforms)
2. If a recruit does not receive an authorized uniform item prior to departure from RTC, Clothing Issue will forward the uniform item to the recruit at their next duty station.
3. When special size orders are required, action by the RDC and the Clothing Issue Office is necessary.

2 Jun 04

- a. In most cases, special order items will be received and issued to the recruit prior to the Recruits departure from RTC.
 - b. There may be times when special arrangements must be made to issue an article for use by the recruit until the special order item arrives.
 - (1) These articles will not be Marked and must be returned to clothing issue.
4. It is the RDC's responsibility to resolve recruit uniform problems.
- a. However, problems that cannot be resolved should be immediately referred up the chain of command for resolution.
5. The first Monday or Tuesday after the start of FEP Phase (Or as directed by POD (MTS)), RDC's will contact uniform issue to make arrangements for Recruits who need to be re-fitted for utility uniforms due to weight loss/gain.
- a. Have recruit arrive in sweats with all uniforms needing exchanged.

362302. Tailoring the Uniform

1. During measuring for female uniform issue, female Recruits must wear a regular bra and not a sport bra.
2. Clothing issue personnel will take control of the Division once they are inside the initial issue room in building 1532.
 - a. At least one RDC will stay with the Division to ensure order and address any issue problems.
3. RDC's will ensure proper fit after tailoring and after returning from laundry (In accordance with Uniform Regulations "NAVPERS 15665I")

362303. Second Issue

1. Divisions will arrive in full strength at the time indicated by the Divisions POD (MTS).
 - a. RDC's will ensure that all Recruits are with the Division.
2. PT shorts will be worn over under shorts to second issue.
 - a. Recruits going to second issue without undergarments shall be sent to Fleet LCPOs inquiry.

3. Thin socks will be worn when fitting dress shoes.

4. One RDC must be present in the fitting room during second issue.

- a. White hats will be sized by the RDC using pre-washed white hats.
5. Recruits requiring Pea coat alterations will report to the Tailor Shop Building 912 immediately after second issue.
6. After the fitting has been completed, the RDC will sign all required forms.

362304. Tailor Two

1. Place a check mark on the tailor pickup list alongside the name of each recruit receiving all of their uniforms from the tailor.
2. Do not check off the name if clothing is missing.
 - a. Immediately notify the tailor shop of missing articles.
3. Prior to the tailor's arrival, the tailors and photo lab personnel will inform the RDC which Division will be tailored first.
 - a. The Division to be tailored will:
 - (1) Push all bunks outboard.
 - (2) Position the Division at attention on the inboard side of their bunks.
4. Personnel requiring additional alterations will report to the tailor shop Building 912 when directed by the RDC.
5. RDC's will be present for Tailor Two/Cruise Book Photos, assisting the tailors and photographers as needed, and will make themselves available for photographs.
6. Recruits not present for Tailor Two will be required to straggle to uniform issue with all uniforms for fitting.

362305. Building 1532 Traffic Pattern

1. Flags (except Guidon) and cutlass will not be brought to uniform issue.
2. Divisions will arrive in columns of three, RCPO will command column half right, MARCH to arrive at the entrance of Building 1532 at an oblique to avoid blocking traffic transiting to and from building 1410.
3. RCPO commands "__#__ Road guards on the doors"
4. RCPO commands "Flag POST" Guidon will be posted in flag holder located outside of 1405, use the holder closest to Building 1532.
5. RCPO commands "Columns of Files from the left, last recruit say last recruit, Fall OUT"
6. The RLPO will be the first to enter and the last to depart.
7. The RCPO will be the last to enter and the first to depart.

8. Divisions departing will fall out to the staging area into Mass Formation facing west (P-day Divisions may be in Columns of three).

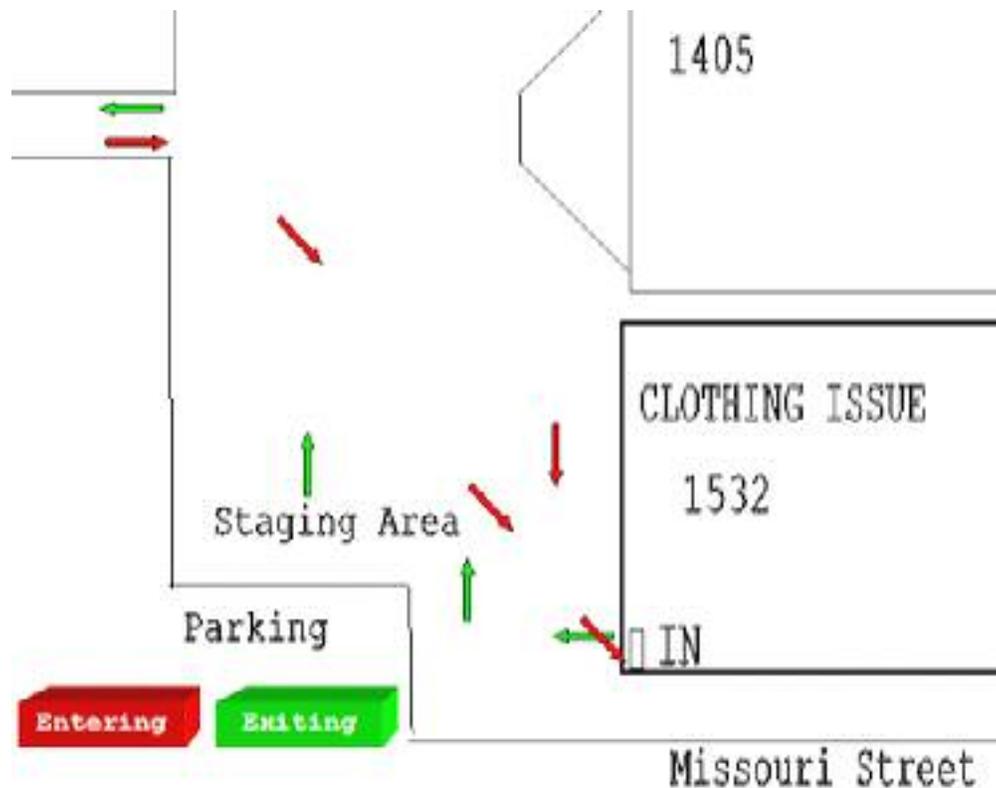


Figure 3-6-22 "Building 1532"

24. Buildings 7101-7102, 7111-7112 (New Ships 6, 5, 13, 14)

362401. Traffic Pattern.

1. For 7101 See **540201.**
2. For 7102 See **540301.**
3. For 7111/7112 See **540302.**
4. For 7113/7114 See **540601.**

25. Building 7121 (USS Mason)

362501. Traffic Pattern

1. All traffic will proceed counter-clockwise around building 1523, forming up on the east side of building 7121.
2. Divisions/Elements/Details will "Mark Time March", "Close Ranks March", and "Halt", facing west adjacent to the stairs for building 7121.
 - a. When proceeding to class or compartment, fall out in columns of file up the main stairs and proceed to appropriate door.

(1) Males will proceed to the right to the northeast entrance and females will proceed to the left to the southeast entrance.

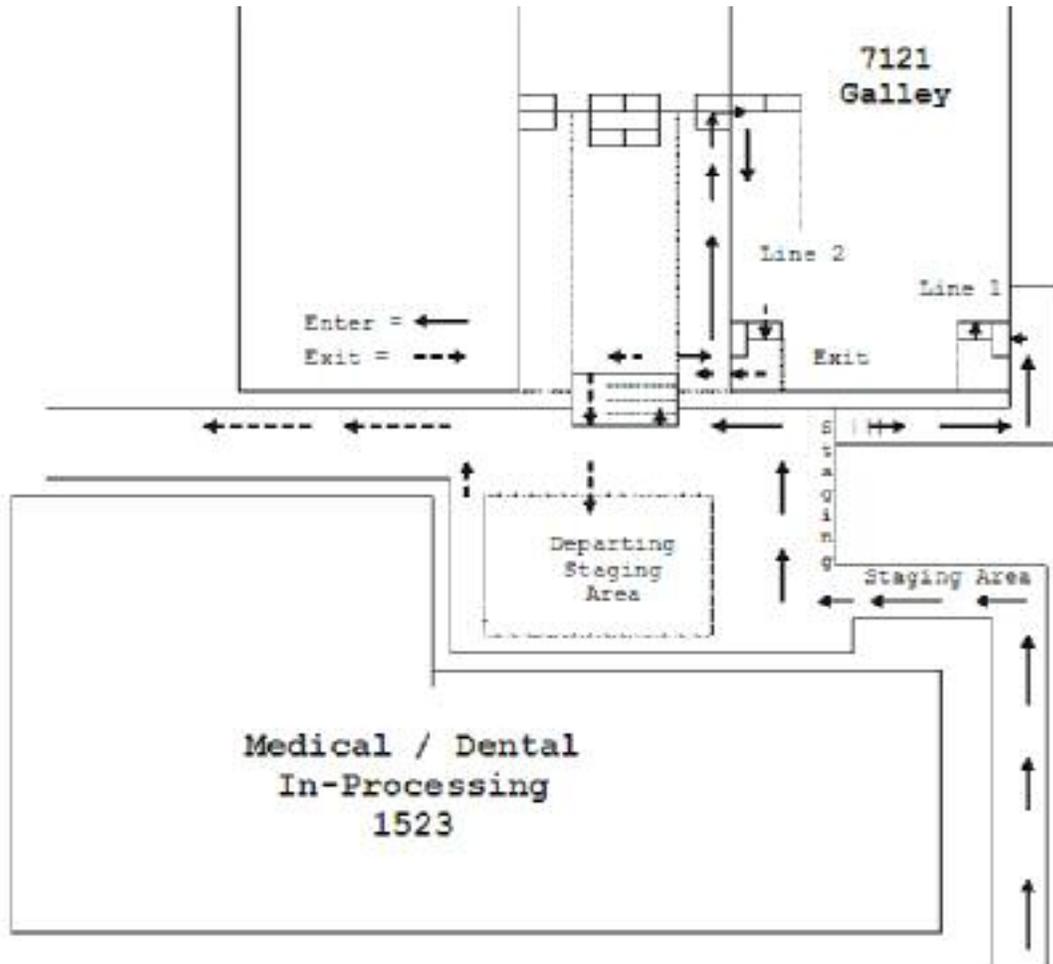


Figure 3-6-23 "Building 7121"

b. Use the following procedures when proceeding to the galley.

(1) For line one

(a) Proceed in "Columns of file from the left", up the north east stairs, continue around building to line one entrance, form up three abreast outside the entrance. Enter by falling out in "Columns of file from the right"

(2) For line two

(a) Proceed in "Columns of file from the left", up the stairs that are due east of the aft brow, at top of stairs pivot right, continue towards ship and pivot left under awning, proceed to line two and form up three abreast. (if inside staging area is full, form up three abreast outside the entrance).

3. Departing Divisions will mass up on the grinder in between Buildings 7121 and 1523 facing south, break down into columns of three and proceed counter-clockwise around Building 1523 in columns of three.

26. Area 7201 (Gregg Park Track)

362601. Traffic Pattern

1. Entrance

- a. Enter track staging area in columns of three from the North sidewalk.
- b. Mass up and flank to desired PT area.
- c. Conduct warm-up/PT.

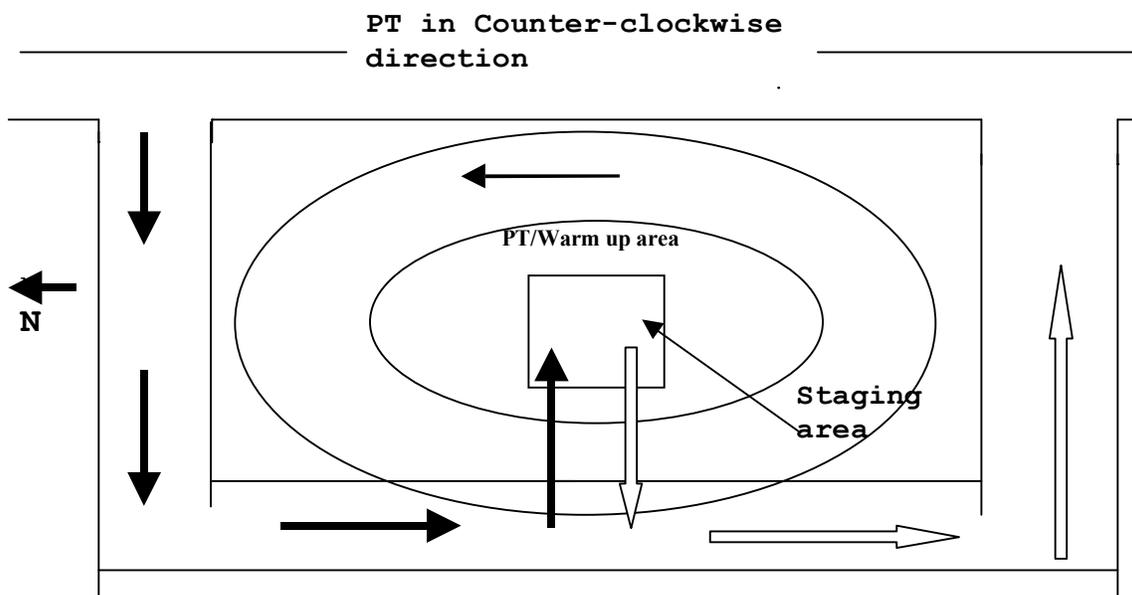


Figure 3-6-24 "Gregg Park Track"

2. Departure

- a. Mass up in staging area.
- b. Break down into columns of three and exit using the south sidewalk.

3. Information

- a. **TAKE NOTE: At least 2 RDC's from each Division will be in PT Gear and actively participating in PT with their Division.**
- b. All running on track will be in the counter clockwise direction.
 - (1) Inside lanes
 - (a) Base Run, Walking
 - (2) Outside lanes

(a) PT-2 Prep Run, HIIT

c. Divisions running in Column Formation have right of way.

27. Building 7210 and 7220 (Drill Halls)

362701. Entering Drill Halls 7210 and 7220

1. Figure 3-6-25

2. Divisions will mass up in southwest driveway prior to entering Drill Hall.
3. Light/limited duty personnel that are straggling to the Drill Hall shall:
 - a. Enter the Drill Hall through the small double door, to the right of the south west garage door
 - b. Walk north along the bleachers to a position adjacent to the Division's spot, remove outer garments and sit down.
 - (1) If there are, no bleachers across from the assigned spot utilize the first bleachers closest to the spot.
4. The RCPO will command, "Forward, MARCH" (to enter Drill Hall).
 - a. If flags are secured, carry flags at "Port Arms" to the Drill Hall. Once the Division is massed up in front of the entrance, flag bearers will bring the flags to the "Order" to enter the Drill Hall.
 - b. If the cutlass is secured due to inclement weather, it will be uncased before entering the Drill Hall.
 - c. If an inspection is in progress on the drill deck, the Division will halt at the entrance to the Drill Hall and the RDC will ask the evaluator on deck whether or not to wait until the inspection is over.
5. The RCPO will command, "Left Turn, MARCH", on the first left foot on or after yellow deck marker. Ensure the turn is completed on the designated spot in line with the section markers. (If the RCPO misses the designated spot, the flag bearers immediately pickup the section markers on the second pivot)
6. The RCPO will command, "Forward, MARCH" on the first left foot on or after the deck marking.
 - a. Flag Bearers will pick up the deck markers as the Division marches to the north end of the Drill Hall.
7. Once at the north end of the Drill Hall, the RCPO will command, "Left Turn, MARCH." Once the turn is complete, "Forward, MARCH", and prior to the Division reaching the bulkhead, "By the Left Flank, MARCH"

2 Jun 04

a. TAKE NOTE: If another Division is on spot preventing the Division from proceeding directly to their assigned spot, use the following procedures:

- (1) Once adjacent to the assigned spot the RCPO will command, "Left Turn, MARCH" to enable the number six section leader to guide over the assigned spot marking.
- (2) Just prior to the RCPO reaching the west bulkhead, the RCPO commands "Division, HALT".
- (3) If proceeding to spots one or two, execute a "Right Flank, MARCH" and halt Division on spot. The RCPO will then call a "Left, FACE" followed by "Forward Counter, MARCH" and halt the Division facing west.
- (4) If proceeding to spot three, the RCPO will halt the Division on spot. The RCPO will then call a "Forward Counter, MARCH" and halt the Division facing west.
- (5) If proceeding to spots four or five, execute a "Left Flank, MARCH" and halt Division on spot. The RCPO will then call a "Right, FACE" followed by "Forward Counter, MARCH" and halt the Division facing west.

8. TAKE NOTE: If the south door is secured, enter through the north door using the same procedures. Modify drill commands as appropriate to place Division on assigned spot.

362702. Arrival at Assigned Spot

1. The Division will face west, with the sixth section leader on spot, or as close as possible.
2. The RCPO will command, in the following order (**unless this is for a Drill Assessment in which case skip to paragraph 362702.b(3) (b) and remain in outer garments.**):

a. "Flags, POST"

- (1) On "Flags" Flag bearers will come to the "Carry". On "POST" Flags will simultaneously execute proper facing movements to face north.
- (2) Execute "Port Guidon" and fall out smartly, executing proper flanking/facing movements. Lean flags unrolled against west bulkhead and remove outer garments.
- (3) Once flag bearers have removed outer garments they will retrieve flags/sticks individually assuming the position of "Port Guidon". Step out together in the same order in which they fell out and return to position, facing north, come to the "Carry" execute

appropriate facing movement to face west, and return to the "Order".

b. "Remove Outer Garments, SECTION LEADERS FALL OUT AND COLLECT OUTER GARMENTS"

- (1) Division will quietly remove outer garments, canteens, and guard belts.
 - (a) The RCPO and RLPO will wear guard belt with canteen and raincoat removed.
 - (b) Division will stay covered, watch caps up if worn.
- (2) RLPO will fall out, collect road guard vests and YN pouches; place them neatly behind Division, and ensure they are not touching outer garments (road guard vests can be stacked on top of YN pouches).
- (3) Section leaders will fall out and collect outer garments, and NEATLY stack them behind sections one thru six. Outer garments will not block fire exits/doors, or extend beyond sections one and six.
 - (a) **TAKE NOTE: If physical barriers prevent stowing outer garments between sections one and six, section leaders will stow outer garments as close to sections one and six as possible.**
 - (b) Once the flag bearers, section leaders, and RLPO have re-assumed their positions, the RCPO will command "Forward Counter, MARCH"
 - (c) Number three section leader will immediately begin to mark time once adjacent to and in line with the spot marker. The remainder of the section leaders, with the exception of section one, will mark time and align to the number three section leader. The number one section leader will align to the spot marker, and begin to mark time. Once number one section leader is on spot (deck marker) the remainder of the Division front as well as section leaders will align to the number one section leader. All other Recruits will mark time and align to the section leaders.
 - (d) The RCPO will command "Division, HALT", once the Division is aligned and on spot.
- (4) Flag bearers will move their right hand above the left hand on "Division" and then go to the "Order" on "Halt".
- (5) The RCPO will execute an about face, face west, and dress off the Division as per paragraph **310303.5**.

(a) **TAKE NOTE: If arriving on spot for drill assessment, at this point the RCPO will remain facing east, at attention, at the carry awaiting the drill tape dress off procedure.**

(6) The RCPO will perform an about face (face east) and lower the cutlass to the "Order".

3. The Division is now ready to conduct their event.



Figure 3-6-25 "Building 7210/7220"

362703. Exiting Drill Hall

1. The RCPO will command "Flags, POST", "SECTION LEADERS FALL OUT AND RETRIEVE OUTER GARMENTS"
 - a. Section Leaders will fallout and retrieve outer garments and pass them out to the Recruits in their section.
 - b. Flags bearers will post, lean flags/sticks against west bulkhead (unrolled) retrieve outer garments, and return to their original position with flags.
 - (1) On "Flags" Flag bearers will come to "Carry Guidon".
 - (2) On "POST" Flag bearers will execute a "Right, FACE" (face south), execute "Port Guidon", and fall out using the proper flanking/facing movements.
 - (3) Once flag bearers have retrieved their outer garments they will retrieve flags/sticks individually assuming the position of port guidon. Step out together in the same order in which they fell out and return to position, facing south, come to the "Carry" execute appropriate facing movement to face east, and return to the "Order".
 - c. RLPO will retrieve and distribute road guard vests and YN pouches.
 - d. Recruits will return to the full uniform of the day (Watch caps down if required as uniform of the day).
 - e. The RCPO will then dress off the Division.
2. The Division is now ready to depart the Drill Hall. The Division will depart using the following procedures:
 - a. Road guards will be called out.

- b. If flags are secured, prior to leaving spot, the RCPO will case the cutlass, and the flag bearers shall come to "Port Arms".
- c. Division will break down into "Columns of Three" and depart the Drill Hall through the appropriate door.

362704. Captains Cup

1. One RDC per Division will report to Freedom Hall 7250 at 1400 on Thursday for Captains Cup brief. Division packages will be issued following the brief.
2. Captains cup will commence at 0900 Saturday morning, on Divisions sixth weekend.
3. A minimum of two RDC's are required to attend Captains Cup with their Division.
4. Yellow RTC staff t-shirts and dark blue shorts or sweats are required for all staff members. Clothing with logos other than "NAVY" are not authorized attire for Captains Cup.
5. Deck Safety Chief will be in charge of all events and will have final authority over any/all disputes.

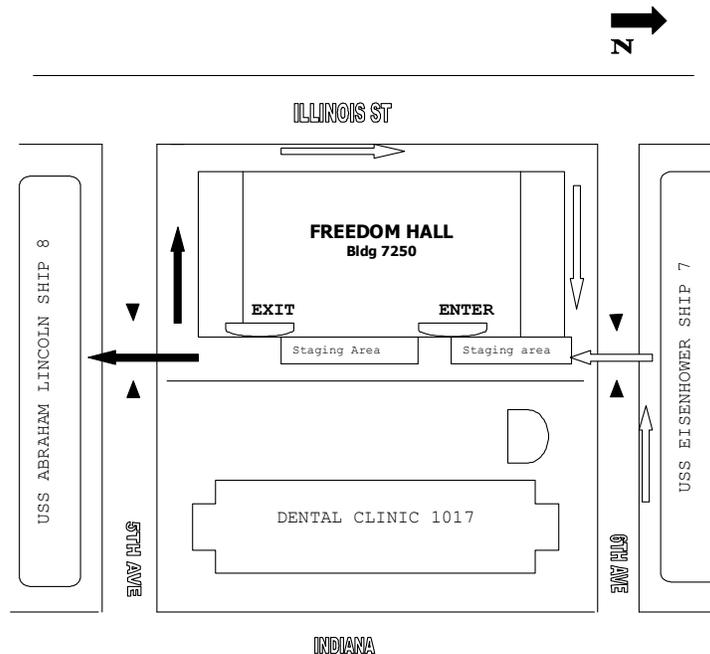


Figure 3-6-26 "Building 7250"

28. **Building 7250 (Freedom Hall/Physical Training Facility)**

362801. General Information

1. **TAKE NOTE:** At least 2 RDC's from each Division will be in PT Gear and actively participating in PT with their Division.

362802. Traffic Pattern

1. Divisions will post road guards adjacent to Ship 7 quarterdeck to cross 6th Ave, or use sidewalk on the north side DH 7250.
2. Divisions will proceed to the staging area, mark time march, close ranks march, and halt in front of the northeast door facing south.
 - a. The RCPO commands road guards on the doors.
 - b. The RCPO commands "Flags, POST" Roll flags/Guidon and post inside of building.
 - c. APO will fall out and check in with Drill Hall staff for track assignment.
 - d. The RLPO will lead all Recruits into the building to the assigned track.
 - e. Divisions will proceed single file while entering the building, keeping to the right while moving through passageways
3. Exiting the building
 - a. Recruits will be in the correct uniform of the day before exiting the building.
 - b. RCPO will designate road guards to hold the exit doors.
 - c. Divisions will exit through the southeast door.
 - d. RCPO will be the first to exit.
 - e. Divisions will mass up on the inboard (grass side) of the sidewalk, facing south in the staging area.
 - f. Break down in columns of three and precede using proper traffic patterns.
 - g. Post road guards adjacent to Ship 8 quarterdeck if crossing 5th Ave.

29. Building 7315 (USS Wisconsin/Live Fire Trainer)

362901. Small Arms Live Fire Training

1. Recruits are required attend Weapons Simulator prior to attending Live Fire Training at the gun range.
2. YN, MAA, and EPO will report 15 minutes before scheduled class time.
 - a. YN will bring an accurate muster, and hard cards.
3. Range staff members will screen all hard cards to ensure suitability of Recruits for live fire training.
4. The following factors are disqualifying:

- a. Fractures, splints, casts or severe sprains
 - b. Diagnosed with pink eye within the last five days
 - c. Hearing disorders
 - d. Taken narcotic medication within the last 72 hours.
 - e. Visual disorders
 - f. Any psychological or abnormal annotations on the hard card, such as:
 - (1) REU comments regarding suicidal or aggressive ideations.
 - (2) Adverse comments from chapel referrals.
 - (3) Repeated entries concerning Failure to Follow Instructions resulting in disciplinary actions.
 - g. Awaiting disciplinary actions (i.e. SOI/SLCPOI)
5. In all cases, upon review of Recruits' hard card for listed factors, the discretion of the Weapons Division Officer or LCPO will determine whether or not a recruit will be allowed to participate in live fire training.
- a. Recruits disqualified from training will attend classroom instruction if possible.

362902. Small Arms Range Traffic Pattern

1. Divisions will approach from the north and march in columns of three to the east door (just north of the main entrance) mark time march, close ranks and halt.
2. RDC's will notify Range staff of Division arrival.
3. Range staff will take control of the Division and direct them into the building.
4. Exit in Columns of three and proceed south on the sidewalk.

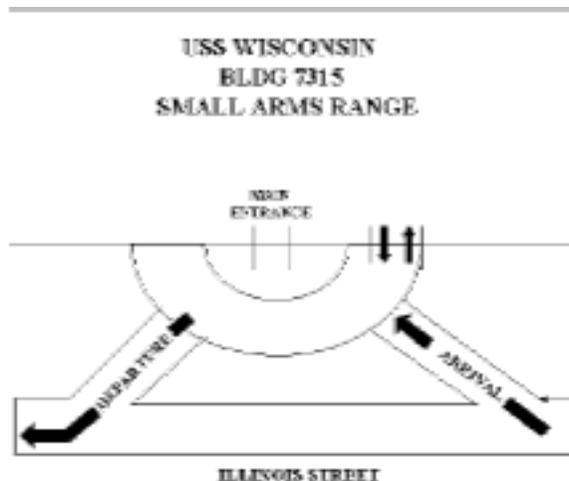


Figure 3-6-27 "Building 7315"

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Chapter 7 - Authorized Cadences

370101.	Am I Right Or Wrong	3-119
370102.	Anchors Aweigh	3-119
370103.	Baby Brigade	3-119
370104.	Backwoods Johnny	3-119
370105.	Big Iron Bird	3-119
370106.	C-130	3-120
370107.	Can't You See	3-120
370108.	Captain Jack	3-120
370109.	Cause We're Comin'	3-121
370110.	Count Your Cadence	3-121
370111.	Early One Morning	3-121
370112.	Everywhere We Go	3-121
370113.	F-14	3-121
370114.	Grannie Does Pt	3-122
370115.	Haze Gray And Underway	3-122
370116.	Here We Go Again	3-122
370117.	Hey Sailor	3-122
370118.	I Have A Song	3-123
370119.	Let 'Em Blow, Let 'Em Blow,	3-123
370120.	Listen Up To What I Say	3-123
370121.	Mama, Mama, Can't You See	3-123
370122.	Medal Of Honor	3-124
370123.	My Grandpa	3-124
370124.	Navy Cadence	3-124
370125.	Navy Pride	3-124
370126.	Navy Pt	3-125
370127.	One Morning Before Pt	3-125
370128.	Other Crew	3-125
370129.	Our Flag	3-125
370130.	Proud	3-125
370131.	Roll All Over You	3-126
370132.	Running Through The Jungle	3-127
370133.	Saw An Old Lady	3-127
370134.	Superman	3-128
370135.	The Cowboy	3-128
370136.	The Finest Navy	3-128
370137.	There's A Place	3-129
370138.	They Say That In The Navy	3-129
370139.	Top Secret Mission	3-129
370140.	Up From A Sub	3-129
370141.	Up In The Morning	3-130
370142.	Victory	3-130
370143.	We Are The Navy	3-130
370144.	We Are The Navy	3-130
370145.	We Are The USN	3-130
370146.	Who We Are	3-131

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370101. Am I Right Or Wrong

Am I right or wrong?

RESPONSE: You're right

Are we weak or strong?

RESPONSE: We're strong

Then sound off

RESPONSE: One Two

Louder please

RESPONSE: Three Four

Break it on down now

RESPONSE: One Two Three Four,

One Two- Three Four

370102. Anchors Aweigh

Stand Navy out to sea,

Fight our battle cry;

We'll never change our course,

So vicious foe steer shy, yi,

yi, yi;

Roll out the T.N.T.;

Anchors aweigh;

Sail on to victory,

and sink the bones to Davy

Jones hooray!

Anchors aweigh, my boys,

anchors aweigh.

Farewell to foreign shores.

We sail at the break of day,

day, day, day.

Through our last night on

shore.

Drink to the foam.

Until we meet once more.

Here's wishing you a happy

voyage home.

Ooh, rah, ___ (Division #)

Go Navy!

Smooth Sailing!

370103. Baby Brigade

Talking to my daddy on his
dying bed,

With a smile on his face, this
is what he said:

When I came out of my mother's
womb,

I found myself in the delivery
room.

All wrinkled and wet I jumped
to the floor,
Cut the cord and crawled to the
door.

Dungaree diaper, black baby
shoes,

Butter knife cutlass, and baby
dress blues.

Humvee stroller, tricycle tank,
3 diaper pins on my collar for
rank.

Went down the hall heard some
crying like heck,

Walked right in and called
ATTENTION ON DECK!

Said, "Listen up Recruits I'm
in command."

"All your crying and your
sniveling I can't stand."

They said "Aye aye sir" and I
had it made.

I was CO of the baby brigade.

370104. Backwoods Johnny

Backwoods Johnny was a
wrestling fool.

He wrestled alligators on his
way to school.

Stroked their bellies throw 'em
in a sack.

He ran off to school with the
gator on his back.

Teacher see him coming jumped
on a chair.

She yelled out Johnny get you
gator outta here.

Johnny replied as he took his
seat.

You better mind your manners,
'cause my gator wants some
meat!

370105. Big Iron Bird

Sailor! Sailor! Have you heard?
I'm gonna jump from a big iron
bird.

Up in the mornin' in the
drizzling rain.

I packed my chute and boarded
the plane.

2 Jun 04

It rained so hard that I
 couldn't see.
 Jumpmaster said you can depend
 on me.
 I looked with fear at the open
 door.
 Then I stood up and I fainted
 on the floor.
 When I woke up I was hooked up
 again.
 And that is when I fainted
 again.

370106. C-130

C-130 rolling down the strip.
 Division (Div #) on a one-way
 trip.
 Mission unspoken, destination
 unknown,
 We don't even know if we'll
 ever come home.
 Stand up hook up, shuffle to
 the door.
 Jump right out and count to
 four.
 If my main don't open wide,
 I've got a reserve by my side.
 If that one don't fail me too,
 Look out ground, I'm coming
 through.
 I'll hit the ground before you
 do.
 Pin my medals upon my chest,
 And bury me in the leaning
 rest.

370107. Can't You See

Mama, mama can't you see?
 O, what the Navy's done to me...
 They sat me down in the chair,
 When I looked I had no hair.
 O, Mama, mama can't you see??
 O, what the Navy's done to me...
 He made me march real far...
 Then he passed me in his car.
 Mama, mama can't ya see???
 O, what the Navy done to mee...
 I used to drive a Chevrolet,
 But now I march around all day.
 Mama, mama can't you see?

O, what the Navy's done to me?
 I used to drive a Cadillac...
 Now I carry one on my back.
 Mama, mama can't you see?
 What the Navy's done to me?
 After I passed the really hard
 test...
 They stuck a ribbon in my
 chest.

370108. Captain Jack

Hay, hay Captain Jack,
 Meet me down by the railroad
 track.
 With that rifle in my hand,
 I'm gonna be a shootin' man.
 A shootin' man,
 The best I can,
 For Uncle Sam.
 Hey, hey Captain Jack,
 Meet me down by the railroad
 track.
 With that knife in my hand,
 I'm gonna be a cuttin' man.
 A cuttin' man,
 A shootin' man,
 The best I can,
 For Uncle Sam.
 Hey, hey Captain Jack,
 Meet me down by the railroad
 track.
 With that grenade in my hand,
 I'm gonna be a killin' man.
 A killin' man,
 A cuttin' man,
 A shootin' man,
 The best I can,
 For Uncle Sam.
 Hey, hey Captain Jack,
 Meet me down by the railroad
 track.
 With that bottle in my hand,
 I'm gonna be a drinkin' man.
 A drinkin' man,
 A killin' man,
 A cuttin' man,
 A shootin' man,
 The best I can,
 For Uncle Sam.
 Hey, hey Captain Jack,

Meet me down by the railroad track.

With that book in my hand,
I'm gonna be a studyin' man.
A studyin' man,
A drinkin' man,
A killin' man,
A cuttin' man,
A shootin' man,
The best I can,
For Uncle Sam.

370109. Cause We're Comin'

Hey there all you other crews.
Look out cause we're comin' through.

___ (Division #) won't cut no slack.

we're sick of singin' 'bout Cap'n Jack.

So get the hint and let us through.

Or ___ (Division #) will march on through.

We call our cadence nice and loud.

Cause ___ (Division #) is Navy proud.

Sound off: We are

Sound it off: Awesome

Bring it down now: We are awesome, we are...awesome.

Ooh, Aah ___ (Division #)
Smooth sailing!

370110. Count Your Cadence

Leader: Count your cadence,
count your Navy cadence

Group: 'N'

Leader: Little louder now

Group: 'A'

Leader: Little prouder now

Group: 'V'

Leader: I can't hear you

Group: 'Y'

Leader: Who are we?

Group: 'We're Navy'

Leader: Who?

Group: 'We're Navy, We're Navy, We're Navy all the way, huh'

370111. Early One Morning

Early one morning in the pouring rain.

Chief said it was time for pain.

Grab your shoes and follow me.

It's time to do a little PT

We jogged nine miles and then we ran three.

Chief is yelling follow me.

We jogged two miles and then we ran eight.

RTC PT sure is great.

370112. Everywhere We Go

Everywhere we go,

People want to know,

Who we are.

So we tell them.

We're not the Army.

The back packin' Army.

We're not the Air Force.

The low flyin' Air Force.

We're not the Coast Guard.

They don't even work hard.

We're not the Marines.

They don't even look mean.

We are the Navy.

The mighty U.S. Navy.

The world's finest Navy.

Hoo-rah!

370113. F-14

F-14 rolling down the strip.

Tomcat driver gonna take a little trip.

Rev it up, taxi down, count to four.

Push the throttle forward and hear the engines roar.

Thirty thousand feet and still climbing higher,

Doing mach 2 with my hair on fire.

Took a look at my six and what did I see,

A MIG-29 comin' after me.

2 Jun 04

370114. Grannie Does Pt

When my Grannie was 91,
 She did PT just for fun.
 When my Granny was 92,
 She did PT better than you.
 When my Granny was 93,
 She did PT better than me.
 When my Granny was 94,
 She did PT more and more.
 When my Granny was 95,
 She did PT to stay alive.
 When my Granny was 96,
 She did PT just for kicks.
 When my Granny was 97,
 She up...and died...and went to
 heaven.
 When my Granny was 98,
 She did PT at the pearly gates.
 When my Granny was 99
 She had St. Peter doubling
 time.

370115. Haze Gray And Underway

Haze gray and underway,
 What have you done for the Navy
 today?
 Has someone looked up to you?
 And said that's what I want to
 do!
 Look in the mirror and what do
 you see?
 Are the Navy Core Values a
 reflection of me?
 We steam, we fly, we fight, we
 win!
 Tell me where you're going, not
 where you've been!
 Look in the mirror and what do
 you see?
 Are the Navy Core Values a
 reflection of me?
 Honor is a word we say!
 But is it a value we're willing
 to save?
 Look in the mirror and what do
 you see?
 Are the Navy Core Values a
 reflection of me?
 Courage is a word of brave?

But are we willing to live that
 way?

Look in the mirror and what do
 you see?

Are the Navy Core Values a
 reflection of me?

Commitment is a word we hear!

But is it a value that we hold
 dear?

Look in the mirror and what do
 you see?

Are the Navy Core Values a
 reflection of me?

370116. Here We Go Again

Here we go again.
 Same old song again.
 Marching down the avenue.
 _____ more days/weeks and well
 be through.

Your left, your left.

Your left, right, left.

Your military left.

Your left, your right, don't
 get out of step.

Your left, your right, your
 left.

Sound off: We are

Sound it off: Awesome

Bring it on down now: We are
 awesome, we are awesome!

Ooh, Aah, _____ (Division #)

Smooth sailing!

370117. Hey Sailor

Hey-y Sailor!

Wher-e have you been?

I've been to Coral Sea!

Fighting for Liberty!

Fighting for Freedom!

Hey-y Sailor!

Wher-e have you been?

I've been to Kor-ea!

Fighting for Liberty!

Fighting for Freedom!

Hey-y Sailor!

Wher-e have you been?

I've been to Vietnam!

Fighting for Liberty!

Fighting for Freedom!

Hey-y Sailor!
Wher-e have you been?
I've been to Desert Storm!
Fighting for Liberty!
Fighting for Freedom!
Hey-y Sailor!
Wher-e have you been?
I've been to Afghanistan!
Fighting for Liberty!
Fighting for Freedom!
Hey-y Sailor!
Wher-e have you been?
I've been to Iraq and back!
Fighting for Liberty!
Fighting for Freedom!
Hey-y Sailor!
Wher-e have you been?
I'll be where I have to be!
Fighting for Liberty!
Fighting for Freedom!

370118. I Have A Song
Hey (Division #) I have a song.
Sounds a lot better if you sing
along.
When we're waling, we strut our
stuff.
When we're running, we can't
get enough.
Standing tall and looking good.
We oughtta be in Hollywood.
Carrying our sea bags on our
back.
Locked and cocked, we're ready
to attack.
9-inch guns cleaned spick and
span. Fire them into Iran.

370119. Let 'Em Blow, Let 'Em
Blow,
Let 'em blow, Let 'em blow,
Let the four winds blow,
From the east to the west,
The mighty NAVY is the best!
Standing tall and looking good,
Ought to march in Hollywood,
Hold your head and hold it
high,
____ (Division number) is
marching by!

Dress it right and cover down,
40 inches all around,
Six to the front and three to
the rear,
That's the way we do it here.
____ (Division number) is
marching by,
From the east to the west,
The U.S. NAVY is the best!

370120. Listen Up To What I Say
Listen up to what I say,
There's a war coming our way.
No time to joke no time to
play,
Gotta get those ships underway.
Listen up terrorists here's the
deal,
We're coming strong with
American steel.
We're bringing death and we
don't mind.
It's what we call payback time,
'Cuz we're bringing death and a
whole lot of danger.
We're bringing ships and
American anger.

370121. Mama, Mama, Can't You
See
Mama, Mama, can't you see.
What the Navy's done to me.
Used to drive a Chevrolet.
Now I'm marching every day.
Hey, hey, hey, hey.
Hey, hey, hey, hey.
Wo, oh, wo, oh.
Wo, oh, oh, oh.
Mama, Mama, can't you see.
What the Navy's done to me.
Used to my faded Lees.
Now I'm wearin' dungarees.
Hey, hey, hey, hey.
Hey, hey, hey, hey.
Wo, oh, wo, oh.
Wo, oh, oh, oh.
Mama, Mama, can't you see.
What the Navy's done to me.
Used to drive a Cadillac.
Now my sea bags on my back.

2 Jun 04

Hey, hey, hey, hey.
 Hey, hey, hey, hey.
 Wo, oh, wo, oh.
 Wo, oh, oh, oh.
 Mama, Mama, can't you see.
 What the Navy's done to me.
 Used to own a Chevrolet.
 Now I'm drawing Navy pay.
 Hey, hey, hey, hey.
 Hey, hey, hey, hey.
 Wo, oh, wo, oh.
 Wo, oh, oh, oh.
 Ooh, Aah, (Division #)
 Smooth sailing!

370122. Medal Of Honor

Five white stars on a blue
 background,
 Medal of Honor just to wear
 around.
 In 1900, at the Peking Wall,
 Private Dan Daly answered the
 call,
 At the rebellion he took the
 lead,
 And by himself he did the deed.
 In 1914, he won one more,
 Fighting the Haitians just to
 settle a score,
 Gunnery Sergeant Daly passed
 the test,
 He captured and destroyed a
 machine gun nest.
 Five white stars on a blue
 background,
 Medal of Honor just to wear
 around.
 Butler and Daly each won two,
 Making history for me and you,
 As fighting Marines they took
 control,
 They fought the enemy blow by
 blow.
 Pappy won one in '43,
 Splashing zeroes in the sea,
 But, Chesty Puller was the
 best,
 He wore five Navy Crosses upon
 his chest.

Iron Cross on a blue
 background,
 Five Navy Crosses just to wear
 around.

370123. My Grandpa

My grandpa was a big Marine,
 He wore the colors of the Recon
 green.
 He ate his steaks eight inches
 thick.
 And he picked his teeth with a
 Guidon stick.
 But my grandma was an RDC,
 She wore the pants in that
 family.

370124. Navy Cadence

Leader: Sound off your
 cadence
 Your standard Navy cadence
 Group: N
 Leader: I can't hear you
 Group: A
 Leader: A lil louder
 Group: V
 Leader: A lil louder
 Group: Y
 Leader: A lil prouder
 Group: (spell out) N-A-V-Y
 Navy is our battle cry! Go
 Navy!

Hey hey! Go Navy!

370125. Navy Pride

Navy pride and Navy strength,
 Never let the ship sink.
 Ensign flying through the wind,
 (Division #) through thick and
 thin.
 We've been here for so long.
 Everyday the same old song.
 Blue and Gold in our veins,
 We don't even feel the pain.
 Oh oh oh oh oh
 Hey hey hey hey hey
 Off the bus and on inside,
 To building 1405.
 Get your chit books, stamps,
 and hat,
 Put your sea bag on your back.

Finally got our first flag,
They let us empty our sea bag.
Stencil this and stencil that.
Taps taps get in your rack.

(Graduation Date) here we
come.

Our Navy life has just begun.

(Division #) is almost done,
Memories they still live on.

370126. Navy Pt

Early one morning in the
pouring rain,
Petty Officer said it was time
for pain.
Grab your ruck and follow me!
It's time to do some PT.
We jogged nine miles and we ran
three,
The Petty Officers yelling
follow me.
Then we walked two miles and
ran eight!
Navy PT sure is great!

370127. One Morning Before Pt

Chief said one mornin' before
PT,
There are three things that I
want to see.
Push-ups, sit-ups, and a two-
mile run,
We'll do it all day just for
fun.
Up in the morning at the crack
of dawn,
A few more minutes and we'll be
done.
PT uniform is squared away.
No we're ready to start our
day.
Running on the track or running
on the road,
Running every day is a healthy
load.
When I'm in the middle of a
run,
I count the miles that I have
done.
Navy Sailors run the best.

Better by far than all the
rest.
Sweating up a storm is the only
way.

The Navy is where I'll stay.

370128. Other Crew

Hey there, other crew.
___ (Division #) is coming
through.
If you don't pick up the pace.
You're gonna end up in a race.
___ (Division #) is really
strong.
___ days/weeks and we'll be
gone.
Sound off: 1-2
Sound it off: 3-4
Bring it down now: 1-2-3-4, 1-
2...3-4.
Ooh, rah, ___ (Division #)

370129. Our Flag

Raise the flag to the morning
sun.
Navy's day has just begun.
Show the colors proud and true.
Wave the red, white, and blue.
It's the symbol of our land.
Treat it with a loving hand.
The stars are bright, the
stripes are bold.
Old glory stands as good as
gold.
Honor, Courage, Commitment too.
Navy's pride is showing
through.

370130. Proud

We are Division ___.
We're the best and you'll soon
see.
We are tough and we are mean.
That's the way we're going to
stay.
All the way to graduation day.
We'll win those flags and we'll
shout loud.
To let them know that we stand
proud.
Ooh, Aah, ___ (Division #)

2 Jun 04

Go Navy!

370131. Roll All Over You

FIRST VERSE:

I'm a steam roller baby
 I'm a steam roller baby
 Just a rollin' down the line
 Just a rollin' down the
 line
 I'm a steam roller baby
 I'm a steam roller baby
 Just a rollin' down the line
 Just a rollin' down the
 line
 So you better get outta my way
 now
 So you better get outta my
 way now
 Before I roll right over you
 Before I roll right over
 you

 It's just a little
 Whoo
 A little
 Hey
 A little rock-n-roll
 Just a little
 A little
 A little rock-n-roll

 It's just the kind that
 Whoo
 The kind that
 Hey
 The kind that soothes the soul
 Just the kind that
 The kind that
 The kind that soothes the
 soul

 So you better get outta my way
 now
 So you better get outta my
 way now
 Before I roll right over you
 Before I roll right over
 you

SECOND VERSE:

I'm an RTC Recruit
 I'm an RTC Recruit
 Just a marchin' down the road
 Just a marchin' down the
 road
 I'm an RTC Recruit
 I'm an RTC Recruit
 Just a marchin' down the road
 Just a marchin' down the
 road
 So you better get outta my way
 now
 So you better get outta my
 way now
 Before I march right over you
 Before I march right over
 you

 It's just a little
 Whoo
 A little
 Hey
 A little rock-n-roll
 Just a little
 A little
 A little rock-n-roll

 It's just the kind that
 Whoo
 The kind that
 Hey
 The kind that soothes the soul
 Just the kind that
 The kind that
 The kind that soothes the
 soul

 So you better get outta my way
 now
 So you better get outta my
 way now
 Before I march right over you
 Before I march right over
 you

 THIRD VERSE:
 I'm a U.S. Navy Sailor
 I'm a U.S. Navy Sailor
 Just a runnin' down the road

Just a runnin' down the
road
I'm a U.S. Navy Sailor
I'm a U.S. Navy Sailor
Just a runnin' down the road
Just a runnin' down the
road
So you better get outta my way
now
So you better get outta my
way now
Before I run right over you
Before I run right over
you

It's just a little
Whoo
A little
Hey
A little rock-n-roll
Just a little
A little
A little rock-n-roll

It's just the kind that
Whoo
The kind that
Hey
The kind that soothes the soul
Just the kind that
The kind that
The kind that soothes the
soul

So you better get outta my way
now
So you better get outta my
way now
Before I run right over you
Before I run right over
you

Singin' Sha-Na-Na-Na-Na
Singin' Sha-Na-Na-Na-Na
Sha-Na-Na-Na-Na-Na-Na
Sha-Na-Na-Na-Na-Na-Na
Singin' Sha-Na-Na-Na-Na
Singin' Sha-Na-Na-Na-Na
Sha-Na-Na-Na-Na-Na
Sha-Na-Na-Na-Na-Na

So you better get outta my way
now
So you better get outta my
way now
Before I run right over you
Before I run right over
you
Before I march right over you
Before I march right over
you
Before I roll right over you
Before I roll right over
you

370132. Running Through The
Jungle

Running through the jungle,
It's hot and it's dry.
Can't stop running,
For to stop is to die.
When out jumped a cobra,
He was looking at me.
He said, you want to be a
Sailor,
You gotta go through me.
So I grabbed that cobra,
And I stabbed him twice.
And I had that cobra,
For dinner that night.

370133. Saw An Old Lady

Saw an old lady walking down
the street,
With a sea bag on her back and
boots on her feet.
I said hey lady, where you
going to?
She said I'm going to be a
Sailor too.
I said hey lady, ain't you been
told?
Navy boot camp is for the brave
and the bold.
She said hey Sailor I'll do
just fine.
I maxed out PT and I'm 99.

2 Jun 04

370134. Superman

Superman may be the man of steel,
 But he ain't no match for a Navy SEAL.
 Now Chief and sup they got in a fight.
 Chief hit him in the head with some kryptonite.
 Sup fell down on his knees in pain.
 Now the Chief's dating Louis Lane.
 Singing Hoo-Rah Hoo-Rah Hey!
 Hoo-Rah Running day!
 Singing Hoo-Rah Hoo-Rah Hey!
 Just another PT day!
 Well I've got a dog and his name is blue.
 And blue want to be a SEAL too...
 So I bought him a mask and four little fins.
 I took him to the ocean and I threw his butt in.
 Blue came back to my surprise.
 With a shark in his teeth and gleam in his eyes.
 Singing Hoo-Rah Hoo-Rah Hey!
 Hoo-Rah Running day!
 Singing Hoo-Rah Hoo-Rah Hey!
 Just another PT day!

370135. The Cowboy

Hey, Hey what do you say,
 I'm going to the rodeo today.
 I drew a bad bull, heard he was a bear,
 But I can hang for 8, so I just don't care.
 Tie up, bear down, sittin' on my bull,
 I'm just waitin' for the gate to pull.
 Out from the chute blows my old ride,
 It's a wonder that I'm still alive.
 Quick, turn around and what do I see?

That old bull comes a-chargin' at me.
 I pull a cut-down 12-gauge from my hip,
 And send that bull on a little trip.
 I'm the meanest cowboy that you ever did see,
 I joined the U.S. Navy!

370136. The Finest Navy

Hey Army.
 What are you doing?
 Get in your tanks and follow me.
 I'm in the U.S. Navy.
 Hey Marine Corps.
 What are you doing?
 Pick up your rifles and follow me.
 I'm in the U.S. Navy.
 Hey Coast Guard.
 What are you doing.
 Get in you dinghies and follow me.
 I'm in the U.S. Navy.
 Hey Air Force.
 What are you doing?
 Get in your jets and follow me.
 I'm in the U.S. Navy.
 The blue and gold Navy.
 The United States Navy.
 The Finest Navy.
 Give me that good old Navy spirit.
 Give me that good old Navy spirit.
 Give me that good old Navy spirit.
 Cause it's good enough for me.
 If it's good for Admiral Green (use chain of command).
 If it's good for Captain Whitehead (use chain of command).
 If it's good for Petty Officer (use RDC).
 It's good enough for ME!

Only ___ more days/weeks till
we graduate
Hey! We're moving on
No more RDC's, No more FTT.,
Only Mickey D's
Hey! We're moving on
No more locker drills, No more
cold wind chills
Hey! We're moving on
Nananananan, nananananana
Hey! Good Bye!

370137. There's A Place

There's a place where Sailors
are made.
Yelling and running every day.
Mean RDC's make fighting
machines.
They take your children and
make them mean.
Up in the morning in the
drizzling rain.
Run 'em all day till they feel
pain.
This is the place once forgot.
Where the snow is deep and the
sun is hot.
Up in the morning at the break
of day.
Work 'em so hard, they never
play.
Running in the winter when the
sun doesn't shine.
All they do is double time.

370138. They Say That In The
Navy

They say that in the Navy.
The coffee is mighty fine.
It looks like muddy water
And taste like turpentine.
Oh Lord I want to go.
But they won't let me go.
Home, hey!
They say that in the Navy.
The chicken is mighty fine.
One jumped on the table.
And started double time.
Oh Lord I want to go.
But they won't let me go.

Home, hey!
They say that in the Navy.
The pay is mighty fine.
They give you hundred dollars.
And take back ninety nine.
Oh Lord I want to go.
But they won't let me go.
Home, hey!
Ooh, Aah, ___ (Division #)
Smooth sailing!
370139. Top Secret Mission
Top-secret mission in
Afghanistan.
To hunt Al Qaeda and the
Taliban.
We chased them to the border of
Pakistan.
Killing as many as we can.
They made it to the border they
started digging in.
They actually thought they were
gonna win.
Then up in the sky towards the
sun,
There were B-52's on a bombing
run.
Incoming ordnance be advised,
Should have seen the look on
their eyes.
Rounds hit the target fire for
effect.
When the smoke cleared there
was no one left.
We served them death and it
serves them right 'Cause
there's no such thing as a fair
fight.
370140. Up From A Sub
Out in the sky in the middle of
the night,
When we hit the deck we're
ready to fight.
Up from a sub 60 feet below,
We scuba to the surface and
we're ready to go.
We're gonna back stoke, side
stroke, swim to shore.

2 Jun 04

When we hit the beach we're ready for war.

370141. Up In The Morning

We're up in the morning, in the sun or the rain.

We train, we train, we train, we train.

The first to fight, the last to run,

Our Navy life has just begun.

DC's scream and DC's shout,

We know what's it's all about.

Honor, Commitment, Courage too,

Are what we need to see us through.

So make a hole and make it wide,

Cause ___ (Division #) is marching by.

So move aside we're coming through.

Cause if you don't we'll march on through.

Am I right or wrong?: You're right!

Are we weak or strong?: We're Strong!

Sound Off: We are!

Sound Off: Awesome!

Bring it on down: We are awesome, we are...awesome!

370142. Victory

V-I-C-T-O-R-Y

Victory, victory that's our battle cry.

6 to the front 3 to the rear,

That's the way we do it here.

If I die on the ol' drop zone,

Box me up and ship me home.

Tell my mom I did my best,

Pin my medals upon her chest.

Tell my RDC's I did my best,

And that I was buried in the leaning rest.

370143. We Are The Navy

"N"

Never quit

"A"

Agility

"V"

Victory

"Y"

You're a leader

What's the spell?

Navy

Navy

Navy

We are the Navy

The mighty, mighty Navy

We swim deeper than Aqua man

'Cause weee are the Navy

The mighty, mighty Navy

We fly higher than Superman

'Cause wee are the Navy

The mighty, mighty Navy

We have more gadgets than

Batman

'Cause wee are the Navy

The mighty, mighty Navy

370144. We Are The Navy

We are the Navy.

The worlds' finest Navy.

If you work hard.

You will go far.

We'll take you places.

You're never been.

Cause we are the Navy.

The worlds' finest Navy.

Am I right or wrong?: You're

right.

Are we weak or strong?: We're

strong.

Sound off: We are

Sound it off: Awesome

Bring it down now: We are

awesome, we are...awesome!

Ooh, rah, (Division #)

Smooth sailing!

370145. We Are The USN

Hey-y RCPO, what are you doin?!

Pick up your cutlass and follow

me...

We are the U.S. (clap) Navy!

Hey-y AROC, what are you doin?!

Sing cadence and follow me...

We are the U.S. (clap) Navy!

Hey-y Master-at-Arms, what are
you doin?!
Lay down the law and follow me...
We are the U.S. (clap) Navy!
Hey-y Yeoman, what are you
doin?!
Pick up your pouch and follow
me...
We are the U.S. (clap) Navy!
Hey-y RTC, what are you doin?!
Pick up your ditty bags and
follow me...
We are the U.S. (clap) Navy!
370146. Who We Are
Everywhere we go.
People wanna know.

Who we are.
So we tell them.
We're not the Army.
The back packin' Army.
We're not the Air Force.
The low flyin' Air Force.
We're not the Marines.
They don't even look mean.
We're not the Coast Guard.
They don't even work hard.
We are the Navy.
The worlds' finest Navy.
Ooh, rah, ____ (Division #)
Smooth sailing!

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MODULE 4 - ASSESSMENT

Chapter 1 - Assessment Guidelines

01. Purpose and Objectives.....	4-3
410101. Purpose	4-3
410102. Objectives	4-3
02. Duties, Responsibilities and Authority.....	4-3
410201. Military Training Director (MTD)	4-3
410202. Scheduling Office	4-3
410203. Curriculum and Instructional Standards	4-3
410204. Technical Training	4-4
410205. Fleet Training Team (FTT) Division	4-4
410206. Resident Advisor (RA)	4-4
410207. Ships Training Team (STT)	4-4
410208. Ships LCPO	4-4
410209. Recruit Division Commander (RDC)	4-5
03. Assessment Standards, Phases and Areas.....	4-5
410301. Individual Recruit Scoring	4-5
Figure 4-1-1 "Recruit Scoring Chart"	4-6
410302. Divisional Scoring	4-7
410303. Assessment Phases	4-7
410304. Assessment Areas	4-7
04. General Assessment/Inspection Procedures.....	4-7
410401. General	4-7
410402. Light/Limited Duty	4-8
410403. Absentees	4-9
410404. ASMO-IN Recruits	4-10
410405. Mandatory Events	4-10
410406. General Uniform Issues	4-11

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01. Purpose and Objectives

410101. Purpose

1. The purpose of this section is to define a consolidated program and identify specific responsibilities for evaluating Recruits throughout each phase of training.

410102. Objectives

1. The objective of the recruit assessment system is to:
 - a. Motivate and evaluate each recruit's performance directly.
 - b. Encourage each recruit to achieve his or her highest potential both as an individual and as a member of the Navy.
 - c. Provide criteria conducive to attaining these goals while at the same time defining the priorities of recruit training as set forth in the Command Mission.
 - d. Establish attainable goals and award Divisions for superior performance.

02. Duties, Responsibilities and Authority

410201. Military Training Director (MTD)

1. The MTD is responsible to the Commanding Officer for the administration and maintenance of the recruit assessment program.
2. The MTD will ensure that all assessments and inspections are objectively evaluated and reflect command objectives.
3. Issues and/or discrepancies that are not specifically covered by standing instructions will be brought to the attention of the chain of command. If a consensus cannot be reached, the MTD will make a final decision.

410202. Scheduling Office

1. The Scheduling Office is responsible for scheduling all evolutions.

410203. Curriculum and Instructional Standards

1. The Curriculum and Instructional Standards Department (CISD) will conduct academic testing according to procedures, established instructions and RTC standards. The results of such tests will be forwarded to the Fleet Training Team office.

2 Jun 04

410204. Technical Training

1. The Technical Training Department will conduct Marksmanship Training and Physical Fitness Readiness tests according to procedures, established instructions and RTC standards.
2. The results of such tests will be forwarded to the Fleet Training Team office.

410205. Fleet Training Team (FTT) Division

1. The FTT Division conducts all assessments of recruit performance with the exception of academic and physical readiness testing.
2. The FTT Division is directly responsible to the MTD for the continuous administration, maintenance and training of all Resident Advisors in the performance of their duties.
3. In addition, the FTT office will monitor compliance with and implement approved changes to all standing instructions and associated guidelines available to aid and/or assist any Resident Advisor or RDC in the execution of their duties.
4. Responsible for conducting random walk through's to ensure standards are being maintained.

410206. Resident Advisor (RA)

1. The RA is responsible for any additional training and monitoring of all RDC's assigned within a specific ship.
2. The RA reports the results of their efforts to their Chain of Command (Ship's LCPO and **Group Commander**) and the FTT Division Officer.
3. Recommend a course of corrective action if deficiencies exist.
4. Train and monitor all assigned Ship's Training Team (STT) members.

410207. Ships Training Team (STT)

1. STT is responsible for conducting recruit inspections as directed by FTT.
2. They shall ensure that all assessments conducted are done per procedures outlined in this instruction.
3. In addition, they shall perform their duties as outlined in RTCINST 3000.1

410208. Ships LCPO

1. The ships LCPO is responsible for ensuring that all assigned personnel comply with applicable instructions and standards.
2. Additionally, they shall:

- a. Properly train and monitor all RDC's assigned to the ship.
- b. Conduct and document daily inspections of compartments.
- c. Monitor the progress of RDC school students assigned to the ship.
- d. Assign and monitor the STT.
- e. Ensure RDC's comply with all RTC rules and regulations.
- f. Counsel and review the hard card of recruit's whose phase average is below 3.0 for all phases.

(1) Recruits that have been appropriately remediated and are identified as having a TRAINING DEFICIENCY shall be referred to the chain of command for setback in training.

410209. Recruit Division Commander (RDC)

1. The recruit assessment system is designed to measure both Division and individual performance and effort.
2. RDC's are responsible for:
 - a. Training each recruit on all assessment procedures and checkpoints outlined in this instruction.
 - b. Remediate and counsel any recruit that receives a score below 3.0 on any assessment.
 - c. Document and track performance scores on the Recruits' hard card.
 - d. Refer recruit to Ship's LCPO if individual phase average falls below 3.0.

03. Assessment Standards, Phases and Areas

410301. Individual Recruit Scoring

1. All graded evolutions will be scored based on the number of hits taken on each assessment.
2. The following chart (**Figure 4-1-1**) outlines individual recruit scoring procedures and will be used in calculating the recruit's score.
3. Recruits will be required to maintain a phase average of 3.0 for each phase of training.
4. Use the formulas outlined in items (a) through (c) to determine individual recruit phase average.
 - a. CART phase:

(1) $(\text{ZONE} + \text{PI} + \text{DMI} - (.1 \text{ PER DEMERIT}) + (.1 \text{ PER B/Z})) \div 3$
 - b. MCA phase:

$$(1) (PI+DMI+ZONE+TEST\ 1+TEST\ 2+PT1-(.3\ PER\ DEMERIT)+(.3\ PER\ B/Z)) \div 6$$

c. FEP phase:

$$(1) (PI-1+STATIC+PI-2+TEST\ 3+PT2+B/S-(.5\ PER\ DEMERIT)+(.5\ PER\ B/Z)) \div 6$$

PHASE OF TRAINING	DEMERIT CHIT VALUE	NUMBER OF HITS	SCORE	MIN.PHASE AVG.
CART	DEDUCT .1 ADD .1 FOR B/Z	1	5.0	3.0
		2	4.0	
		3	3.0	
		4	2.0	
		5 or more	1.0	
MCA	DEDUCT .3 ADD .3 FOR B/Z	0	5.0	3.0
		1	4.0	
		2	3.0	
		3	2.0	
		4 or more	1.0	
FEP	DEDUCT .5 ADD .5 FOR B/Z	0	5.0	3.0
		1	4.0	
		2	3.0	
		3	2.0	
		4 or more	1.0	

Figure 4-1-1 "Recruit Scoring Chart"

5. If a recruit receives a demerit chit from ANY (E-5 and senior) staff member at RTC (RDC's are not authorized to write demerits on their own Recruits or brother Division Recruits)
 - a. Subtract the point value for that demerit chit prior to dividing.
 - b. Document the front of recruit's hard card as per paragraph **150203.4**.
 - c. A BRAVO ZULU will count FOR the recruit's individual score
 - (1) Delete one demerit from the phase in which the B/Z was received
 - (2) If the recruit has no demerit to delete then credit his or her phase score before dividing.
6. Any recruit earning a score below 3.0 on any assessment will remediate, and MUST be re-inspected by the RDC within 48 hours.
 - a. Document remediation on the recruit's hard card as per paragraph **150203.4**.
7. Ensure progress chart is updated as per paragraph **210205.3**.
8. Any recruit not obtaining minimum phase average of 3.0 for ANY phase MUST BE referred to the Ship's LCPO for counseling and further actions as required.

- a. Ensure hard card documentation is made.

410302. Divisional Scoring

1. Assessment scores will be calculated by FTT upon completion of each assessment, and will be used to determine the Divisions average for MCA and FEP as well as overall score.
2. Scores will be calculated using the procedures outlined in this module.
3. If a Division earns a score below a 3.0 on ANY assessment, (Except PT Tests) all three RDC's assigned to that Division will receive a Training Deficiency.
4. RDC's will be notified by FTT if the Division requires a re-inspect.

410303. Assessment Phases

1. CART (Command Assessment Readiness Training 1-1 to 2-3 DOT):
 - a. The initial phase of training evaluations used to determine a Division's readiness to begin MCA (Mid-Cycle Assessment) phase of training.
 - b. It consists of a Personnel Inspection, Dynamic Material Inspection and Zone inspection.
 - c. CART inspections will not be included in the DIVISION'S overall score.
2. MCA (Mid Cycle Assessment, 2-4 to 5-3 DOT):
 - a. Comprised of a Personnel Inspection, Dynamic Material Inspection, Zone, Drill, Physical Training Test 1, and Academic Tests 1 and 2.
3. FEP (Final Evaluation Period, 5-4 to Day of Departure):
 - a. Comprised of two Personnel Inspections, Pass and Review Drill, Static, Physical Training Test 2, Academic Test 3, and Battle Stations.

410304. Assessment Areas

1. Recruits will be assessed on:
 - a. Compartment readiness
 - b. Military drill
 - c. Physical Fitness
 - d. Academics
 - e. Battle Stations

04. General Assessment/Inspection Procedures

410401. General

1. The Inspector will be on time.

2 Jun 04

2. Division Commanders are required to notify the Ships LCPO if the inspector/Inspector is more than 10 minutes late.
 - a. The Ships LCPO will contact the FTT Division officer/LCPO to arrange for a replacement inspector or to reschedule the inspection.
3. Two RDC's are required to attend all Division inspections/assessments.
4. The RDC will NOT interfere with the FTT inspector nor question any judgment in the presence of Recruits or junior personnel.
5. Unless the Roving Security Watch is stood down by the Ships LCPO, courtesy watches from other Divisions in the ship may be used when the Division is attending a mandatory event outside the assigned ship.
 - a. Recruits assigned to a courtesy watch shall be past their 2-1 DOT.
6. Recruits who return to their compartment during an in-house inspection/assessment will proceed along the inboard window side of the compartment to the crews lounge and remain there until the inspection/assessment is concluded.
7. Checkpoints for all assessments will be per this instruction and other pertinent instructions.

410402. Light/Limited Duty

1. Light/Limited Duty (LLD) status must be noted on the recruit's hard card by the RDC.
2. The light/limited duty entry shall include date, physical limitations and date of recall.
3. The recruit shall participate in graded evolutions unless a medical/dental representative specifically states otherwise on the light/limited duty chit.
4. Medical/dental representatives may recommend waivers from evaluations.
5. Use the following procedures for LLD limitations:
 - a. PERSONNEL INSPECTIONS:
 - (1) Only Recruits that have marked on the LLD chit "NO STANDING PERSONNEL INSPECTIONS" shall be listed as LLD on the Muster report and either sent out of the compartment prior to the inspection or they can be seated in an out of the way spot designated by the RDC.
 - (2) Refer to paragraph **420404** for procedures for LLD that CAN stand personnel inspections.

b. DRILL INSPECTIONS:

- (1) Recruits that have marked on their LLD chit "NO MARCHING STRAGGLE AT OWN PACE" shall be listed as LLD on the muster report and will remain in the compartment.

c. ZONE INSPECTIONS:

- (1) LLD will participate in Zone inspections, follow procedures outlined in paragraph **420401** for guidance.

410403. Absentees

1. The inspector/Inspector or instructor shall check for absentees.
2. Any recruit absent from a graded event, MUST BE INSPECTED WITHIN 48 CURRICULUM HOURS, by an RDC.
 - a. Document the recruit's score on the hard card.
3. No more than 20% of the Division may be absent from any graded event without prior approval of the **Group Commander**.
4. An event may not be canceled without the approval of the Scheduling Office (during working hours) or the CDO/ACDO (after working hours).
5. Physical Readiness Tests and Academic Tests are mandatory events.
 - a. Unless the Roving Security Watch is stood down by the Ship's LCPO, courtesy watches should be implemented for these events.
 - b. Recruits shall not be excused from these evolutions without specific approval of the Ship's LCPO.
6. Recruits attending scheduled functions at the following locations are considered authorized absentees unless specifically addressed in other sections of this instruction:
 - a. Legal
 - b. 200H
 - c. Emergency Leave
 - d. Watches (not to include courtesy watches, Ship's YN/MAA duties)
 - e. SIQ passes
 - f. Light/limited duty (if specifically excused by medical personnel)
 - g. Classifications
 - h. Medical/Dental/Special physical appointments or sick call

2 Jun 04

- i. MTD/Fleet Commander/**Group Commander** Inquiry or Mast
- j. Individual Recruit Awards Board.
- k. PAO Road guards.
- l. Firefighting.
- m. Small arms familiarization.

410404. ASMO-IN Recruits

1. Recruits ASMO'd into a new Division are subject to all assessed phases of training after twenty-four hours.
2. RDC's will ensure that all ASMO in Recruits have completed the following within forty-eight hours:
 - a. Counseling to outline corrective actions to overcome deficiencies
 - b. Be assigned a mentor within the Division.
 - c. Sea bag inspection to ensure all Marking is complete.
 - d. Document hard card.
3. For personnel received from Recruit Convalescent Unit, assessed Military Drill shall not be required for five days after the recruit has ASMO'd into the Division.
4. It is the RDC's responsibility to show the FTT inspector the ASMO slip prior to beginning of an inspection/assessment.
5. For assessed Military Drill, personnel ASMO'd into the Division within 72 hours will be treated the same as light/limited duty personnel (list as ASMO-IN on muster report)

410405. Mandatory Events

1. Recruits MUST attend with the Division the following events when scheduled:
 - a. Academic tests
 - b. P.T. tests, including PT-0
 - c. Recruit receipts
 - d. Initial swim qualification
 - e. Dental availability
 - f. Uniform Issue
 - g. Check issue
 - h. Division photos
 - i. Battle Stations
 - j. Graduation practice
 - k. Graduation

1. Ticket Order pick-up

410406. General Uniform Issues

1. Outer garments prescribed as uniform of the day will be hung on the appropriate hook with the following exceptions:
 - a. For CART PI/DMI fold and stow utility jacket in locker compartment number three.
 - b. FOLD AND STOW SWEATER IN LOCKER COMPARTMENT TWO FOR ALL PERSONNEL INSPECTIONS, DMI'S AND ZONE INSPECTIONS.**

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Chapter 2 - STAR (Compartment and Personnel Readiness) Assessments

01. Assessments	4-15
420101. General Information	4-15
420102. Compartment Assessment	4-15
02. Discrepancies and Infractions	4-16
420201. Compartment Hit (C/H)	4-16
420202. Street Hit (S/H)	4-16
420203. Point value for Compartment/Street Hits	4-16
420204. Recruit Division Commander Infraction (RDCI)	4-16
420205. Training Deficiencies (TD)	4-17
420206. Professional Deficiency (PD)	4-17
03. Documented Assessments	4-18
420301. Daily Assessments	4-18
420302. Static assessments	4-18
420303. Bunk and locker assessments	4-18
04. Inspection Procedures	4-19
420401. Zone Inspections	4-19
420402. Personnel Inspections	4-21
420403. Uniforms for Personnel Inspection	4-21
420404. Aligning Divisions for All Personnel Inspections .	4-23
420405. Knowledge Questions	4-23
420406. Personnel Inspection Procedures	4-24
420407. Integrated Inspections	4-27
05. Dynamic Material Inspection	4-28
420501. General	4-28
420502. Procedures	4-29
420503. Bunk Procedure	4-29
Figure 4-2-1 "Sample DMI Bunk Layout"	4-29
420504. Locker Procedure	4-30
Figure 4-2-2 "Sample DMI Locker Layout (CART)"	4-31
Figure 4-2-3 "Sample DMI Locker Layout (MCA)"	4-32
420505. Assessing the Bunks and Lockers	4-32
06. Scoring Criteria	4-32
420601. Recruit Scoring	4-32
Figure 4-2-4 "Individual Recruit Scoring"	4-32
420602. Calculating Division Assessment Score	4-33
Figure 4-2-5 "Compartment Scoring"	4-33
420603. Calculating STAR Average	4-33
420604. STAR Award Flag	4-34

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01. Assessments

420101. General Information

1. The compartment is subject to inspection by FTT from 1-1 day of training until the Division departs.
2. All compartment discrepancies assessed by FTT during scheduled or unscheduled inspections WILL BE deducted from the Division's current phase average.

420102. Compartment Assessment

1. The purpose of the compartment assessment is to evaluate the overall readiness and cleanliness of the recruit's living compartment.
2. The compartment must comply with all procedures and check points outlined in this instruction at all times.
3. Roving Security Watch and Division Deck Log.
 - a. The watch will be assessed on appearance, military bearing, and knowledge of the eleven general orders of the sentry, chain of command and performance during the assessment.
 - b. The Division deck log is assessable during all compartment assessments.
 - c. The Divisional deck log is assessable on proper content and mandatory entries.
 - d. All entries beginning at the mid watch (0000-0200) are subject to assessment.
 - (1) This includes ending the previous day's log properly.
 - (2) Errors in the deck log made by a watch stander will be assessed against that watch stander.
4. Compartment assessments shall include the following areas:
 - a. Compartment
 - b. Work center (RDC Office)
 - c. Head and Shower
 - d. Laundry Room
 - e. Drying Room
 - f. AFT Passageway and Lounge
 - g. Forward Hold
 - h. Lounge

02. Discrepancies and Infractions

420201. Compartment Hit (C/H)

1. **Compartment hits can be assessed (From 1-1 DOT to DOD) for:**
 - a. Any area or item in the compartment that displays an unmilitary appearance, stowed incorrectly, or not in accordance with the established checkpoints of this instruction.
 - b. Any area or item in the compartment that is dirty. (Dirty is defined as: spots, soap scum, dust, foreign debris, or any other foreign matter present on an inspectable surface or item).

420202. Street Hit (S/H)

1. **Division/Elements/details, can be assessed a Street Hit (From 1-1 DOT to DOD).**
 - a. Street Hits are assessed for any violation of any established traffic pattern, procedure or checkpoint outlined in this instruction, and will be deducted from the Division's phase average.
2. All assessed Street/Compartment hits will be assigned a point value.
3. Hits assessed during an inspection will be deducted from that inspection score; hits assessed any other time (i.e. FTTDO making tours or street violations) will be deducted from the Division's phase average.

420203. Point value for Compartment/Street Hits

1. CART - Deduct .075 for each hit
2. MCA - Deduct .125 for each hit
3. FEP - Deduct .175 for each hit
 - a. For every 3 individual recruit demerit chits issued to a Division, a deduction equal to the point of a street/compartment hit will be deducted from the Divisions phase score.

420204. Recruit Division Commander Infraction (RDCI)

1. **RDCI's can be assessed (From 1-1 DOT to DOD), to one or more assigned RDC's as determined by FTT LCPO and GC/SLCPO.**
2. A Recruit Division Commander Infraction is defined as:
 - a. Division up and about past taps or before reveille without proper authorization and RDC is present.
 - b. Required posters not present in compartment.
 - c. Linen exchange not completed on scheduled day of the week.

- d. Lockers in work center improperly secured.
- e. Medical chit not signed by RDC.
- f. EPO/YN/MYN/DYN not attending mandatory briefings by scheduled DOT.
- g. At least one RDC not attending Battle Stations brief, improperly filled out paperwork, paperwork not turned in on time.
- h. ASMO dress uniforms not delivered within 3 days.
- i. RDC not monitoring night study scheduled in the POD (MTS).
- j. RDC not following POD (MTS).

3. TAKE NOTE: This listing is not mutually all inclusive or exclusive.

420205. Training Deficiencies (TD)

- 1. TD's can be assessed (From 1-1 DOT to DOD), to one or more assigned RDC's as determined by FTT LCPO and GC/SLCPO.
- 2. A Training Deficiency is defined as:
 - a. The improper or inadequate training of the Division.
- 3. TD's will be assessed for:
 - a. Greater than 50% of the Division incorrectly Marking or stowing ANY issued item.
 - b. Greater than 50% of Division incorrectly performing ANY assessment procedure established in this instruction.
 - c. Division staff not trained for position assigned.
 - d. Division receiving an overall score below a 3.0 on any assessment (except PT).

4. TAKE NOTE: This listing is not mutually all inclusive or exclusive.

420206. Professional Deficiency (PD)

- 1. PD's can be assessed (From assignment of 9508 NEC to PCS), to one or more assigned RDC's as determined by FTT LCPO and GC/SLCPO.
- 2. A PD assigned to an RDC can result in the loss of NEC 9508 and PCS orders.
- 3. If an RDC receives 3 PD's he/she will have to go back through RDC school.
- 4. PD's will be reviewed and counseled by Fleet LCPO's.
 - (a) Documentation of counseling will be placed in RDC's training jacket.

2 Jun 04

5. A Professional Deficiency is defined as:
 - a. Professional performance or conduct not in accordance with; RTC Maxim, Navy Core Values, RTC regulations, or this instruction.
6. PD's will be assessed for:
 - a. 3 or more TD's assessed
 - b. 5 or more RDCIs assessed
 - c. Arguing with inspectors in front of Recruits
 - d. Circumventing competition system
 - e. Serious violation of RTC rules and regulations
 - f. Incorrect handling of recruit mail
 - g. The use of sheets, pillow cases, or blankets used as rags
 - h. Misuse of recruit cash box
 - i. Endangering the health and safety of Recruits
7. **TAKE NOTE: This listing is not mutually all inclusive or exclusive.**

03. Documented Assessments

420301. Daily Assessments

1. Daily assessments will be conducted by, the Ships LCPO/STT or MTD representative.
2. The Ships OOD will conduct assessments on weekends or holidays.
3. Assessments will be graded using criteria established in this instruction.
4. Daily assessment forms will be retained for 90 days.

420302. Static assessments

1. A static assessment will be conducted by FTT sometime during FEP phase of training.
 - a. This will be an unscheduled inspection in which the Recruits WILL NOT be present.
 - b. The inspector will assess all areas of the compartment, as well as, fifty percent of the bunks and lockers.
 - c. The Divisions score will be figured using the formula outlined in paragraph **420602**

420303. Bunk and locker assessments

1. FTT will assess fifty percent of the lockers for proper uniform stowage, folding, and Marking, and fifty percent of bunks for proper bunk make-Up.

- a. Recruits will receive an individual score
- b. The Divisions score will be based on the average of recruit scores.
- c. All items in the locker must be clean, dry, folded, and properly stowed.
- d. Lockers must not contain gear adrift.
- e. All items must be properly Marked.
- f. The following recruit items are subject to inspection at any time:
 - (1) Garment bags
 - (2) All items stowed on or in the locker. (The inspector can remove items from the locker to check for proper folding and Marking)
 - (3) All outer garments hanging on the hooks to include Pea coats
 - (4) Bunks for proper make-up
 - (5) Sea bags, knit bags and towels

04. Inspection Procedures

420401. Zone Inspections

1. Two zone inspections (CART and MCA) will be conducted by FTT (and/or STT as directed by FTT).
2. The Division will receive two scores, one for the compartment, and one for the individual bunk and locker assessment.
3. Use formula outlined in paragraphs **420602** and **420601** to calculate Division/recruit score.
4. The following procedures will be used to prepare for ALL zone inspections.
 - a. The RCPO will provide the inspector with an updated muster report signed by the Yeoman and the RCPO.
 - (1) The muster report will be reviewed for accuracy; any discrepancy will result in a C/H being deducted from the Divisions score for that assessment.
 - (a) If there is a discrepancy in the number of Recruits listed on the muster report and the number of Recruits actually on spot, a demerit chit will be issued to the YN.
 - b. If the inspection does not start on the scheduled time (due to circumstances caused by the Division or RDC), then one C/H will be deducted for every 5 minutes late.

2 Jun 04

- c. The compartment will be assessed as per paragraph **420102**.
 - d. Recruits will be present (Integrated Divisions will be standing-by in the compartment in which they are berthed) and aligned using the following procedures:
 - (1) Recruits will be covered with BALL CAPS in the uniform of the day, wearing guard belts, canteens, and raincoats (if uniform of the day is carry raincoat), sweaters will be folded and stowed in locker two, at parade rest, one-half pace inboard of their bunk, dressed at a close interval, facing inboard when the inspector arrives.
 - (2) Guidance for outer garments is outlined in paragraph **410406.1**.
 - (3) Recruits assigned to the bottom bunk will stand with their forward shoulder dressed to the forward bunk post.
 - (4) Recruits assigned to the top bunk will be dressed at a close interval AFT of the recruit in the bottom bunk.
 - (5) LLD Recruits will be seated at the inboard side of their rack with medical chits in their left hand.
 - e. The Roving Security Watch will be secured by the Division Commander 30 minutes prior to the inspection, and will fall in at the inboard end of their rack and participate in the inspection.
 - f. The RCPO will stand at the forward end of the compartment, adjacent to the work center door, facing forward, at parade rest.
 - g. LLD Recruits will stand when the RCPO calls "**Division, ATTENTION**"
 - h. When the inspector enters the compartment, the RCPO will command, "DIVISION, ATTENTION"
 - i. All Recruits in the **Division**, including light/limited duty will come to attention.
5. The RCPO will follow the below procedures when the inspector enters the compartment.
- a. Render a hand salute.
 - b. Sound off "Good (morning/afternoon) Petty Officer, Chief, Senior Chief, SR (Last Name) Division (Division #) standing by for Zone inspection."
 - c. Once the Inspector acknowledges the RCPO, then the RCPO will hand the inspector an updated muster report.

6. The Inspector will instruct the RCPO to stand in front of his/her rack and place the Division at "Parade, REST" while the compartment is assessed.
7. The inspector will instruct the RMAA how to record the results of the compartment assessment.
 - a. The RMAA will follow the inspector and record the results.
8. Use the following procedures for Light/limited duty Recruits for ZONE inspections:
 - a. Once the inspector has reviewed all LLD chits, he or she will instruct LLD Recruits to sit.
 - b. LLD Recruits will then place their medical chit back in the right front trouser pocket and sit down.
 - c. During the bunk and locker inspection, LLD will stand when the inspector is two Recruits away.
 - d. Once the inspector has inspected and moves to the next recruit, the LLD recruit will sit down for the remainder of the inspection.
9. At the conclusion of the compartment assessment, the RMAA will fall in at parade rest at the foot of his/her rack.
10. The inspector will instruct the YN how to record the results of the Bunk/Locker assessment.
 - a. The YN will follow the inspector and record the results.

420402. Personnel Inspections

1. 4 personnel inspections will be conducted by FTT/STT (CART, MCA, FEP PI-1, and FEP PI-2).
2. Recruits will be given an individual score based on the amount of hits received.
3. Division/recruit scores will be calculated using the procedures outlined in paragraphs **420602** and **420601**.

420403. Uniforms for Personnel Inspection

1. All uniforms will be inspected for proper fit, tailoring, cleanliness and wear.
 - a. Uniforms will display a clean, neat military appearance.
2. Do not wear guard belts or canteens during personnel inspections (exception: RCPO and RLPO will wear guard belts without canteens and raincoat for all Personnel Inspections, Canteens and raincoat will be stowed on top of locker uniformly (unless they are wet or are uniform of the day with liners)

2 Jun 04

3. Stow guard belts, raincoats, and canteens (raincoats are stowed hanging on guard belts unless they are wet or are uniform of the day with liners)
4. Stow inter-station passes and ballpoint pen in A/B personal drawer.
5. Place the ID card (when issued) in the left shirt/jumper pocket.
 - a. The picture shall face away from the recruit's chest with the ship side up.
 - b. Tuck down into the pocket so that no part of the ID card shows.
 - c. Once issued, the ID card is required for all personnel inspections.
6. ID tag chains, A/B personal drawer key, and ID tags (when issued) are required for all personnel inspections.
 - a. ID tag silencers are optional, however, uniformity must prevail throughout the Division. (With the exception being a recruit with a medical chit requiring silencers)
7. The uniform for CART and MCA Personnel Inspection is a clean, pressed, utility uniform, ball cap and shined drill boots.
8. The uniform for FEP PI-1 is the Pass-in-Review uniform.
 - a. Any/All ribbons issued in Boot Camp (i.e. National Defense) are required to be worn as part of the Uniform for Inspection.
 - b. The RCPO and RLPO will wear a CLEAN white guard belt over their jumper.
 - (1) The jumper will be pleated at the sides and NOT tucked in.
 - c. Those Recruits that do not have the prescribed seasonal dress uniform will wear the prescribed uniform for MCA PI.
9. The uniform for FEP PI-2 is the seasonal uniform that the Division will wear on liberty (winter blue or summer white).
 - a. Any/All ribbons issued in Boot Camp (i.e. National Defense) are required to be worn as part of the Uniform for Inspection.
 - b. Those Recruits that do not have the prescribed uniform will wear the prescribed uniform for MCA PI.

420404. Aligning Divisions for All Personnel Inspections

1. Use the following procedures for preparing a Division for personnel inspections:

a. Recruits shall be at parade rest, one-half pace inboard of their bunk, dressed at a close interval, facing inboard when the inspector arrives.

(1) Recruits assigned to the bottom bunk will stand with their forward shoulder dressed to the forward bunk post.

(2) Recruits assigned to the top bunk will be dressed at a close interval aft of the recruit in the bottom bunk.

b. Guidelines for Light/Limited Duty Recruits:

(1) LLD with "NO STANDING PERSONNEL INSPECTIONS" marked on chit will be listed as such on the muster report and will not participate in the inspection.

(2) LLD capable of standing personnel inspections will be seated at the inboard side of their rack (sit on blanket if in uniform other than utilities) with LLD chit in left hand.

(3) LLD will stand when RCPO calls "**Division**, ATTENTION" and follow procedures in paragraph **420406.9**

c. Recruits with valid tennis shoe chits WILL WEAR tennis shoes with the prescribed uniform for CART, MCA.

(1) For FEP personnel Inspections they will wear tennis shoes with the prescribed uniform for MCA.

d. The Roving Security Watch will be secured by the RDC, 30 minutes prior to the inspection time, and will fall in at the inboard end of their rack, and participate in the inspection.

e. The RCPO will stand at the forward end of the compartment, adjacent to the work center door, facing forward, at parade rest.

f. Integrated Divisions berthed in the secondary compartment will stand-by in the primary compartment, next to rack number assigned to them in the secondary compartment.

420405. Knowledge Questions

1. The inspector will ask each recruit a question directly relating to that phase of training.

a. CART PI:

(1) Eleven General Orders of the Sentry

2 Jun 04

- (2) Chain of Command from RDC through the Commander-In-Chief
- (3) Rate/Rank, E-1 through O-6
- (4) Demonstrate the Knot of the Week - Clove Hitch
- b. MCA PI (in addition to the requirements for CART PI):
 - (1) The Sailor's Creed (Definition of a Sailor)
 - (2) Demonstrate the Knot of the Week - Bowline
- c. FEP PI-1 (in addition to the requirements for CART PI and MCA PI):
 - (1) Rate/Rank recognition O-7 through O-10
 - (2) Demonstrate the ability to tie a neckerchief (for Recruits wearing jumpers)
 - (3) Demonstrate the Knot of the Week - Square Knot
- d. FEP PI-2 (all requirements for all phases):
 - (1) Demonstrate the ability to tie a necktie (for male Recruits)

420406. Personnel Inspection Procedures

1. Use the procedures in this paragraph for CART, MCA, and FEP personnel inspections.
2. The RCPO will provide the inspector with an updated muster report signed by the Yeoman and the RCPO.
 - a. The muster report will be reviewed for accuracy; any discrepancy will result in a C/H being deducted from the Divisions score for that assessment.
 - (1) If there is a discrepancy in the number of Recruits listed on the muster report and the number of Recruits actually on spot, a demerit chit will be issued to the YN.
3. If the inspection does not start on the scheduled time (due to circumstances caused by the Division or RDC), then one C/H will be deducted for every 5 minutes late.
4. When the inspector enters the compartment, the RCPO will command, "Division, ATTENTION"
 - a. The response "Aye-Aye, Petty Officer, Chief, Senior Chief" will follow all commands directed to the RCPO requiring action or direction.
 - b. All Recruits in the Division, including light/limited duty, will come to attention.
5. The RCPO will follow the below procedures when the inspector enters the compartment.

- a. Render a hand salute.
 - b. Sound off "Good (morning/afternoon) Petty Officer, Chief, Senior Chief, SR (Last name), Division (Division #) standing by for personnel inspection"
 - c. Once the Inspector returns the salute, the RCPO will hand the inspector an updated Muster report.
6. The inspector will inspect the RCPO.
7. The inspector will give the RCPO the inspection sheet and explain the recording procedure.
- a. The RCPO will follow the inspector and record the results on the inspection sheet.
8. The inspector will instruct the Division to "Pull out I.D. Tags and remove I.D. Card halfway from pocket"
- a. The RCPO will not participate in this step.
9. The inspector will verify all LLD chits.
- a. Light/limited duty Recruits will hold their LLD chit in their left hand to be verified by the inspector.
 - b. Once verified, the recruit will place the LLD chit in the right pocket.
 - c. The inspector will direct all LLD Recruits to sit down.
 - d. Recruits with a tennis shoe chit will not be required to sit down, unless their LLD chit specifically states, "NO PROLONGED STANDING"
 - e. Seated light/limited duty Recruits will come to attention when the inspector is two Recruits away.
 - f. Light/limited duty Recruits will sit down after being inspected.
 - g. They shall remain seated until the RCPO commands "One Pace Forward, MARCH"
10. The inspector will inspect each recruit on the following:
- a. Ask a question IAW paragraph **420405.1**
 - b. Proper fit and wear of uniform
 - c. Gear adrift
 - d. Marking
 - e. Military bearing and posture
 - f. Grooming standards
11. Divisions will execute ALL commands given by the RCPO together and in a smart military manner.

2 Jun 04

- a. Any deviations (10% of Division) will be noted and result in deductions from the assessment score.
 - b. Multiply deviations by: .075 for CART, .125 for MCA, and .175 for FEP.
12. The inspector will instruct the RCPO to command "One Pace Forward, MARCH"
 - a. Light/limited duty Recruits will stand on "Forward"
 13. The inspector will continue the inspection.
 14. Once the last recruit has been inspected, the inspector will retrieve the inspection sheet from the RCPO.
 15. The RCPO will return to the forward part of the compartment and face the Division.
 16. The inspector will instruct the RCPO to command, "About, FACE"... "One Pace Forward, MARCH"... "About, FACE"
 - a. The RCPO will command "About, FACE"... "One Pace Forward, MARCH"... "About, FACE"
 17. The inspector will instruct the RCPO to command "RETURN TO UNIFORM FOR PERSONNEL INSPECTION"
 - a. The RCPO will command "RETURN TO UNIFORM FOR PERSONNEL INSPECTION"
 - (1) Recruits will correct any part of their uniforms that were adjusted by the inspector without talking.
 - (2) The RCPO will fix all discrepancies with his/her uniform.
 - (3) The RCPO will call the Division to attention within 2 minutes.
 18. The RCPO will command "Division, ATTENTION."
 19. The inspector will assess the Division for any Recruits who fail to follow instructions.
 20. The inspector will instruct the RCPO to command "Hand, SALUTE"
 - a. The RCPO will command "Hand, SALUTE" The RCPO will not salute.
 - (1) Hand salute will be executed in ONE count.
 21. The inspector will inspect the Recruits.
 22. The inspector will instruct the RCPO to command "Ready, TWO"
 - a. The RCPO will command "Ready, TWO"
 23. The inspector will instruct the RCPO to command "UNCOVER" and "TWO"

- a. The RCPO will command "UNCOVER, TWO" The RCPO will not uncover.
24. The inspector will instruct the RCPO to command "COVER" and "TWO"
 - a. The RCPO will command "COVER, TWO"
25. The RCPO then executes an about face (facing the forward end of the compartment) and awaits further instructions from the inspector.
26. The inspector will complete the inspection sheet and have the Division Commander sign the report.
27. After CART and MCA personnel inspections
 - a. The inspector will instruct the Recruits that they have 5 minutes to prepare for a Dynamic Material Inspection (DMI) (for integrated Divisions the time will not start until Divisions have de-integrated and are standing-by their assigned racks).
28. Ball caps will be hung on the appropriate hook if uniform of the day is "wear ball caps"
 - a. If any other cover is prescribed as uniform of the day, the ball cap will be stowed in locker compartment one and the cover prescribed for wear will be hung.
29. Recruits will retrieve their guard belts with raincoat (unless they are wet or are uniform of the day with liners), and check point notebooks.
30. Light/limited duty Recruits unable to participate in the bunk/locker inspection will fallout as directed by the inspector.
31. Talking is not permitted by Recruits during this time.
32. At the end of the five minutes the Division will fall in at the inboard end of their bunks and the Inspector will call the Division to attention.

420407. Integrated Inspections

1. CART, MCA and FEP personnel inspections will be performed in the primary compartment.
2. During a Divisions Static/Zone inspection, the primary compartment will be inspected followed by the secondary compartment.
3. DMIs will follow directly after personnel inspections.
 - a. Upon completion of the personnel inspection, the inspector will direct the Recruits berthed in the secondary compartment to fall out to their secondary compartment and stand-by for further instructions.

05. Dynamic Material Inspection

420501. General

1. A Dynamic Material Inspection (DMI) will be conducted immediately following the personnel inspection by FTT during the CART and MCA phases of training.
 - a. During DMI the compartment will not be assessed; however, any major discrepancies noted by the inspector will result in C/H (for that phase), and deducted from the final score of that inspection.
2. The Division will be standing by in the compartment, in the uniform of the day, in the following manner:
 - a. If the uniform of the day is "carry raincoats" the raincoat will be on the guard belt (unless they are wet or are uniform of the day with liners).
 - b. One-half pace inboard of their bunks, dressed at a close interval with their respective bunkmate, facing inboard.
 - (1) The recruit assigned to the bottom bunk will stand so the forward shoulder is even with the forward bunk post.
 - (2) The recruit assigned to the top bunk will dress at a close interval aft of the recruit in the bottom bunk.
 - c. Fifty percent of the Division will demonstrate correct bunk make-up and fifty percent will demonstrate proper folding and stowing.
 - d. Recruits can use their checkpoint notebooks during the assessment.
 - (1) Place the notebook in the right rear pocket.
 - (2) Notebooks left adrift after any portion of the assessment will result in a gear adrift hit to the individual recruit.
 - e. If the outer garment is part of the assessment, fold and stow it in the appropriate locker compartment.
 - f. Talking is not permitted during the assessment.
 - (1) Any recruit talking or cheating will automatically receive a grade of 1.0.
 - g. Garment bags, sweat suits, outer garments and knit bags will be assessed.
 - (1) Discrepancies will be awarded to individual Recruits.
3. RDC's are permitted to talk to Recruits once the inspector has given the Division the command "You have five minutes to prepare for a DMI"

420502. Procedures

1. The inspector will begin the bunk and locker assessment once the personnel inspection is complete.
2. Recruits incapable of participating in the assessment will be ordered to fall out to the crews lounge or wherever the RDC dictates, and remain there throughout the assessment.

420503. Bunk Procedure

1. When directed by the Inspector, Recruits will be given 2 minutes to:
 - a. Remove all folds from their blanket(s)
 - b. Take their pillow out of the pillowcase
 - c. Remove both sheets and towel from the bunk

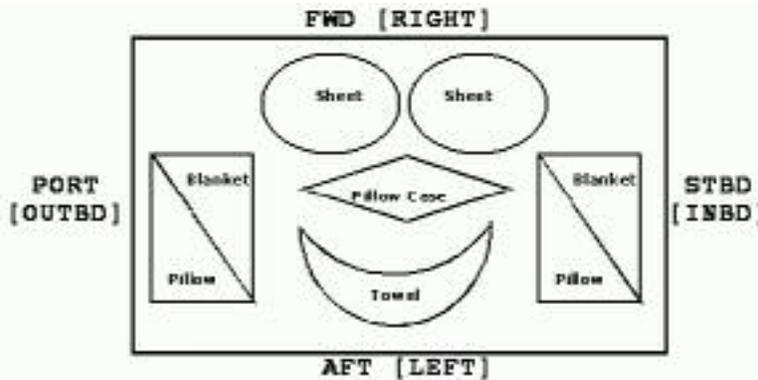


Figure 4-2-1 "Sample DMI Bunk Layout"

- d. Place all items on the mattress in separate piles as per the following guidelines. **(Uniformity throughout the Division is mandatory):**
 - (1) **TAKE NOTE:** Figure 4-2-1 is one example of a possible layout. Actual layout is at RDC's discretion.
 - (2) Nothing shall hang over the edge of the mattress.
 - (3) Items will not touch one another.
 - (4) The mattress will be centered and pushed inboard.
 - (5) Both blankets will be unfolded when two blankets are issued.
 - (a) One blanket will be placed on the deck under the bunk and remain there until the assessment is over.
 - e. Prior to expiration of the 2 minute time limit, Recruits will fall-in at attention, one-half pace inboard of their bunks, at a close interval with their bunkmates, facing inboard.
2. The Inspector will assess the Recruits on the ability to follow instructions.

2 Jun 04

- a. Recruits who do not follow proper procedures will be assessed a Failure to Follow Instructions (FFI).
3. Recruits will then be given 15 minutes to remake their bunks for the assessment.
4. The following items must be completed in accordance with the checkpoints established in **Module 2 - Chapter 2 - 01**:
 - a. Fit both sheets
 - b. Fold and arrange one blanket
 - c. Properly place the pillow in the pillowcase and arrange it on the bunk
 - d. Hang and dress the towel on the outboard bunk rail
 - e. Ensure that the bunk is centered on reference marks on the deck with the mattress centered and pushed inboard.
5. Recruits will individually perform all aspects of bunk make-up with the exception of fitting the sheets and aligning the bunk.
6. Prior to expiration of the 15-minute period, Recruits will return to the position of attention in front of their bunks.

420504. Locker Procedure

1. All items in the locker will be assessed for proper Marking, folding and stowing.
2. The following areas are assessed during the Locker Assessment phase of the DMI.
 - a. (CART) Locker Compartment Three
 - (1) Utility Jacket
 - (2) One pair of trousers/slacks
 - (3) One shirt
 - (4) Shower shoes
 - b. (MCA) Locker Compartment Four
 - (1) Three undershirts
 - (2) Three under shorts
 - (3) One towel
3. When directed by the inspector, Recruits will be given five minutes to perform the following actions for ALL uniform items in the locker compartment being assessed:
 - a. Unfold (CART & MCA)
 - b. Unzip (CART items)
 - c. Unbutton (CART items)

- d. Un-Velcro (CART items)
- e. Turn utility trousers inside out (CART items)
- f. Place items on the bunk (CART & MCA)

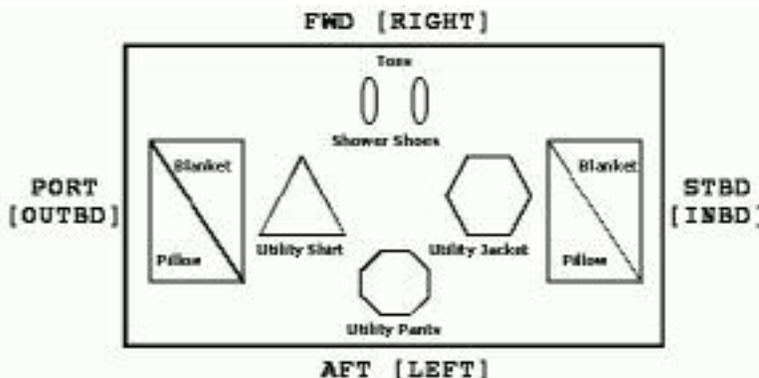


Figure 4-2-2 "Sample DMI Locker Layout (CART)"

- g. Place all items on the mattress in separate piles as per the following guidelines. **(Uniformity throughout the Division is mandatory):**
 - (1) **TAKE NOTE:** Figure 4-2-2 for CART and Figure 4-2-3 for MCA are examples of possible layouts. Actual layout is at RDC's discretion.
 - (2) Nothing shall hang over the edge of the mattress and no items shall touch one another.
 - (3) Place all items/quantities in excess of the assessment requirement for that locker compartment unfolded, unbuttoned, un-velcroed, unzipped and trousers turned inside out on the blanket.
 - (a) These excess items shall remain there throughout the assessment.
 - (4) Place coveralls folded, on the blanket, not to hang over the blanket.
- 4. Prior to expiration of the five minute period, Recruits will fall back in at attention, one half pace inboard, in front of their bunks.
- 5. The Inspector will ensure compliance with all instructions and assign an "FFI" to Recruits who fail to comply.
- 6. When directed by the Inspector, Recruits shall have 15 minutes to properly fold and re-stow the items for the assessment.
 - a. Recruits are permitted to use checkpoint notebooks.
- 7. Prior to expiration of the 15 minutes, Recruits will return to the position of attention in front of their bunks and await further instructions.

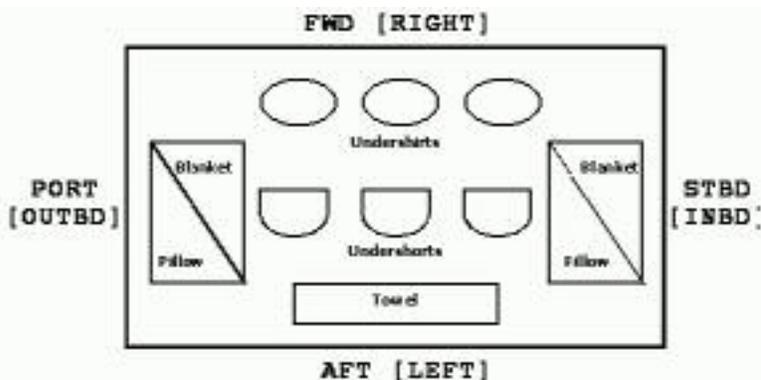


Figure 4-2-3 "Sample DMI Locker Layout (MCA)"

420505. Assessing the Bunks and Lockers

1. The YN will fall out and assist the Inspector as directed.
2. All items stowed in or on the locker are subject to assessment for proper folding, extra folds, double folds, stowage and Marking.
3. Bunks will be assessed for proper make-up, stowage of the sea bag, knit bags and gear adrift.
4. Lockers will not contain any gear adrift.

06. Scoring Criteria

420601. Recruit Scoring

1. All inspections that occur in the compartment are considered STAR evolutions.

PHASE	NUMBER OF HITS	SCORE
CART	1	5.0
	2	4.0
	3	3.0
	4	2.0
	5 or more	1.0
MCA	0	5.0
	1	4.0
	2	3.0
	3	2.0
	4 or more	1.0
FED	0	5.0
	1	4.0
	2	3.0
	3	2.0
	4 or more	1.0

Figure 4-2-4 "Individual Recruit Scoring"

2. Use **Figure 4-2-4** and the criteria below to determine individual recruit scores:
 - a. The total number of hits a recruit receives on an individual bunk/locker assessment, static assessment or personnel inspection will determine the score the recruit receives.

- b. Any recruit that receives a score below a 3.0 remediates and will be required a re-inspect within 48 curriculum hours (refer to paragraph **410301.6** for remedial procedures)

420602. Calculating Division Assessment Score

1. For personnel and bunk/locker assessments, the Division score will be calculated by averaging individual recruit scores.
2. For compartment assessments the Divisions score will be determined by subtracting the number of compartment hits from 5.0.
3. Use the following formula to determine Divisions score for personnel inspections:
 - a. $(\text{Total individual recruit scores}) \div (\text{Number of Recruits on spot}) - (\text{Deviations}) = \text{Division Score.}$
4. Use the following formula to determine Division's score for Bunk and locker inspections:
 - a. $(\text{Total individual recruit scores}) \div (\text{Number of Recruits on spot}) = \text{Division score.}$
5. To determine the Divisions COMPARTMENT score for Zone and Static assessments:
 - a. Multiply the total number of compartment hits by the appropriate point value listed in the figure below and subtract the total from 5.0.

PHASE OF TRAINING	COMP HIT/DEVIATION VALUE
CART	.075
MCA	.125
FEP	.175

Figure 4-2-5 "Compartment Scoring"

420603. Calculating STAR Average

1. The Division will receive a STAR average for, MCA and FEP phases of training.
2. This average will be used to determine eligibility for the STAR award flag.
3. The STAR average for CART will be used to determine whether or not a Divisions is ready for MCA.
4. To determine the Division's STAR average use the following formula:
 - a. CART:
 $(1) ((\text{PI score}) + (\text{DMI score}) + (\text{ZONE bunk \& locker}) + (\text{ZONE compartment})) \div 4$

2 Jun 04

b. MCA:

(1) ((PI score) + (DMI score) + (ZONE bunk & locker) +
(ZONE compartment)) ÷ 4

c. FEP:

(1) ((PI-1 score) + (PI-2 score) + (STATIC bunk & Locker)
+ (STATIC compartment)) ÷ 4

420604. STAR Award Flag

1. The STAR award flag can be earned by Divisions that obtain a STAR average in MCA/FEP of 4.0 or greater.
2. A red pennant can be earned for the first subsequent award.

Chapter 3 - Military Drill

01. Military Drill Assessments.....	4-37
430101. Commencing the Assessment.....	4-37
430102. Drill Assessments.....	4-37
430103. Modified MCA Drill Assessment.....	4-38
430104. Drill Assessment Procedure.....	4-44
02. Scoring Criteria.....	4-54
430201. Calculating Division Inspection Score.....	4-54
Figure 4-3-1 "Street Hit Value".....	4-55
430202. Drill Award Flag.....	4-55
430203. Check Point Abbreviations.....	4-55

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01. Military Drill Assessments

430101. Commencing the Assessment.

1. Divisions will enter the drill hall using procedures as prescribed in paragraph **362701**. If flags are secured due to inclement weather, flags will be carried at "Port Guidon", and the cutlass will be cased enroute to the drill hall. Upon completion of massing up, flags will come to the "Order" when the Division halts. The RCPO will uncase the cutlass prior to commanding, "Forward, MARCH". Flags will then come to the "Carry" at the command "Forward", and the Division will enter the drill hall. When departing the drill hall, if flags are still secured, flags will be at "Port Guidon" and the RCPO will case the cutlass prior to leaving spot.
 - a. Any Recruit not participating in the Drill Assessment will be accounted for on the Muster Report and will not be in the Drill Hall.
 - (1) Specifically LLDs unable to participate will be mustered as LLD on Muster Report and will remain in the Divisions Compartment.
2. On preparatory commands for all movements the cutlass and flags will come to the "Carry" unless otherwise specified.
3. Upon completion of all movements the cutlass and flags will return to the "Order" unless otherwise specified.
4. Flag bearers without flags WILL use staffs for MCA/FEP drill assessments.

430102. Drill Assessments

1. MCA Drill Inspection
 - a. Drill inspection will consist of steps **430104.1** through **430104.28** of paragraph **430104**, conducted by FTT.
 - b. Divisions are assessed on the ability to perform to the drill tape commands, tailored specifically for the Pass-in-Review ceremony.
 - c. 900 Divisions WILL BE ASSESSED on a MODIFIED MCA drill, Steps **430103.1** thru **430103.57** of paragraph **430103**, conducted by FTT.
2. FEP Drill Inspection
 - a. Drill inspection will consist of steps **430104.1** thru **430104.72** of paragraph **430104**, conducted by FTT.
 - b. The Divisions are assessed on the ability to perform to the drill tape commands tailored specifically for the Pass-in-Review ceremony.

c. 900 Divisions ARE EXEMPT from FEP Drill.

430103. Modified MCA Drill Assessment

1. Division will be staged on spot one dressed off in Mass formation facing east, at attention, in full uniform of the day (with outer garments on as applicable), cutlass at the "Carry" and Flags at the "Order" when the inspector arrives.
2. The inspection will start as soon as the RCPO submits the muster report (RDC will bring muster report to inspector).
3. RCPO will render a cutlass salute and greet the inspector, Good Morning Chief/Senior Chief, Division (Division number) standing by for MCA drill inspection
 - a. RCPO will cut away, and return to the "Carry" once the inspector acknowledges the RCPO.
4. "This Tape Contains the MCA Drill Inspection and Begins With Drum Cadences" (Voice) {Track 01}
5. Cadence (Drum) {Track 02}
6. The Inspector will instruct the RCPO to take the Division out of the drill and have them march south on Indiana Street, and enter the south door.
7. "Columns of Three" (RCPO)
 - (a) Checkpoints {1}: NTG, MP, MG, POM, COMMAND
8. "Column Left, MARCH" (RCPO)
 - (a) Checkpoints {2}: OOS, ALIGN, BUNCH, POM, COMMAND
9. "Mark Time, MARCH" (RCPO)
 - (a) Checkpoints {3}: OOS, ALIGN, NOISE, COMMAND
10. "Forward, MARCH" (RCPO)
 - (a) Checkpoints {4}: NTG, OOS, ALIGN, AS, COMMAND
11. "Half Step, MARCH" (RCPO)
 - (a) Checkpoints {5}: OOS, ALIGN, NOISE, COMMAND
12. "Forward, MARCH" (RCPO)
 - (a) Checkpoints {6}: NTG, OOS, ALIGN, AS, COMMAND
13. RCPO calls out "Two Road Guards", Road guards will exit through the door furthest to the right and stand-by on the cross walk directly outside the north door of the drill hall.
14. "Road Guards, POST" (RCPO), Road guards will post on the crosswalk directly outside the north door of the drill hall
 - (a) Checkpoints {7}: FP, HP, MVT, PRO

15. "Column Left, MARCH" (RCPO)
 - (a) Checkpoints {8}: OOS, ALIGN, BUNCH, POM, COMMAND
16. "Column Left, MARCH" (RCPO), RLPO will call "Road Guards, IN" once the Division has crossed Indiana Street.
 - (a) Checkpoints {9}: OOS, ALIGN, BUNCH, POM, COMMAND
17. RCPO calls out "Two Road Guards", Road guards will stand-by on the cross walk directly across the street from the south door of the drill hall.
18. "Road Guards, POST" (RCPO), Road guards will post on the crosswalk directly outside the south door of the drill hall, to cross Indiana Street
19. "Column Left, MARCH" (RCPO)
 - (a) Checkpoints {10}: OOS, ALIGN, BUNCH, POM, COMMAND
20. "Mass, RIGHT" (RCPO), RLPO will call "Road Guards, IN" once the Division has massed up in front of the north door.
 - (a) Checkpoints {11}: OOS, ALIGN, BUNCH, POM, COMMAND
21. "Forward, MARCH" (RCPO) (Drum) {Track 02}, the Division will march to the cadence on the drill tape.
 - (a) Checkpoints {12}: NTG, OOS, ALIGN, AS, COMMAND
22. The RCPO commands, "Left Turn, MARCH".
 - a. The RCPO gives the command on the first left foot on or after the left turn line, on two consecutive left feet. Ensure the turn is completed on the designated spot in line with the section markers. If the RCPO misses the designated spot, the flag bearers will immediately pick up the section markers on the second pivot point.
 - b. The PFC will execute a "Left Flank" take four full steps, execute a "Left Oblique" on the fourth step, "Forward, MARCH" on the fifth, and immediately begin to half step.
 - c. On the tenth step after the first pivot, the Guidon and the Ship's Flag Bearer will execute the first count of "Present Guidon".
 - d. On the eleventh step, the Guidon and Ship's Flag Bearer will execute the second count of "Present Guidon", they hold this position until "Left Turn, MARCH" is commanded by the RCPO at the north end of the drill hall.
 - (a) Checkpoints {13}: OOS, MG, ALIGN, BUNCH, POM
23. "Forward, MARCH" (RCPO), Called on the first left foot on or after the deck marker.

2 Jun 04

- (a) Checkpoints {14}: NTG, OOS, ALIGN, AS
24. "Left Turn, MARCH" (RCPO)
- (a) Checkpoints {15}: OOS, MG, ALIGN, BUNCH, POM
25. "Forward, MARCH" (RCPO)
- (a) Checkpoints {16}: NTG, OOS, ALIGN, AS
26. "By the Left Flank, MARCH" (RCPO)
- (a) Checkpoints {17}: NTG, ALIGN, BUNCH, IMP ADJ
27. "Division, HALT" (RCPO)
- (a) Checkpoints {18}: NTG, MP, ALIGN, MVT
28. "Right, FACE" (RCPO), Division will now be facing west.
- (a) Checkpoints {19}: NTG, FP, HP, MP, NOISE
29. "Flags, POST", "REMOVE OUTER GARMENTS", "SECTION LEADERS FALL OUT AND COLLECT OUTER GARMENTS" (RCPO)
- a. "Flags, POST"
- (1) On "Flags", flag bearers will come to the carry. On "POST", flags execute proper facing movements to face north.
 - (2) Flag bearers will execute "Port Guidon" and fall out smartly, executing proper flanking/facing movements. Lean flags unrolled against west bulkhead and remove outer garments.
 - (3) Once flag bearers have removed outer garments they will retrieve flags/sticks individually assuming the position of "Port Guidon". Step out together in the same order in which they fell out and return to position, facing north, come to the "Carry" execute appropriate facing movement to face west, and return to the "Order".
- b. "SECTION LEADERS FALL OUT AND COLLECT OUTER GARMENTS"
- (1) Division will quietly remove outer garments, canteens, and guard belts.
 - (a) The RCPO and RLPO will wear guard belt with canteen and raincoat removed.
 - (b) Division will stay covered, watch caps up if worn.
 - (2) RLPO will fall out, collect road guard vests and YN pouches; place them neatly behind Division, and ensure they are not touching outer garments (road guard vests can be stacked on top of YN pouches).
 - (3) Section leaders will fall out and collect outer garments, and NEATLY stack them behind sections one

thru six. Outer garments will not block fire exits/doors, or extend beyond sections one and six.

30. Once the flag bearers, section leaders, and RLPO have re-assumed their positions, the RCPO will command "Forward Counter, MARCH"

(a) Checkpoints {20}: NOISE, STOW

31. "Forward Counter, MARCH" (RCPO)

a. Number three section leader will immediately begin to mark time once adjacent to and in line with the spot marker. The remainder of the section leaders with the exception of section one will mark time and align to the number three section leader. Once number one section leader is on spot (deck marker), he/she will begin to mark time, the remainder of the Division front as well as section leaders will then align to the number one section leader. All other Recruits will mark time and align to the section leaders.

b. Recruits may turn their head over the left shoulder to for alignment. Once aligned, they will turn their head forward. Divisions will not simultaneously turn heads forward on "Division, HALT".

(a) Checkpoints {21}: NTG, OOS, ALIGN

32. "Division, HALT" (RCPO), RCPO will call "Division, HALT" once the entire Division has executed the counter and is on spot.

a. The RCPO will be facing east with the cutlass at the "Carry".

b. On the command "Division", the flag bearers will place their right hand above the left, and on "HALT" they will come to the "Order".

(a) Checkpoints {22}: NTG, MP, ALIGN, MVT

33. The drill tape will now give the commands.

a. The cutlass will remain at the "Carry" while the drill tape dresses the Division.

34. "Recruit Divisions, ATTENTION" (Voice) {Track 03}.

35. "At a Normal Interval, Dress Left, DRESS" (Voice) {Track 03}, First section leader remains on the spot. Division aligns at a normal interval.

(a) Checkpoints {23}: NTG, HP, ALIGN

36. "Ready, FRONT" (Voice) {Track 03}, Division returns to the position of attention, RCPO remains at the "Carry"

(a) Checkpoints {24}: NTG, HP, MP, NOISE

2 Jun 04

37. "Left, FACE" (Voice) {Track 03}, Division faces north.
RCPO remains at the "Carry"
(a) Checkpoints {25}: NTG FP, MP, NOISE
38. "At Close Interval, Dress Right, DRESS" (Voice) {Track 03}
a. The first section leader remains on spot.
b. Division aligns at a close interval.
c. The RCPO will cover down behind the RLPO.
(a) Checkpoints {26}: NTG, HP, ALIGN, HD
39. "Ready, FRONT" (Voice) {Track 03}, Division returns to the position of "ATTENTION", RCPO remains at the "Carry"
(a) Checkpoints {27}: NTG, HP, MP, NOISE
40. "Right, FACE," (Voice) {Track 03}, Division faces east.
RCPO lowers the cutlass to the "Order"
(a) Checkpoints {28}: NTG, FP, HP, MC, MP, NOISE
41. "Parade, REST" (Voice) {Track 03}, Division goes to "Parade, REST"
(a) Checkpoints {29}: NTG, FP, HP, MC, MG
42. "It is Now My Pleasure to Introduce the Graduating Divisions, Starting From Their, RIGHT" (Voice) {Track 03}, on "RIGHT", Division comes to "ATTENTION".
(a) Checkpoints {30}: NTG, FP, HP, MP, NOISE
43. "Division Zero Zero, ONE" (Voice) {Track 04}
a. On the last digit of the Division number (ONE), the flag bearers for the Division on spot one executes "Counter Carry"
(a) Checkpoints {31}: NTG, OOS, MC, MG
44. "Commanded By Chief Petty Officer Cook, Chief Petty Officer Bruce-Ross and Petty Officer First Class Roberts, and Their Recruit Chief Petty Officer, Seaman Recruit Holms, From Ashburn, Ga" (Voice) {Track 04}
a. On the RCPOs last name (Holms), the RCPO of the Division on Spot One:
(1) Comes to "Carry" cutlass.
(2) Marches forward one pace.
(3) Renders a cutlass salute, and immediately cuts to the "Order".
45. "Division Zero Zero, TWO" "Commanded By Chief Petty Officer Lee, Petty Officer First Class Gruchala and Petty Officer Second Class Jones, and Their Recruit Chief Petty Officer,

Seaman Recruit Webb, From Chicago, Il." (Voice) {Track 05}

46. On the last digit of the Division number (TWO):

(1) Flag bearers in the Division on Spot One execute "Order Guidon"

(a) Checkpoints {32}: NTG, HP, MG

47. "Division Zero Zero, THREE" "Commanded By Chief Petty Officer Hulson, Petty Officer First Class Jones and Petty Officer Second Class Trippler, and Their Recruit Chief Petty Officer, Jamie L. Johnson, From Great Lakes, Il" (Voice) {Track 06}

48. On the first digit of the Division number (first Zero), the RCPO on Spot One will come to "Carry" cutlass.

a. On the second digit of the Division number (second Zero), the RCPO and flag bearers on Spot One execute the first count of "Parade, REST"

b. On the last digit of the Division number (THREE):

(1) The entire Division on Spot One shall go to "Parade, REST"

(a) Checkpoints {33}: NTG, FP, HP, MC, MG

49. "On Behalf Of The Commanding Officer and Staff Of Recruit Training Command, We Congratulate These Division Commanders and Recruit Chief Petty Officers On A Job Well, DONE" (Voice) {Track 17}

50. "ATTENTION" (Bugle) {Track 18}, Execute on the fourth note of the bugle. The RCPO comes to the "Order" and the Division comes to "ATTENTION"

(a) Checkpoints {34}: NTG, FP, HP, MP, NOISE

51. "Time Orderly Strike 4 Bells" (Voice/Bells) {Track 19}

52. "Recruit Training Command, Arriving" (Voice) {Track 19}

53. "Present, ARMS" (Bugle) {Track 20}, Execute on the last note of the bugle call on two counts.

a. RCPO renders a cutlass salute.

b. Flag bearers execute "Present, ARMS" in two counts.

c. All Recruits not carrying flags execute a hand salute on the second count of "Present, ARMS"

(a) Checkpoints {35}: NTG, MC, MG, HS

54. "Boatswain Pipes" {Track 21}

55. "Order, ARMS" (Bugle) {Track 21}, Execute on the last note of the bugle call.

- a. RCPO comes to the "Order"
- b. Flag bearers come to the "Order" in two counts.
- c. Drop the salute on the last note of the bugle call.

(a) Checkpoints {36}: NTG, HP, MC, MP, MG

56. "Parade, REST" (Bugle) {Track 22}, Division goes to "Parade, REST"

(a) Checkpoints {37}: NTG, FP, HP, MC, MG

57. "ATTENTION" (Bugle) {Track 23}, Execute on the fourth note of the bugle.

- a. The RCPO comes to attention and brings the cutlass to the "Order"
- b. Division comes to "ATTENTION"

(a) Checkpoints {38}: NTG, FP, HP, MP, NOISE

430104. Drill Assessment Procedure

1. The Division will be staged on assigned drill spot at attention, dressed off in mass formation, facing south in full uniform of the day (with outer garments on as applicable), cutlass at the carry and flags at the order when the inspector arrives.

a. TAKE NOTE: If assigned to spot one, Division will be facing east.

2. The inspection will start as soon as the RCPO submits the muster report (RDC will bring muster report to inspector).

3. RCPO will render a cutlass salute and greet the inspector, Good Morning Chief/Senior Chief, Division (Division number) standing by for MCA/FEP drill inspection

a. RCPO will cut away, and return to the "Carry" once the inspector acknowledges the RCPO.

4. Cadence (Drum) {Track 1}

5. "Division, Forward, MARCH" (RCPO)

a. When directed by the evaluator the RCPO commands, "Division, Forward, MARCH" on three consecutive heavy drum beats. The Division shall step out on the fourth heavy drumbeat, with the left foot, in time with the cadence.

6. The RCPO commands, "By the Left Flank, MARCH"

a. The RCPO gives the command on the first left foot on or after the first yellow line, on two consecutive left feet. Ensure the flank is completed on the designated spot, in line with the section markers. If the RCPO

misses the designated spot the Division shall not adjust to the line markers.

b. TAKE NOTE: If on spot one, Division will skip step 6.

7. The RCPO commands, "Left Turn, MARCH"
 - a. The RCPO gives the command on the first left foot on or after the left turn line, on two consecutive left feet. Ensure the turn is completed on the designated spot in line with the section markers. If the RCPO misses the designated spot, the flag bearers will immediately pick up the section markers on the second pivot point.
 - b. The PFC will execute a "Left Flank" take four full steps, execute a "Left Oblique" on the fourth step, "Forward, MARCH" on the fifth, and immediately begin to half step.
 - c. On the tenth step after the first pivot, the Guidon and the Ship's Flag Bearer will execute the first count of "Present Guidon".
 - d. On the eleventh step, the Guidon and the Ship's Flag Bearer will execute the second count of "Present Guidon", they will hold this position until "Left Turn, MARCH" is commanded by the RCPO at the north end of the drill hall.
8. The RCPO commands "Forward, MARCH"
 - a. The RCPO gives the command on the first left foot on or after the yellow line marker. On "MARCH" the entire Division steps out at a normal pace.
 - (a) Checkpoints {1}: NTG, OOS, Align, AS, OT
9. The RCPO commands, "Left Turn, MARCH" once the Division has reached the north end of the drill hall, or as directed by the evaluator.
 - (a) Checkpoints {2}: OOS, MG, Align, BUNCH, POM
10. The RCPO commands "Forward, MARCH"
 - (a) Checkpoints {3}: NTG, OOS, Align, AS, OT
11. The RCPO commands "By the Left Flank, MARCH", approximately three steps before the west bulkhead. Divisions on spot 14 will "HALT" on assigned spot.
 - (a) Checkpoints {4}: NTG, ALIGN, BUNCH, IMP ADJ
12. "Division, HALT" (RCPO), RCPO will halt the Division on assigned spot.
 - (a) Checkpoints {5}: NTG, FP, HP, MP, ALIGN, MVT
13. "Right, FACE" (RCPO). Division will now be facing west.
 - (a) Checkpoints {6}: NTG, FP, HP, MP, NOISE, MVT

14. "Flags, POST", "REMOVE OUTER GARMENTS, SECTION LEADERS FALL OUT AND COLLECT OUTER GARMENTS" (RCPO)

a. "Flags, POST"

- (1) On "Flags", flag bearers will come to the carry. On "POST", flags execute proper facing movements to face north.
- (2) Flag bearers will execute "Port Guidon" and fall out smartly, executing proper flanking/facing movements. Lean flags unrolled against west bulkhead and remove outer garments.
- (3) Once flag bearers have removed outer garments they will retrieve flags/sticks individually assuming the position of "Port Guidon". Step out together in the same order in which they fell out and return to position, facing north, come to the "Carry" execute appropriate facing movement to face west, and return to the "Order".

(a) Checkpoints {7}: NTG, MG

b. "SECTION LEADERS FALL OUT AND COLLECT OUTER GARMENTS"

- (1) Division will quietly remove outer garments, canteens, and guard belts.
 - (a) The RCPO and RLPO will wear guard belt with canteen and raincoat removed.
 - (b) Division will stay covered, watch caps up if worn.
- (2) RLPO will fall out, collect road guard vests and YN pouches; place them neatly behind Division, and ensure they are not touching outer garments (road guard vests can be stacked on top of YN pouches).
- (3) Section leaders will fall out and collect outer garments, and NEATLY stack them behind sections one thru six. Outer garments will not block fire exits/doors, or extend beyond sections one and six.

(a) Checkpoints {8}: NTG, NOISE, PRO, STOW

- (4) **TAKE NOTE: If physical barriers prevent stowing outer garments between sections one and six, section leaders will stow outer garments as close to sections one and six as possible.**

15. Once the flag bearers, section leaders, and RLPO have re-assumed their positions, the RCPO will command "Forward Counter, MARCH"

16. "Forward Counter, MARCH" (RCPO)

- a. Number three section leader will immediately begin to mark time once adjacent to and in line with the spot marker. The remainder of the section leaders with the exception of section one will mark time and align to the number three section leader. Once number one section leader is on spot (deck marker), he/she will begin to mark time, the remainder of the Division front as well as section leaders will then align to the number one section leader. All other Recruits will mark time and align to the section leaders.
- b. Recruits may turn their head over the left shoulder to for alignment. Once aligned, they will turn their head forward. Divisions will not simultaneously turn heads forward on "Division, HALT".

(a) Checkpoints {9}: NTG, OOS, HP, NOISE

17. "Division, HALT" (RCPO)

- a. RCPO will call "Division, HALT" once the entire Division has executed the counter and is on spot. The RCPO will be facing east with the cutlass at the "Carry".
- b. On the command "Division", the flag bearers will place their right hand above the left, and on "HALT" they will come to the "Order".

(a) Checkpoints {10}: NTG, FP, HP, MP, ALIGN, MVT

18. The drill tape will now give the commands.

- a. The cutlass will remain at the "Carry" while the drill tape dresses the Division.

19. "At a Normal Interval, Dress Left, DRESS" (Voice) {Track 2}

- a. First section leader remains on the spot.
- b. Division aligns at a normal interval.

(a) Checkpoints {11}: NTG, HP, ALIGN

20. "Ready, FRONT" (Voice) {Track 2}, Division returns to the position of "ATTENTION"

(a) Checkpoints {12}: NTG, FP, HP, MP

21. "Left, FACE" (Voice) {Track 2}

- a. Division faces north.
- b. RCPO remains at the "Carry"

(a) Checkpoints {13}: NTG FP, HP, MP, NOISE, MVT

22. "At Close Interval, Dress Right, DRESS" (Voice) {Track 2}

- a. The first section leader remains on spot.
- b. Division aligns at a close interval.

2 Jun 04

c. The RCPO will cover down behind the RLPO.

(a) Checkpoints {14}: NTG, HP, ALIGN

23. "Ready, FRONT" (Voice) {Track 2}

a. Division returns to the position of "ATTENTION".

b. RCPO remains at the "Carry"

(a) Checkpoints {15}: NTG, FP, HP, MP

24. "Right, FACE" (Voice) {Track 2}

a. Division faces east.

b. RCPO lowers the cutlass to the "Order"

(a) Checkpoints {16}: NTG, FP, HP, MP, NOISE, MVT

25. "Parade, REST" (Voice) {Track 3}, Division goes to "Parade, REST"

(a) Checkpoints {17}: NTG, FP, HP, MC, MP, MG

26. "Division Commanders March On the Drill Deck and Join Their Divisions" (Voice/Music) {Track 4} for Pass and Review only.

27. "It Is Now My Pleasure to Introduce the Graduating Divisions" (Voice) {Track 4}

28. "Starting From Their, RIGHT" (Voice) {Track 5}, Division comes to "ATTENTION" on "RIGHT"

(a) Checkpoints {18}: NTG, FP, HP, MP, NOISE

29. "Division Zero Zero, ONE" (Voice) {Track 6}, On the last digit of the Division number (ONE), flag bearers for the Division on spot one execute "Counter Carry"

(a) Checkpoints {19 Div 1}: NTG, HP, MG

30. "Commanded By Chief Petty Officer Cook, Chief Petty Officer Bruce-Ross and Petty Officer First Class Roberts, and Their Recruit Chief Petty Officer, Seaman Recruit Holms, From Ashburn, Ga" (Voice) {Track 6}

a. On the RCPOs last name (Holms), the RCPO of the Division on spot One:

(1) Comes to "Carry" cutlass.

(2) Marches forward one pace.

(3) Renders a cutlass salute and immediately cuts to the "Order"

(a) Checkpoints {20 Div 1}: MC, OT

31. "Division Zero Zero, TWO" (Voice) {Track 7}, On the last digit of the Division number (TWO):

- a. Flag bearers in the Division on spot One execute "Order Guidon"
 - (a) Checkpoints {21 Div 1}: NTG, HP, MG, OM
 - b. Flag bearers on spot Two execute "Counter Carry"
 - (a) Checkpoints {19 Div 2}: NTG, HP, MG
32. "Commanded By Senior Chief Petty Officer Bennett, Chief Petty Officer Rich and Chief Petty Officer Holman, and Their Recruit Chief Petty Officer, Seaman Recruit Webb, From Chicago, Il" (Voice) {Track 7}
- a. On the RCPOs last name (Webb), the RCPO of the Division on spot two:
 - (1) Comes to "Carry" cutlass.
 - (2) Marches forward one pace.
 - (3) Renders a cutlass salute and immediately cuts to the "Order"
 - (a) Checkpoints {20 Div 2}: MC, OT
33. "Division Zero Zero, THREE," (Voice) {Track 8}.
- a. On the first digit of the Division number (first Zero), the RCPO on spot one will come to "Carry" cutlass.
 - b. On the second digit of the Division number (second Zero), the RCPO and flag bearers on spot one execute the first count of "Parade, REST"
 - c. On the last digit of the Division number (THREE):
 - (1) The entire Division on spot one shall go to "Parade, REST"
 - (a) Checkpoints {22 Div 1}: NTG, FP, HP, MC, MP, MG
 - (2) The flag bearers on spot two execute "Order, ARMS"
 - (a) Checkpoints {21 Div 2}: NTG, HP, MG, OM
 - (3) The flag bearers on spot three execute "Counter Carry"
 - (a) Checkpoints {19 Div 3}: NTG, HP, MG
34. "Commanded By Chief Petty Officer Holman, Petty Officer First Class Marks and Petty Officer Second Class James, and Their Recruit Chief Petty Officer, Seaman Recruit Smith, From Auburn, Ga." (Voice) {Track 8}
- a. On the RCPOs last name (Smith), the RCPO of the Division on spot Three:
 - (1) Comes to "Carry" cutlass.
 - (2) Marches forward one pace.

(3) Renders a cutlass salute and immediately cuts to the "Order"

(a) Checkpoints {20 Div 3}: MC, OT

b. TAKE NOTE: Divisions will continue using the procedures described above until the last two Divisions in the graduating group are reached. The last two Divisions will use the procedures in the following paragraphs (regardless of spot number).

35. "Division Nine Zero, ONE" (Voice) {Track 20}

a. On "Nine" the RCPO of the next to the last Division will come to "Carry" cutlass.

b. On "Zero" the RCPO and flag bearers for the next to the last Division executes the first count of "Parade, REST"

c. On "ONE" the entire next to the last Division executes "Parade, REST" The RDC will remain at "ATTENTION".

(a) Checkpoints {22 Div 11}: NTG, FP, HP, MC, MP, MG

d. On "ONE", the flag bearers for the last Division executes "Order, ARMS"

(a) Checkpoints {21 Div 12}: NTG, HP, MG, OM

36. "Commanded By Chief Petty Officer Romero, Chief Petty Officer Smith and Chief Petty Officer Green, and Their Recruit Chief Petty Officer, Seaman Recruit Holly Honeycutt, From Johnson City, Tn." (Voice) {Track 20}

37. "On Behalf Of the Commanding Officer and Staff Of Recruit Training Command, We Congratulate These Division Commanders and Their Recruit Chief Petty Officers On A Job Well, DONE" (Voice) {Track 21}

a. On "Job" the RCPO of the last Division will come to "Carry" cutlass.

b. On "Well" the RCPO and flag bearers in the last Division executes the first count of "Parade, REST"

c. On "DONE" the entire last Division executes "Parade, REST"

(a) Checkpoints {22 Div 12}: NTG, FP, HP, MC, MP, MG

38. "Once Again, Welcome Aboard" (Voice) {Track 21}

39. "The Division Commanders March Off the Drill Deck" (Voice/Music) {Track 22}

40. "ATTENTION" (Bugle) {Track 23}, All Divisions execute "ATTENTION" on the fourth note of the bugle.

(a) Checkpoints {23}: NTG, FP, HP, MP, NOISE

b. TAKE NOTE: During PIR arrival honors, the RCPO will render a **cutlass salute** as each dignitary comes even with the Divisions Guidon, and return to the **"Order"** after they have passed.

41. "Time orderly strike 4 bells" (Voice/Bell) {Track 24}
42. "Recruit Training Command, arriving" (Voice) {Track 24}
43. "**Present**, ARMS" (Bugle) {Track 24}, On the last note of the bugle call all Divisions execute "**Present**, ARMS" in two counts.
 - a. RCPO renders a cutlass salute.
 - b. Flag bearers execute "**Present**, ARMS" in two counts.
 - c. All Recruits not carrying flags execute a hand salute on the second count of "**Present**, ARMS"
 - (a) Checkpoints {24}: NTG, MC, MP, MG, HS
44. "Boatswain pipes" {Track 24}
45. "**Order**, ARMS" (Bugle) {Track 24}, Execute on the last note of the bugle call.
 - a. RCPO comes to the "**Order**"
 - b. Flag bearers come to the "**Order**" in two counts.
 - c. Drop the salute on the last note of the bugle call.
 - (a) Checkpoints {25}: NTG, HP, MP, MG
46. "Time orderly strike 6 bells" (Voice/Bell) {Track 25}
47. "Naval Training Center Great Lakes, arriving" (Voice) {Track 25}
48. "**Present**, ARMS" (Bugle) {Track 25}, On the last note of the bugle call all Divisions execute "**Present**, ARMS" in two counts.
 - a. RCPO renders a cutlass salute.
 - b. Flag bearers execute "**Present**, ARMS" in two counts.
 - c. All Recruits not carrying flags execute a hand salute on the second count of "**Present**, ARMS"
 - (a) Checkpoints {26}: NTG, MC, MP, MG, HS
49. "Boatswain pipes" {Track 25}
50. Ruffles and Flourish (Music) {Track 25}
51. "**Order**, ARMS" (Bugle) {Track 25}, Execute on the last note of the bugle call.
 - a. RCPO comes to the "**Order**"
 - b. Flag bearers come to the "**Order**" in two counts.

2 Jun 04

- c. Drop the salute on the last note of the bugle call.
 - (a) Checkpoints {27}: NTG, HP, MP, MG
- 52. "Time orderly strike 6 bells" (Voice/Bell) {Track 26}
- 53. "Rear Admiral United States Navy, arriving" (Voice) {Track 26}
- 54. "Present, ARMS" (Bugle) {Track 26}, On the last note of the bugle call all Divisions execute "Present, ARMS" in two counts.
 - a. RCPO renders a cutlass salute.
 - b. Flag bearers execute "Present, ARMS" in two counts.
 - c. All Recruits not carrying flags execute a hand salute on the second count of "Present, ARMS"
 - (a) Checkpoints {28}: NTG, MC, MP, MG, HS
- 55. "Boatswain pipes" {Track 26}
- 56. Ruffles and Flourish (Music), "First Gun...Last Gun" (Music/Voice) {Track 26}
- 57. "Order, ARMS" (Bugle) {Track 26}, Execute on the last note of the bugle call.
 - a. RCPO comes to the "Order"
 - b. Flag bearers come to the "Order" in two counts.
 - c. Drop the salute on the last note of the bugle call.
 - (a) Checkpoints {29}: NTG, HP, MP, MG
- 58. "Color Guard, PARADE THE COLORS" (Voice/Music) {Track 27}
 - a. **TAKE NOTE: During PIR parading of the colors the RCPO will render a cutlass salute as the color guard comes even with the Ships Flag Bearer, and return to the "Order" as the color guard passes the Guidon.**
- 59. "Present, ARMS" (Bugle) {Track 27}, On the last note of the bugle call all Divisions execute "PRESENT ARMS" in two counts.
 - a. RCPO renders a cutlass salute.
 - b. Flag bearers execute "Present, ARMS" in two counts.
 - c. All Recruits not carrying flags execute a hand salute on the second count of "Present, ARMS".
 - (a) Checkpoints {30}: NTG, MC, MP, MG, HS
- 60. "The Choir Sings, O Say Can You See...and The Home Of The Brave" (Voice) {Track 27}
- 61. "Order, ARMS" (Bugle) {Track 27}, Execute on the last note of the bugle call.

- a. RCPO comes to the "Order"
- b. Flag bearers come to the "Order" in two counts.
- c. Drop the salute on the last note of the bugle call.
 - (a) Checkpoints {31}: NTG, HP, MP, MG
62. "Let us, PRAY" (Voice) {Track 28}, On "PRAY" all Recruits bow their heads in unison.
 - (a) Checkpoints {32}: NTG, HD
63. "AMEN" (Voice) {Track 28}, Recruits raise their heads in unison.
 - (a) Checkpoints {33}: NTG, MP, HD
64. "Bugler, Sound Adjutants Call" (Voice/Bugle) {Track 29}
65. "Divisions, REPORT" (Voice) {Track 29}, RCPOs report consecutively starting with the southern most Division on the drill deck and ending with the 900 Division.
 - a. The RCPO and Guidon simultaneously execute "Present Cutlass" and "Present Guidon"
 - b. The RCPO reports "Division Zero Zero One (using their own Division number), All Present or Accounted For, Sir/Ma'am"
 - c. The evaluator replies, "Very Well"
 - d. RCPO and Guidon return to the "Order" on "Well"
 - (a) Checkpoints {34}: NTG, MC, MG, SO
66. "The Sailors Creed"..."Fair Treatment Of All" (Voice) {Track 30}, All Recruits recite the Sailors Creed.
 - a. At the **beginning** of the word "Creed" the RCPO will bring the Cutlass to the "Carry".
 - b. At the **end** of the word "All" the RCPO will lower the Cutlass to the "Order".
 - (a) Checkpoints {35}: NTG, MC, MP
67. "Parade, REST" (Bugle) {Track 31}
 - a. On the second note of the bugle call the RCPO comes to the "Carry"
 - b. On the third note of the bugle call the RCPO and flag bearers execute the first count of "Parade, REST"
 - c. On the last note of the bugle call the entire Division executes "Parade, REST"
 - (a) Checkpoints {36}: NTG, FP, HP, MC, MP, MG
68. "ATTENTION" (Bugle) {Track 32}, Execute on the fourth note of the bugle. Entire Division comes to "ATTENTION".

(a) Checkpoints {37}: NTG, FP, HP, MP, NOISE

69. (Whistle/Music) {Track 33} Divisions sing Anchors Aweigh (second chorus) while recruit band plays. RCPO will come to "Carry" cutlass on the first long whistle blast from the drum major and return to the "Order" after singing.

(a) Checkpoints {38}: NTG, MC

70. "Divisions are awarded recognition flags in four mission areas. Any Division exceeding the basic requirements in the four mission areas during their eight weeks of training is designated a "Battle E" Division and earns the "Battle E" flag in recognition of this outstanding performance. Twelve Divisions have earned this honor today and we congratulate these twelve Divisions on a "Job Well, DONE" (Voice) {Track 34}

a. On the first instance of number "Twelve", flags will execute "Counter Carry"

(a) Checkpoints {39}: NTG, HP, MG

b. On the word "DONE" flags will come back to the "Order"

(a) Checkpoints {40}: NTG, HP, MG, OM

71. "Parade, REST" (Bugle) {Track 35}

a. On the second note of the bugle call the RCPO comes to the "Carry"

b. On the third note of the bugle call the RCPO and flag bearers execute the first count of "Parade, REST"

c. On the last note of the bugle call the entire Division executes "Parade, REST"

(a) Checkpoints {41}: NTG, FP, HP, MC, MP, MG

72. "ATTENTION" (Bugle) {Track 36}, Execute on the fourth note of the bugle. The RCPO comes to the "Order"

(a) Checkpoints {42}: NTG, FP, HP, MP, NOISE

02. Scoring Criteria

430201. Calculating Division Inspection Score

1. The Division score will be calculated on a 5.0 scale. The score will be based on the percentage of the number of SAT checkpoints during an inspection.

2. For Drill Inspections use the following formula:

a. ((Total # of SAT Checkpoints) ÷ (Total # of required check points)) x 5.0 - Street Hits = Division Score

3. To determine the Street hit value multiply the number of Street Hits by the appropriate value listed in the figure below.

PHASE OF TRAINING	STREET HIT VALUE
MCA	.125
FEP	.175

Figure 4-3-1 "Street Hit Value"

4. Street Hits assessed during drill inspections will be deducted from that inspection score.

430202. Drill Award Flag.

1. Divisions must meet the following criteria to be eligible to receive the DRILL award flag:
 - a. Obtain a drill score (MCA or FEP) of 4.0 or greater on any drill assessment.
 - b. A red pennant can be earned for the first subsequent award.

430203. Check Point Abbreviations.

1. NTG NOT TOGETHER
2. OOS OUT OF STEP
3. FP FOOT POSITION
4. HP HAND POSITION
5. MC MANUAL OF CUTLASS
6. MP MILITARY POSTURE
7. MG MANUAL OF GUIDON
8. NOISE EXCESSIVE NOISE
9. HS HAND SALUTE
10. ALIGN ALIGNMENT
11. AS ARM SWING
12. MVT MOVEMENT
13. BUNCH BUNCHING UP
14. OT ON TIME/ON SPOT
15. POM PIVOT ON MARKS
16. IMP ADJ IMPROPER ADJUSTMENT
17. PRO PROCEDURES
18. STOW IMPROPER STOW
19. HD HEAD
20. SO SOUND OFF
21. OM OTHER MOVEMENT

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Chapter 4 - Physical Readiness Testing

01. Physical Readiness Testing.....	4-59
440101. Purpose	4-59
440102. Physical Readiness Testing Procedures	4-59
02. Scoring Criteria.....	4-59
440201. Individual Scoring	4-59
440202. PT 1 & PT 2 Division Scoring	4-59
440203. Physical Readiness Award Flag	4-60

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01. Physical Readiness Testing

440101. Purpose

1. Physical readiness testing evaluates the Recruits fitness level and capabilities.

440102. Physical Readiness Testing Procedures

1. **TAKE NOTE: At least 2 RDC's from each Division will be in PT Gear and actively participating in PT with their Division.**
2. Two Physical Readiness Tests will be conducted per the Master Training Schedule.

02. Scoring Criteria

440201. Individual Scoring

1. Tests will be scored per current OPNAVINST 6110.1.
2. Passing PT 1 requires a grade of SAT or better in all categories.
3. Passing PT 2 requires a grade of SAT or better in all categories.
4. Document scores on recruit's hard card as follows:
 - a. First time passing the recruit will receive a 5.0, this is the score that will be used in his or her phase calculation.
 - b. For first time failure, the recruit will receive a score of 1.0. Document this score in RED on the recruit's hard card. If the recruit successfully remediates on the first try, then the recruit will receive a score of 3.0 to be used in their phase calculation. If first initial remediation attempt is unsuccessful, then the Recruits score for calculation will be 1.0
 - c. All PT 2 failures must wait a minimum of 48 hours between tests.

440202. PT 1 & PT 2 Division Scoring

1. Determine the Divisions Physical Readiness Test Score using the following:
2. $(\# \text{ of Recruits receiving a passing grade}) \div (\# \text{ of Recruits assigned to Division} - \text{LLD/SIQ}) \times 5.0 = \text{Division Score}$
3. Absentees from PT test must take a make-up test within ONE curriculum day. Any recruit who fails to attend/pass the makeup test on the first attempt will be assessed as a failure against the Division score. Recruits in a SIQ or LLD status, and Recruits who have already passed the P.T.

test (with the exception of ASMO'd in Recruits), will not be counted in the Division strength calculation.

4. The RDC is responsible for delivering the make-up results to FTT within ONE day so the Division score can be adjusted.

440203. Physical Readiness Award Flag

1. A PT award flag will be earned for a Division that obtains:
 - a. A Divisional PT score of 4.0 or greater during PT-1 or PT-2.
 - b. A red pennant can be earned for the first subsequent award.

Chapter 5 - Academic Testing

01. Academic Testing.....	4-63
450101. General	4-63
450102. EPO/YN Procedures	4-63
450103. Testing Procedures	4-63
450104. Disposition of Academic Test Failures	4-64
450105. Specific Responsibilities	4-65
450106. Test Scores	4-66
450107. Test Make-ups	4-67
450108. RDC Classroom Participation	4-67
02. Scoring Criteria.....	4-67
450201. Academic Test Division Scoring	4-67

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01. Academic Testing

450101. General

1. An academic progress test will be administered to each recruit on three occasions during the training cycle per CNET A-950-0001 Course Master Schedule and Testing Plan.
2. Each academic test is mandatory. Division Commanders will ensure all Recruits take the academic test when scheduled.
 - a. Unless the Roving Security Watch is stood down by the Ship's LCPO, courtesy watches will be supplied by other Divisions for all academic tests.
 - b. Division absenteeism will be within the guidelines set forth in this instruction with the exception of light/limited duty personnel who must take all tests unless an authorized medical authority exempts them for medical reasons. If more than 10% of the Division will be absent, the Ship's LCPO/**Group Commander** will notify the Testing Office. If more than 20% will be absent, the Ship's LCPO/**Group Commander** will notify their respective Fleet Commander who will in turn notify the Testing Office.
3. Division Commanders may have Recruits turn in at 2000 on those nights prior to an academic test. Appropriate log entries are required.

450102. EPO/YN Procedures

1. The Division EPO and YN are expected to arrive at the Testing Office at least 30 minutes prior to the test.
2. The EPO/YN will enter through door #03 and proceed to the Testing Office to check in and verify the room schedule.
3. The EPO/YN will fill out the testing muster using the Barracks Check-Out Sheet as a reference.
4. After verifying the schedule, the EPO proceeds to the classroom and the YN proceeds to assigned door for Division entry.
5. **TAKE NOTE: In the event of a heat/chill condition or inclement weather, the YN will wait inside the assigned door at parade rest and await the Division.**

450103. Testing Procedures

1. Recruit Division Commanders will ensure that the Education Petty Officer (EPO) and Yeoman (YN) attend a mandatory testing indoctrination brief no later than the 2-1 day of training.

2 Jun 04

2. If the EPO or YN are relieved for any reason, the new EPO or YN must attend a brief prior to the next scheduled test.
3. Division Commanders will be issued a "Retest/Makeup Roster" containing retest/makeup instructions and the names of those Recruits required to attend makeup testing.
 - a. Absentees from scheduled academic tests will take a make-up test the same night the Division took the test. The only exception is a recruit that is SIQ and unable to test the same day. SIQ Recruits must make-up the test within 48 curriculum hours following the expiration of the SIQ status.
 - b. First time failures of any Test will be retested within 48 curriculum hours following the original test.
4. Recruit Data Cards (hard cards) must have proper documentation of mandatory classes prior to taking the test (i.e. Fire Fighting, Survival at Sea).
5. A recruit that has been set back due to an academic failure must repeat those classes appropriate for that phase of testing. The hard card must be documented twice (i.e. fire fighting).
6. Recruits who have been ASMO'd to another Division for other than academic reasons and have received a passing score for a given test shall not be tested again for that test and will be listed on the class attendance sheet as "PPT-__" (Previously Passed Test #____). If a recruit is set back due to OIC or CO's NJP, that recruit's record will be cleared and they will attend all classes and will be retested.
7. Recruits will be seated for tests in accordance with current testing Division directives.

450104. Disposition of Academic Test Failures

1. Test One (AT-1)
 - a. Initial Failure (Score below 3.2):
 - (1) RDC will ensure recruit completes computer based remediation and is retested within 48 curriculum hours.
 - (2) Assign to mandatory night study.
 - b. Retest Failure:
 - (1) Screen for FAST.
2. If a recruit subsequently passes a test with a 4.0 or better, they may be taken off mandatory night study at the discretion of the RDC.
3. Test Two (AT-2)

- a. Initial Failure:
 - (1) RDC will ensure recruit completes computer based remediation and is retested within 48 curriculum hours.
 - (2) Assign to mandatory night study.
 - b. Retest Failure:
 - (1) Set back in training.
 - (2) Stays on mandatory night study.
 - c. Third Failure:
 - (1) Continue in training.
 - (2) Stays on mandatory night study.
4. Test Three (AT-3)
- a. Initial Failure:
 - (1) RDC will ensure recruit completes computer based remediation and is retested within 48 curriculum hours.
 - (2) Assign to mandatory night study.
 - b. Retest Failure:
 - (1) Set back in training.
 - (2) Stays on mandatory night study.
 - c. Third Failure:
 - (1) Continue in training.
 - (2) Mandatory night study no longer required.

450105. Specific Responsibilities

1. The Fleet Commander shall ensure departmental staff members are familiar with testing policies and procedures.
2. Testing Officer has overall responsibility for the administration and supervision of the testing program.
3. The Testing Officer shall:
 - a. Ensure a copy of the Divisions' test results are given to the RDC once ALL Recruits in that Division have completed their tests.
 - b. If the Testing Officer determines that cheating occurred or administrative actions were used to raise the individual test scores, Recruits involved will receive a grade of 0.0 for computing Divisional academic average scores. In addition, those Recruits suspected of cheating will be sent to Fleet Commander's Inquiry.

2 Jun 04

- c. Forward a Division Academic Test Score memo to the FTT Office after each Division has completed each test cycle.
4. The Scheduling Officer shall notify the Testing Officer at least 24 hours in advance of any changes to the schedule, which might affect the testing Division.
5. RDC's shall:
 - a. Ensure that scores are promptly entered on the hard card and maintain records of test results until the Division departs.
 - b. Assign capable and qualified EPOs and assistants.
 - c. Ensure that night study groups are set up no later than the 1-1 day of training.
 - d. Be present for and supervise and/or conduct night study.
 - e. Ensure Division EPO and YN report to Testing for indoctrination NLT 2-1 day of training.
 - f. Ensure Division EPO and YN report to Testing Office thirty minutes prior to all scheduled tests to complete their required paperwork.
 - g. Ensure EPO and YN have ALL hard cards for the Division with them and all Recruits have their I.D. cards. If a hard card or I.D. card is missing or unavailable, that recruit will not take the test.
 - h. Ensure all applicable ASMO slips are delivered to Testing.
 - i. Ensure that the Recruit Progress Chart is updated and accurately reflects all recruit's grades.

450106. Test Scores

1. A Division grade book for academic tests one, two and three will be released to the RDC's, CISD and FTT, once the following criteria has been met:
 - a. All Recruits have taken the test (including makes ups).
 - b. Properly documented ASMO slips are submitted for verification.
 - (1) Verification must occur no later than within 48 curriculum hours after initial administration of the academic test.
 - (2) Each ASMO slip must be stamped, dated and initialed by the testing Division staff.
2. Those Recruits ASMO'd into a Division before the Division's final grade is posted will be factored into the receiving Division's final score.

3. If a recruit fails a test, retakes it and passes, that recruit will receive only the minimum passing grade for that test.

450107. Test Make-ups

1. RDC's will ensure that all personnel complete all tests, and that all retakes/make-ups are conducted within 48 curriculum hours.

450108. RDC Classroom Participation

1. RDC classroom attendance is optional.
2. If a Division receives an overall average below 3.75 on an academic test, RDC attendance will be mandatory for classes containing material for the next test.

02. Scoring Criteria

450201. Academic Test Division Scoring

1. For Test One through Test Three, the Divisions' academic score will be determined by testing based on the Divisions' average grades for the applicable test.
2. A Divisional academic score of 4.0 or greater during Test One, Two, or Three will earn a Divisional Scholastic Award Flag.
 - a. A red pennant can be earned for the first subsequent award.
 - b. A white pennant can be earned for the second subsequent award
 - c. Final academic test score will be calculated using the following:
 - (1) $((\text{Test 1}) + (\text{Test 2}) + (\text{Test 3})) \div 3 = \text{Divisions final academic average.}$

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Chapter 6 - Battle Stations

01. Purpose and Objectives	4-71
460101. Purpose	4-71
460102. Objective	4-71
460103. Definitions	4-71
Figure 4-6-1 "Examples of Team Strike Situations" .	4-73
02. General Guidelines	4-74
460201. Prerequisites	4-74
460202. Administrative Requirements	4-74
460203. Battle Stations Facilitator's Role.	4-74
03. Scoring	4-75
460301. Division Scoring	4-75
Figure 4-6-2 "Battle Stations Score Chart"	4-75
460302. Individual Recruit Scoring	4-75
04. Failures	4-75
460401. Disposition of Battle Stations Failures	4-75
05. Evaluation Criteria	4-76
460501. Battle Stations Technical/Safety Evaluation Criteria	4-76

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01. Purpose and Objectives

460101. Purpose

1. The Battle Stations exercise is designed to give Recruits an opportunity to use the technical skills and teamwork ability learned during basic training to accomplish fleet-oriented tasks.

460102. Objective

1. To galvanize the basic warrior attributes of SACRIFICE, DEDICATION, TEAMWORK and ENDURANCE in each recruit through the practical application of basic Navy skills and Core Values learned during Recruit Training as the apex of the training program.

460103. Definitions

1. Non-Factors

- a. A non-factor is any recruit that does not participate in Battle Stations as a result of situations outside the recruit's control.
- b. These non-factors will not count for or against the Divisional score.
- c. Examples of these situations include but are not limited to:
 - (1) Sick-in-quarters (SIQ) and Light limited duty (LLD) will not count for or against the Division provided they meet all Battle Stations prerequisites.
 - (a) RDC's must provide medical documentation of all SIQ assignments.
 - (2) Light limited duty (LLD).
 - (a) Recruits LLD and unable to participate in PT-2 will not count against the Division if they have passed PT-1.
 - (b) Recruits LLD for both PT-1 and PT-2 will not count against the Division.
 - (c) Recruits that are LLD for greater than 20 days total will not count against the Division.
 - (d) RDC's must provide medical documentation of all LLD assignments.
 - (3) Non-qualified Swimmers who have been to the pool a minimum of ten times will not count against the Division.
 - (4) Battle Stations Injuries

2 Jun 04

- (a) Recruits that are injured while participating in Battle Stations will not count against the Division.
- (b) The Battle Stations Night Check Chief and Duty Corpsman will evaluate every incident to validate this non-factor.

(5) Legal Hold

- (a) Recruits under investigation for Violations of the UCMJ will not be authorized to participate in Battle Stations.
- (b) RDC's must provide leave documentation.

(6) Emergency Leave

- (a) Recruits assigned on emergency leave during or prior to Battle Stations which affects the recruit's ability to meet prerequisites will not count against the Division.
- (b) RDC's must provide leave documentation.

2. Deduction

- a. A deduction is any recruit that fails to complete and/or does not participate in Battle Stations as a result of the Recruits failure to meet the prerequisites.
- b. Each deduction is valued at .04.
- c. Examples of these situations include but are not limited to:

(1) PT Failures

- (a) Recruits who fail PT-2 will factor as a deduction against the Division.

(2) Non-qualified swimmers who have not been to the pool a minimum of ten times will factor as a deduction against the Division.

(3) Battle Station Remediate

- (a) A recruit who receives a total of five (5) individual strikes or three (3) Battle Stations Transit strikes are considered a Battle Stations failure and must remediate Battle Stations.
- (b) These Recruits will factor as a deduction against the Division.

3. Individual Strikes

- a. Individual Recruits receive individual strikes during each event.
- b. These strikes are valued at .02.

- c. Each event has strike criteria discussed in greater detail later in this chapter.
- d. The total of all individual strikes are deducted from the Divisional score.

4. Team Strikes

- a. Team Strikes are awarded to teams for failing to meet the team goal of the event.
- b. Team strikes are valued at .20.
- c. The total of all Team Strikes are deducted from the Divisional score.
- d. Examples of these situations include but are not limited to:

Event	Team Goal
General Quarters (GQ)	Be manned and ready in 5 min.
Emergency Sortie (ES)	Get the trainer underway in 20 min.
Mass Casualty (MC)	Complete Course in 30 min.
Stores on Load (SOL)	Complete SOL within 30 min. with 34 or more. Complete SOL within 35 min. with 33 or less.

Figure 4-6-1 "Examples of Team Strike Situations"

5. Core Value Violations (CVV)

- a. Core Value Violations are violations of Honor, Courage, and Commitment.
- b. Core Value Violations are valued at .10.
- c. As Sailors, violations of our core values are unacceptable and will not be tolerated.
- d. All incidents involving core value violations will be referred to the Battle Stations Night Check Chief.
- e. These violations may result in a Battle Stations failure.
- f. Examples of these violations include but are not limited to:
 - (1) Cheating
 - (2) Lying
 - (3) Arguing
 - (4) Fighting
 - (5) Disobeying order/regulations
 - (6) Profanity
 - (7) Disrespect

02. General Guidelines

460201. Prerequisites

1. Each recruit must have satisfactorily completed the events listed below and have hard card documentation to reflect completion prior to Battle Stations participation.
 - a. Fit for Full Duty.
 - b. Third Class swimmer qualified.
 - c. Weapons Simulator.
 - d. Weapons Live Fire.
 - e. Firefighting Applications.
 - f. Physical Readiness Test Two (at least 24-hours prior).
 - g. Academic Test Three.

460202. Administrative Requirements

1. RDC's may print the Battle Stations administrative requirements package from the command share drive (R drive).
2. After printing your package you may contact Battle Stations personnel if you have any questions.
3. RDC's must call the Battle Stations LPO for team assignments prior to 6-3 day of training.
4. This package provides instruction on:
 - a. Watch, Quarter and Station Bill preparation and submission.
 - b. Hard card documentation and submission.
 - c. Battle Dress Equipment issue, wear and turn-in.
 - d. Uniform and sea bag requirements.
 - e. Special instructions for Recruits.

460203. Battle Stations Facilitator's Role.

1. The Facilitator's role is to:
 - a. Conduct each scenario in accordance with the applicable Battle Stations schedule
 - b. Ensure safety guidelines are enforced
 - c. Have primary responsibility of the Recruits during the Battle Stations exercise.

03. Scoring

460301. Division Scoring

1. The Division score from Battle Stations will be figured into the FEP Score average.
 - a. Divisions receiving a score of 4.00 or greater will earn the Navy Pennant.
2. Use the following formula to calculate the Division's score (The numbers listed in **Figure 4-6-2** are only provided as an example.)

# on Spot	77		5.00
+ # of Non-Factors	2	Subtract Individual Strikes (# 20 X.02)	.40
+ # of Deductions	3	Subtract Deductions (# 3 X.04)	.12
= Division Strength	82	Subtract Core Value Violations (#1 X.10)	.10
		Subtract Team Strikes (#1 X.20)	.20
		Battle Stations Division Score	4.18

Figure 4-6-2 "Battle Stations Score Chart"

460302. Individual Recruit Scoring

1. Individual Recruits will receive a grade of 5.0 for passing Battle Stations the first time.
2. Recruits that fail Battle Stations on the first time will receive a score of 1.0.
3. Document and calculate individual scores on hard card.
 - a. Document per paragraph **150203.4**, failures in RED ink, passing scores in Black ink.
 - b. Recruits that successfully pass Battle Stations the second time will receive a score of 3.0; this is the score that will be used to calculate the recruit's FEP phase average.

04. Failures

460401. Disposition of Battle Stations Failures

1. First Failure
 - a. Battle stations staff will issue a Page 13 (Ensure LCPO and recruit sign Page 13 prior to second attempt)
 - b. Recruits must wait 48 hours prior to remediating Battle Stations.
 - c. Document a score of 1.0 on the hard card.

(1) If the recruit successfully remediates on the first try, the recruit's score will be 3.0, use this score for phase calculation.

2. Second Failure

- a. Recruit will be counseled by Ship's LCPO.
- b. The recruit will sign a Page 13 stating, "A third attempt failure will result in RAB for 3-1 set-back in training or Entry Level Separation" (ELS).
- c. The recruit must have Fleet Commander approval for a third attempt.
- d. Recruits not deserving of a third attempt (i.e. disrespectful, failure to rehabilitate) shall go before RAB for ELS.

05. Evaluation Criteria

460501. Battle Stations Technical/Safety Evaluation Criteria

1. Emergency Sortie (ES)
 - a. Stepping over anchor chain.
 - b. Stepping in bight of line.
 - c. Knee on deck.
2. Stores On Load (SOL)
 - a. Violating two-person lift guidance.
3. Survival At Sea (Pool)
 - a. Head first raft entry/exit.
 - b. Safety violation or swimming deficiency that results in being pulled out of the pool.
4. Forestall Escape Scuttle (FES)
 - a. Leaning against a bulkhead (3 seconds or more).
 - b. Attempt to pass through face up (should be stopped by facilitator)
5. Magazine Flooding (MAG)
 - a. Careless handling resulting in dropped round.
6. Shaft Alley Rescue (SAR)
 - a. Overloading a mooring line.
 - b. Overload of vertical "stairway to heaven".
 - c. Improper gas mask seal. (30 seconds to don the gas mask)
 - d. Adjusting or attempting to adjust the gas mask once donned.

(1) TAKE NOTE: Overload is taken against the recruit that causes the overload only.

7. Mass Casualty (MC)
 - a. Completing with the wrong team.
 - b. Violation of the four person lift guidance on stretcher.
8. Repel Boarders (WEPS)
 - a. Improper gas Mask seal
 - b. Unsafe handling of weapons (i.e. pointing weapon other than downrange).
 - c. Adjusting or attempting to adjustments to gas mask once donned.
9. Investigate and Rescue (IR)
 - a. Separation from the group (free-lancing)
 - b. OBA worn improperly
 - (1) Bail not raised
 - (2) Improper seal
 - (3) Timer not set
 - c. Removing hands from helmet/stretchers/Battle lantern

(1) TAKE NOTE: Shoulder straps do not count unless it affects the seal.
10. Fire Fighting Team Unit (FFTU)
 - a. OBA worn improperly
 - (1) Bail not raised
 - (2) Improper seal
 - (3) Timer not set
 - b. Removing hands from helmet or hose

(a) TAKE NOTE: Shoulder straps do not count unless it affects the seal.
11. Failure to Follow Instruction (FFI)
 - a. Failure to follow operational or safety guidelines given for each event will count as an evolution criteria discrepancy.
 - b. Such guidelines include but are not limited to:
 - (1) Closing eyes for more than 15 seconds during an event.
 - (2) Physically assisting a recruit to complete double-time transit between events.

2 Jun 04

(3) Assisting the carrier of a Sea bag by grabbing and supporting the Sea bag.

(4) Recruit dropping hand from helmet during OBA check.

12. Battle Station Transit (BT)

- a. Recruit stops and walks
- b. Recruit to Recruit contact
- c. Double timing through tunnel

Chapter 7 - Overall Division Scoring and Awards

01. Scoring Criteria.....	4-81
470101. Calculating Division's phase scores	4-81
470102. Overall Division Average	4-81
02. Graduation Award Flags.....	4-81
470201. Battle "E" Award Flag Requirements	4-81
470202. CNO Award Flag Requirements	4-82
470203. Hall of Fame Award Flag Requirements	4-82
470204. Gold/Blue Pennant	4-82

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01. Scoring Criteria

470101. Calculating Division's phase scores

1. To calculate MCA phase score use the following formula:
 - a. $((\text{MCA STAR AVG}) + (\text{DRILL}) + (\text{PT-1}) + (\text{TEST 1}) + (\text{TEST 2}) - (\text{TOTAL C/H} + \text{TOTAL S/H} * .125)) \div 5$
2. To calculate FEP phase score use the following formula:
 - a. $((\text{FEP STAR AVG}) + (\text{DRILL}) + (\text{PT-2}) + (\text{TEST 3}) + (\text{B/S}) - (\text{TOTAL C/H} + \text{TOTAL S/H} * .175)) \div 5$
3. The following rules will apply when calculating Division scores:
 - a. Scores will be rounded in three digits (i.e. 4.22, 3.91, etc.).
 - b. The third digit will be rounded as follows:
 - (1) If the fourth number is five or greater, round the third digit up
 - (2) If the third digit is four or less rounding does not apply (4.216 rounded to 4.22, 3.995 rounded to 4.00, 3.994 rounded to 3.99).
 - c. 900 Divisions will not use DRILL score in the formula for FEP phase of training score (use 4 as the divisor when calculating score).

470102. Overall Division Average

1. Overall Division average will be calculated by using the following formula:
 - a. $((\text{MCA PHASE AVERAGE}) + (\text{FEP PHASE AVERAGE})) \div 2$
2. The Divisions official final score will be determined and posted by FTT, the Wednesday prior to Pass-and-Review.
 - a. ALL compartment and street hits received after the flag sheet is posted will be counted as FEP hits (.175) and count against the Division's final average until day of departure.
 - b. If the Divisions average drops below the minimum average for the final award flag earned, then the Division will lose that award flag. The score of record will be the Division's score calculated on day of departure.

02. Graduation Award Flags

470201. Battle "E" Award Flag Requirements

1. The Division(s) Overall Average is ≥ 4.35 .

2 Jun 04

2. The Division(s) must have earned at least ONE flag in each evaluated area.

- a. STAR
- b. Drill
- c. Academics
- d. PT

3. ≥ 4.0 on Battle Stations.

470202. CNO Award Flag Requirements

1. The Division(s) Overall Average is ≥ 4.50 .

2. The Division(s) must have earned at least ONE flag in each evaluated area.

- a. STAR
- b. Drill
- c. Academics
- d. PT

3. ≥ 4.0 on Battle Stations.

470203. Hall of Fame Award Flag Requirements

1. The Division Overall Average is ≥ 4.70 .

2. The Division must have earned ALL evaluation flags

- a. STAR + Red Pennant
- b. Drill + Red Pennant
- c. Academics + Red and White Pennants
- d. PT + Red Pennant

3. The Division must be the Gold pennant winner.

4. ≥ 4.0 on Battle Stations.

470204. Gold/Blue Pennant

1. The Division with the highest overall final average in their grad group will be awarded the Gold Pennant.

2. The Division with the second highest overall final average in their grad group will be awarded the Blue Pennant.

3. There will only be one Gold and one Blue pennant awarded per Graduation group

4. In the case of tie scores, Tie breakers will be determined in the following order:

- a. FEP Phase average
- b. FEP STAR average

- c. FEP Drill Score
- d. PT-2 Divisional Score
- e. Test 3 Divisional Score

(1) If a tie still exists after all these criteria, the FTT LCPO will make the determination.

5. If a Division awarded the Gold/Blue Pennant subsequently receives an infraction lowering its final average and changing their ranking in the grad group, it will lose the pennant.

- a. The pennants will then be awarded to the new top two Divisions.

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MODULE 5 - NEW SHIP'S ADDENDUM

Chapter 1 - Compartment Care and Upkeep

01. Compartment Arrangement	5-3
510101. Bunk and Locker Arrangement	5-3
Figure 5-1-1 "Bulletin Board"	5-5
510102. Bulletin Board Holders	5-5
510103. Plan of the Day (POD)	5-6
510104. Trash Cans	5-6
510105. Drying Room	5-6
Figure 5-1-2 "Drying Room"	5-7
510106. Laundry Room	5-7
510107. Crews Head	5-7
510108. Cutlass, Road Guard Vests and Yeoman Pouches	5-8
510109. Flag Placement	5-8
510110. Window Dress	5-8
Figure 5-1-3 "Bunk/Locker Arrangement 12 Comp. (A/F)"	5-9
Figure 5-1-4 "Bunk/Locker Arrangement 12 Comp. (B/E)"	5-10
Figure 5-1-5 "Bunk/Locker Arrangement 18 Comp. (A/F)"	5-11
Figure 5-1-6 "Bunk/Locker Arrangement 18 Comp. (B/E)"	5-12
Figure 5-1-7 "Bunk/Locker Arrangement 18 Comp. (C)"	5-13
Figure 5-1-8 "Bunk/Locker Arrangement 18 Comp. (D)"	5-14
02. Compartment Arrangement (18 Divisions)	5-15
510201. Bunk and Locker Arrangement	5-15
03. Compartment Arrangement for Integrated Divisions	5-16
510301. Bunk Assignments	5-16

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01. Compartment Arrangement

510101. Bunk and Locker Arrangement

1. Each compartment normally contains 44 double bunks. See **Figure 5-1-3** and/or **Figure 5-1-4**.
2. Numbering System
 - a. All racks are numbered using a four-digit code, which corresponds to those on the Watch, Quarter and Station Bill.
 - (1) The first two digits identify the section assigned (1100, 1200, 1300, or 1400 section).
 - (2) The second pair of numbers identifies the rack in that section.
 - b. Each section is numbered from the centerline around the compartment.
 - (1) Starboard racks will consist of 1100 and 1300 series
 - (2) Port racks will consist of the 1200 and 1400 series
 - (3) Bottom bunks are odd numbered
 - (4) Top bunks are even numbered
 - (a) No other markings are allowed on the racks.
 - c. Racks will run forward and aft in the compartment with the exceptions of the end racks of each series as per **Figure 5-1-3** and/or **Figure 5-1-4**
 - (1) Center the inboard rack brake port and starboard on the white reference tile
 - (2) Each rack will have 36" spacing.
3. Assign recruits to bunks in the following order:
 - a. Bunk 1101 is the reference bunk, and has the blanket positioned inboard.
 - (1) Make the top and bottom bunks so that the recruit's heads are at opposite ends (head to toe).
 - b. Work clockwise around the compartment and end on opposite ends.
 - c. Fill bunks from the center line 1101, 1201, 1301, and 1401 evenly until each recruit has been assigned a bunk.
 - (1) The 1100 and 1200 sections will always be filled.
 - (2) When a Division has an odd number of recruits, assign the odd number recruit to the 1300 section so that the starboard side is heavy.

2 Jun 04

(3) Fill bunks vacated by ASMO'd recruits by reveille the next day.

d. For Non-Integrated Divisions assign recruit petty officers to the following bunks:

- (1) 1101 RCPO
- (2) 1102 EPO
- (3) 1108 SECTION LDR
- (4) 1116 SECTION LDR
- (5) 1201 RMAA
- (6) 1202 YN
- (7) 1208 SECTION LDR
- (8) 1216 SECTION LDR
- (9) 1301 SWSL
- (10) 1310 SECTION LDR
- (11) 1401 PWSL
- (12) 1410 SECTION LDR
- (13) 1415 RLPO

e. If Division strength is reduced to the point where there are empty bunks between the Division body and the RLPO, LPO, 3rd or 6th Section Leader, the RDC may move them to the first empty bunk on the appropriate side of the compartment. Update the Watch Quarter Station Bill (WQSB).

4. Arrange empty bunks as follows:

- (1) Center the mattress on the bunk, dressed to the inboard end of the rack.
- (2) Center pillows on the mattress with the length of the pillow running port and starboard and the zipper of the plastic cover (if present) to the right as you are looking at it from the inboard side.

b. When mattresses or pillows are missing and there is an odd number, place odd items in the 1300 section (starboard heavy).

5. Tricing Up Racks

a. Racks may be triced up as per RDC instructions with an appropriate deck log entry.

- (1) All racks will be triced down for all assessments.

6. Furniture

- a. Arrange tables and chairs per **Figure 5-1-3** and/or **Figure 5-1-4** and the following guidelines:
- b. Place tables lengthwise port and starboard between frames 1, 2, 3 and 4, Dress to the starboard edge of racks 1111/1313 and 1103/1305 on the starboard side and racks 1201/1403 and 1209/1411 on the port side. Tables will be centered fwd/aft in the compartment.
 - (1) Table located at frame 1 will be considered the forward table and will be the location for the Barracks Check Out Sheet (BCOS) for the Division.
 - (2) Place four chairs at each long table. Uniformly place the chairs on the forward and aft sides of the table.
- c. Reflect chair shortages starting with the table at frame 4 and work in descending order to frame 1. If a table needs to be temporarily removed from the compartment, the vacant space will be the table in frame 4 of the compartment. The chairs for that table shall be temporarily stowed in the BMS locker.

TOP ROW						
POD	CURRENT WATCHBILL	NEXT DAYS WATCHBILL (OPTIONAL)	FIRE REGULATIONS	EMERGENCY EVACUATION PLAN	GRIEVANCE PROCEDURES	WQSB
BOTTOM ROW						
CHAPLAIN'S NEWSLETTER / SCHEDULE	PRT STANDARDS SEAL / EOD / AIRCREW / DIVER INFO	INTERNALLY GENERATED MEMOS (OPTIONAL)	FIRE BILL	EMERGENCY ACTION PROCEDURES	GRIEVANCE FORMS / ENVELOPES	PROGRESS CHART

Figure 5-1-1 "Bulletin Board"

510102. Bulletin Board Holders

1. Position items posted on the bulletin board according to **Figure 5-1-1**, and the following guidelines:
 - a. Secure items by holder
 - (1) Tape may be used for support
 - b. Post items from left to right as you look at the bulletin board holder.

510103. Plan of the Day (POD)

1. See 210204.

510104. Trash Cans

1. Eight small trashcans shall be stowed in the compartment.
 - a. Center one trash can inboard of and touching the stanchions at frames 1, 2, 3 and 4.

510105. Drying Room

1. **Figure 5-1-2**

2. Stow items in the following manner:

a. Stow laundry bags as follows:

- (1) Stow like color bags together.
- (2) Stow dirty laundry bags on the bulkhead furthest from the door
 - (a) Labels up
 - (b) Dressed to the corner of the drying room
 - (c) Touching the bulkhead
 - (d) Open end securely fastened and towards the door

b. Clean laundry bags stowed on the bulkhead directly in front of the door

- (1) Dressed to the corner of the drying room
- (2) Touching the bulkhead
- (3) Open end securely fastened and towards the door.

c. 88 hangers labeled with rack numbers will be stowed together on short line, on the end closest to the bulkhead when not in use. When in use they will be stored uniformly as per RDC instruction.

(1) All wet outer garments will be hung in the Drying Room till Dry.

(2) Once dry, outer garments will be properly stowed.

d. Laundry carts will be stowed uniformly throughout the ship in accordance with SLCPO instruction.

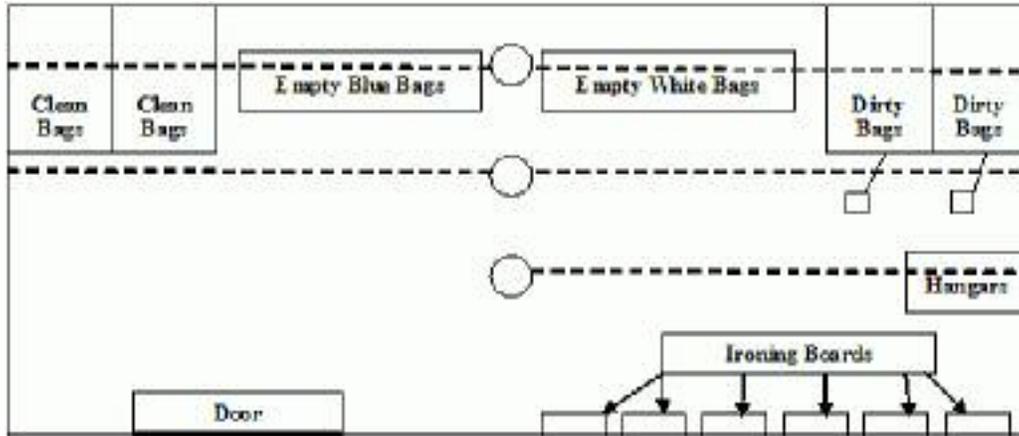


Figure 5-1-2 "Drying Room"

510106. Laundry Room

1. Stow items in the following manner:
 - a. Irons (min of 6 if that's the Division total) shall be stowed uniform above the sink.
 - (1) **TAKE NOTE: The shelf should contain as many irons as possible.**
 - b. Powdered bleach, starch, and spray bottles (optional) shall be stowed on the shelf above the washers, uniformly as per RDC instruction.
2. Washer and dryer lids will be closed.
3. **TAKE NOTE: Laundry handling procedures will be carried out as outlined in paragraph 140503.**

510107. Crews Head

1. Roll down doors that control entry/exit to the Head, will always be kept in the up position.
2. Roll down doors that are used to divide, and set compartment arrangement, will be kept in the down position, and locked.
3. All lights will be left on from reveille to taps.
 - a. From taps to reveille the light switch will be placed in the off position.
4. Toilet paper dispensers will contain at least one roll of toilet paper at all times.
 - a. The roll in use will be in 12 O'clock position.
5. Toilet paper (shelf 4, bottom shelf) and paper towels (shelf 3) will be stowed in the head locker.
6. In the female head shelf 1 and 2 (top 2 shelves) will have sanitary items (tampons, panty liner etc...) stowed neatly
7. There will be a minimum of 6 rolls of toilet paper, and 4 bundles of paper towels.

2 Jun 04

510108. Cutlass, Road Guard Vests and Yeoman Pouches

1. Only stow the cutlass on the top shelf of the locker located in the forward passageway. (This locker is inspectable).
2. Yeoman's pouches will be stowed closed, on a labeled hook located in the forward passageway.
3. Road guard vests will be stowed on the shelf in the forward passageway dressed to forward and front edges.
 - a. If larger vests exist, they will be stowed on the bottom.

510109. Flag Placement

1. Earned flags will be tightly rolled individually with the Guidon wrapped around them.
 - a. Stow flags in between coat rack and locker, in the forward passageway, with flags in the corner of the bulkhead and shelf.
 - b. Wet flags may be left unrolled in the drying room until dry, provided an appropriate deck log entry is made.
2. Short sticks may be stowed in the forward corner adjacent the door.

510110. Window Dress

1. Windows are split into two categories, open and closed. Open windows will be all the way open and closed are all the way closed. Dress open or closed window handles uniformly throughout the compartment.
2. In the RDC's absence, the RCPO/RMAA is authorized to change window dress to maintain compartment temperature. An appropriate deck log entry will be made.
3. When window dress is less than all windows open, the log entry identifies windows by stating, "EVERY THIRD, EVERY OTHER, EVERY FIFTH WINDOW, etc. OPEN". If the entry states that every third window is open, the watch starts with the first window clockwise from the RDC Office and counts clockwise. When the third window is reached, open it, then the sixth, ninth, etc. In the event that a window is secured, go to the next designated window (e.g., third and ninth if the sixth window is secured).

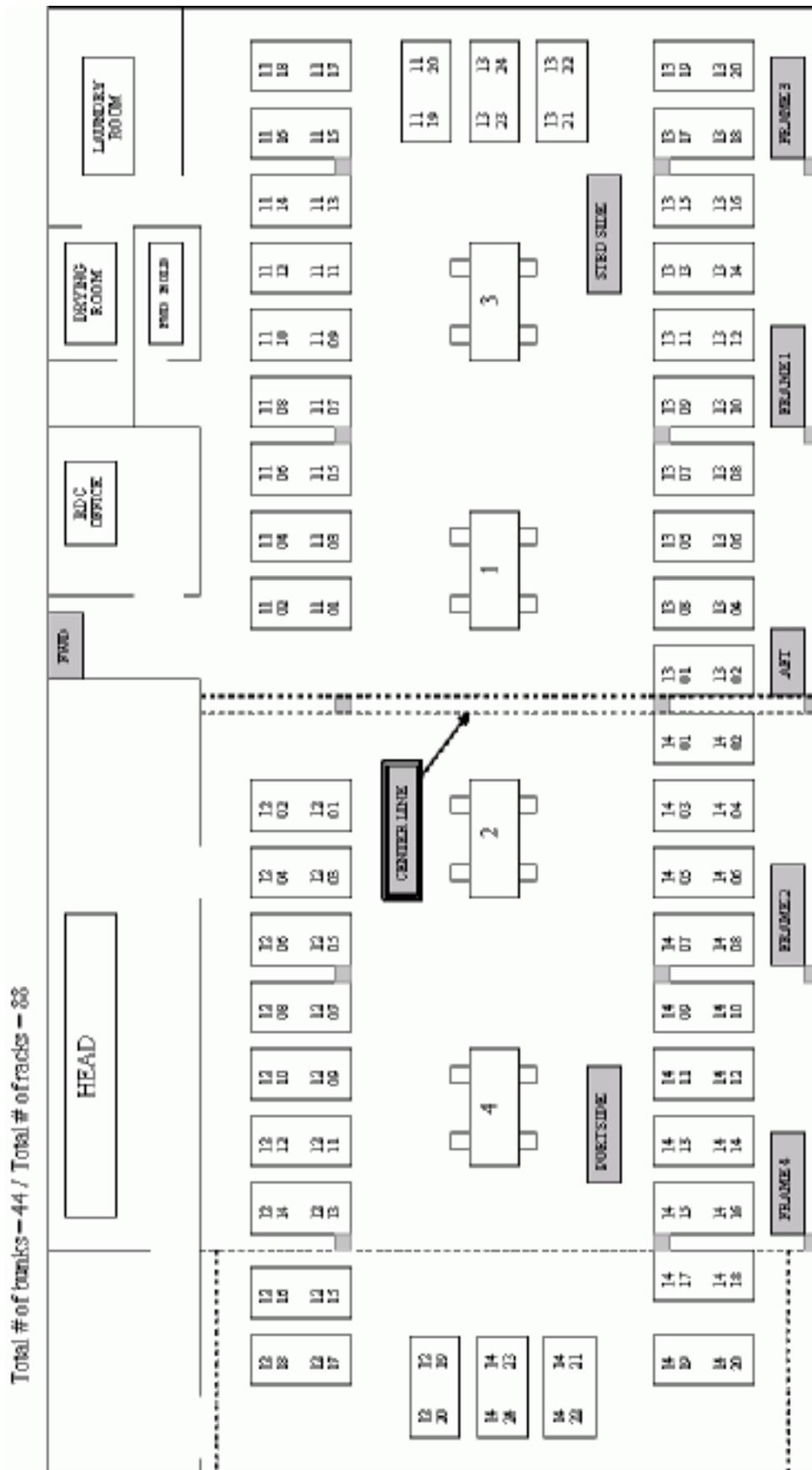


Figure 5-1-3 "Bunk/Locker Arrangement 12 Comp. (A/F)"

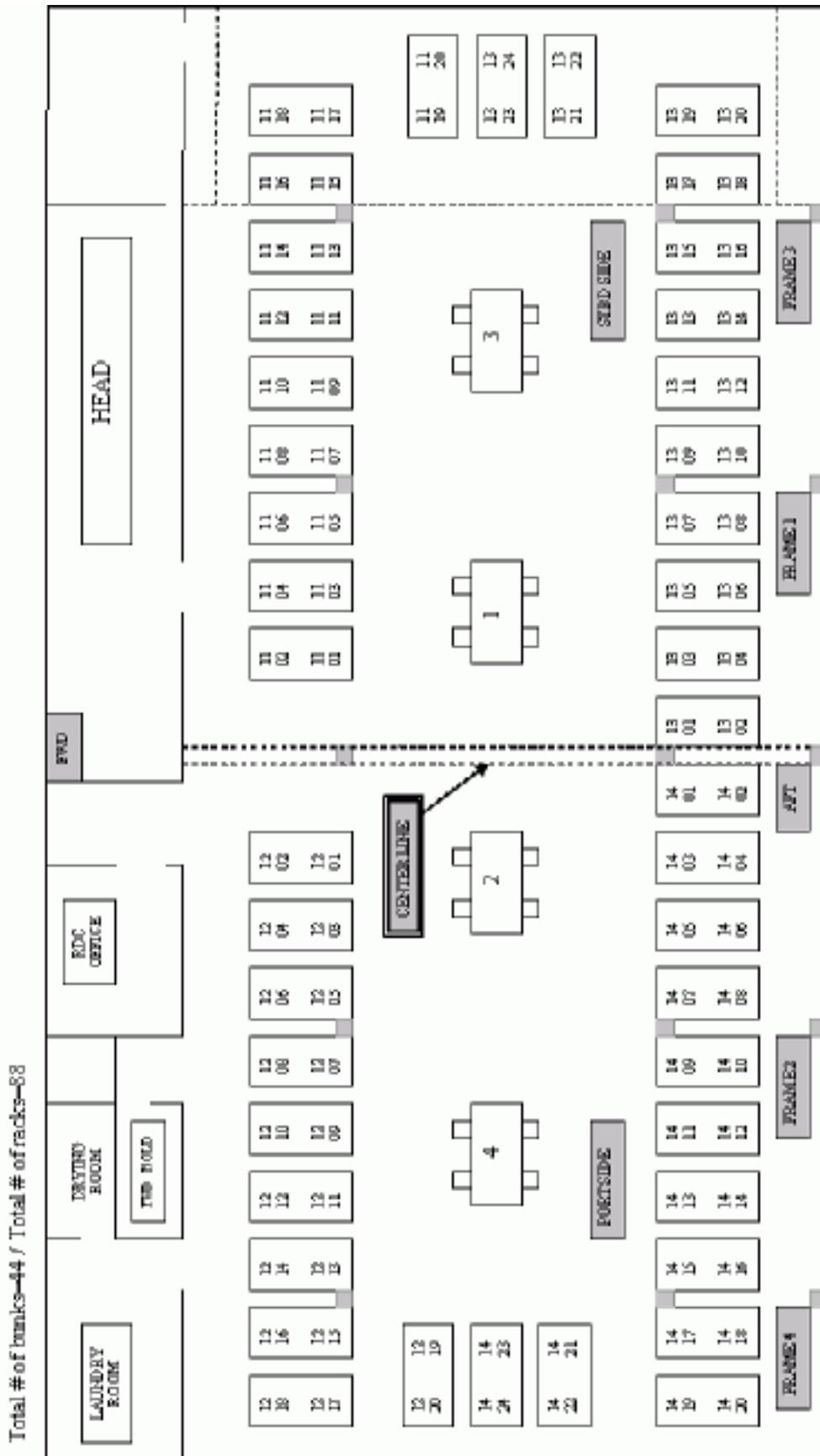


Figure 5-1-4 "Bunk/Locker Arrangement 12 Comp. (B/E)"

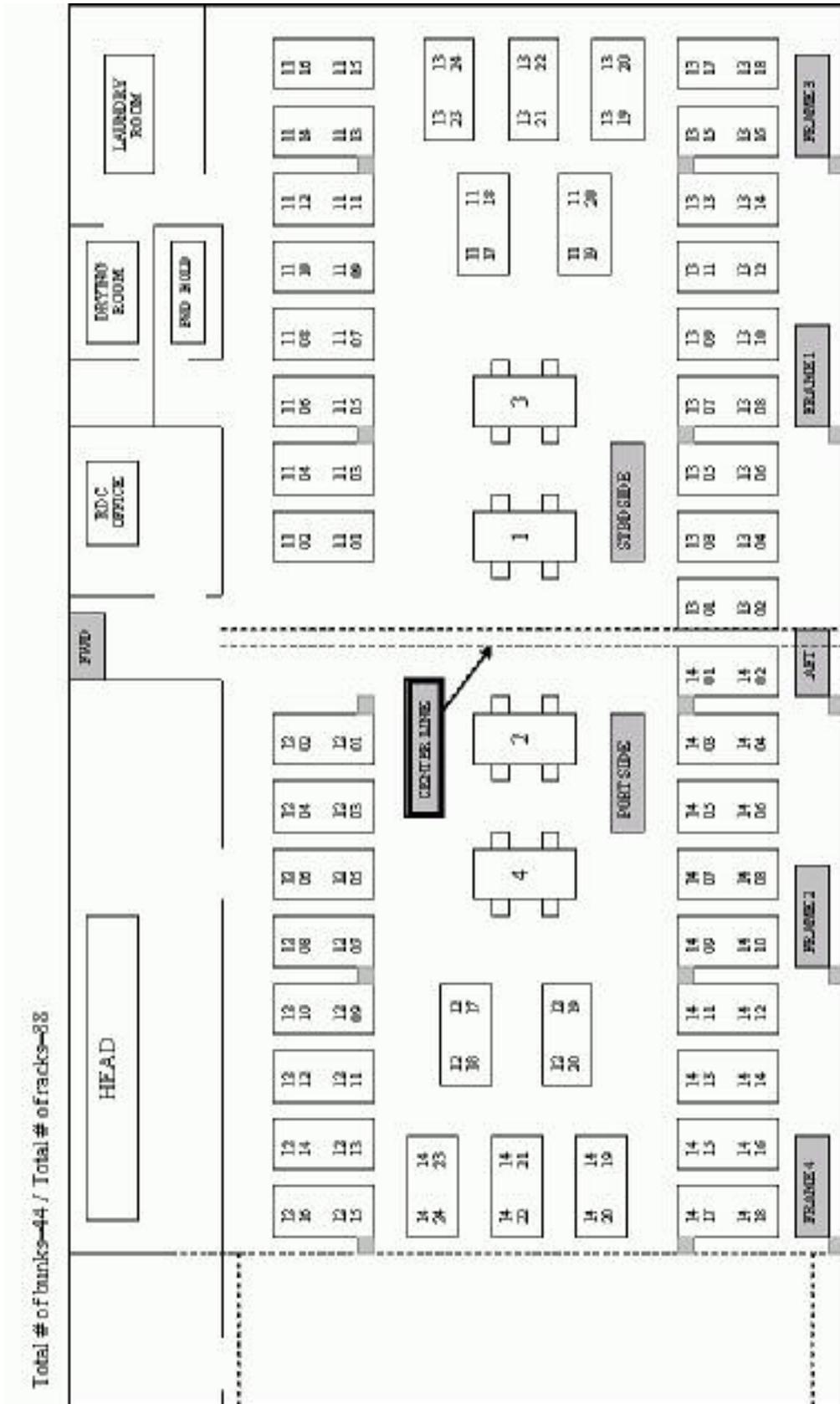


Figure 5-1-5 "Bunk/Locker Arrangement 18 Comp. (A/F)"

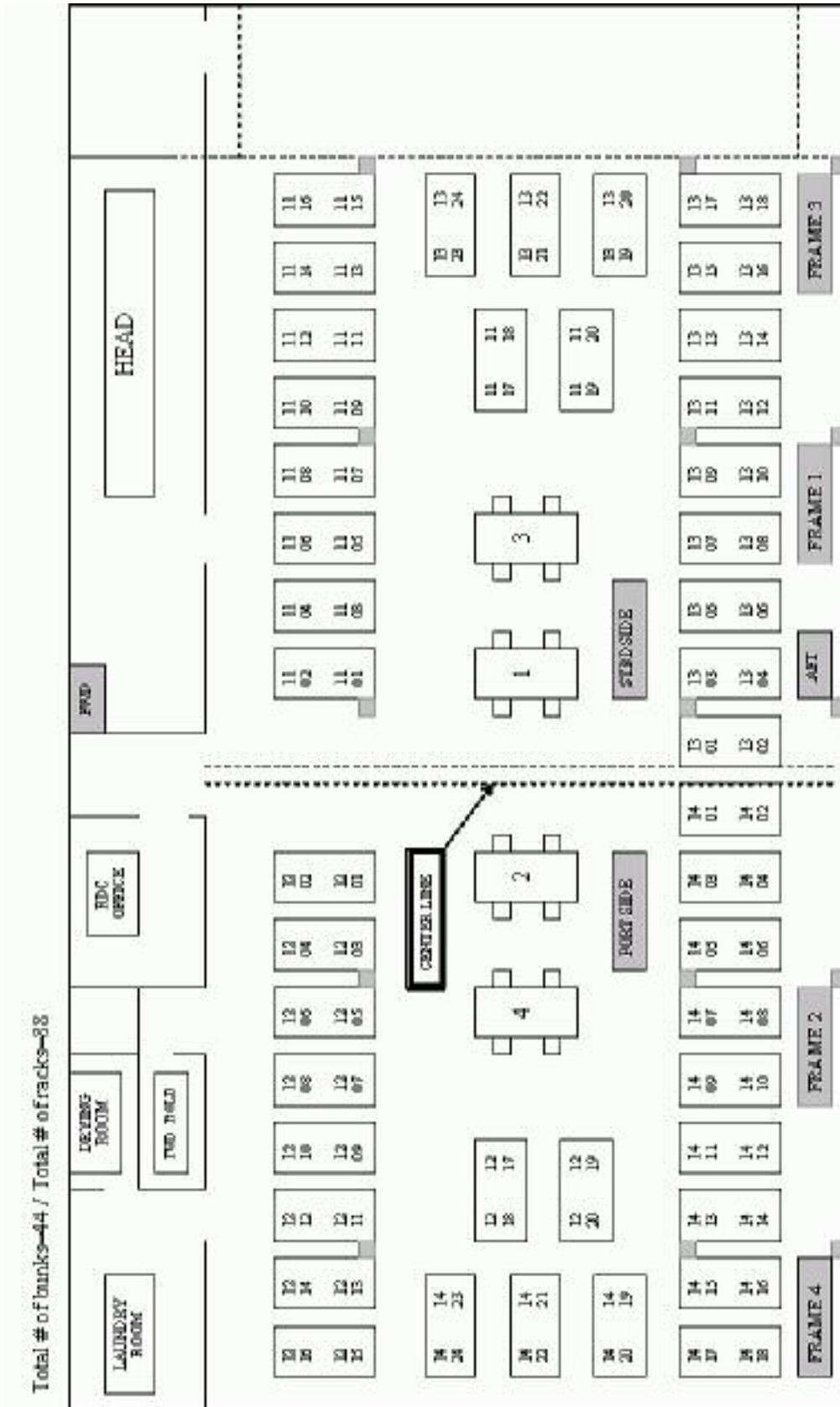


Figure 5-1-6 "Bunk/Locker Arrangement 18 Comp. (B/E)"



Figure 5-1-7 "Bunk/Locker Arrangement 18 Comp. (C)"

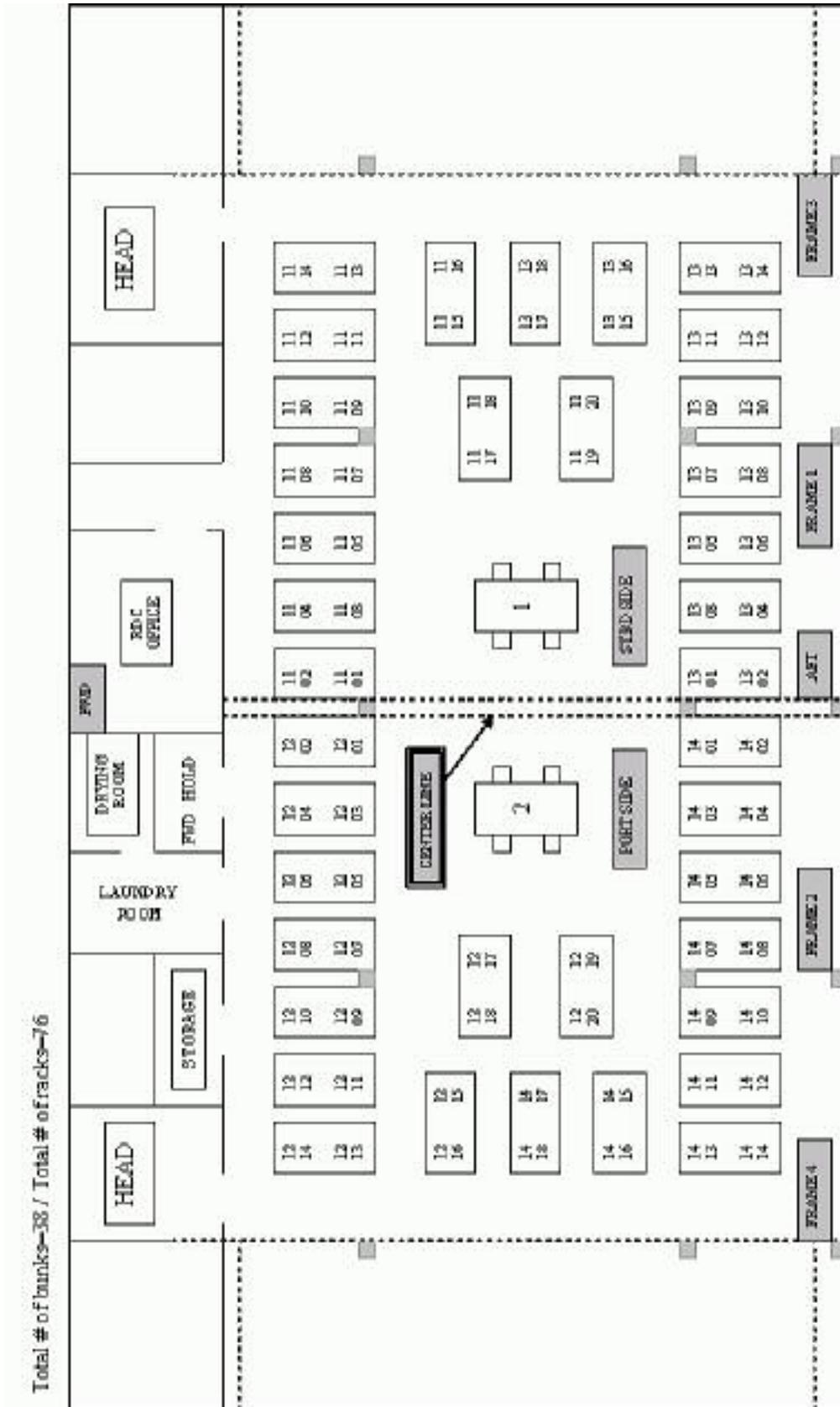


Figure 5-1-8 "Bunk/Locker Arrangement 18 Comp. (D)"

02. Compartment Arrangement (18 Divisions)

510201. Bunk and Locker Arrangement

1. Each end compartment will contain 44 double bunks.
2. Center Compartments will contain 38 double bunks.
3. Numbering System
 - a. All racks are numbered using a four-digit code, which corresponds to those on the Watch, Quarter and Station Bill.
 - (1) The first two digits identify the section assigned (1100, 1200, 1300, or 1400 section).
 - (2) The second pair of numbers identifies the rack in that section.
4. Due to unique orientation of the compartments use the following figures as a guide when configuring compartments;
 - a. **"Bunk/Locker Arrangement 18 Comp. (A/F)"**
 - b. **"Bunk/Locker Arrangement 18 Comp. (B/E)"**
 - c. **"Bunk/Locker Arrangement 18 Comp. (C)"**
 - d. **"Bunk/Locker Arrangement 18 Comp. (D)"**
 - (1) Starboard racks will consist of 1100 and 1300 series
 - (2) Port racks will consist of the 1200 and 1400 series
 - (3) Bottom bunks are odd numbered
 - (4) Top bunks are even numbered
5. Assign recruits to bunks in the following order:
 - a. Bunk 1101 is the reference bunk, and has the blanket positioned inboard.
 - (1) Make the top and bottom bunks so that the recruit's heads are at opposite ends (head to toe).
 - b. Fill bunks from 1101, 1201, 1301, and 1401 evenly until each recruit has been assigned a bunk.
 - (1) The 1100 and 1200 sections will always be filled.
 - (2) When a Division has an odd number of recruits, assign the odd number recruit to the 1300 section so that the starboard side is heavy.
 - (3) Fill bunks vacated by ASMO'd recruits by reveille the next day.
6. Furniture
7. Arrange tables and chairs as per the following figures and guidelines;

2 Jun 04

- a. "Bunk/Locker Arrangement 18 Comp. (A/F)"
- b. "Bunk/Locker Arrangement 18 Comp. (B/E)"
- c. "Bunk/Locker Arrangement 18 Comp. (C)"
- d. "Bunk/Locker Arrangement 18 Comp. (D)"
- e. Compartments A, B, E, and F, will contain four tables dressed to the starboard edge of racks 1101/1303, 1105/1307, 1201/1403, and 1205/1407.
 - (1) Tables will be centered fwd/aft in the compartment.
- f. Compartments C and D will only contain two tables dressed to the starboard edge of racks 1103/1303 and 1203/1403.
 - (1) Tables will be centered fwd/aft in the compartment.
- g. Table 1 will be considered the forward table and will be the location for the Barracks Checkout Sheet (BCOS) for the Division.
 - (1) Integrated Divisions will use Table 2 for secondary Divisions Barracks Checkout Sheet.
- h. Place four chairs at each table.
 - (1) Uniformly place the chairs on the port and starboard sides of the table.
 - (2) Reflect chair shortages starting with Table 4 working in descending order (i.e. table 4, 3, 2, and 1). Make appropriate MDCOL entries. Odd sized tables will be placed in descending order starting with Table 4 (i.e. table 4, 3, 2, and 1).
- i. Place one trash can centered and touching each stanchion in compartments C and D.

03. Compartment Arrangement for Integrated Divisions

510301. Bunk Assignments

1. Primary Division recruits will fill bunks/lockers in the 1100/1300 series and secondary Division recruits will fill bunks/lockers 1200/1400 series.
2. Recruit Division Staff bunk and locker assignments are made in the following manner.
 - a. Primary compartment
 - (1) Recruits bunk on the starboard side of the compartment in following assignment (bunks 1101-1124 and 1301-1324):
 - (a) 1101 RCPO/RLPO
 - (b) 1102 EPO
 - (c) 1103 RMAA

- (d) 1104 YN
- (e) 1108 SECTION LDR
- (f) 1301 SWSL (not optional for PWSL)
- (g) 1302 SECTION LDR
- (h) 1315 SECTION LDR

b. Secondary compartment

(1) Recruits bunk on the port side of the compartment in the following assignments (1201-1224 and 1401-1424):

- (a) 1201 RCPO/RLPO
- (b) 1202 ASSISTANT EPO
- (c) 1203 RMAA
- (d) 1204 YN
- (e) 1208 SECTION LDR
- (f) 1401 PWSL (not optional for SWSL)
- (g) 1402 SECTION LDR
- (h) 1415 SECTION LDR

3. The Watch, Quarter and Station Bill will reflect recruits within that compartment and the progress chart will reflect the primary compartments entire Division.

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Chapter 2 - Bunk Make-Up Instructions

01. Bunk Make-Up	5-21
520101. Mattress	5-21
520102. Pillow and Pillowcase	5-21
520103. Blanket Folding and Stowing	5-21
Figure 5-2-1 "End of Rack Towel/Guard Belt Stowage"	5-21
520104. Towel and Washcloth Stowage	5-21
520105. Stowage of the Guard Belt	5-22

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01. Bunk Make-Up

520101. Mattress

1. Pull the mattress inboard on the rack.

520102. Pillow and Pillowcase

1. Place the open end of the pillowcase to the left (as you are looking at it on the inboard side).
 - a. The zipper of the pillow cover is to the right.

520103. Blanket Folding and Stowing

1. Center the blanket on the mattress.
2. Dressed bulk to bulk at the foot of the mattress
3. Single fold inboard and three folds to the right.



Figure 5-2-1 "End of Rack Towel/Guard Belt Stowage"

520104. Towel and Washcloth Stowage

1. **Figure 5-2-1**

2. Stow one towel on the inboard **rail** of the bottom bunk.
 - a. Dress the towel to the right or left edge of the **marker**.

2 Jun 04

- (1) The recruit on the bottom bunk will stow his/her towel to the left of the marker.
 - (2) The recruit on the top bunk will stow his/her towel to the right of the marker.
3. Hang the washcloth (If used) on top of the towel on the inboard rail of the bottom bunk.
- a. Dress in the same manner as the towel.
 - (1) Do not fold the washcloth.

520105. Stowage of the Guard Belt

1. **Figure 5-2-1**

2. When the guard belt is not prescribed as part of the uniform, hang it on the inboard hook at the end of the bunk.
 - (1) This includes empty bunks, which should have a Guard Belt with a clean empty canteen.
 - (2) When outer garments are not stowed, push the hook inboard.
 - b. Hook both ends together.
 - c. Place the belt buckle to the left of the hook.
 - d. The canteen will hang on the bottom, with the cap facing inboard.
3. If uniform of the day is carry raincoat
- a. The raincoat will be stowed on the Guard Belt and hung up so as the raincoat is to the right of the bunk hook.
4. The recruit in the top bunk will place his/her belt on the right inboard hook and the recruit in the bottom bunk will place his/her belt on the left inboard hook (as you are looking at bunk from inboard side) **Figure 5-2-1.**

Chapter 3 - Uniform Articles

01. Uniform Articles Stowing locations.....	5-25
530101. Locker Compartments:	5-25
02. Miscellaneous Stowage Items.....	5-26
530201. Night Stow/Day Stow	5-26
03. Locker Compartment One.....	5-27
530301. Gloves, Black (Thin)	5-27
530302. Watch Cap and Ski Mask	5-27
530303. Gloves (Thinsulate)	5-27
530304. Coveralls	5-27
530305. Shower Shoes	5-27
530306. Sea bag	5-28
Figure 5-3-1 "Sea Bag Folding".....	5-28
530307. Shoes, Dress	5-28
530308. Scarf, White	5-28
530309. Brassiere	5-29
530310. Swim Suit (Female)	5-29
530311. Sweater	5-29
04. Locker Compartment Two.....	5-29
530401. Jumper, Dress Blue and Dress White	5-29
530402. Trousers, Service Dress Blue (Male) (13 Button).....	5-29
530403. Trousers/Slacks, Service Dress White	5-30
530404. Trainee Guide (TG)	5-30
530405. Blue Jacket's Manual (BJM)	5-30
530406. Religious Texts	5-30
530407. Knit Laundry Bag	5-30
530408. Long Underwear	5-31
05. Locker Compartment Three.....	5-31
530501. Cover, White Hat (Male)	5-31
530502. Cover, Combination (Female)	5-31
530503. Cover, Ball Cap	5-31
530504. Socks, Thin black	5-32
06. Locker Compartment Four.....	5-32
530601. General	5-32
530602. Utility Jacket	5-32
530603. Trousers/Slacks, Utility	5-32
530604. Shirt, Utility	5-32
530605. Undershirt	5-33
530606. Under shorts (Male/Female)	5-33
530607. Towel	5-34
530608. Washcloth (Optional item)	5-34
530609. Socks	5-34
530610. Shirt, PT	5-34
530611. Shorts, PT	5-34
07. Garment Bag.....	5-35

530701. Garment Bag	5-35
08. Miscellaneous.....	5-35
530801. Drill Shoes	5-35
530802. Gym Shoes	5-35
530803. Pea Coat	5-36
530804. Sweat Pants/Shirt	5-36
530805. Raincoat	5-36
530806. Necktie	5-36
530807. Necktab	5-36
530808. Belt, Web	5-37
530809. Locker hook designation	5-37
530810. Stowage of Items on Rack Hooks	5-37
530811. Battle Stations Equipment	5-37
530812. Photo's	5-38

01. Uniform Articles Stowing locations

530101. Locker Compartments:

1. Locker Compartment One:
 - a. Ski mask (seasonal)
 - b. Watch cap
 - c. Black gloves
 - d. Swim gear and brassiere
 - e. Coveralls
 - f. Sea bag
 - g. Shower shoes
 - h. Dress shoes
 - i. Scarf
 - j. Night stow/Day stow
 - k. Sweater
 - l. Thinsulate Gloves
2. Locker Compartment Two:
 - a. Male Service Dress Blue Trousers (13 button)
 - b. Male Service Dress Blue Jumper
 - c. Service Dress White Trousers/Slacks
 - d. Service Dress White Jumpers
 - e. Trainee guide
 - f. Blue Jacket's manual
 - g. Knit bag
 - h. Religious text
 - i. Long underwear
3. Locker Compartment Three:
 - a. Thin black socks
 - b. Ball cap
 - c. White hat/Combination cover
4. Locker Compartment Four:
 - a. Towels
 - b. Washcloths
 - c. Under shorts
 - d. Undershirts

- e. Utility Shirts
 - f. Utility Trousers/Slacks
 - g. P.T. Shirts
 - h. P.T. Shorts
 - i. White socks
 - j. Black socks
 - k. Utility Jacket
5. Personal Drawers:
- a. Handkerchiefs
 - b. Necktie/Necktab
 - c. Stationery
 - d. Personnel hygiene items
 - e. Prescribed medication
 - f. Extra crown for female service hat
 - g. Hosiery
 - h. Insignia
 - i. Additional personal items (space allowing)
 - j. TAKE NOTE: SIQ Slips are attached to personal drawer and hung so as to be able to be read with bunk triced down.**

02. Miscellaneous Stowage Items

530201. Night Stow/Day Stow

1. Uniform will be placed at night stow from Tattoo until Reveille and whenever a recruit is SIQ.
2. Uniform of the Day will be placed at day stow for events which require a change of uniform (i.e. PT, Photos).
 - a. Fold utilities and sweaters (if worn) and arrange as per locker stowage requirements with the sweater on top of the utilities.
 - b. Place in locker compartment one, single fold to single fold, dressed up to the front and touching the left post side of the locker compartment one (without touching the left side of the locker), approximately 1" gap between Locker and stow.
 - (1) Glasses will be put in the personal drawer or on top of the Blue Jacket's Manual.

03. Locker Compartment One

530301. Gloves, Black (Thin)

1. Fold as per paragraph **230805.2**
2. Stow rolled in watch cap with fingers pointing to the back of the locker compartment.
 - a. If watch cap is uniform of the day, stow palm to palm flat with fingers pointing to the back of the locker compartment up to and touching right front corner of locker compartment (or ski mask if present), and thumbs to the right.

530302. Watch Cap and Ski Mask

1. Stowage (Watch Cap)
 - a. Stow in the right front corner of the locker compartment.
 - (1) Place in the locker with the open end up, lengthwise touching the left side of the ski mask (if present).
 - (a) If the ski mask is not present (seasonal or in use) the watch cap touches the right and forward sides of the locker compartment, thin fold to the right.
 - (2) Place the thin fold of the watch cap/ski mask to the right of the locker compartment.

2. Stowage (Ski Mask)

- a. Stow touching the right and forward sides of the locker compartment.

530303. Gloves (Thinsulate)

1. Stowage
 - a. Stow palm to palm, fingers to the back of the locker, thumbs to the right, open end touching the front of the locker compartment.
 - b. Dress to the right and forward sides, up to and touching items present.

530304. Coveralls

1. Stowage
 - a. Stow on top of the sea bag, single fold to single fold toward the front of the locker compartment, crotch side to the left, touching the right side of the locker compartment.

530305. Shower Shoes

1. Stowage
 - a. Stow clean and dry in the locker compartment.

b. Stow side to side, right shoe towards the back of the locker compartment.

(1) Heels should be touching the right side of the locker compartment.

(2) The right shoe should touch the sea bag (if present).

530306. Sea bag

1. Figure 5-3-1

2. Folding

a. Lay flat, long straps up, unbuckled, and handle down. Open end to the left. Fold bottom of sea bag toward the open end to form a square.

b. Button the pocket

c. Fold top down to middle, then fold bottom up to middle.

d. Fold left side third over middle third.

e. Fold right third over middle third dress all edges.

3. Stowage

a. Stow on the bottom of the coveralls, single fold of sea bag to single fold of the coveralls with the stencil on top.

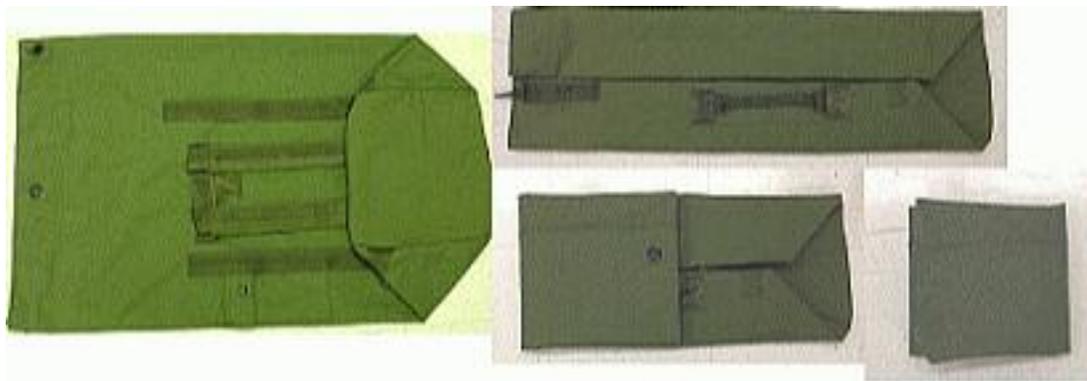


Figure 5-3-1 "Sea Bag Folding"

530307. Shoes, Dress

1. Stowage

a. Stow in the locker compartment, heels and toes touching.

(1) Toes will touch the back of the locker compartment.

(2) Dress to the right, touching coveralls or sea bag (if present).

530308. Scarf, White

1. Stowage

a. Fold scarf as per paragraph **231608**.

b. Roll from left to right and stow against Thinsulate gloves if present (If 2 scarves are issued the second scarf will be stowed to the immediate left of the first scarf).

530309. Brassiere

1. Stowage

a. Stow in left back corner of the locker compartment either cup up or down.

(1) Uniformity of the compartment (both Divisions) will prevail.

530310. Swim Suit (Female)

1. Stowage

a. When dry, stow in left back corner of the locker compartment under brassiere.

530311. Sweater

1. Stowage

a. Stow in locker compartment one on top of the coveralls.

(1) Dress to the right corner of the locker compartment.

(2) Dress the single fold of the sweater to the single fold of the coveralls, waistband on top.

04. Locker Compartment Two

530401. Jumper, Dress Blue and Dress White

1. Stowage

a. Stow in sets, with trousers/slacks on bottom and jumper on top.

(1) Dress the single fold to single fold of the trouser and other items in the stack.

(2) Single fold is toward the front of the locker compartment.

(3) Stow Service Dress Whites on top of Service Dress Blues (males).

b. Dress to the back right corner of the locker compartment, waistband on top.

530402. Trousers, Service Dress Blue (Male) (13 Button)

1. Stowage

a. Dress to the back right corner of the locker compartment.

b. Dress the single fold to the single fold with other uniform items.

530403. Trousers/Slacks, Service Dress White

1. Stowage

- a. Dress to the back right corner of the locker compartment.
- b. Dress the single fold to the single fold with other uniform items.

530404. Trainee Guide (TG)

1. Stowage

- a. Dressed up to and touching the front left corner of the locker compartment

(1) Front up, binding to the **back of the locker.**

530405. Blue Jacket's Manual (BJM)

1. Stowage

- a. Dressed up to and touching the front left corner of the locker compartment

(1) Front up, binding to the **back of the locker.**

- b. Stow on top of the TG (if present)

530406. Religious Texts

1. Stowage

- a. Dressed up to and touching the front left corner of the locker compartment

(1) Front up, binding to the **back of the locker.**

- b. Stow on top of the BJM and TG (if present)

- c. Small books provided by the Chapel are to be stowed in the personal drawers.

530407. Knit Laundry Bag

1. Folding

- a. Lay out flat on deck in front of folder, with open end to the folder and stencil down.
- b. Fold left third over middle third and dress all edges.
- c. Fold the right third over left third and dress all edges.
- d. Fold the bottom third over middle third and dress all edges
- e. Fold top third down over bottom third and dress all edges.

2. Stowage

- a. Stow in locker compartment, 1" from dress uniforms (on top of long underwear, if present)

- (1) Single fold to the right
- (2) Touching the left side of the locker compartment

530408. Long Underwear

1. Stowage
 - a. Stow under knit bag
 - (1) Single fold to the right
 - (2) Touching the left side of the locker compartment
 - (3) Dress the front edge of the long underwear to the front edge of the knit bag.

05. Locker Compartment Three

530501. Cover, White Hat (Male)

1. Stowage
 - a. Stowed as it is worn on the head
 - (1) Stencil to the back of the locker compartment
 - (2) Touching the back right side of the locker compartment.
 - b. Stow additional hats inside of the first hat
 - (1) Stencils aligned with each hat
 - (2) Pushed down inside the bottom hat, crown up.

530502. Cover, Combination (Female)

1. Stowage
 - a. Stowed with the crown up, front of cover to the right
 - (1) Touching the back right corner of the locker compartment

530503. Cover, Ball Cap

1. Stowage
 - a. Stowed crown up, bill dressed to the front right corner of the locker compartment.
 - (1) Adjust the strap as worn, tuck the back of the ball cap in.
 - b. When the cap is required as part of the uniform of the day and is not being worn
 - (1) Hang on the recruits' inboard hook under the outer garments by the adjustment strap.
 - (2) The word "RECRUIT/NAVY" will be facing away from the locker.

530504. Socks, Thin black

1. Stowage

- a. Stow dress socks in stacks uniformly, dressed to the left side of the locker compartment.

06. Locker Compartment Four

530601. General

- 1. TAKE NOTE: Unless otherwise specified all items (stacks) in locker compartment #4 will be spaced approximately 1" from other items (stacks).**

530602. Utility Jacket

1. Stowage

- a. Dress the jacket to the back left corner of the locker compartment, waistband up, single fold to the front of the locker.

530603. Trousers/Slacks, Utility

1. Stowage

- a. Stow in locker compartment with waistband on top and towards the back of the locker.
 - (1) Dress the single fold of the trousers/slacks to the single fold of the other items in the stack.
 - (2) Dress the trousers/slacks to the left side of the locker.
 - (3) Stow utility uniforms in sets.
 - (a) One shirt and one pair of trousers/slacks
 - (b) Place shirts on top of the trousers/slacks
 - (c) Stack sets on top of each other.
 - (d) Stow individual items with like items (extra trousers on the bottom, extra shirts on the top)
 - (e) Align all single folds
 - (f) Dress all items to the left side of the locker.

530604. Shirt, Utility

1. Stowage

- a. Stow in locker compartment with waist portion on top and towards the back of the locker.
 - (1) Dress the single fold of the shirt to the single fold of the trousers/slacks
 - (2) Dress the shirt to the left side of the locker.
 - (3) Stow utility uniforms in sets.

- (a) One shirt and one pair of trousers/slacks
- (b) Place shirts on top of the trousers/slacks
- (c) Stack sets on top of each other.
- (d) Stow individual items with like items (extra trousers on the bottom, extra shirts on the top)
- (e) Align all single folds
- (f) Dress all items to the left side of the locker.

530605. Undershirt

1. Stowage

- a. Stow in two stacks with no more than eight (8) items high per stack.
 - (1) The primary stack will be the stack closest to the towels.
- b. Stow in sets with under shorts
 - (1) Dress both edges of a set. Dress the left and right sides of the under shorts with the left and right sides of the undershirt in each set.
- c. Position the two folds to the left, four folds (thin, thick, thick, thin) to the right.
 - (1) Dress the single fold to the front of the locker.
- d. Place the widest set on the bottom of the stack, working to the narrowest on the top of the stack.
 - (a) Dress the left side of the stack.
- e. Stow extra undershirts on top

530606. Under shorts (Male/Female)

1. Stowage

- a. Stow in two stacks with no more than eight (8) items high per stack.
 - (1) The primary stack will be the stack closest to the towels.
- b. Stow in sets with undershirts
 - (1) Dress both edges of a set. Dress the left and right sides of the under shorts with the left and right sides of the undershirt in each set.
- c. Position the two folds to the left, waistband to the right.
 - (1) Dress the single fold to the front of the locker.
- d. Place the widest set on the bottom of the stack, working to the narrowest on the top of the stack.

- (a) Dress the left side of the stack.
- e. Stow extra under shorts (not in a set) on the bottom of the stack.
 - (1) If undershirts are present, adjust any extra under shorts to the width of the bottom set.
- f. If no undershirts are present, stow under shorts without adjustment folds.

530607. Towel

1. Stowage

- a. Stowed single fold to the front of the locker compartment and the six folds to the left side of the locker.

530608. Washcloth (Optional item)

1. Stowage

- a. Stow on top of towels, single fold to single fold.

530609. Socks

1. Stowage

- a. Stow black sock rolls, dressed uniformly starting from the right front corner of the locker and moving towards the back.
 - (1) Dressed to the right, front corner of the locker compartment.
- b. Stow white sock rolls uniformly starting from the right back corner of the locker, moving towards the front
 - (1) Dressed to the right, back corner of the locker compartment.

530610. Shirt, PT

1. Stowage

- a. Stow PT shirts stacked together, single fold to single fold.
 - (1) Single fold will face the front of the locker.
 - (2) Back of shirt will touch the back of locker.

530611. Shorts, PT

1. Fold the same as under shorts

2. Stowage

- a. Stow with PT shirts, all shorts on top (this is due to the fact these are used all the time and the shirts are not)
 - (1) Single fold to single fold.

- (2) Dress the two folds of the PT shorts with the two folds of the PT Shirt.

07. Garment Bag

530701. Garment Bag

1. Stowage

- a. Stow on the outboard side of the rack, all hangers used pass through the top of the garment bag and hang on the hook.
- b. The recruit occupying the top bunk will use the hook on the right side of the bunk, and the recruit occupying the bottom bunk will use the hook on the left side of the bunk. (right/left is determined by looking from inboard to outboard)
 - (1) Point all hangers to the left.
 - (2) Completely zip the zipper
 - (3) Hang with the zipper side facing away from the locker.
 - (4) The stencil must be visible facing up and Velcro handle sealed.

08. Miscellaneous

530801. Drill Shoes

1. Stowage

- a. When not worn, stow drill shoes on the deck, with the toes under the inboard end of the bunk.
 - (1) Point the toes to the outboard end of the bunk.
 - (2) Dress the heels of the drill shoes flush with the inboard bunk wheel.
- b. Looking from the inboard side of the bunk, recruits assigned to the bottom bunk will dress their drill shoes to the left side wheel and recruits assigned to the top bunk will dress their drill shoes to the right wheel.

530802. Gym Shoes

1. Stowage

- a. When not worn, stow gym shoes on the deck, with the toes under the outboard end of the bunk.
 - (1) Point the toes to the inboard end of the bunk.
 - (2) Dress the heels of the gym shoes flush with the outboard bunk wheel.

2 Jun 04

- b. Looking from the outboard side of the bunk, recruits assigned to the bottom bunk will dress their gym shoes to the right side wheel and recruits assigned to the top bunk will dress their gym shoe to the left wheel.

530803. Pea Coat

1. Stowage

a. When Stowed

- (1) Button all five buttons
- (2) Turn inside out by grasping the collar and pulling it through the center so the becket and Mark are visible. Leave the sleeves and collar inside.
- (3) Hang by the becket on the outboard side of rack behind the garment bag, with the buttons towards the locker.
- (4) If becket breaks, re-sew within 24 hours.

b. When prescribed as uniform of the day.

- (1) Hang pea coat **by the collar** unbuttoned on the outboard hook of the rack over the garment bag and sweats if present.

530804. Sweat Pants/Shirt

1. Stowage

- a. Hang sweat pants and sweat shirt together on the same hanger (the sweat shirt will hang over the sweat pants on the same hanger) uniformly (both Divisions) throughout the compartment, and stow on the outboard hook in front of the garment bag.

530805. Raincoat

1. Stowage (Shell)

- a. Stow the raincoat on the guard belt at all times unless dictated differently by the uniform of the day.

2. Stowage (Liner)

- a. Place the liner on the hanger over the sweats, with the zipper towards the locker.
 - (1) If sweats are not present, hang on the hanger with the zipper towards the locker.

530806. Necktie

1. Stowed in the personal drawer

530807. Necktab

1. Stowed in the personal drawer

530808. Belt, Web

1. Stowed in the personal drawer

530809. Locker hook designation

1. To determine the appropriate hook to be used for the bottom/top rack, stand directly in front of the inboard side of the rack, facing the rack.
 - a. The hook on the left belongs to the recruit in the bottom rack
 - b. The hook on the right belongs to the recruit in the top rack.
 - (1) This applies to both the inboard and outboard hooks.
2. Hooks throughout this instruction will be referred to as left or right.

530810. Stowage of Items on Rack Hooks

1. Items on the outboard hook will be hung in the following order, starting from the inboard (closest to the rack) moving outboard (away from the rack).
 - a. Pea Coat
 - (1) Front towards the locker
 - b. Garment Bag
 - (1) Zipper away from the locker
 - c. Sweats and raincoat liner
 - (1) Stencil of raincoat liner will face away from the locker
2. Uniform of the day will be stowed on the hook in the following order, starting closest to the rack moving away from the rack.
 - a. Cover
 - b. Guard belt
 - c. Outer garments (as per uniform of the day)
 - (1) If "Utility Jacket" is uniform of the day, it will be hung by the collar, unzipped, unvelcroed and front of jacket towards the rack.
 - (2) If "Wear Raincoat with liner" is uniform of the day, it will be hung by the collar, unbuttoned (except for the sleeves, collar tab, and back opening, which will remain buttoned) with front of coat towards the rack.

530811. Battle Stations Equipment

1. Stow

2 Jun 04

a. Do not place any markings on Battle Stations Equipment.

b. Gas Mask container will be placed on the deck at the inboard end of the bunk touching the toes of the boots.

(1) Place the open end facing inboard, straps down, wide and narrow straps unhooked and tucked into the large opening with the gas mask.

c. Keep all pockets closed and free of gear adrift.

530812. Photo's

1. Stow

a. Photo containers will be placed on the deck at the outboard end of the bunk touching the toes of the gym shoes. Place the open end facing to the right (as seen looking in from outboard), flap down.

Chapter 4 - Traffic Patterns

01. Traffic Patterns General Info.	5-41
540101. Entering/Exiting Ship's Grinders.	5-41
540102. Posting Flags	5-42
540103. Entering/Exiting Ship's Galleys	5-42
Figure 5-4-1 "Building 7101 Galley"	5-43
Figure 5-4-2 "Building 7102 Galley"	5-43
02. Building 7101 (USS Constitution)	5-46
540201. Entering/Exiting the Ship	5-46
03. Building 7102 (USS Theodore Roosevelt)	5-46
540301. Entering/Exiting the Ship	5-46
Figure 5-4-3 "Building 7101"	5-47
Figure 5-4-4 "Building 7102"	5-47
Figure 5-4-5 "Building 7111/7112"	5-48
540302. Traffic Pattern around 7111/7112	5-49
04. Building 7111 (USS Arizona)	5-49
540401. Entering/Exiting the Ship	5-49
05. Building 7112 (USS Marvin Shields)	5-49
540501. Entering/Exiting the Ship	5-49
Figure 5-4-6 "Building 7113/7114"	5-50
06. Building 7113 (USS Triton)/7114 (USS Kearsarge)	5-50
540601. Entering/Exiting the Ship	5-50

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01. Traffic Patterns General Info.

540101. Entering/Exiting Ship's Grinders.

1. Ship 7101

a. Divisions will enter North side grinder from the north sidewalk in columns of three, execute a column half-left, column half-right, mass right. Once stopped, execute a left face, then forward march to the east on grinder to last open staging area, then division halt. Once stopped, execute a right face so the division is facing the building.

b. Divisions will exit the grinder in columns of three using the east sidewalk.

2. Ship 7102

a. Divisions will enter South side grinder from the south sidewalk in columns of three, execute a mass right. Once stopped, execute a left face, then forward march to the west on grinder to last open staging area, then division halt. Once stopped, execute a right face so the division is facing the building.

b. Divisions will exit the grinder in columns of three using the east sidewalk.

3. Ship 7111

a. Divisions will enter North side grinder from the north sidewalk in columns of three, execute a column right, then a column right/left, then mass right. Once stopped, execute a forward counter march and halt the division without passing the center of the grinder.

b. Divisions will exit the grinder in columns of three using the north sidewalk.

4. Ship 7112

a. Divisions will enter South side grinder from the south sidewalk in columns of three, execute a column right, then a column right/left, mass right. Once stopped, execute a forward counter march and halt the division without passing the center of the grinder.

b. Divisions will exit the grinder in columns of three using the south sidewalk.

5. Ships 7113/7114

a. Divisions will enter east side grinder from the east sidewalk in columns of three, execute a column right, then a column right/left, then mass right. Once stopped,

2 Jun 04

execute a forward counter march and halt the division without passing the center of the grinder.

b. Divisions will exit the grinder in columns of three using the east sidewalk.

540102. Posting Flags

1. Post flags in order of precedence with the PFC closest to the entrance and Guidon furthest away.

a. Post flags prior to breakfast and secure flags after evening meal, or the last event that takes place after the evening meal.

540103. Entering/Exiting Ship's Galleys

1. Ships 7101/7102

a. Entering

(1) Divisions will approach the Galley steaming south on the western sidewalk of Illinois Street.

(a) Elements/Details/Individual Recruits will approach the Galley traveling south on the western sidewalk of Illinois Street.

(2) The RCPO will command, "Mark Time March", "Close Ranks March" and "Division Halt" at the base of the stairs leading to the aft brow.

(a) Element/Detail Commander will command, "Mark Time March", "Close Ranks March" and "Element/Detail Halt" at the base of the stairs leading to the aft brow.

(3) The RCPO will command "Three road guards to the Doors" and then "Flags Post" Flags will fall out and post. The RCPO will then proceed to call "Columns of file from the left, last Recruit sound off, Last Recruit, Fall Out"

(a) Element/Detail Commander will command, "Columns of file from the left, last Recruit sound off, Last Recruit, Fall Out"

(4) Division falls out, up the stairs and through the right door of the aft brow.

(a) Element/Detail falls out, up the stairs and through the right door of the aft brow.

(b) Individual traffic proceeds through the right door of the aft brow.

(5) Divisions/Elements will stage in the passageway, three abreast against the right bulkhead, outside of the galley. If additional indoor staging area is

required, Divisions/Elements will stage three abreast against the right bulkhead in the first deck passageway.

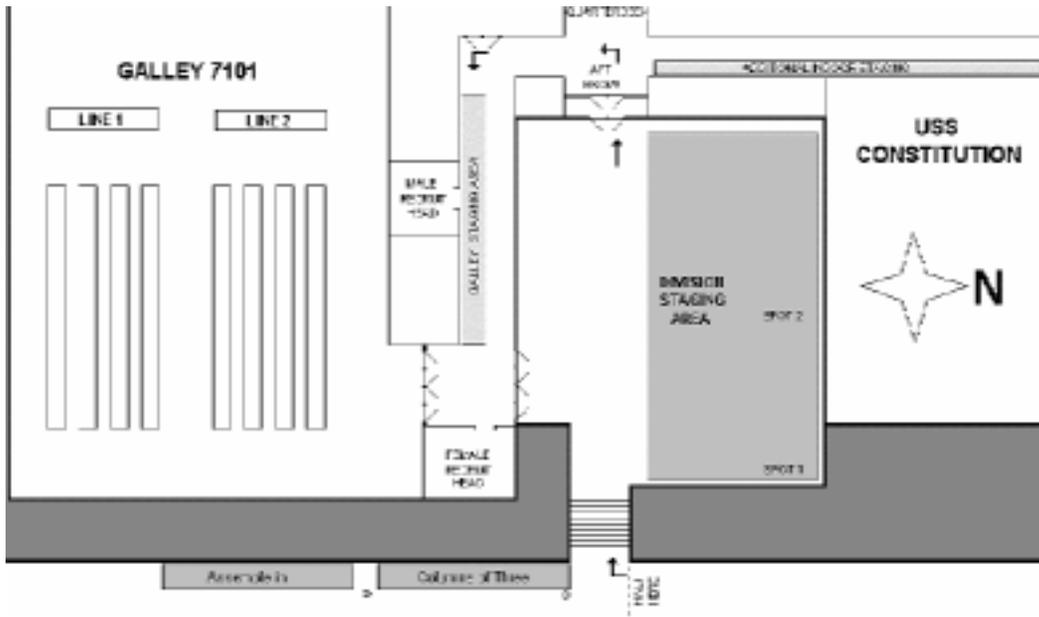


Figure 5-4-1 "Building 7101 Galley"

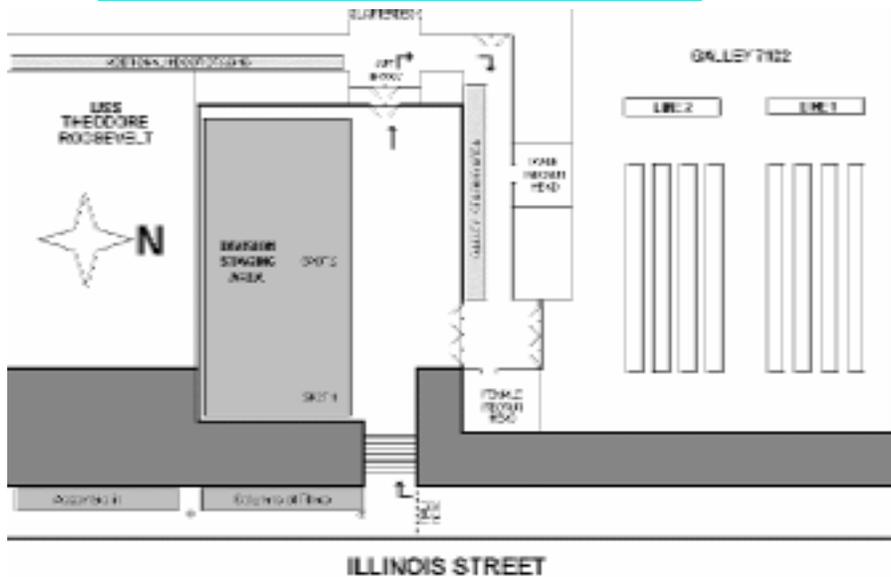


Figure 5-4-2 "Building 7102 Galley"

b. Exiting

(1) Departing Divisions will fall out into mass formation in the Division Staging Area facing east.

(a) Departing Elements/Details will fall out into formation in the Division Staging Area facing east.

(b) Individual traffic will exit via the aft brow and follow proper traffic patterns.

2 Jun 04

(2) The RCPO will command, "Columns of File from the Left," and the Division will transit down the stairs, single file, and assemble in "Columns of Three" on the sidewalk south of the stairs, facing south. The RCPO will then post road guards as necessary and proceed with proper traffic pattern.

(a) The Element/Detail Commander will command, "Columns of File from the Left," and the Element/Detail will transit down the stairs, single file, and assemble on the sidewalk south of the stairs, facing south. The Element/Detail Commander will then post road guards as necessary and proceed with proper traffic pattern.

2. Ships 7111/7112

a. Entering

(1) Divisions will approach the aft brow on the right side of the sidewalk heading east.

(a) Elements/Details/ Individual Recruits will approach the aft brow on the right side of the sidewalk heading east.

(2) The RCPO will command, "Mark Time March", "Close Ranks March" and "Division Halt" five feet from the doors of the quarterdeck. RCPO will command "Flags, Post". Post flags in the holders provided.

(a) Element/Detail Commander will command, "Mark Time March", "Close Ranks March" and "Element/Detail Halt" five feet from the doors of the quarterdeck.

(3) The RCPO will command "Two road guards to the Doors" and then "Flags Post" Flags will fall out and post. The RCPO will then proceed to call "Columns of file from the left, last Recruit sound off, Last Recruit, Fall Out"

(a) Element/Detail Commander will command, "Columns of file from the left, last Recruit sound off, Last Recruit, Fall Out"

(4) Division falls out, through the right door of the aft brow.

(a) Element/Detail falls out, through the right door of the aft brow.

(b) Individual traffic proceeds through the right door of the aft brow.

(5) Divisions/Elements will stage in the passageway, three abreast against the right bulkhead, outside of the galley. If additional indoor staging area is required, divisions will stage three abreast against the right bulkhead in the first deck passageway.

b. Exiting

(1) Departing Divisions will fall out in Columns of Three on the right side of the sidewalk facing west. Proceed with proper traffic patterns.

(a) Departing Elements/Details will fall out into formation on the right side of the sidewalk facing west. Proceed with proper traffic patterns.

(b) Individual traffic will exit via the aft brow and follow proper traffic patterns.

3. Ships 7113/7114

a. Entering

(1) Divisions will approach the aft brow on the right side of the sidewalk heading south for 7113 or north for 7114.

(a) Elements/Details/ Individual Recruits will approach the aft brow on the right side of the sidewalk heading south for 7113 or north for 7114.

(2) The RCPO will command, "Mark Time March", "Close Ranks March" and "Division Halt" five feet from the doors of the quarterdeck. RCPO will command "Flags, Post". Post flags in the holders provided.

(a) Element/Detail Commander will command, "Mark Time March", "Close Ranks March" and "Element/Detail Halt" five feet from the doors of the quarterdeck.

(3) The RCPO will command "Two road guards to the Doors" and then "Flags Post" Flags will fall out and post. The RCPO will then proceed to call "Columns of file from the right for 7113 or left for 7114, last Recruit sound off, Last Recruit, Fall Out"

(a) Element/Detail Commander will command, "Columns of file from the right for 7113 or left for 7114, last Recruit sound off, Last Recruit, Fall Out"

(4) Division falls out, through the right door of the aft brow.

(a) Element/Detail falls out, through the right door of the aft brow.

(b) Individual traffic proceeds through the right door of the aft brow.

(5) Divisions/Elements will stage in the passageway, three abreast against the right bulkhead, outside of the galley. If additional indoor staging area is required, divisions will stage three abreast against the right bulkhead in the first deck passageway.

b. Exiting

(1) Departing Divisions will fall out in Columns of Three on the right side of the sidewalk facing west. Proceed with proper traffic patterns.

(a) Departing Elements/Details will fall out into formation on the right side of the sidewalk facing heading north for 7113 or south for 7114. Proceed with proper traffic patterns.

(b) Individual traffic will exit via the aft brow and follow proper traffic patterns.

02. Building 7101 (USS Constitution)

540201. Entering/Exiting the Ship

1. Recruits entering/exiting the ship will use the most outboard (Right) door.

2. When falling out, form up facing south on the grinder.

a. Division strength will enter/exit the ship via the grinder from the north side of the building.

b. Individual recruit traffic, details and elements will enter/exit the ship using the aft brow.

3. Divisions will enter/exit the grinder as per 540101.1.

4. The north entrance and northeast exit sidewalks, are considered traffic lanes, and should be kept clear when possible.

03. Building 7102 (USS Theodore Roosevelt)

540301. Entering/Exiting the Ship

1. Recruits entering/exiting the ship will use the most outboard (Right) door.

2. When falling out, form up facing north on the grinder.

a. Division strength will enter/exit the ship via the grinder from the south side of the building.

- b. Individual recruit traffic, details and elements will enter/exit the ship using the aft brow.
- 3. Divisions will enter/exit the grinder as per 540101.2.
- 4. The south entrance and northeast exit sidewalks, are considered traffic lanes, and should be kept clear when possible.

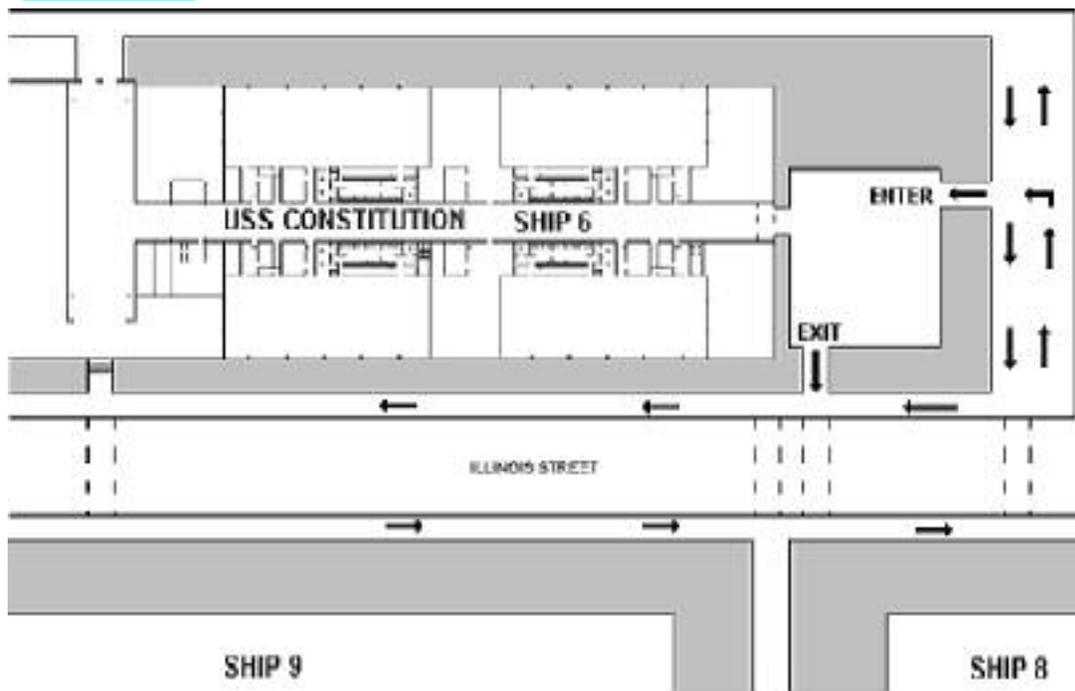


Figure 5-4-3 "Building 7101"

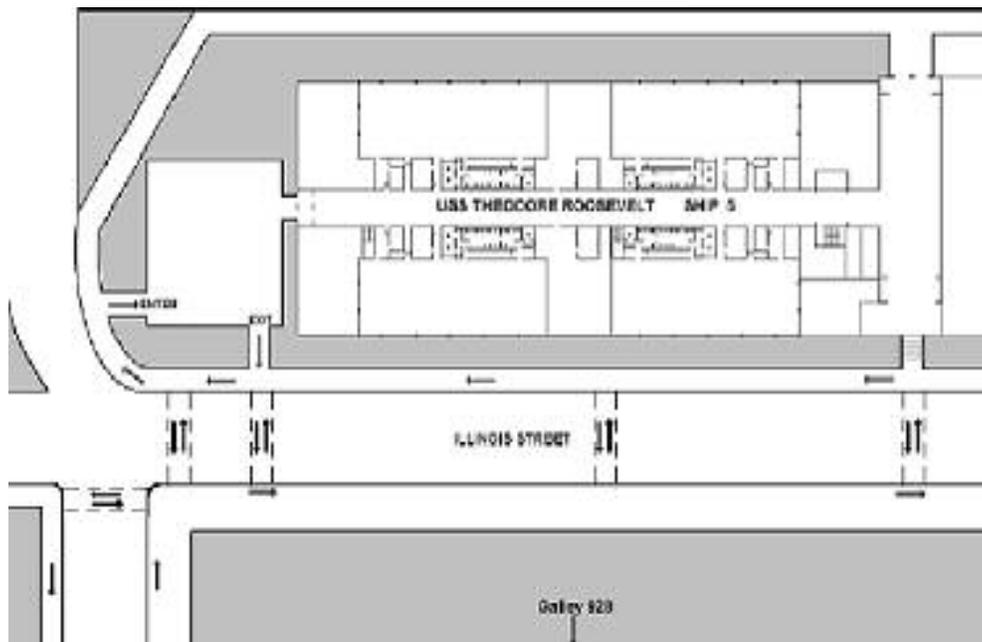


Figure 5-4-4 "Building 7102"

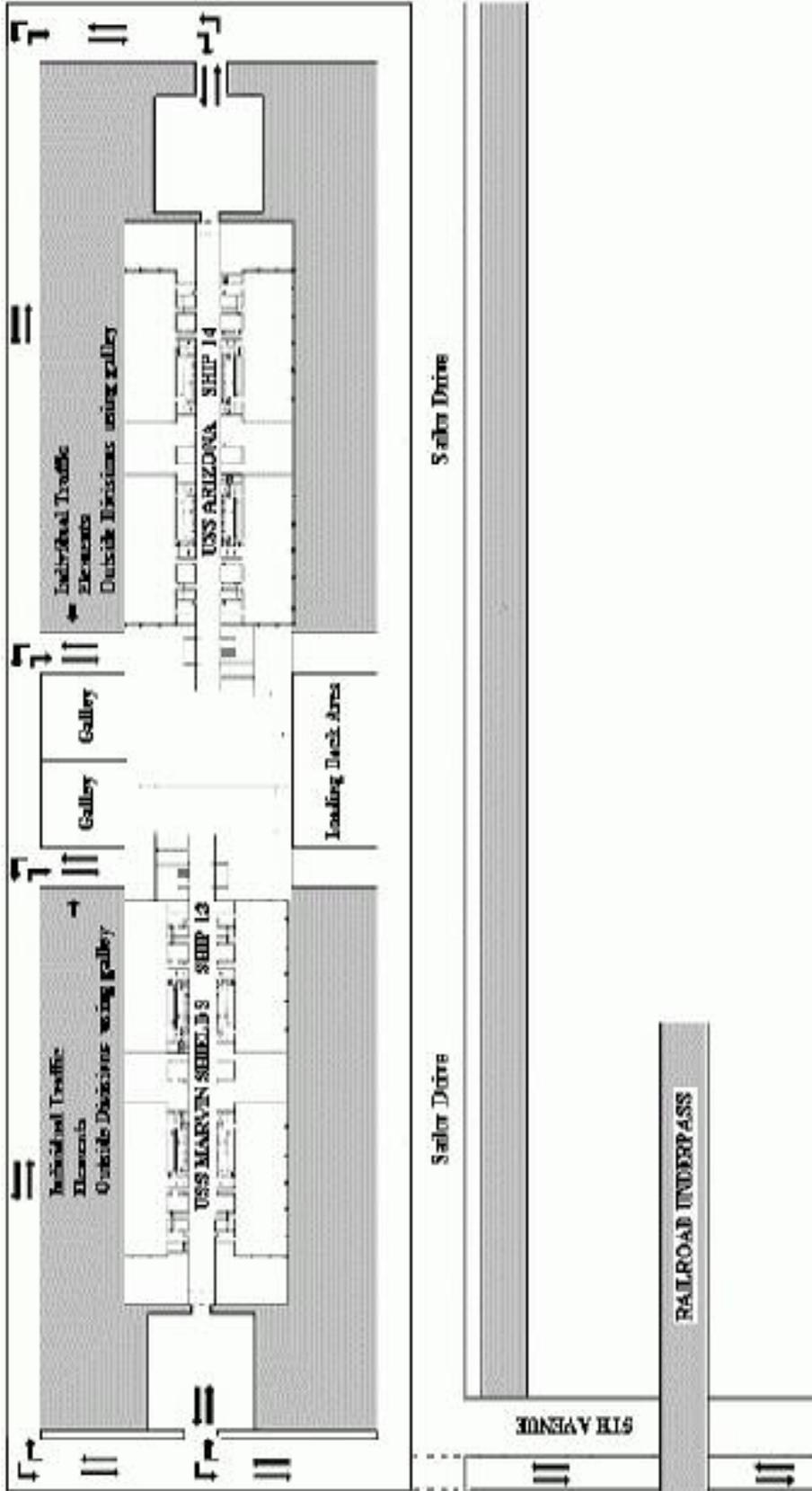


Figure 5-4-5 "Building 7111/7112"

540302. Traffic Pattern around 7111/7112

1. The traffic pattern around 7111 and 7112 is two-way traffic. All traffic will stay to the right side of the sidewalk in relation to the direction of travel.
2. Post two road guards at the crosswalk entering the underpass. This sidewalk is two-way traffic. All traffic will stay to the right side of the sidewalk in relation to the direction of travel.

04. Building 7111 (USS Arizona)

540401. Entering/Exiting the Ship

1. Recruits entering/exiting the ship will use the most outboard (Right) door.
2. When falling out, form up facing the center of the grinder facing east/west depending which side of the grinder.
 - a. Division strength will enter/exit the ship via the grinder from the north side of the building.
 - b. Individual recruit traffic, details and elements will enter/exit the ship using the aft brow.
3. Divisions will enter/exit the grinder as per **540101.3**.
4. The north entrance and north/west sidewalks, are considered traffic lanes, and should be kept clear when possible.

05. Building 7112 (USS Marvin Shields)

540501. Entering/Exiting the Ship

1. Recruits entering/exiting the ship will use the most outboard (Right) door.
2. When falling out, form up facing the center of the grinder facing east/west depending which side of the grinder.
 - a. Division strength will enter/exit the ship via the grinder from the south side of the building.
 - b. Individual recruit traffic, details and elements will enter/exit the ship using the aft brow.
3. Divisions will enter/exit the grinder as per **540101.4**.
4. The south entrance and sidewalk, are considered traffic lanes, and should be kept clear when possible.

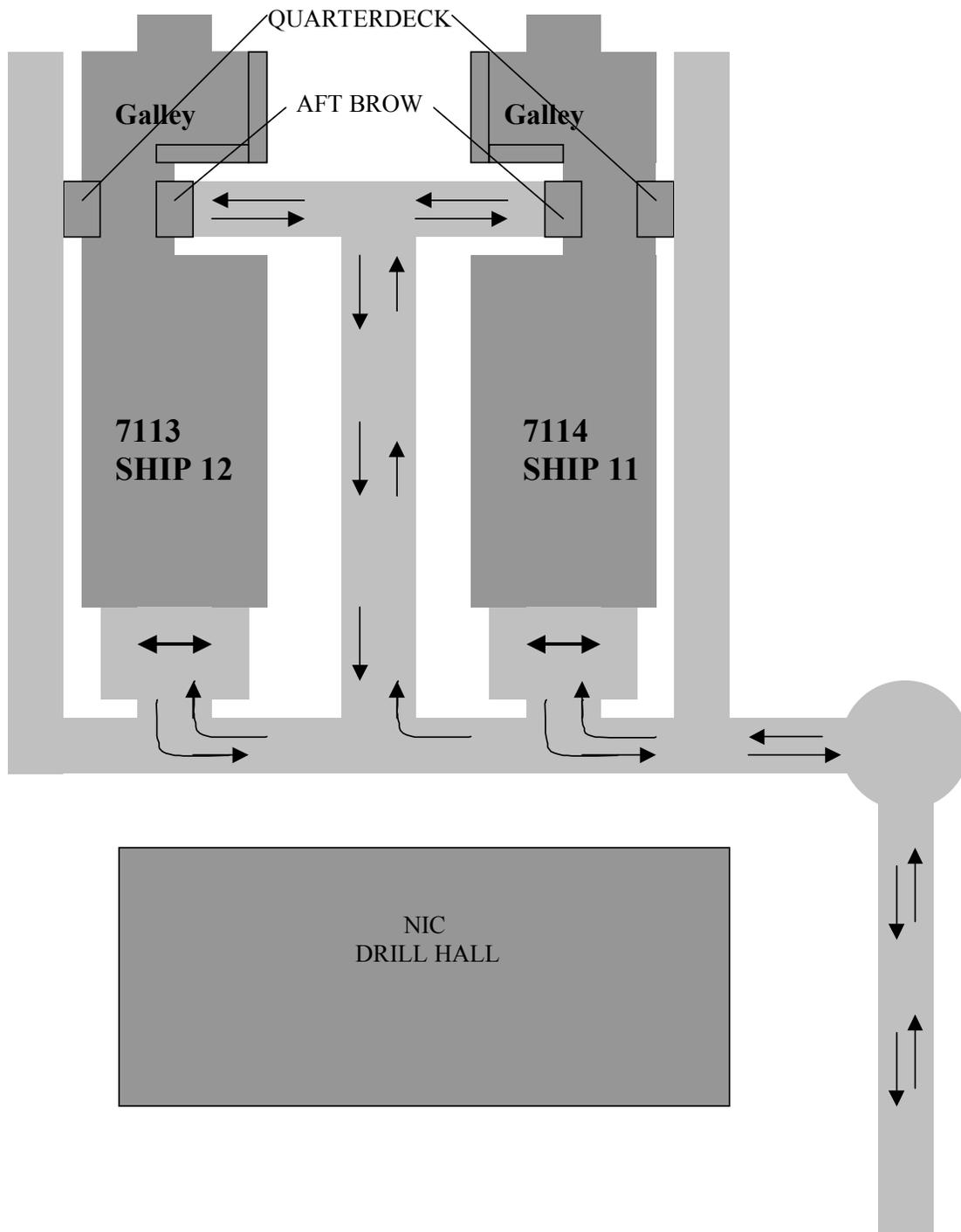


Figure 5-4-6 "Building 7113/7114"

06. Building 7113 (USS Triton)/7114 (USS Kearsarge)

540601. Entering/Exiting the Ship

1. Recruits entering/exiting the ship will use the most outboard (Right) door.

2. When falling out, form up facing the center of the grinder facing north/south depending which side of the grinder.
 - a. Division strength will enter/exit the ship via the grinder from the east side of the building.
 - b. Individual recruit traffic, details and elements will enter/exit the ship using the aft brow.
3. Divisions will enter/exit the grinder as per **540101.5**.
4. The east entrance and sidewalk, are considered traffic lanes, and should be kept clear when possible.

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Chapter 5 - Assessments

01. Bunk Arrangement.....	5-55
550101. General	5-55
02. Zone Inspections.....	5-55
550201. General	5-55
03. Personnel Inspection/Dynamic Material Inspection (DMI)..	5-55
550301. General	5-55
550302. Bunk Procedure	5-56
550303. Locker Procedure	5-56

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01. Bunk Arrangement

550101. General

1. All racks will be **triced down** for all assessments.

02. Zone Inspections

550201. General

1. Recruits will be covered with BALL CAPS, wearing guard belts, canteens and raincoats (If uniform of the day is carry raincoat)
 - a. **TAKE NOTE: Sweaters will be folded and stowed in locker one, and all outer garments will be removed from the inboard hooks and placed on the outboard hooks.**
2. Recruits will be at parade rest, one-half pace inboard of their bunk, dressed at a close interval, facing inboard when the inspector arrives.
3. Recruits assigned to the bottom bunk will stand with their right shoulder dressed to the right bunk post.
 - a. Recruits assigned to the top bunk will be dressed at a close interval to the recruit to their right.
4. At the conclusion of the compartment assessment, the RMAA will fall in at parade rest at the foot of his/her rack.
 - a. The inspector will instruct the side that will be doing lockers to open them.
 - b. The inspector will instruct the YN how to record the results of the Bunk/Locker assessment.
 - c. The YN will follow the inspector and record results.

03. Personnel Inspection/Dynamic Material Inspection (DMI)

550301. General

1. Recruits assigned to the bottom bunk will stand with their right shoulder dressed to the right bunk post.
 - a. Recruits assigned to the top bunk will be dressed at a close interval to the recruit to their right.
 - b. **TAKE NOTE: Sweaters will be folded and stowed in locker one.**
 - c. **TAKE NOTE: For CART PI/DMI fold and stow Utility Jacket in locker compartment four.**
2. RCPO/RLPO will place their canteen and raincoat (if uniform of the day is carry raincoat) on their blankets uniformly.
3. RCPO will stand adjacent to the work center.

2 Jun 04

4. When directed to prepare for a DMI, in addition to the normal procedures outlined in paragraph **420504**, recruits that are performing the locker portion, will "Trice-up" their racks, and recruits that are performing the bunk portion, will move their outer garments to their outboard hooks prior to the expiration of the five minutes.

550302. Bunk Procedure

1. Recruits will have 2 minutes to strip their rack and place items as per paragraph **420503**.

550303. Locker Procedure

1. The following areas are assessed during Locker Assessment Phase of the DMI. All items in the locker will be assessed for proper stenciling, folding and stowage.

a. CART

- (1) Locker Compartment Four
 - (a) Utility Jacket
 - (b) One pair of trousers/slacks
 - (c) One shirt

(2) Locker Compartment One

- (a) Shower shoes

b. MCA

(1) Locker Compartment Four

- (a) Three undershirts
- (b) Three under shorts
- (c) One towel

2. When directed by the assessor, recruits shall have 5 minutes, to remove the entire utility stack and shower shoes, or skivvies stack from the appropriate locker compartment, close the rack and place the items on the rack, in accordance with paragraph **420504**.

a. Recruits are permitted to use their checkpoint notebook.

3. During the 15 minutes to fold and re-stow, leave excess items on the blanket, and place the blanket under the rack, ensure that the items do not protrude from under the rack or off the blanket.

Index

A

Absentees	1-63, 4-9, 4-59, 4-64
Academic	1-35, 1-45, 1-50, 1-51, 1-52, 2-13, 3-18, 4-7, 4-9, 4-10, 4-61, 4-63, 4-64, 4-66, 4-67, 4-74
Academic Testing	4-61, 4-63
ASMO iv, 1-36, 1-39, 1-40, 1-51, 1-53, 1-54, 1-55, 1-56, 1-57, 1-62, 1-63, 2-7, 2-10, 2-11, 2-13, 2-25, 2-41, 2-100, 4-10, 4-17, 4-60, 4-64, 4-66, 5-4, 5-15	
ASMO Hard Cards	1-54
ASMO Laundry	1-39, 1-40
ASMO Markings	2-41
Assessment	1-52, 1-63, 3-17, 3-110, 4-1, 4-5, 4-7, 4-15, 4-30, 4-33, 4-37, 4-38, 4-44, 5-56
Attendance	3-91
Audio/Visual Equipment	1-35
Authorized	1-40, 1-42, 1-70, 2-22, 3-117
Authorized Activities	1-42
Award	1-45, 1-51, 3-39, 3-41, 4-34, 4-55, 4-60, 4-67, 4-81, 4-82
Award Flag Requirements	4-81, 4-82
Award Flags	4-81

B

Ball Cap	2-46, 5-31
Barber Shop	1-41, 3-98
Barracks Check out	1-59, 1-60
Battle Stations 1-29, 1-36, 1-43, 1-45, 1-50, 1-52, 2-13, 2-44, 2-93, 3-18, 3-39, 3-40, 3-45, 3-64, 3-68, 3-90, 3-95, 3-96, 4-7, 4-10, 4-17, 4-69, 4-71, 4-72, 4-73, 4-74, 4-75, 4-76, 4-82, 5-37, 5-38	
Battle Stations Equipment	2-44, 5-37, 5-38
BCOS	1-59, 1-61, 1-62, 5-5, 5-16
Belt Buckle	2-96
Belt, Web	2-95, 5-37
BJM	iv, 1-28, 2-21 , 2-75, 2-79, 2-80, 2-99, 2-100, 2-103, 5-30
Blanket	2-30, 5-21
Brassiere	2-83, 2-85, 5-29
Building 1-37 , 1-41, 1-56, 1-59, 1-69, 2-4, 2-20, 2-38, 3-66, 3-67, 3-73, 3-75, 3-76, 3-77, 3-80, 3-81, 3-82, 3-83, 3-84, 3-85, 3-86, 3-87, 3-89, 3-90, 3-91, 3-92, 3-93, 3-94, 3-95, 3-96, 3-97, 3-98, 3-99, 3-100, 3-101, 3-102, 3-103, 3-105, 3-106, 3-107, 3-108, 3-109, 3-112, 3-113, 3-114, 3-115, 5-43, 5-46, 5-47, 5-48, 5-49, 5-50	
Bulky Items	2-107
Bulletin Board	2-11 , 2-12 , 2-22, 2-25, 5-5
Bunk 1-6, 1-60, 2-6, 2-7, 2-8, 2-9, 2-22, 2-25, 2-27, 2-29, 4-18, 4-21, 4-29, 4-33, 5-3, 5-9, 5-10, 5-11, 5-12, 5-13, 5-14, 5-15, 5-16, 5-19, 5-21, 5-55, 5-56	
Bunk Assignments	2-25, 5-16
Bunk make-up	1-6, 2-22

C

Cadence	3-3, 3-4, 3-5, 3-27, 3-65, 3-121, 3-124
Camp Porter	3-84, 3-85
Canteen	2-101, 2-102
Captains Cup	3-41, 3-44, 3-113
Challenging	1-20
Chapel	1-42, 1-45, 2-3, 2-103, 3-67, 3-91, 3-93, 5-30
Chapstick	2-107
Class Handouts	2-107
Cleaning Responsibilities	2-3
Clothing Issue	3-103
Collar Devices	1-13
Column Formation	3-10, 3-11, 3-109
Combat	3-100
Commands	3-19, 3-21, 3-26, 3-46, 3-55, 3-65

Compartment Arrangement	2-6, 2-24, 2-25, 5-3, 5-15, 5-16
Compartment Care	2-1, 2-3
Compartment Configuration	2-24
Compartment Watch Pass	1-71
Competitive Event Muster	1-62
Constitution	5-46
Cosmetics	2-109
Coupon Books	1-6, 1-40
Coveralls	1-38, 2-42, 2-64, 2-65, 3-14, 5-25, 5-27
Criteria	3-17, 4-32, 4-54, 4-59, 4-67, 4-76, 4-81
Cutlass	2-11, 3-8, 3-28, 3-53, 3-55, 3-56, 3-57, 3-59, 3-60, 3-85, 3-93, 4-53, 5-8

D

Daily Muster	1-4
Damaged	1-56, 2-5, 2-21
Day Stow	2-43, 5-26
Deck	1-19, 1-20, 1-25, 1-26, 1-27, 1-29, 1-30, 1-31, 1-38, 1-68, 2-5, 2-14, 2-17, 2-20 , 2-22, 3-88, 3-113, 4-15
Deck Log Format	1-25
Definition	3-3, 3-17, 4-24
Demerit Chit	1-6, 1-52, 1-58, 1-59
Dental	1-11, 1-49, 1-63, 1-65, 1-69, 2-11, 2-107, 3-39, 3-40, 3-85, 3-103, 4-9, 4-10
Description	ii, 1-57, 1-68, 2-39
Detail	1-63, 3-4, 3-11, 3-21, 3-27, 3-63, 5-42, 5-44, 5-45, 5-46
Direction	1-49
Disqualification	3-18
Division Front	3-3
Division Roster	1-55
Division Routine	1-33, 1-35
Division Scoring	4-59, 4-67, 4-75, 4-79
Division Staff	1-9, 1-13, 1-53, 2-25, 5-16
Division Strength	3-3, 3-15, 3-96
DMI	2-13, 4-5, 4-6, 4-11, 4-27, 4-28, 4-29, 4-30, 4-31, 4-32, 4-33, 4-34, 5-55, 5-56
Double	2-41, 2-97, 2-98, 3-4, 3-14, 3-68, 4-78
Dressed Off	3-4
Drill	1-63, 2-91, 2-92, 2-93, 3-1, 3-6, 3-17, 3-18, 3-41, 3-44, 3-60, 3-66, 3-109, 3-110, 3-112, 4-7, 4-10, 4-35, 4-37, 4-38, 4-44, 4-54, 4-55, 4-82, 4-83, 5-35
Drill Hall	3-18, 3-109, 3-112, 4-37
Drying Room	2-18, 2-23, 4-15, 5-6, 5-7
Duties	1-9, 1-17, 4-3
Duty	1-45, 1-51, 1-63, 1-64, 1-66, 3-14, 3-100, 4-8, 4-23, 4-72, 4-74

E

Earmuffs	2-99
Earrings	2-108
Element	1-69, 3-3, 3-4, 3-6, 3-11, 3-12, 3-13, 3-14, 3-15, 3-16, 3-17, 3-21, 3-25, 3-27, 3-39, 3-40, 3-63, 3-65, 3-79, 3-80, 3-84, 3-89, 5-42, 5-44, 5-45, 5-46
Elements	3-4, 3-5, 3-12, 3-13, 3-14, 3-16, 3-17, 3-25, 3-63, 3-64, 3-65, 3-79, 3-84, 3-85, 3-89, 3-93, 3-106, 4-16, 5-42, 5-43, 5-44, 5-45, 5-46
Entries	1-25, 1-27, 1-50, 1-52, 1-60, 1-69
Exchange	1-37, 1-38, 1-41, 1-45, 1-56, 2-110, 3-74, 3-91, 3-96
Expense Log	1-72, 1-73
Expiration	1-66
Extend	3-33, 3-47, 3-56, 3-57

F

Faded Markings	2-41
Female	2-42, 2-43, 2-46, 2-51, 2-55, 2-60, 2-62, 2-67, 2-68, 2-78, 2-83, 2-88, 2-95, 2-96, 2-98, 2-109, 2-111, 3-101, 3-102, 5-29, 5-31, 5-33
Female Hair Care	2-111
FFTU	1-50, 1-52, 3-99, 4-77
Field Day	2-3
File	3-4, 3-86, 3-87, 3-100, 5-44

Financial 1-40, 1-54
 Fingernails 2-112, 3-101
 Fire 1-3, 1-4, 1-5, 1-17, 1-37, 1-50, 2-11, 2-14, 2-22, 3-18, 3-99, 3-114, 3-123, 4-64, 4-74, 4-77
 Fire Extinguisher 2-14
 Flag Placement 2-21, 3-40, 5-8
 Flags 3-8, 3-28, 3-39, 3-40, 3-41, 3-42, 3-44, 3-55, 3-73, 3-74, 3-76, 3-79, 3-82, 3-83, 3-84, 3-85, 3-87, 3-90, 3-92, 3-93, 3-97, 3-98, 3-102, 3-105, 3-110, 3-112, 3-114, 4-37, 4-40, 4-46, 5-42, 5-44, 5-45
 Flank 3-4, 3-28
 Fold 1-69, 2-29, 2-30, 2-31, 2-41, 2-43, 2-45, 2-48, 2-49, 2-52, 2-54, 2-56, 2-57, 2-71, 2-76, 2-82, 2-83, 2-84, 2-85, 2-86, 2-87, 2-89, 2-94, 2-107, 4-30, 5-26, 5-27, 5-28, 5-30, 5-34
 Form Preparation 1-26
 Formation 3-4, 3-5, 3-6, 3-8, 3-10, 3-11, 3-13
 Forward Hold 2-20, 2-21, 2-24, 4-15
 Freedom Hall 3-113
 FTTiv, 1-27, 1-58, 2-11, 2-12, 2-13, 2-16, 2-21, 2-37, 2-73, 3-39, 3-43, 3-63, 3-74, 3-129, 4-4, 4-7, 4-8, 4-10, 4-15, 4-16, 4-17, 4-18, 4-19, 4-21, 4-28, 4-37, 4-60, 4-66, 4-81, 4-83

G

Galley 1-65, 2-12, 3-18, 3-65, 3-66, 3-67, 3-78, 3-80, 3-81, 3-89, 3-92, 5-42, 5-43
 Garment Bag 2-72, 2-74, 2-78, 5-35, 5-37
 Gifts 1-41
 Glasses 2-43, 2-108, 2-109, 5-26
 Gloves 2-47, 2-83, 2-85, 5-25, 5-27
 Golden Thirteen 3-97
 Graduation 1-43, 1-44, 1-45, 2-108, 2-109, 3-18, 3-39, 3-65, 3-66, 3-74, 3-81, 3-91, 3-96, 3-97, 3-125, 4-10, 4-81, 4-82
 Grapple 3-75
 Gregg Park 1-45, 3-108
 Grooming Standards 1-6, 2-105, 2-107, 2-110
 Guard Belt 2-31, 2-100, 5-21, 5-22
 guidon 3-110, 3-112
 Guidon 1-3, 2-21, 3-4, 3-5, 3-7, 3-17, 3-18, 3-25, 3-28, 3-30, 3-31, 3-32, 3-33, 3-34, 3-35, 3-36, 3-37, 3-39, 3-40, 3-41, 3-42, 3-43, 3-45, 3-46, 3-47, 3-48, 3-49, 3-50, 3-51, 3-73, 3-84, 3-85, 3-87, 3-90, 3-92, 3-95, 3-105, 3-110, 3-112, 3-114, 3-124, 4-39, 4-40, 4-45, 4-51, 4-52, 4-53, 5-8, 5-42

H

Haircuts 2-110
 Handbag 2-82
 Handkerchiefs 2-43, 2-109, 5-26
 hard card 1-45, 1-46, 1-49, 1-50, 1-51, 1-53, 1-54, 1-55, 1-56, 1-59, 1-65, 1-66, 1-68, 3-89, 3-92, 3-99, 3-101, 3-114, 3-115, 4-5, 4-6, 4-7, 4-8, 4-9, 4-10, 4-59, 4-64, 4-66, 4-74, 4-75
 Hard Card 1-49, 1-50, 1-51, 1-54
 Hat Box 2-82
 holiday 1-42, 3-91
 Holiday 1-42, 1-43, 2-3, 2-111, 3-41, 3-96

I

Identification 1-19, 3-97
 Independent 3-17, 3-18, 3-45
 Indianapolis 3-100
 Insignia 1-13, 2-43, 5-26
 Inspection 1-24, 2-22, 2-37, 2-38, 2-51, 2-53, 2-55, 2-56, 2-64, 2-79, 2-80, 2-81, 4-7, 4-19, 4-21, 4-22, 4-24, 4-27, 4-28, 4-37, 4-54, 5-55
 Inspection Procedure 4-7, 4-19, 4-24
 Inspections 4-19, 4-23, 4-27, 4-54, 5-55
 Integrated Divisions 1-19, 1-24, 1-59, 1-60, 2-6, 2-7, 2-24, 4-20, 4-23, 5-4, 5-16
 Inter-station 1-66, 1-69, 1-70, 2-43, 3-79
 Interval 3-5, 3-9

J

Jewelry 2-109

K

Knit Laundry Bag 2-82, 2-83, 5-30

L

Larceny 1-42
Laundering 1-37
laundry 1-11, 1-18, 1-27, 1-29, 1-37, 1-38, 1-39, 1-40, 1-56, 1-68, 2-10, 2-18, 2-19, 2-20, 2-23, 2-24, 2-40, 2-70, 2-84, 2-85, 2-86, 2-87, 2-90, 2-91, 2-113, 3-104, 5-6
Laundry 1-11, 1-29, 1-37, 1-38, 1-39, 1-40, 1-56, 1-72, 2-18, 2-19, 2-108, 4-15, 5-6, 5-7
Laundry Bags 1-37
Leave 1-5, 1-18, 1-26, 1-40, 1-43, 1-54, 1-60, 1-63, 2-89, 2-95, 2-97, 4-9, 4-72, 5-36
Leave Requests 1-43
Legal 1-51, 1-56, 3-89, 4-9, 4-72
liberty 1-5, 1-19, 1-43, 1-44, 1-45, 1-46, 1-61, 2-67, 2-108, 2-109, 3-66, 3-67, 3-81, 3-96, 4-22
Liberty 1-43, 1-44, 1-45, 1-46, 1-61, 1-63, 2-109, 3-39, 3-40, 3-66, 3-74, 3-122, 3-123
Liberty Policy 1-45
Lights, Light Fixtures 2-14
Line 1-29, 1-63, 1-65, 2-44, 2-93, 3-5
Linen 2-20, 3-91, 4-16
Linen exchange 4-16
LLD 1-63, 1-66, 1-71, 3-8, 3-79, 4-8, 4-9, 4-20, 4-21, 4-23, 4-25, 4-37, 4-59, 4-71
Location 1-27, 1-59, 1-63
locker 1-39, 1-53, 1-72, 2-5, 2-6, 2-10, 2-11, 2-18, 2-22, 2-25, 2-31, 2-43, 2-45, 2-46, 2-47, 2-49, 2-50, 2-53, 2-55, 2-57, 2-58, 2-60, 2-61, 2-62, 2-64, 2-65, 2-67, 2-69, 2-70, 2-71, 2-72, 2-73, 2-76, 2-80, 2-81, 2-82, 2-86, 2-89, 2-100, 2-103, 3-102, 3-129, 4-11, 4-18, 4-19, 4-20, 4-21, 4-27, 4-28, 4-29, 4-30, 4-31, 4-32, 4-33, 4-34, 5-5, 5-7, 5-8, 5-16, 5-26, 5-27, 5-28, 5-29, 5-30, 5-31, 5-32, 5-33, 5-34, 5-35, 5-36, 5-37, 5-55, 5-56
Locker 2-6, 2-9, 2-10, 2-22, 2-42, 2-45, 2-51, 2-58, 2-65, 2-71, 2-108, 4-21, 4-30, 4-31, 4-32, 4-34, 5-3, 5-9, 5-10, 5-11, 5-12, 5-13, 5-14, 5-15, 5-16, 5-25, 5-26, 5-27, 5-29, 5-31, 5-32, 5-37, 5-55, 5-56
Locker Compartments 2-42, 5-25
Log 1-25, 1-26, 1-27, 1-29, 1-30, 1-31, 1-38, 1-68, 1-72, 1-73, 2-5, 2-14, 2-17, 2-20, 2-22, 4-15
Long Underwear 2-83, 2-87, 5-31
LPO 1-11, 1-72, 4-74, 5-4

M

Mail 1-6, 1-11, 1-12, 1-36, 2-22, 2-103, 2-108
Mail Procedures 1-36
Mailbox 2-14
Maintenance Responsibilities 2-4
Makeup 4-64
Male 1-10, 1-38, 2-42, 2-45, 2-51, 2-53, 2-55, 2-60, 2-62, 2-67, 2-68, 2-74, 2-87, 2-95, 2-96, 2-97, 2-110, 3-102, 5-25, 5-29, 5-31, 5-33
Mandatory 1-27, 1-40, 1-51, 4-10, 4-65
March 1-17, 1-19, 3-3, 3-27, 3-29, 3-74, 3-106, 5-42, 5-44, 5-45
Marking 1-57, 2-37, 2-38, 2-40, 2-41, 2-45, 2-46, 2-47, 2-48, 2-50, 2-51, 2-53, 2-55, 2-56, 2-57, 2-58, 2-60, 2-62, 2-63, 2-64, 2-65, 2-66, 2-67, 2-69, 2-70, 2-71, 2-72, 2-74, 2-75, 2-76, 2-78, 2-79, 2-80, 2-81, 2-82, 2-83, 2-84, 2-85, 2-86, 2-87, 2-88, 2-90, 2-91, 2-94, 2-95, 2-96, 2-97, 2-98, 2-99, 2-100, 2-103, 4-10, 4-17, 4-18, 4-19, 4-25, 4-30, 4-32
Mason 3-106
Mass Formation 3-5, 3-6, 3-8, 3-10, 3-34, 3-39, 3-82, 3-99, 3-103, 3-106
Master Training Schedule 1-35, 3-41, 3-66, 3-78, 3-97, 3-98, 4-59
Material Damage 2-4, 2-5
Mattress 2-29, 5-21
MCA iv, 3-17, 3-18, 3-43, 3-44, 3-45, 4-5, 4-7, 4-16, 4-19, 4-21, 4-22, 4-23, 4-24, 4-26, 4-27, 4-28, 4-30, 4-31, 4-32, 4-33, 4-34, 4-37, 4-38, 4-55, 4-81, 5-56
Medical/Dental Chits 2-107
Medication Procedures 2-107
Military Posture 2-110
Missing 1-56
Money 2-110, 3-44, 3-94
Morning Working Party 2-3
Mount Whitney 3-86
MPO iv, 1-12
MTS iv, 1-27, 1-28, 1-35, 1-44, 1-62, 2-11, 2-94, 3-41, 3-78, 3-85, 3-96, 3-104, 4-17

LX

muster	1-4, 1-10, 1-43, 1-45, 1-46, 1-59, 1-61, 1-62, 1-63, 3-99, 3-114, 4-9, 4-10, 4-19, 4-20, 4-23, 4-24, 4-38, 4-63
Muster	1-4, 1-43, 1-61, 1-62, 4-8, 4-25, 4-37
Muster Report	1-61, 1-62, 4-37

N

Navy	1-5, 1-37, 1-38, 1-41, 1-45, 1-50, 1-56, 1-72, 2-14, 2-40, 2-84, 2-108, 2-109, 2-110, 3-45, 3-74, 3-96, 3-119, 3-120, 3-121, 3-122, 3-123, 3-124, 3-125, 3-126, 3-127, 3-128, 3-129, 3-130, 3-131, 4-3, 4-18, 4-52, 4-71, 4-75
Navy Exchange	1-37, 1-38, 1-41, 1-45, 1-56, 2-110, 3-74, 3-96
Neckerchief	2-73, 2-74, 2-76, 2-77, 2-81
Necktab	2-43, 2-98, 2-99, 5-26, 5-36
Necktie	2-43, 2-97, 2-98, 5-26, 5-36
NEX	iv, 1-37, 1-39, 1-40, 1-43, 1-69, 1-71, 2-20, 3-18, 3-73, 3-96
NEX Laundry	3-73
Night Muster	1-61
Night Stow	2-43, 5-26
Night Study	1-40
Nomenclature	3-55
Notebook	1-68

O

Other Authorized Inter-station Passes	1-70
---------------------------------------	------

P

Pass	1-6, 1-43, 1-69, 1-70, 1-71, 2-13, 2-60, 2-67, 3-39, 3-43, 3-46, 3-58, 3-65, 3-66, 3-67, 3-81, 3-93, 4-7, 4-22, 4-37, 4-48, 4-81
Pea coat	2-38, 2-96, 3-105, 4-19
Pennant	3-43, 4-75, 4-82, 4-83
Personal Flag	1-72, 3-44
Personnel Inspections	4-7, 4-21, 4-23
Phase	1-39, 1-52, 2-38, 3-18, 3-104, 4-82, 5-56
Phone	1-3, 1-43, 1-52, 1-69, 3-78, 3-96
Phone Center	3-96
Photo	2-44, 2-102, 3-18, 3-93, 3-94, 5-38
Photo Lab	3-93, 3-94
Photocopying	1-49
Photos	2-43, 3-93, 3-105, 5-26
Physical	1-11, 1-12, 1-50, 2-12, 3-44, 3-113, 4-4, 4-7, 4-9, 4-57, 4-59, 4-60, 4-74
Physical Training	3-113, 4-7
Pillow	2-30, 3-91, 5-21
Pivot Line	3-5
pool	3-100, 3-101, 3-102, 4-71, 4-72, 4-76
Pool	3-100, 3-102, 4-76
Portable VAP Board	2-17
Posting SIQ Chits	1-66

Q

Questions	4-23
Quick Time	3-5

R

raincoat	2-51, 2-60, 2-86, 2-87, 2-88, 2-89, 2-90, 2-91, 2-95, 2-102, 4-20, 4-21, 4-27, 4-28, 5-22, 5-36, 5-37, 5-55
Raincoat	2-87, 2-88, 2-89, 5-36, 5-37
Recruit Athletic Petty Officer (APO)	1-12
Recruit Chief Petty Officer (RCPO)	1-10
Recruit Damage Control Petty Officer (DCPO)	1-12
Recruit Data Card	1-49, 4-64
Recruit Dental Yeoman (DYN)	1-11
Recruit Division Commander	3, i, 2-111, 4-5, 4-16, 4-63
Recruit Education Petty Officer (EPO)	1-12
Recruit Leading Petty Officer (RLPO)	1-10
Recruit Medical Yeoman (MYN)	1-11

2 Jun 04

Recruit Movement	1-36, 3-13
Recruit Notebook	1-68
Recruit Orientation	1-5
Recruit Petty Officers	1-9, 1-10, 1-13
Recruit Phone Calls	1-3
Recruit Progress Chart	2-12, 2-13, 4-66
Recruit Religious Service Petty Officers (RSPO)	1-12
Recruit Section Leaders (SL)	1-11
Recruit Writing	1-6, 1-27, 1-49, 1-60, 2-12
Recruit Yeoman (YN)	1-10
Reflective Arm Bands	3-13
Religious Articles	2-110
Religious Texts	2-103, 5-30
Reporting Aboard	1-5
Required Posters	2-16
REU	1-51, 3-115
Reveille	1-3, 1-17, 1-18, 1-19, 1-20, 1-27, 1-28, 1-35, 1-36, 1-66, 1-68, 2-38, 2-43, 2-111, 5-26
RMAA	iv, 1-10, 1-11, 1-12, 2-3, 2-7, 2-21, 2-25, 3-88, 4-21, 5-4, 5-16, 5-17, 5-55
Road Guard	1-63, 3-14, 3-17, 3-67, 5-8
Road Guard Vest Stenciling Procedures	3-17
Road Guards	3-17, 3-67
Roster	1-55, 4-64
Routine	1-42, 1-43, 2-12

S

Scarf	2-83, 2-85, 2-86, 5-25, 5-28
Scarf, White	2-85, 5-28
Scheduling	1-4, 1-35, 3-91, 4-3, 4-9, 4-66
Scheduling Conflicts	1-35
Scheduling Office	1-4, 1-35, 4-3, 4-9, 4-66
Scholastic	3-41, 3-44, 4-67
Score	1-58, 4-33, 4-54, 4-59, 4-64, 4-66, 4-75, 4-83
Scores	1-52, 4-7, 4-66, 4-81
Scuttlebutt	2-17, 2-22
sea bag	1-39, 1-40, 1-68, 1-71, 2-94, 2-95, 3-28, 3-123, 3-124, 3-125, 3-127, 4-32, 4-74, 5-27, 5-28
Sea bag	1-40, 1-52, 1-68
Sea Bag	1-71, 2-94, 5-28
Seamanship	3-83
Second Issue	2-37, 3-104
Section 1-10, 1-11, 1-45, 1-65, 2-7, 2-13, 2-24, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-11, 3-15, 3-30, 3-31, 3-34, 3-74, 3-83, 3-111, 3-112, 4-40, 4-46, 5-4	
Securing	3-42
Security 1-3, 1-4, 1-17, 1-18, 1-19, 1-20, 1-21, 1-23, 1-24, 1-25, 1-28, 1-35, 1-45, 1-63, 2-14, 2-21, 2-40, 4-8, 4-9, 4-15, 4-20, 4-23, 4-63	
Services	1-6, 2-3, 2-12, 3-91
Shave	2-112
Sheets	2-29, 3-91
Ship 1-4, 1-5, 1-13, 1-17, 1-19, 1-22, 1-25, 1-26, 1-36, 1-38, 1-43, 1-44, 1-45, 1-46, 1-49, 1-58, 1-60, 1-61, 1-62, 1-65, 2-18, 2-101, 3-6, 3-7, 3-9, 3-39, 3-41, 3-44, 3-45, 3-74, 3-95, 3-96, 3-97, 3-114, 4-4, 4-5, 4-6, 4-9, 4-39, 4-45, 4-63, 4-76, 5-41, 5-42, 5-46, 5-49, 5-50	
Shirt, Utility Male	2-62
Shoes, Dress	2-71, 5-28
sick	1-53, 1-64, 1-65, 1-66, 1-69, 2-113, 3-121, 4-9
sick slip	1-65, 1-69
Sick Slip	1-64, 1-65, 1-70, 3-85
Side Step	3-6, 3-27
Singing	3-6, 3-66, 3-128
SIQ/Light/Limited Duty Chits	1-66
Size	2-37, 2-38, 2-103, 3-7, 3-43
Skirt, Service Dress Blue	2-80
Slacks	2-42, 2-55, 2-56, 2-60, 2-61, 2-74, 2-78, 2-80, 2-81, 5-25, 5-26, 5-30, 5-32
Slacks, Utility	2-60, 5-32
Snap	3-6
Socks	1-37, 2-83, 5-32, 5-34

Special Entries	1-60
Staff	1-9, 1-13, 1-19, 1-20, 1-53, 1-62, 2-25, 3-88
Static	2-13, 4-7, 4-18, 4-27, 4-33
Step	3-3, 3-6, 3-27, 3-28, 3-29, 3-34, 3-110, 3-112, 4-40, 4-46
Stow	1-37, 2-8, 2-9, 2-10, 2-11, 2-14, 2-18, 2-19, 2-31, 2-44, 2-45, 2-46, 2-47, 2-48, 2-49, 2-50, 2-53, 2-55, 2-57, 2-58, 2-61, 2-62, 2-64, 2-65, 2-67, 2-69, 2-70, 2-71, 2-72, 2-73, 2-82, 2-84, 2-85, 2-86, 2-87, 2-89, 2-90, 2-91, 2-92, 2-93, 2-95, 2-97, 2-98, 2-99, 2-100, 2-102, 2-103, 4-22, 5-6, 5-7, 5-8, 5-21, 5-27, 5-28, 5-29, 5-30, 5-31, 5-32, 5-33, 5-34, 5-35, 5-36, 5-37, 5-38
Street	3-18, 3-63, 3-64, 3-65, 3-67, 3-81, 3-85, 3-86, 3-89, 3-92, 3-93, 3-94, 3-95, 3-96, 3-97, 3-99, 3-100, 4-16, 4-38, 4-39, 4-54, 4-55, 5-42
Street Discipline	3-61, 3-63
STT	iv, 1-58, 4-4, 4-5, 4-18, 4-19, 4-21
Sunday	1-12, 1-42, 1-43, 1-44, 1-46, 2-3, 2-111, 3-41, 3-66, 3-91, 3-96
Sunscreen	2-107
Supply	2-20 , 3-89, 3-91
Sweat Shirt	2-91
Sweater	2-42, 2-43, 2-57, 5-25, 5-29
Swim	1-50, 1-51, 2-83, 3-100, 3-101, 5-25, 5-29

T

Tag	2-19, 2-37, 2-38, 2-40, 2-46, 2-48, 2-50, 2-51, 2-53, 2-55, 2-57, 2-64, 2-74, 2-78, 2-79, 2-80, 2-81, 2-82, 2-83, 2-87, 2-88, 2-96
Tailor Two	2-38, 2-46, 2-73, 2-79, 3-105
Taps	1-3, 1-17, 1-18, 1-19, 1-20, 1-28, 1-35, 1-36, 1-66, 1-68, 2-111, 3-125
test	1-35, 1-40, 1-69, 3-44, 3-101, 3-120, 3-124, 4-59, 4-63, 4-64, 4-65, 4-66, 4-67
Test	1-35, 1-51, 1-52, 3-18, 3-100, 4-7, 4-59, 4-64, 4-65, 4-66, 4-67, 4-74, 4-83
Theodore Roosevelt	5-46
Towel	2-31, 2-69, 2-70, 5-21, 5-34
Traffic	3-5, 3-11, 3-63, 3-65, 3-66, 3-73, 3-80, 3-81, 3-83, 3-84, 3-85, 3-89, 3-90, 3-91, 3-92, 3-94, 3-95, 3-96, 3-98, 3-99, 3-101, 3-103, 3-105, 3-106, 3-108, 3-114, 3-115, 5-41, 5-49
Traffic Pattern	3-63, 3-66, 3-69, 3-73, 3-80, 3-81, 3-83, 3-84, 3-85, 3-89, 3-90, 3-91, 3-92, 3-94, 3-95, 3-96, 3-98, 3-99, 3-101, 3-103, 3-105, 3-106, 3-108, 3-114, 3-115, 5-39, 5-41, 5-49
Trainee Guide	1-40, 2-100, 2-107, 5-30
Trash Cans	2-14, 5-6
Trousers	1-37, 2-53, 2-54, 2-55, 2-56, 2-60, 2-61, 2-73, 2-74, 5-25, 5-26, 5-29, 5-30, 5-32
Turnover Items	1-3
Turnover Procedures	1-19
Turnover Times	1-24

U

UA	1-43, 1-45, 1-54, 1-60, 1-71, 3-85
Unauthorized Activities	1-42
Under shorts	1-38, 5-25, 5-33
Underpass	3-73
Undershirt	2-65, 2-66, 5-33
Uniform	1-28, 1-42, 1-56, 2-33, 2-37, 2-38, 2-40, 2-41, 2-44, 2-47, 2-51, 2-53, 2-55, 2-58, 2-59, 2-79, 2-80, 2-81, 2-89, 2-94, 2-96, 3-42, 3-73, 3-103, 3-104, 4-10, 4-11, 4-22, 4-74, 5-23, 5-25, 5-26, 5-37
Uniform Issue	1-56
Uniform Standards	2-44
Updating Division Roster	1-55
USS	1-26, 3-75, 3-86, 3-89, 3-91, 3-100, 3-106, 3-114, 5-46, 5-49, 5-50
Utility Jacket	2-58, 2-59, 2-61, 2-65, 4-30, 5-26, 5-32, 5-37, 5-55, 5-56

V

Valuables	1-53, 1-71
-----------	------------

W

Washcloth	2-31, 2-70, 5-21, 5-34
Washing	1-37
Washroom	1-18
Watch Meal Relief	1-24
Watch Quarter Station Bill	2-7, 5-4

Watch Section	1-9, 1-10, 2-24, 3-5, 3-6, 3-7, 3-9, 3-10, 3-11, 3-27, 3-30, 3-31, 3-33, 3-34
Watches	1-4, 1-17, 1-18, 1-19, 1-20, 1-24, 1-35, 4-9
Weapons	1-50, 1-52, 3-41, 3-89, 3-90, 3-114, 3-115, 4-74
Weapons simulator	3-41
Weapons Simulator	1-50, 1-52
White Hat	1-38, 2-45, 5-31
Window Dress	1-28, 2-21, 2-22, 5-8
Wisconsin	3-114
Work Center	2-23
WQSB	2-7, 2-13, 2-14, 2-15, 2-16, 2-25, 2-26, 5-4
Writing	1-6, 1-27, 1-49, 1-69, 2-12

Z

Zone	4-7, 4-9, 4-19, 4-20, 4-27, 4-33, 5-55
------	--