

# START

**STANDARDS • TRANSITIONS • ACKNOWLEDGEMENT • REQUIREMENTS • TRAINING**

A Comprehensive Guide For Future Sailors



AMERICA'S  
**NAVY**<sup>®</sup>

# WELCOME ABOARD!

Congratulations on your decision to join the United States Navy! There are many new experiences and opportunities ahead. No matter what job you have chosen in the Navy, we want you to understand all the benefits and responsibilities of being a U.S. Navy Sailor.

As a new member of the Navy's Delayed Entry Program, your first order is to read, understand and acknowledge the information provided here in the START Guide. You should also share this information with your family to make them aware of the benefits offered by military service.

The following pages will explain your benefits. Read carefully and ask your recruiter about information that is unclear to you. Your recruiter will be a valuable resource as you move forward. Navy recruiters first serve in the fleet and gain valuable experience which will help them explain your Navy benefits.

Within the next three to five days, your recruiter will meet with you and your family to discuss in great detail the benefits and responsibilities of the Navy. You and your family should ask questions so you will understand the requirements of the Delayed Entry Program.

Please review this START Guide before the 72-Hour Indoctrination because you must acknowledge that you have been provided with this information.



# THE SAILOR'S CREED

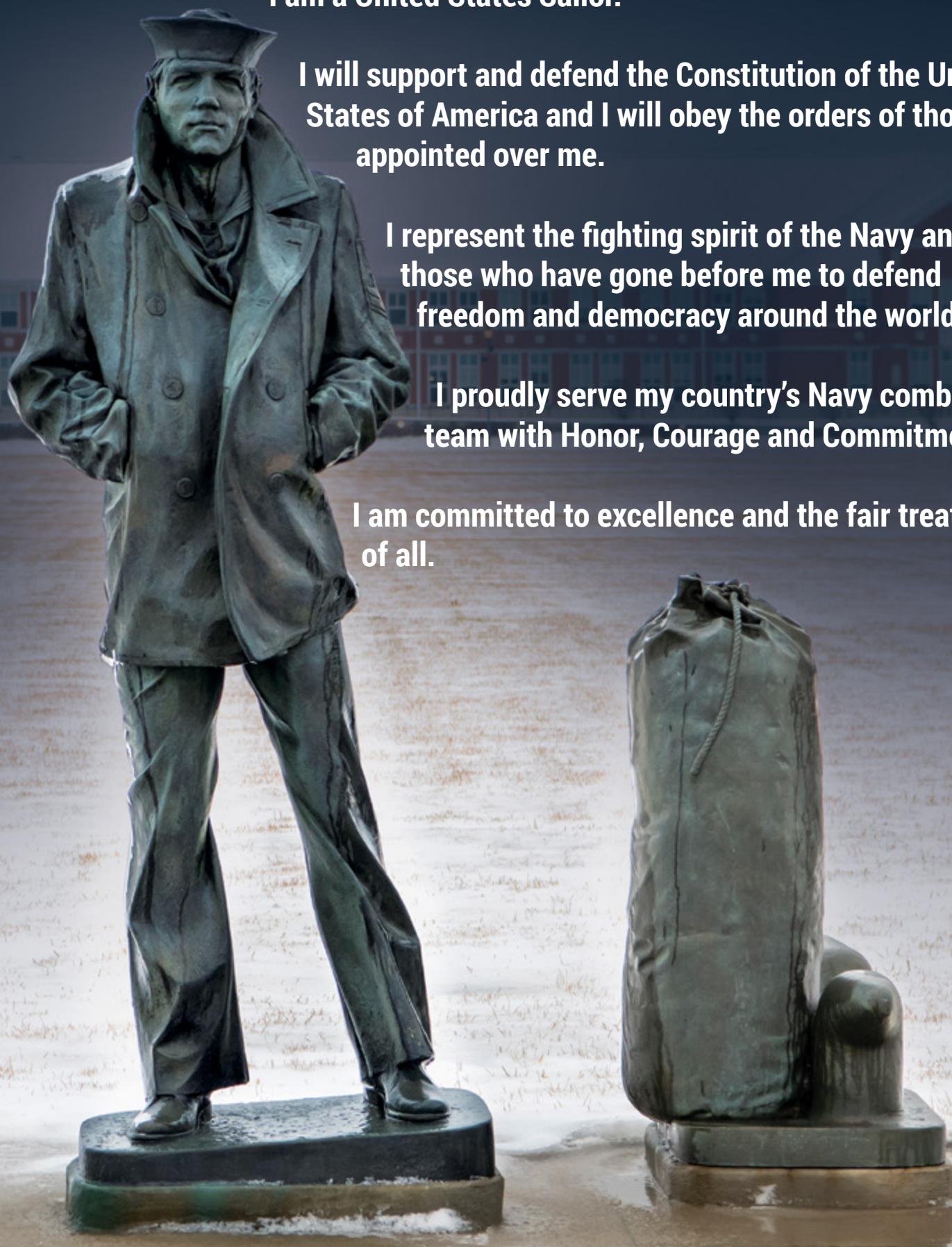
I am a United States Sailor.

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

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

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

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



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# NAVY CORE VALUES

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

## HONOR

**"I will bear true faith and allegiance ..."**

Accordingly, as Sailors, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; be honest and truthful in our dealings with each other, and with those outside the Navy; be willing to make honest recommendations and accept those of junior personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

## COURAGE

**"I will support and defend ..."**

Accordingly, as Sailors, we will have: Courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; make decisions in the best interest of the Navy and the nation, without regard to personal consequences; meet these challenges while adhering to a higher standard of personal conduct and decency; be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

## COMMITMENT

**"I will obey the orders ..."**

Accordingly, as Sailors, we will: Demand respect up and down the chain of command; care for the safety, professional, personal and spiritual well-being of our people; show respect toward all people without regard to race, religion or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

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# WELCOME ABOARD PARENTS/SPOUSE

Welcome to the Navy family. We know that you are very proud of your family member, and we would like to share with you the many superb career and educational opportunities that are available in the Navy. As a member of the Delayed Entry Program, your family member will begin Navy activities immediately. First, there will be opportunities to learn more about the Navy's programs, which will help Future Sailors prepare for recruit training. Because friends and associates will be curious about this decision, your family member will no doubt be asked many questions about the Navy. They will surely be asked if similar opportunities are available for them, and by bringing these questions to the attention of their recruiter, Future Sailors can benefit. If their friends enlist in the Navy, your Future Sailor may be advanced to pay grade E-2 or E-3, which not only provides a larger paycheck, but also makes them eligible nine months earlier for each additional pay grade. While your Future Sailor waits for their active duty date, we encourage you to become familiar with the Navy by attending the local recruiting station's Delayed Entry Program meetings. These meetings are mandatory for Future Sailors, and they are designed to help them get ready for recruit training.

## SANDBOXX COMMUNICATION



SANDBOXX APP



SANDBOXX LETTERS

This can be an exciting and stressful time for a recruits' family members, and the ability to connect with your Future Sailor throughout the entire training experience eases that anxiety. Communication using SANDBOXX ensures that letters are delivered to your loved one faster. SANDBOXX also provides the stationery for your Recruit to write you back. Want to learn more? Just scan the QR codes to download the App, and for guidance, check out the 'Sending Letters To Basic Training' tutorial on YouTube.

## RTC GRADUATION

Recruit graduation means public recognition for all the hard work, determination and perseverance required to complete recruit training. You are a big part of the reason for your recruit's success, and you have every right to feel proud. On graduation day, entry to the base is restricted to those that are on the access list. Each graduating Sailor is responsible for identifying people to be placed on the access list in advance to graduation day. Please coordinate details with your Sailor.



Be sure to visit Recruit Training Command's website at [www.bootcamp.navy.mil](http://www.bootcamp.navy.mil) for the most current information and before making any travel plans. If graduation is open to the public, you are encouraged to attend.

There are few experiences more exhilarating or moving than recruit graduation. While recruit training is demanding, your recruit will always be treated with dignity and respect. For many young adults, there is an initial shock that comes with the regimentation of military life, but you can help ease some of the stress by supporting your recruit. Mail from you, other family members or friends will always be welcome. These letters can provide an emotional lift and are often the highlight of a recruit's day.

While your loved one is in the Delayed Entry Program, remember that you are always welcome and have a standing invitation to all Delayed Entry Program functions. Feel free to contact the recruiters at any time.

## WHEN RECRUITERS TRANSFER

In the Navy, transition is inevitable. While your family member is in the Delayed Entry Program, it is possible his or her recruiter may transfer to another duty station. If this happens, another fully qualified recruiter will assume responsibility for training your Future Sailor. Assuming responsibility for an important duty in the Navy is known as "relieving the watch. The new recruiter now "has the watch," and is responsible for ensuring Future Sailors are prepared for boot camp. The new recruiter is now the Sailor that you can turn to if you have any questions regarding the Navy and your Future Sailor's new direction in life.

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# ACCOMMODATION OF RELIGIOUS PRACTICES

Department of the Navy policy is to accommodate the doctrinal or traditional observances of the religious faith practiced by individual members when they will not have an adverse impact on military readiness, individual or unit readiness, unit cohesion, health, safety, or discipline. The accommodation of a member's religious practices cannot be guaranteed at all times but must depend on military necessity. The determination of military necessity rests entirely with the Commanding Officer.

Recruiting personnel must conduct an in-person meeting to explain policy, and an acknowledgement/understanding of Navy policy must be signed by the applicant. If you desire an accommodation you will be expected to let your recruiter know, and the request must be submitted in writing. A designated authority must approve the accommodation in writing before applicant is eligible to enlist.



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# DELAYED ENTRY PROGRAM

## Before Proceeding to Basic Training

Recruits must be within approved body composition measurements (for their weight and height) and upon arrival at RTC, must pass a Physical Fitness Assessment (PFA). It is imperative that while you're in the Delayed Entry Program you take advantage of all of the physical training opportunities.



## Tattoo and Body Art Markings

Once you have enlisted into the U.S. Navy Delayed Entry Program, obtaining additional tattoos will be prohibited until completion of basic training. There is a risk of infection, or the art or piercing itself may disqualify you and lead to your discharge from the Delayed Entry Program.

**The Navy's tattoo content restrictions:** Tattoos located anywhere on the body that are prejudicial to good order, discipline, morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos that are obscene, sexually explicit and/or advocate discrimination based on sex, race, religion, ethnicity or national origin are prohibited. In addition, tattoos that symbolize affiliation with gangs, supremacist groups, extremist groups or advocate illegal drug use are prohibited. No tattoos are permitted on the head, face (to include ear) and scalp (to include hairline).

**Sailors ARE authorized:** One tattoo on the back of the neck and shall not exceed one inch in measurement in any dimension (height/width). Tattoos meeting these requirements are acceptable behind the ear. These tattoos cannot be seen from the front. Permissible tattoos on the torso area of the body shall not be visible through white uniform clothing. Additionally, visible tattoos below the elbow or knee are authorized. Size and number of tattoos are not restricted; only the content is restricted. This allows sleeve tattoos that can be seen even while wearing short-sleeved uniforms, i.e. the tan-and-black service uniform.

## Your Responsibility to Your Recruiter

1. Treat them with the same courtesy and respect they provide you.
2. Be honest and forthcoming when providing information for your enlistment application.
3. Notify your recruiter of any changes in your status to include education, health, police involvement, drug use, or dependency.
4. Ensure you have viewed the: "The Faces of Boot Camp" and "SAPR-D" videos.

## Your Recruiters have a responsibility to not

1. Coach or entice you to provide false statements, records or documents to affect your enlistment.
2. Bribe or coerce you to process for enlistment.
3. Intervene with police or judicial authorities on your behalf.
4. Form, or attempt to form, a dating or private and unofficial social relationship with you.
5. Solicit or engage in any unofficial financial or business dealings with you.
6. Transport you in their personally owned vehicle, gamble with you, or solicit or accept anything of value from you.

## WARNING ORDER

The information you provide and/or acknowledge receipt of is considered a statement of fact to the best of your knowledge. Should you provide or acknowledge information that is knowingly false, you may be prosecuted in accordance with the Uniform Code of Military Justice (UCMJ). These violations may be punishable by fines, imprisonment, or both. Providing a false statement or acknowledgment of fact includes, but is not limited to:

- Police/civil involvement
- Drug use
- Prior military service
- Medical history
- Education
- Age
- Dependents

## UCMJ ART. 83. FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION

Any person who: (1) procures his own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his qualifications for the enlistment or appointment and receives pay or allowances thereunder, or (2) procures his own separation from the armed forces by knowingly false representation or deliberate concealment as to his eligibility for that separation, shall be punished as a court-martial may direct.

# DELAYED ENTRY PROGRAM (CONTINUED)

## ADVANCEMENT OPPORTUNITIES

### Referral Recognition Program

One of the benefits of Delayed Entry Program is the Referral Recognition Program. Through conversations with friends, family, coworkers, and others, you and your family members may become aware of individuals who are interested in the great opportunities offered by the Navy. You can make their curiosity work for you. Bring their interest to the attention of your recruiter and if anyone you refer enlists in the Navy, you may be advanced to pay grade E-2 or E-3. This means you will earn more responsibility sooner. It will also make you eligible for advancement nine months earlier for each successive pay grade, which means better pay for you down the road.

For purposes of this program, individuals are considered Navy Future Sailors from the time they contract until they report to their first permanent duty station. Future Sailors may qualify for recognition if, during a rolling 12-month period, they refer the required number of applicants to a Navy recruiter and those applicants subsequently sign a contract to enter a USN or USNR Enlisted or Officer program. Note: The requirements must be met prior to reporting to RTC.

### Advancement to E-2

- One Enlisted Contract (Nuclear Field, Special Operations or Special Warfare)
- One Officer Accession
- Two Enlisted Contracts (non-Nuclear Field, Special Operations or Special Warfare)
- Documentation of completion of two years in JROTC
- Complete the Delayed Entry Program Personal Qualification Standards and pass a written test and physical training baseline at SAT-MED at RTC.
- Complete 24 semester hours or 36 quarter credit hours at an accredited educational institution
- Complete 1,080 classroom hours at an accredited vocational institute
- Complete two years and subsequently graduate from an accredited high school level military academy
- Documentation of advancement to E-2 in the Naval Sea Cadet program
- Documentation of Quartermaster requirements in the Sea Scouts
- Documentation of designation as E-5 in the Young Marines
- Receiving Civil Air Patrol Billy Mitchell Award

### Advancement to E-3

- Two Enlisted (Nuclear Field, Special Operations or Special Warfare)
- Two Officer Accessions
- Four Enlisted Contracts (non-Nuclear Field, Special Operations or Special Warfare)
- Documentation of completion of three years in JROTC
- Complete 48 or more semester hours or 72 or more quarter credit hours at an accredited educational institution
- Complete 2,160 classroom hours at an accredited vocational institute
- Documentation of advancement to E-3 in the Naval Sea Cadet program
- Documentation of completion of Eagle Scout or Girl Scout Gold Award

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# RTC PREPARATIONS

## Navy Knowledge

You will be required to know and recite all of the following subjects prior to completion of Recruit Training.

## Mission of the Navy

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

## Vision of the Navy

We are an integrated Naval force that will provide maritime dominance for the Nation. To accomplish this in the face of current and emerging challenges, we must renew our sense of urgency and speed of execution throughout the entire organization. Our core values and accountability at the individual and organizational levels will shape our culture and guide our actions.

## The Eleven General Orders of a Sentry

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

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

## RTC Maxim

I will not lie, cheat or steal, nor tolerate those among us who do.

## COMMIT THE FOLLOWING CHAPTERS TO MEMORY

- RTC Chain of Command (PG. 14)
- Drill and Etiquette (PG. 19)
- Rank and Recognition (PG. 22)
- Core Value/Attributes (PG. 4)
- Navy Terminology (PG. 21)

# RTC PREPARATIONS (CONTINUED)

## ALL RECRUITS MUST HAVE

- Social Security card
- Immunization records
- Two forms of Valid Identification. One form of ID MUST have a photo. The name on ALL identification MUST match. If not, provide legal name change documentation.

## Acceptable forms of ID include:

- U.S. Passport
- Foreign Passport
- Driver's License
- U.S. Military Dependent's ID Card
- Personal Identity Verification Card
- Voter's Registration Card
- Certificate of U.S. Citizenship and Certificate of Naturalization

## Do NOT bring the following items to RTC

- All alcohol-based health and comfort items
- All electronic items
- Curling irons
- All books and magazines
- Cards, dice, or other gambling paraphernalia
- Large and bulky stationary
- Large plastic picks, rakes, etc., or any made of metal
- Anything made of glass, including mirrors
- Double-edged razor blades
- Cigarettes, cigars, pipes, tobacco (chewing or dipping)
- Large deodorants (larger than three ounces)
- Miscellaneous items that are large, of significant value, or unnecessary will be sent home or donated to charity, at the recruit's discretion



**Non-prescription drugs/medications will be discarded and/or mailed home. These include, but are not limited to**

- Phisoderm, Phisohex, and similar products
- Foot powders
- Rubbing alcohol
- Motion sickness medication
- Commercial sleeping aid
- Decongestants
- Acne medication
- Antihistamines
- Analgesics
- Eyewash (with the exception of saline solution for contact lenses)
- Sex-related materials (including diaphragms and condoms)

## NATURALIZATION REQUIREMENTS

To apply for citizenship while at RTC, Future Sailors will be required to meet the following requirements:

- Registered in the Selective Service System ([www.sss.gov](http://www.sss.gov))
- Be at least 18 years old
- Be a lawful permanent resident
- Be able to read, write and speak English language
- Bring previous 5 years of employment and residency with no breaks:
  - List every address where you have lived during the past 5 years both INSIDE and OUTSIDE the United States.
  - List your addresses in order from the present to the past. When entering the beginning and ending dates do not skip any time between addresses.
  - Provide information for the complete 5-year time period.
  - List every school you attended during the past 5 years both INSIDE and OUTSIDE the United States.
- Bring the following required supporting documents to Bootcamp:
  - Green Card
  - Passports
  - Selective Service Card
  - Divorce Decrees / Marriage Certificates
  - State ID
  - Death Certificates (if applicable)



Scan QR code for the most current  
Selective Service Requirements  
or visit <https://www.sss.gov>

# RTC PREPARATIONS (CONTINUED)

**Personal items and clothing will not be stored at RTC. In addition to the clothing worn on the trip, recruits may also bring**

- Personal running shoes are authorized if they present a good taste in color and appearance while in uniform. No “5-fingered or minimalist shoes (i.e. Vans, Jordan’s, etc). Must have laces, no velcro or speed lacing. All footwear is inspected upon recruit arrival to ensure shoes meet RTC standards.
- One pair of prescription glasses and reading glasses. Recruits are not allowed to wear contact lenses during recruit training. If a recent pair of glasses is not available, the new recruit may wear contact lenses to RTC along with a contact lens case and a small bottle of solution for cleaning. Military glasses will be issued during the first few days of in-processing and contact lens wear will then no longer be permitted.
- Maximum of \$10 cash, a credit card (not required) and one pre-paid calling card (\$20.00)
- Cell phone for first phone call
- Completed Direct Deposit Sign-Up (Standard Form 1199A)
- Checkbook and/or ATM card
- Prescription drugs with identifying prescription labels
- Pocket-sized religious reading material

## FEMALE SPECIFIC NOTES

### Personal Items

- Makeup (Makeup is only permitted for photographs and graduation liberty)
- No glass items, including mirrors, are permitted
- A week's worth of sanitary items (tampons, pads or menstrual cup), as required.
- Birth control medications (pills, patches, rings) may be continued to include intrauterine devices (IUDs) and subdermal implants (Nexplanon)

### Hair Guidelines

Recruits may travel to RTC with their hair styled as desired. The standard hair length for females may touch but not fall below a horizontal line level with the lower edge of the back of the uniform collar. Females will have the option of having their hair cut to military standards after reporting to RTC for a nominal fee. Females who do not get their hair cut will be instructed on how to wear their hair within military standards. Hair, wigs, or extensions must be of a natural hair color. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

### Medical Processing for Female Recruits

Female recruits are encouraged to bring their most recent Pap smear laboratory report if it was performed within three years prior to arriving at RTC. Recruits who are on prescribed birth control are allowed, and encouraged to continue their birth control method while at RTC. Also bring copies of exam records (in addition to the pills) specifying type(s) of birth control pills both presently and previously prescribed. Consulting a physician just to obtain these items is not required. **HOWEVER, RECRUITS OVER THE AGE OF 21 WHO DO NOT PROVIDE PROPER PAPERWORK WILL BE REQUIRED TO UNDERGO A PAP SMEAR EXAMINATION ONCE AT RTC.**

### Pregnancy Test

Females will receive a pregnancy test after reporting to RTC. You must be aware that you cannot be pregnant and remain in recruit training. If you are pregnant when you arrive at RTC, you will be discharged.

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# WHAT TO EXPECT AT RTC

Our nation is facing extraordinary times, and it is understandable that you may have mixed feelings about leaving for recruit training. You can rest assured; you are in good hands. You are beginning the process of becoming a Sailor in the most respected military organization in the world – the U.S. Navy. To help you understand this process and the end result, we have provided the following information regarding what to expect during the next couple of months.

## BASIC TRAINING

Transforming civilians into 21st Century Sailors takes a lot of training. From classroom instruction to hands-on practical applications, recruits are exposed to a wide variety of instruction during the two months of training at RTC. Subjects include: leadership, Navy history and traditions, military courtesy and discipline, the military Code of Conduct, basic deck seamanship, uniform regulations, basic drill movements, first aid, and firefighting. Perhaps the most important classes cover the Navy's core values of Honor, Courage and Commitment. A recruit's final evaluation rests upon mastery of these subjects as well as physical conditioning. Physical training becomes increasingly more challenging throughout the training cycle. All recruits participate in conditioning runs, calisthenics, water survival and swim qualifications. Recruits will undoubtedly graduate from boot camp in the best shape of their life.

## Processing

The first series of events at RTC is known as Processing. Immediately after arrival, you are assigned to a recruit division. Instruction on basic drill movements, Navy customs and courtesies, rank structure, barracks procedures and personal hygiene begins immediately. During the first four to seven days after arrival, you are given a complete medical and dental screening, and are required to take an initial fitness test. Additionally, there are various administrative processing elements to complete during these first days at RTC. This will include making several decisions about the employment benefits available to you as a service member.

## Drug Policy

A urinalysis will take place within 72 hours of arrival at RTC. If the test is positive, you will be discharged based upon fraudulent enlistment. Alcohol abuse or illegal or improper use of drugs during your enlistment could result in possible administrative separation with a less than honorable discharge and loss of veterans benefits. **Zero tolerance means zero tolerance.**

## Fraternization

New recruits, once they arrive at RTC, will not be allowed to socialize between the sexes. Communications between recruits will be on a strict, professional basis. Any recruit that breaks this rule may be set back two weeks in training.

## Week 1 (Processing)

Paperwork is completed during the first week, and the following are provided to recruits:

- Examinations (physical, medical and dental)
- Vaccinations
- Haircuts
- Uniform issuance
- Orientation brief

During this week, recruits will also drill, march and attend Navy classes.



# WHAT TO EXPECT AT RTC (CONTINUED)

**Weeks 2 – 3 (Introduction)** Recruits will be introduced to:

- Naval history
- Military Customs & Courtesies
- General Military and Professional Knowledge Classes
- Personnel and Material Inspections
- Watch Standing
- Physical Training

Recruits will also complete their 3rd Class Swim Qualification, take their first academic test, and participate in a simulation of a shipboard emergency where they will work as a team.

**Weeks 4 – 6 (Hands-On)** Recruits will continue attending General Military and Professional Knowledge Classes in addition to “hands on” training. Recruits will complete:

- Knot-tying and Line Handling
- Fire Fighting Training and First Aid Techniques
- Drill
- Firearms Training
- Second Academic Test
- Physical Training

**Week 7 (Evaluation)** Recruits will use all of the knowledge gained from the first several weeks to complete various assessments and inspections. Recruits will complete:

- Drill
- Personnel Inspections
- Physical Training
- Fire Fighting Assessment
- Line Handling Assessment
- Weapons Assessment

**Week 8 (Battle Stations)** Weeks of intense training are put to the test during the final training exercise, known as Battle Stations. Using the very latest technology, recruits are tested in a variety of shipboard scenarios that require the sum of their knowledge and ability. Battle Stations is a final test to determine if the new recruit is ready to join the fleet. To be successful in Battle Stations, as in the fleet, recruits need to employ teamwork. Here they understand that no matter how difficult the task, with teamwork it can be accomplished. When Battle Stations is finished, recruits celebrate the first major milestone of Navy service. During a ceremony befitting their accomplishment, they will remove their Recruit ball caps and replace them with one that lets them be recognized as a Sailor in the U.S. Navy.

**Week 9 (Junior Sailor)**

- Physical Training and final preparation for Official Physical Fitness Assessment
- Professional Development Classes
- Small Unit Leadership Classes
- Fleet and Shipboard living classes

**Week 10 (Graduation)** Recruit graduation is known as Pass-In-Review. It is a formal military ceremony which honors your hard work and dedication to a new way of life. It also ties together the future of the Navy with our long-held Naval traditions and customs. This is your opportunity to impress your family and friends with what you have accomplished in a mere ten weeks. The ceremony starts promptly at 9 a.m. Your family will already be seated in the drill hall. You will march in with about 800 of your Shipmates to a sea of flashbulbs, applause and praise. There is no prouder moment in your life. You may be placed on liberty immediately following the ceremony for a chance to meet with your family and to explore the surrounding area or you may transfer to your next duty station shortly after graduation.



## WHAT TO EXPECT AFTER BOOT CAMP

After graduation, Sailors will continue their training at one of the many A School locations before they are sent to the fleet.



# RTC CHAIN OF COMMAND

- President of the United States
- Secretary of Defense (SECDEF)
- Secretary of Navy (SECNAV)
- Chief of Naval Operations (CNO)
  - Master Chief Petty Officer of the Navy (MCPON)
- Chief of Naval Personnel (CNP)
  - CNP Fleet Master Chief Petty Officer
- Commander, Naval Education and Training Command (CNETC)
  - NETC Force Master Chief Petty Officer
- Commander, Naval Service Training Command (CNSTC)
  - NSTC Command Master Chief Petty Officer
- Commanding Officer, Recruit Training Command (RTC)
- Executive Officer, Recruit Training Command
- Military Training Director (MTD)
- MTD Leading Chief Petty Officer
- Fleet Commander
- Fleet Leading Chief Petty Officer
- Ship's Officer
- Ship's Leading Chief Petty Officer
- Recruit Division Commander (three per division)

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# RECRUIT LEADERSHIP

The Navy needs good leaders at all levels. Even as a recruit you will have the opportunity to step up and take a leadership role as a Recruit Petty Officer or other designated recruit job. Leadership is the practical application of the Navy's Core Values. Put what you've learned to work. You will be challenged, and your hard work will be noticed. Recruit Petty Officers (RPOs) are given their authority from the Commanding Officer (CO) through the chain of command. They are appointed by the Recruit Division Commanders (RDCs) and have the authority and responsibility in the division to preserve good order, discipline and security. RPOs are seen as leaders and wear collar devices signifying their place in the recruit chain of command.

Don't just stand back and watch!

## RECRUIT CHIEF PETTY OFFICER (RCPO)

**The RCPO is the primary recruit assistant to RDCs and is responsible for**

1. Maintaining good order, discipline, and security within the division at all times
2. Ensuring compliance with standing orders and regulations
3. Assisting RDCs with implementation of schedules
4. Reporting any abnormal condition to RDCs, including violations of good order, discipline and security when RDCs are not present

## RECRUIT LEADING PETTY OFFICER (RLPO) (RP01)

**The RLPO is responsible to the RCPO and RDCs for**

1. Assisting the RCPO
2. Ensuring compliance with standing orders and regulations
3. Assuming duties as RCPO when required

## RECRUIT MASTER-AT-ARMS (RMAA) (RP01)

**The Recruit Master-at-Arms is responsible to the RCPO and RDCs for**

1. Configuration and cleanliness of division spaces
2. Procurement, proper stowage and use of all cleaning supplies required by the division
3. Supervision of the division in the absence of RDCs, RCPO or RLPO

## PORT AND STARBOARD WATCH SECTION LEADERS (PWSL/SWSL) (RP01)

**The Port/Starboard Watch Section Leaders are the senior Recruit Petty Officers for respective watch sections**

1. 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 RDCs via the RCPO
2. The Port Watch Section Leader (PWSL) shall coordinate the rotation of the ship watch standers with the RDCs

## RECRUIT YEOMAN (YN) (RP01)

**The Recruit Yeoman is responsible to RDCs for**

1. Performing general clerical duties in the division and assisting RDCs with the preparation and maintenance of divisional reports, records, class attendance rosters, and mail pick-up and distribution
2. Coordinating with the Medical YN, Education Petty Officer, Athletic Petty Officer, and Religious Petty Officer to ensure compliance with special scheduled events
3. Attending the Mail Orderly, Medical/Dental, and Physical Fitness Testing briefings



# RECRUIT LEADERSHIP (CONTINUED)

## RECRUIT SECTION LEADERS (SL) (RP02)

The Recruit Section Leaders are responsible to the respective Watch Section Leader for

1. Supervising and assisting the recruits in respective sections
2. Monitoring personal cleanliness, military appearance, clothing care, and watch standing for recruit assigned

## DIVISION LAUNDRY PETTY OFFICER (LPO) (RP02)

The Division Laundry Petty Officer is responsible to the RMAA and RDCs for executing proper laundry handling procedures. The LPO is also responsible for maintaining the cash box and division expense log.

## RECRUIT EDUCATION PETTY OFFICER (EPO) (RP02)

The Recruit Education Petty Officer is responsible for assisting RDCs in administering and mustering night study and mandatory night study classes. The EPO will attend a testing brief.

## RECRUIT ATHLETIC PETTY OFFICER (APO) (RP03)

The Recruit Athletic Petty Officer is responsible to RDCs for

1. Assisting RDCs with Physical Readiness Training
2. Providing non-participation or substandard performance documentation to the YN
3. Attending a Physical Fitness Testing brief

## RECRUIT MAIL PETTY OFFICER (MPO) (RP03)

The Recruit Mail Petty Officer is responsible for the pick-up and delivery of all mail. Designation as MPO includes special qualifications such as mail orderly orientation and custody of a mail orderly card.

## RECRUIT DAMAGE CONTROL PETTY OFFICER (DCPO) (RP03)

The Recruit Damage Control Petty Officer is responsible to the RMAA for

1. Correcting any fire hazards
2. Maintaining division fire extinguishers, to include proper location and working order
3. Assisting RDCs with the minor repair and general maintenance of the compartment
4. Properly documenting any material discrepancies that cannot be corrected

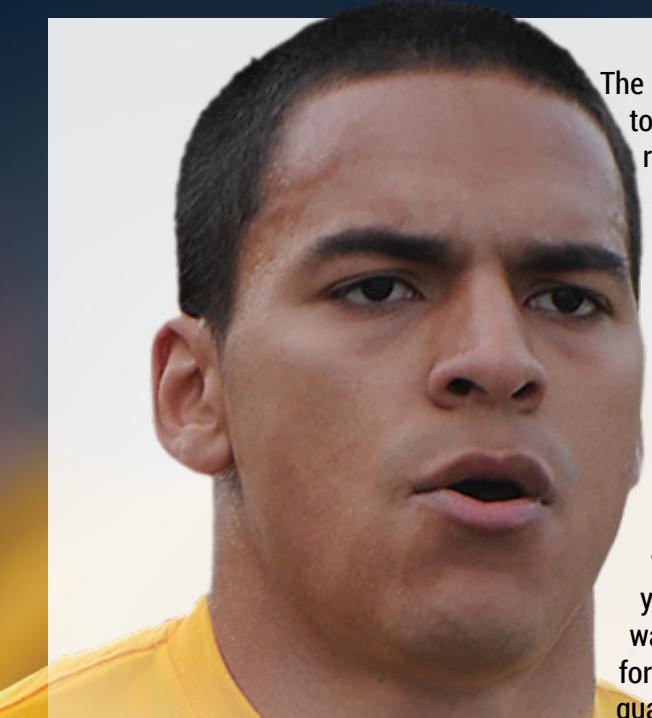


Click here to watch video

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# RTC PHYSICAL READINESS PROGRAM



The Navy expects Sailors to maintain their physical fitness. Sailors who fail to meet Navy physical readiness standards and can't advance in paygrade, reenlist or transfer. You must maintain your weight or under the Navy's maximum standard for your gender's height, weight, or a percent body fat value of 26% or less for males and 36% or less for females to be eligible to ship to RTC. If you fail to maintain your physical readiness, remedial training will be required. Continued failure to show progress over a period of time shall result in the consideration of an administrative separation.

## Swim Qualifications at RTC

Within two weeks of your arrival at RTC, you must pass the test for swimmer third class, which is the Navy Standard swim test. Your test will be conducted in a monitored, controlled environment by some of the world's best swimmers, including Navy SEALs and Olympic swimmers. If you do not know how to swim you will receive training. Failure to achieve water survival qualifications will result in intensive remedial swim training for up to three weeks. Failure of remedial training may result in the loss of a guaranteed program.

## Physical Aerobic Cardiovascular Endurance Run (PACER)

Upon arrival to RTC (following In-Processing phase) recruits must take a PACER test. Performance on the PACER establishes propensity to pass the Official Physical Assessment (OPFA) and helps Recruit Division Commanders, instructors and Athletic Trainer staff identify current level of fitness and optimize future performance throughout Basic Military training (BMT). The test begins with pushups and planks. After this, the PACER test begins. Recruits will line up on a line and run relays to a timed beep. They run as many as they can before time runs out. If they fail to meet the minimum requirement they are enrolled in Sailorization Toughness Evaluation Preparation (STEP) and will have three more opportunities to pass. If recruits still don't pass after the third attempt they will be set back one week. Once they pass the PACER they will run the RDC assessment which consists of pushups, planks, and a 1.5 mile run. A 90-second buffer will be given during this test. For example, the Alpha male requirement is 12:15 sec to pass the Official Physical Assessment (OPFA), but with the buffer, they can score 13:45 sec to pass. If a recruit fails this test twice, they will be set back 2-3 weeks and enrolled in PREP. If they pass, they will then take the OPFA after Battle Stations, approximately one week before graduation. For the OPFA they must pass every part of the PRT at or above a satisfactory medium score.



Scan QR code for the most current physical fitness standards  
or visit <https://www.mynavyhr.navy.mil>

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# QUARTERDECK

The designated location and ceremonial site where the Officer of the Deck (OOD) In-port maintains the watch. It is that area on the ship where Sailors or visitors actually board and depart the ship. Watch standing is an integral part of the military, and it is taken very seriously. Watch standers not only keep areas secure from intruders, they are also the first line of defense in disasters. Without properly trained watch personnel, good order and discipline cannot be maintained. It is everyone's responsibility to understand the duties and responsibilities of all watch personnel.

## WATCH STANDER DUTIES AND RESPONSIBILITIES

This is one of our time-honored traditions and it comes with both responsibility and authority. "I am ready to relieve you," is what the new watch stander says to the Sailor on duty. The two then discuss the current situation and any pertinent information or instructions. When the oncoming watch stander is ready to take over, he or she declares, "I relieve you." This transfers all responsibility for the watch to the oncoming Sailor.

- Always be in the proper uniform for standing watch on the Quarterdeck. The proper uniform is always published in the Plan of the Day (POD).
- When relieving the watch, arrive no later than 15 minutes before the scheduled start of the watch. After receiving any information from the previous watch, exchange salutes with your relief and say:
  - a. "I am ready to relieve you." The off going watch stander will say:
  - b. "I am ready to be relieved." The oncoming watch then will say:
  - c. "I relieve you." The off going watch stander will reply and say:
  - d. "I stand relieved." A record of who assumes the watch is made in the logbook.  
The logbook is then signed by the off going watch to show who just completed the watch.
- When an enlisted Sailor in uniform crosses the Quarterdeck when arriving/departing, they must salute the National Ensign located at the stern of the ship, then salute the OOD and "Request permission to come aboard/go ashore."
- When an Officer is crossing the Quarterdeck they will follow the same procedures as the Sailor. However, they "have permission to (come aboard/go ashore)."
- When not in uniform, everyone will come to attention, face the National Ensign without saluting, then face the OOD and appropriately "request permission" depending on whether they are arriving or departing.
- Render honors to all Commanding Officers (COs) and above as they cross the Quarterdeck. All COs shall receive four bells and are announced by the name of their unit and the word "Arriving" or "Departing." For example, if the CO of USS SAN DIEGO arrived, he would have four bells rung and then be announced as "SAN DIEGO, Arriving."

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# MILITARY DRILL AND ETIQUETTE

There are a number of basic building blocks for drill that you should learn before reaching RTC. Becoming familiar with these basics will make the transition much smoother when you arrive for training.

## COMMANDS AND FACING MOVEMENTS

### Attention

"Attention" is the most basic of all military positions. When you stand at "Attention," you are indicating that you are alert and ready to receive instructions. When called to "Attention," you will bring the heel of your left foot to the heel of your right foot. At "Attention", you stand straight with your heels together. Your feet will form a 45-degree angle and your head and body will be erect, hips and shoulders level, and your chest will be lifted. Your arms will hang naturally with your thumbs aligned with the seam of your trousers or skirt. Your fingers will be joined and allowed to curl naturally. Your legs will be straight, but do not lock your knees. Your head and eyes should be directed forward. Your mouth should be closed and your chin should be tucked in slightly.

### Parade Rest

The command "Parade Rest" is only given when the formation is at "Attention." In a single movement, bring your left foot out to shoulder width and join your hands, right over left, palms facing away from your body, at the small of your back.

### At Ease

When given the command "At Ease," you may relax and move about. While "At Ease," your right foot must remain in place. While in this position, you are not allowed to talk.

### Fall Out/Fall In

"Fall Out," means you are free to break ranks, but you must remain nearby. When given the command "Fall In," return to your place in ranks and come to "Attention."

### Cover/Uncover

Some ceremonies and inspections will require you to remove your cover. The command "Uncover Two" is used to direct this action. When you hear the command "Uncover," raise your hand as you would during the hand salute but grab the brim of your cover instead of touching your forehead. When you hear the command "Two," lift your cover a bit to avoid messing up your hair and then return your hand to your side in a direct manner. Do not use a sweeping gesture that is exaggerated. On the command "Cover," grasp your cover with both hands and place it firmly on your head. Drop your left hand, leaving your right hand holding the brim of the cover until you hear the command "Two." You may now drop your right hand to your side.

### Facings

There are three facing movements: "Left Face," "Right Face" and "About Face." While executing a facing movement, your arms should remain in the "Attention" position.

### Right or Left Face

Command: "Right Face." At the command "Face," slightly raise the left heel and right toe. Face the right by turning on the right heel while keeping the left leg straight. Then place the left foot smartly beside the right one. "Left Face." Similar to the command for "Right Face," except at the command "Face," you will turn on the heel of your left foot and pivot with the toe of your right foot.

### About Face

Command: "About Face." At the command "Face," place the toe of the right foot about half-foot to the rear and slightly to the left of the left heel without moving the left foot. Put the weight of the body mainly on the heel of the left foot, right leg straight. Then pivot to the rear, moving to the right on the left heel and the ball of the right foot. Place the right heel beside the left to complete the movement.

### Dress Right, Dress

On the command "Dress Right, Dress," all division members except the right flank member turn their heads and look and align themselves to the right. At the same time, each division member except the flank member lifts their left arm shoulder high (normal interval), or places their left hand on their hip (close interval). The right flank member holds position (stands fast) and looks to the front. The other division members use the right flank member as a guide and take short steps as necessary to align themselves and to achieve the proper interval. Once the alignment is complete, division members hold their position until the "Ready, Front" command is given. At this time, division members snap back to the "Attention" position.

# MILITARY DRILL AND ETIQUETTE (CONTINUED)

## Customs and Courtesies

The military in general, and the Navy specifically, rely on many traditions. Passed on from one generation of new recruits to the next, these customs, courtesies, and ceremonies help foster discipline and good military order. Customs are usual ways of acting in a given situation. A custom is a long established practice that carries the force of law. Courtesies are acts or words that express consideration and respect for another person. When a person treats others with courtesy and respect it is more likely that he or she will also be treated with courtesy and respect.

## Hand Salute

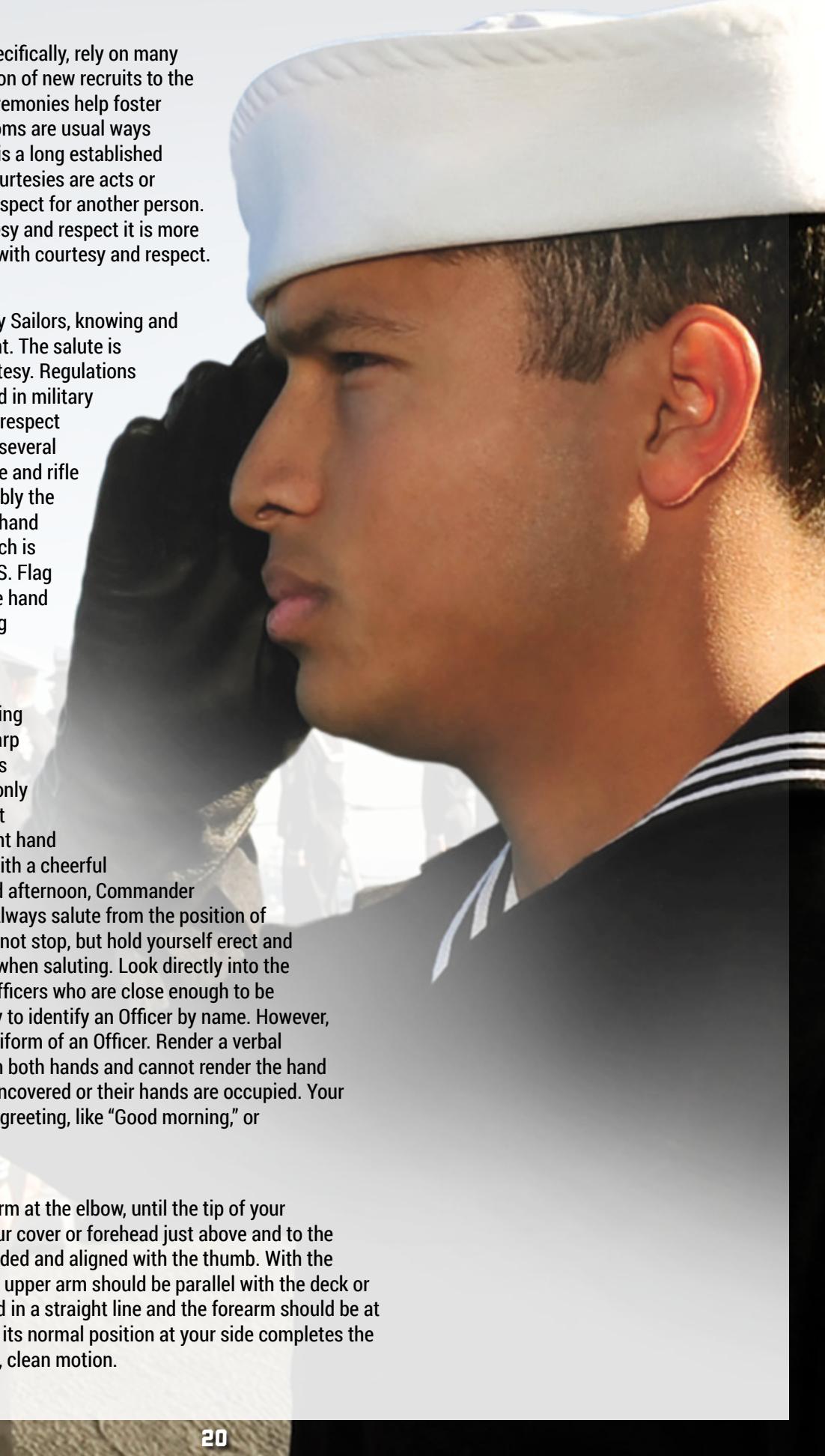
Due to the close quarters experienced by Sailors, knowing and using proper courtesies is very important. The salute is one of the required acts of military courtesy. Regulations covering the salute are deeply embedded in military tradition and custom. The salute shows respect and is a sign of comradeship. There are several types of salutes, including the gun salute and rifle salute, but the most common, and possibly the most important, is the hand salute. The hand salute is a simple, dignified gesture, which is rendered to the National Anthem, the U.S. Flag and Officers. Unless you are walking, the hand salute should be rendered while standing at "Attention."

## When Saluting

Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor. Always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and leave your right hand free to salute. Accompany your salute with a cheerful greeting, e.g., "Good morning, Sir," "Good afternoon, Commander Smith," "Good evening, Chaplain Dory." Always salute from the position of "Attention." If you are walking, you need not stop, but hold yourself erect and square. If double timing, slow to a walk when saluting. Look directly into the Officer's eyes as you salute. Salute all Officers who are close enough to be recognized as Officers. It is unnecessary to identify an Officer by name. However, make sure that he/she is wearing the uniform of an Officer. Render a verbal greeting if you are carrying something in both hands and cannot render the hand salute. Salute Officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, like "Good morning," or "Good afternoon."

## How to Salute

Raise the right hand and bending your arm at the elbow, until the tip of your forefingers touches the lower part of your cover or forehead just above and to the right of your right eye. Fingers are extended and aligned with the thumb. With the elbow slightly in front of your body, your upper arm should be parallel with the deck or ground. The hand and wrist must be held in a straight line and the forearm should be at a 45-degree angle. Returning the arm to its normal position at your side completes the salute. This motion is done in one sharp, clean motion.



# NAVY TERMINOLOGY

Every profession has its own jargon, and the Navy is no exception. Learning the following list of Navy terms now will set you ahead once you enter recruit training.

**ADRIFT:** Loose from moorings and out of control (applied to anything lost, out of hand, or left lying about)

**AFT-END:** Near or toward the stern of the vessel

**ALL HANDS:** The entire ship's company, both Officer and Enlisted

**ALLOTMENT:** An amount of money a member has coming out of his regular pay

**AYE-AYE:** Reply to an order or command meaning "I understand and will comply"

**BARRACKS:** Building where Sailors live

**BELOW:** Downstairs

**BRIGHTWORK:** Brass or shiny metal kept polished rather than painted

**BUNK OR RACK:** Bed

**BUOY:** An anchored float used as an aid to navigation or to mark the location of an object

**CARRY ON:** An order to resume work or duties

**CAST OFF:** To throw off; to let go; to unfurl

**CHAIN LOCKER:** Compartment in which anchor chain is stowed

**CHIT, CHIT BOOK:** Coupon or receipt book

**CHOW HALL (MESS DECK):** Place to eat

**COLORS:** Raising or lowering of a national flag, Ceremonies held at 0800 and sunset for hoisting and hauling down the National Ensign

**DEEP SIX:** To dispose of by throwing over the side

**ENSIGN:** National flag; Commissioned Officer between the rank of Chief Warrant Officer and Lieutenant Junior Grade

**FAST:** Snugly secured

**FATHOM:** A unit of length (equal to 6 feet) used for measuring the depth of water

**FLAG OFFICER:** Any Commissioned Officer in pay grade O-7 or above

**GALLEY:** Kitchen

**GANGWAY:** An opening in a bulwark or lifeline that provides access to a brow or accommodation ladder; an order meaning to clear the way

**GEAR LOCKER:** Storage room

**GEEDUNK:** Candy, gum or cafeteria

**GENERAL QUARTERS:** Battle stations

**HEAD:** Bathroom or toilet

**LIBERTY:** Permission to leave the base (usually for not more than 48 hours)

**LIFELINE:** Lines erected around the weatherdecks of a ship to prevent personnel from falling or being washed over the side

**OVERHEAD:** Ceiling

**PASSAGEWAY:** Hallway

**QUARTERS:** Assembling of all hands for muster, instruction, and inspection

**RATING:** A job specialty title

**REVEILLE:** Wake up, start a new day

**SCULLERY:** Place to wash dishes

**SCUTTLEBUTT:** Drinking fountain; a rumor

**SECURE:** Lock, put away or stop work

**SICKBAY:** Hospital or Medical clinic

**SWAB:** Mop

**TAPS:** Time to sleep, end of day

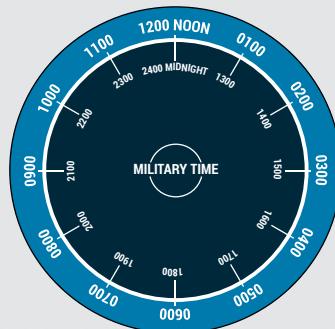
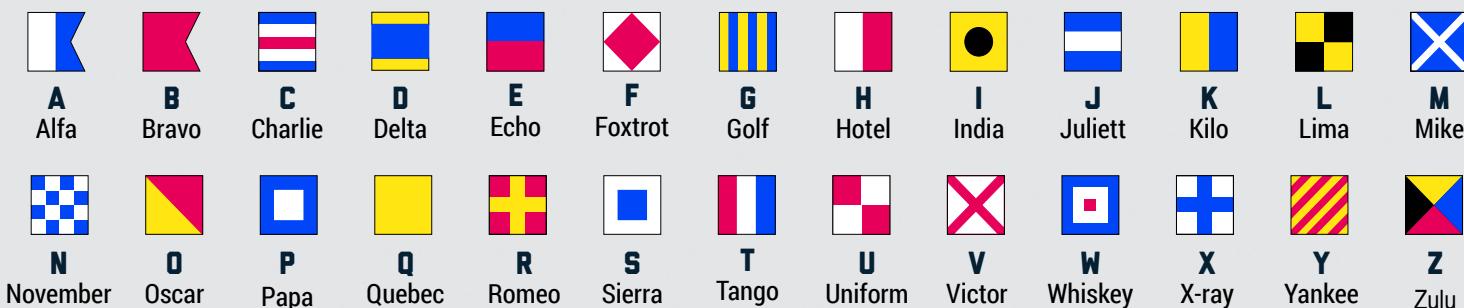
**TATTOO:** Five minutes before taps

**TOPSIDE:** Upstairs

**TURN TO:** Begin work

**WORKING ALOFT:** Working above the highest deck; generally performing maintenance on the ship's mast

## PHONETIC ALPHABET



## MILITARY TIME

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

# NAVY OFFICER RANK STRUCTURE

## Collar Device, Shoulder Board & Sleeve

### O-1 Ensign

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



### O-2 Lieutenant Junior Grade

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



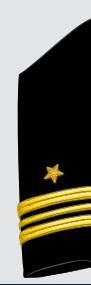
### O-3 Lieutenant

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



### O-4 Lieutenant Commander

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



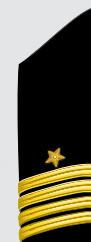
### O-5 Commander

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



### O-6 Captain

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



# NAVY OFFICER RANK STRUCTURE

Collar Device, Shoulder Board & Sleeve

## O-7 Rear Admiral (Lower half)

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



## O-8 Rear Admiral (Upper half)

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



## O-9 Vice Admiral

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



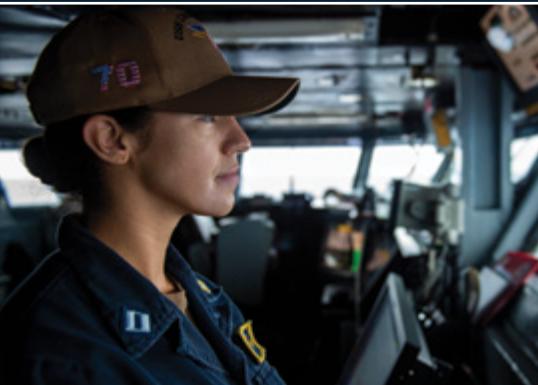
## O-10 Admiral

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



## O-11 Fleet Admiral

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



# NAVY CHIEF WARRANT OFFICER RANK STRUCTURE

Collar Device, Shoulder Board & Sleeve

## Warrant Officer 1

Sir/Ma'am, a W-1 in the United States Navy is a Warrant Officer1 (WO1). His/her insignia is a single bar collar device with a blue background and one gold break, or a gold 1/4-inch stripe with 3 blue breaks on a black shoulder board or the service dress blue uniform sleeve.



## Chief Warrant Officer 2

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



## Chief Warrant Officer 3

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



## Chief Warrant Officer 4

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



## Chief Warrant Officer 5

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



# NAVY ENLISTED RANK STRUCTURE

Collar Device & Upper Sleeve

## E-1 Seaman Recruit

An E-1 in the United States Navy is a Seaman Recruit. He/she has no insignia.



## E-2 Seaman Apprentice

An E-2 in the United States Navy is a Seaman Apprentice. His/her insignia is two parallel diagonal slashes.



## E-3 Seaman

An E-3 in the United States Navy is a Seaman. His/her insignia is three parallel diagonal slashes.



## E-4 Petty Officer Third Class

An E-4 in the United States Navy is a Petty Officer Third Class. His/her insignia is one chevron below one eagle.



## E-5 Petty Officer Second Class

An E-5 in the United States Navy is a Petty Officer Second Class. His/her insignia is two chevrons below one eagle.



## E-6 Petty Officer First Class

An E-6 in the United States Navy is a Petty Officer First Class. His/her insignia is three chevrons below one eagle.



## E-7 Chief Petty Officer

An E-7 in the United States Navy is a Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN superimposed across the anchor.



## E-8 Senior Chief Petty Officer

An E-8 in the United States Navy is a Senior Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle below one star centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN superimposed across the anchor below one silver star.



## E-9 Master Chief Petty Officer

An E-9 in the United States Navy is a Master Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle below two stars centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN superimposed across the anchor below two silver stars.



## E-9 Master Chief Petty Officer of the Navy

The Master Chief Petty Officer of the Navy is an E-9. His/her insignia is three chevrons below one rocker below one eagle below three stars centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN superimposed across the anchor below three silver stars.



# SHIP TYPES

## Aircraft Carrier Type

All ships designed primarily for the purpose of conducting combat operations by aircraft that engage in attacks against airborne, surface, sub-surface, and shore targets



## Surface Combatant Type

Large, heavily armed, surface ships that are designed primarily to engage enemy forces on the high seas



## Submarine Type

All self-propelled submersible types regardless of whether employed as combatant, auxiliary, or research and development vehicles that have at least a residual combat capability



## Patrol Combatant Type

Combatants whose mission may extend beyond coastal duties and whose characteristics include adequate endurance and sea keeping, providing a capability for operations exceeding 48 hours on the high seas without support



## Amphibious Warfare Type

All ships having organic capability for amphibious assault and characteristics enabling long duration operations on the high seas



## Combat Logistics Type

Ships that have the capability to provide underway replenishment to fleet units



## Mine Warfare Type

All ships whose primary function is mine warfare on the high seas



## Support Type

A grouping of ships designed to operate in the open ocean in a variety of sea states to provide general support to either combatant forces or shore based establishments (Includes smaller auxiliaries which by the nature of their duties, leave inshore waters)



## Mobile Logistics Type

Ships that have the capability to provide direct material support to other deployed units operating far from home base



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# FIXED WING AIRCRAFT TYPES

**A - Attack**



**C - Cargo**



**E - Electronic Warfare**



**F - Fighter**



**M - Multi-Purpose**



**N - Special Test, Permanent**



**P - Patrol**



**R - Reconnaissance**



**T - Trainer**



**U - Utility**



**X - Experimental**



**M - Multi-Purpose**

MQ-4C Triton Unmanned Aerial Vehicle (UAV)

**N - Special Test, permanent**

NU-1B Otter light cargo transport

**P - Patrol**

P-3C Orion long range Anti-Submarine Warfare (ASW) aircraft

P-8A Poseidon Multi-mission Maritime Aircraft (MMA)

**R - Reconnaissance**

RQ-2A Pioneer Unmanned Aerial Vehicle (UAV)

**T - Trainer**

T-6A Texan II turboprop trainer

T-34C Turbomentor training aircraft

T-38 Talon supersonic trainer

T-39D/N/G Sabreliner radar-navigational training aircraft

T-45A Goshawk training aircraft

**U - Utility**

U-6A Beaver all-purpose utility transport

**X-Experimental**

## C - Cargo

C-2A Greyhound logistics aircraft

C-12 Huron logistics aircraft

C-20 Gulfstream logistics aircraft

C-21 Learjet used to support training

C-26 Metro III logistics aircraft

C-37A Gulfstream logistics aircraft

C-37B Gulfstream 550 logistics aircraft

C-40A Clipper logistics aircraft

C-130 Hercules logistics aircraft

## E - Electronic Warfare

E-2C/D Hawkeye early warning and control aircraft

E-6B Mercury airborne command post

EA-18G Growler electronic warfare aircraft

EP-3E ARIES II signals intelligence reconnaissance aircraft

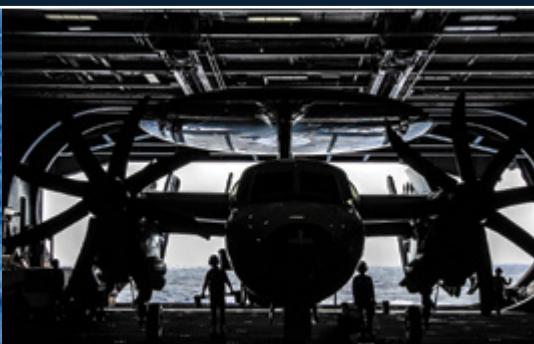
## F/A - Fighter/Attack

F-5N/F Adversary aircraft

F/A-18C/D Hornet strike fighter

F/A-18E/F Super Hornet strike fighter

F-35C Lightning II stealth fighter



# ROTARY WING AIRCRAFT TYPES

A - Attack



R - Reconnaissance



C - Cargo



S - Anti-submarine Warfare



H - Rescue (Help)



T - Trainer



M - Multi-role



U - Utility



## A - Attack

AH-1W Cobra attack helicopter for the U.S. Marine Corps

AH-1Z Viper attack helicopter for the U.S. Marine Corps

## C - Cargo

CH-46E Sea Knight cargo transport for the U.S. Marine Corps

CH-53D Sea Stallion cargo transport for the U.S. Marine Corps

## H - Rescue (Help)

HH-1N Iroquois shore-based Search and Rescue (SAR) aircraft

HH-60H Rescue Hawk SAR aircraft

## M - Multi-role

MH-53E Sea Dragon anti-mine warfare, shipboard delivery, transport and assault support. Derived from CH-53D Sea Stallion

MH-60R Seahawk multi-mission aircraft

MH-60S Knighthawk multi-mission aircraft

MQ-8B Fire Scout UAV

MV-22B Osprey multi-mission rotary/fixed wing hybrid for the U.S. Marine Corps

## R - Reconnaissance

RQ-8A Fire Scout UAV

## S - Anti-submarine Warfare

S-R/S-60S

## T - Trainer

TH-6B United States Naval Test Pilot School's test pilot training aircraft. Derived from the MD-369H.

TH-57B/C Sea Ranger primarily used for training

## U - Utility

UH-1N Iroquois utility helicopter for the U.S. Marine Corps

UH-1Y Venom utility helicopter for the U.S. Marine Corps

UH-3H Sea King utility helicopter

## V - VIP Transport

VH-3D Sea King executive transport for the U.S. President

VH-60N Night Hawk supports the executive transport for the U.S. President

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# SIGNATURE BEHAVIORS OF THE 21ST CENTURY SAILOR

Signature Behaviors were developed in conjunction with the Secretary of the Navy's 21st Century Sailor initiative as a means to emphasize the positive and honorable behavior that our Sailors exhibit on a daily basis. Signature Behaviors are designed to assist Sailors to live out the Navy's Core Values, Navy Ethos, Culture of Excellence Core Themes and Core Attributes in a practical manner. This enables Sailors to fully incorporate the tenets of Navy Core Values, Navy Ethos, and the newly developed Signature Behaviors and serve as the key to ensuring the Navy has a professional work environment that supports Sailors and empowers every Sailor to help create an environment of healthy norms and communities.

"As we focus on the future, we will value and celebrate our heritage. Our Core Values of Honor, Courage, and Commitment and our attributes of Integrity, Accountability, Initiative, and Toughness will always guide us. They underpin who we are as members of the profession of arms: united by our common oath, dedicated to our special standards of ethics and character, and constantly honing our unique expertise in the art and science of naval warfare."

ADM Mike Gilday, Chief of Naval Operations

The CNO's vision for the 21st Century Sailor Office is a set of objectives, policies, and programs designed to maximize Sailor readiness, to maintain the resiliency of the force and to hone the most combat-effective force in the history of the Department of Navy (DON). The majority of the programs and policies under the 21st Century Sailor Office are not new, but rather are now being grouped together in order to prepare our Sailors and families with the tools to face all challenges. The objectives, programs, and policies fall under five categories: readiness, safety, physical fitness, inclusion and continuum of service. The programs or objectives include: alcohol-awareness campaign, zero tolerance for drug use, suicide prevention, family and personal preparedness, inclusion and diversity, financial and family stability, zero tolerance for sexual assault, motor vehicle safety, motorcycle safety, personal fitness, nutrition, smoke-free Navy, wounded warrior re-integration and a career-ready military. Signature Behaviors look beyond the programs and policies to bring us back to the very foundation of our heritage – our Sailors. Signature Behaviors establish acceptable behaviors and bring to the deckplates what we expect of our Sailors, as well as what our Sailors should expect from their leaders and the organization which is the United States Navy. Signature Behaviors in Action merely demonstrate examples of what our Sailors do every day to live up to these standards.

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# WE DEMONSTRATE WHAT WE STAND FOR THROUGH:

**Navy Core Values:** Honor, Courage, Commitment

**Navy Ethos:** Integrity, Discipline, Teamwork

**Culture of Excellence Core Themes:** Toughness, Trust, Connectedness

**Core Attributes:** Integrity, Accountability, Initiative, Toughness

## OUR VISION:

To continue to be the best and most capable naval force in the world and in the history of the world.

## OUR MISSION:

Maintain, train and equip the most effective combat-ready naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

## 10 SIGNATURE BEHAVIORS

1. Treat every person with respect
2. Take responsibility for my actions
3. Hold others accountable for their actions
4. Intervene when necessary
5. Be a leader and encourage leadership in others
5. Grow personally and professionally every day
7. Embrace the diversity of ideas, experiences, and backgrounds of individuals
8. Uphold the highest degree of integrity in professional and personal life
9. Exercise discipline in conduct and performance
10. Contribute to team success through actions and attitudes

# LIFESKILLS

The LifeSkills curriculum provides Sailors with the knowledge and skills to increase personal, family and operational readiness by recalibrating mental models and assumptions, and building a culture of leadership, respect, professionalism and trust. Training reframes Sailors' social norms to align with Navy Core Values while enhancing their decision-making process. Effective decision making empowers Sailors to prevent misconduct, providing fundamentals of Personal Financial Management, and practicing application and implementation of a decision-making model.

## LifeSkills Core Subject Areas include:

- Decision Making
- Bystander Intervention
- Hazing
- Fraternization
- Discrimination
- Sexual Harassment
- Grievance and Redress Procedure
- Sexual Assault Prevention
- Suicide Prevention
- Navy Core Values
- Healthy Lifestyle
- Operational Security
- Diversity
- Personal Financial Management
- Warrior Toughness
- Extremism

# DESTRUCTIVE BEHAVIOR IN RELATION TO ALCOHOL

## Alcohol Policy

If you are under age, you must say NO to alcohol use. If you are of age and choose to drink, you must use good judgment and drink responsibly. The Navy's Right Spirit program focuses on responsible alcohol use and the deglamorization of alcohol. The Navy expects responsibility and moderation from you at all times. Irresponsible alcohol use will not be tolerated.

Alcohol is the most commonly used mind-altering substance in the United States. The National Institute on Alcohol Abuse and Alcoholism (NIAAA) reports that over half of all American adults were current drinkers of alcohol at the time of the 2015 national survey. Having a beer or a glass of wine with dinner is common, and millions of adults regularly enjoy alcohol responsibly. When your ability to think, make rational decisions, and control your impulses is impaired by alcohol, there are numerous potential consequences. You may be willing to do or try anything that you think will make you happy in the moment, without any thought to what may come next. Lowered inhibitions and bad decision-making abilities are side effects of alcohol use that may have the following possible ramifications:

- Getting into an accident and/or getting injured
- Engaging in possible criminal behaviors
- Being more open to trying other drugs
- Having violent outbursts and getting into fights
- Taking part in unwanted or unsafe sexual encounters
- Becoming the victim of a crime



The National Council on Alcoholism and Drug Dependence (NCADD) warns that alcohol is a factor in 40 percent of all violent crimes that are committed in the United States. Lowered inhibitions can make you more prone to fall victim to crimes, such as sexual assault and date rape. You may be more approachable when you are drinking, and you may be more open to trying things and talking to people than when you are sober. Alcohol dispels anxiety, making it easier to feel more social, less afraid, and less aware of your surroundings. You may then find yourself in a situation that goes downhill fast and can become dangerous. Physically, alcohol impairs coordination, balance, reflexes, and your ability to fight back. It can make you more open to engage in sexual behaviors that may be questionable or even downright unwanted. Alcohol can leave a person completely incapacitated and unable to consent to sex, and it is the number one drug involved in date rapes, USA Today reports. Even if you do consent to sex while under the influence of alcohol, you may not be safe about it. Therefore, you put yourself at risk for an unwanted and unplanned pregnancy or for contracting a sexually transmitted (STD) or infectious disease.

## THE SCIENCE

When you drink alcohol, it is thought to raise levels of GABA in the brain. GABA is one of the brain's chemical messengers, or neurotransmitters, that helps you to feel relaxed, and it aids in lowering anxiety and stress. GABA is considered to be an "inhibitory" neurotransmitter. High levels of GABA cause your body temperature to drop, and your heart rate and blood pressure to come down. Alcohol also increases levels of dopamine in the brain. Dopamine is one of the chemical messengers responsible for sending signals of pleasure. When levels of dopamine are elevated, it can create the "high" or "buzz" that makes alcohol pleasurable to drink. Alcohol also jacks up the amount of norepinephrine present in the brain; this neurotransmitter acts as a stimulant, Psychology Today publishes. Elevated levels of norepinephrine increase arousal and excitement, and it can lower your inhibitions and increase impulsivity, making it hard for you to consider potential consequences of your actions.

## IMPACT ON OUR NAVY

Excessive alcohol consumption is one of the leading preventable causes of death in the United States Armed Forces. It can lead to risky sexual activity, accidents, violence, and other serious consequences. Alcohol misuse is linked to a variety of adverse outcomes in the military and is a costly problem for DoD according to a RAND study.

# BYSTANDER INTERVENTION PRINCIPLES

- Bystander Intervention is skills based, peer-led training designed to prevent destructive behaviors and promote an environment of professionalism, respect, and trust for all. It provides Sailors with the skill to recognize potentially risky situations and take appropriate action to help shipmates and avoid destructive decisions that could have life-altering consequences.
- Focused on empowering Sailors of all ranks to step up and step in when they interpret events or behaviors counter to the Navy's Core Values and the Navy Ethos.
- While shipmates always protect shipmates from workplace safety mishaps and combat threats, Bystander Intervention encourage Sailors to think about the consequences of all behaviors along the Continuum of Harm from the seemingly small and insignificant to the serious and criminal to motivate them to prevent all destructive decisions, including situations involving alcohol, drugs, fraternization, hazing, high risk sexual activity, sexual harassment, sexual assault, and suicide.
- Sailors are reminded, and motivated, to take personal responsibility to do the right thing, no matter how hard it might be, and are encouraged to look to the Core Values and the Navy Ethos for guidance in difficult or ambiguous situations.
- Bystander Intervention encourages participants to embrace bystander intervention as a method to look out for shipmates and empowers Sailors, of all ranks, by emphasizing that bystander intervention is, at its core, all about leadership.
- Bystander Intervention is the expectations of all Sailors in the Navy, from E-1 to O-10.
- Bystander Intervention concurrently sharpens Sailors personal application of the Navy's Core Values and the Navy Ethos, hones their leadership skills, and strengthens their moral courage.

## 4 Bystander Intervention Techniques:

- **Direct:** be to the point
- **Indirect:** find a way to defuse the situation or get others involved
- **Distraction:** create a diversion
- **Protocol:** alert the Chain of Command or someone with proper authority

Once you interpret a situation as needing intervention, the only wrong thing to do, is nothing.

## The Bystander Intervention Process

- **Step 1:** Notice that something is happening
- **Step 2:** Interpret whether the situation requires your action
- **Step 3:** Take personal responsibility for intervening
- **Step 4:** Decide how to intervene
- **Step 5:** Intervene (Step up and Step in!)

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# SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR)

## OUR MISSION

- Prevent and respond to sexual assault with the goal of eliminating it from our ranks through prevention and awareness education, caring, comprehensive response and unbiased adjudication, while preserving Navy mission readiness.

## OUR VISION

- Promote and foster a culturally aware and informed Navy that is respectful of all, intolerant of sexual assault and supported by a synergistic program of prevention, awareness and response.
- SAPR services must be gender-responsive, culturally competent and recovery-oriented.
- Mandatory activation of an on-call SAPR Victim Advocate (VA) will be conducted simultaneously with the sexual assault report. This provides victims with trauma-focused care that includes crisis intervention, resource referral, accurate information and emotional support through the medical, mental health, investigative and legal processes.



## Sexual Harassment

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the pay, job or career of a military or civilian employee is engaging in sexual harassment. Similarly, any military or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment violates standards of behavior required of all Department of the Navy personnel. Behavior in the work environment must remain professional and conducive to maximum efficiency and proficiency at all times. Sexual harassment is unacceptable conduct; it debilitates morale, interferes with the work productivity of an organization and can cause serious psychological stress for the recipient. The Navy's policies are to ensure all employees have equal opportunity in all aspects of employment and are free of sexual harassment in any form. It is expected that each service member fully commit to exhibit the highest professional behavior and courtesy in accomplishing the mission. It is the responsibility of every member of the U.S. Navy to ensure that sexual harassment is prevented and that any instance of sexual harassment is dealt with swiftly, fairly and effectively.

(Advice Hotline: 1-800-253-0931)

## COMPASSIONATE ADVOCACY

- The SAPR Team at Sexual Assault in Military Services (NSAMS) is comprised of volunteers. They serve out of a selfless desire to render aid to their shipmates and facilitate a culture of respect and safety.
- NSAMS places an emphasis on trauma focused care to victims.
- All Victim Advocates exemplify the Navy's core values of honor, courage and commitment. Adherence to these values facilitates the type of climate change necessary to eliminate incidents of sexual harassment and assault.

## The CATCH Program

The CATCH Program gives people making a Restricted Report an opportunity to anonymously disclose suspect information to help the Department of Defense identify serial offenders. CATCH allows sexual assault victims to discover if the suspect in their Restricted Report may have also assaulted another person, and having that knowledge, decide whether to convert their Restricted Report to Unrestricted to initiate an investigation of the serial offender suspect.

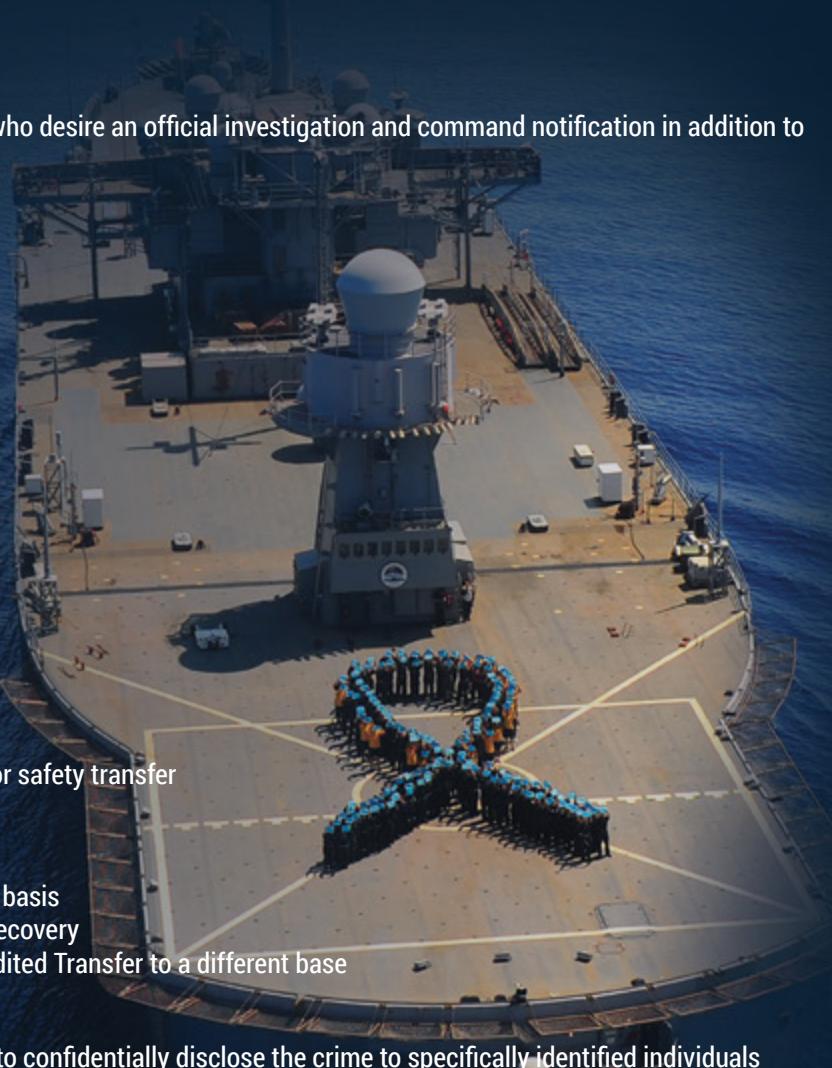
# SAPR (CONTINUED)

## UNRESTRICTED REPORTING

This option is recommended for victims of sexual assault who desire an official investigation and command notification in addition to healthcare, victim advocacy and legal services.

## UNRESTRICTED REPORT VICTIMS CAN REPORT TO

- SAPR Victim Advocate (SAPR VA)
- Sexual Assault Response Coordinator (SARC)
- Supervisor/chain of command
- Medical personnel/counselors
- Law enforcement/MCIO
- Victim Legal Counsel (VLC)



## UNRESTRICTED VICTIM SERVICES

- Victim advocacy
- Medical attention
- Forensic exam (within 72 hours; Rape Crisis Center)
- Counseling
- Legal assistance
- Chaplain support
- Investigation by law enforcement
- Military/civilian protective order, if required
- Process for permanent or temporary expedited transfer, or safety transfer

## UNRESTRICTED REPORTS BENEFITS:

- Ensures widest range of rights, protections and services
- Details of the assault disclosed only on a "need-to-know" basis
- Victims feel a sense of closure or healing which can aid recovery
- Ability to request a Military Protective Order and/or Expedited Transfer to a different base

## RESTRICTED REPORTING

This option is for adult victims of sexual assault who wish to confidentially disclose the crime to specifically identified individuals WITHOUT triggering the official investigative process or notification to command.

## RESTRICTED REPORT

Victims must report to one of the following

- SAPR Victim Advocate (SAPR VA)
- SARC
- Healthcare personnel, including clinical counselors
- Deployed Resiliency Counselors

\*While Victims Legal Counsel (VLC) and chaplains have confidentiality/privilege, they CANNOT accept a Restricted Report

## RESTRICTED VICTIM SERVICES

- Victim advocacy
- Medical attention
- Forensic exam
- Counseling
- Victim legal counsel (VLC) support consistent with Restricted Reporting status
- Legal assistance
- Chaplain support

## RESTRICTED REPORT BENEFITS

- Provides time to consider reporting options and to begin the healing process
- Legal advice from a Victims Legal Counsel (VLC)
- Victim can control the release and management of your personal information
- Can change to unrestricted
- Can have forensic exam
- Victim has more control of his or her situation



# DIVERSITY

It is Department of the Navy (DoN) policy to prohibit harassment and unlawful discrimination against persons or groups based on race, color, religion, sex (including gender identity), national origin or sexual orientation. This applies to—but is not limited to—recruitment, recruitment advertising, training, advancement and promotion, job assignments, collateral duties, transfers and all other aspects of employment. The Navy is committed to maintaining a work environment that is free of harassment and unlawful discrimination. The Navy is comprised of men and women who work together to accomplish the mission. Each member of the Navy is entitled to be treated with dignity and respect and to work in an environment free of harassment and unlawful discrimination. Additionally, each member is expected to abide by the Navy Core Values of Honor, Courage and Commitment. The Military Equal Opportunity program promotes Equal Opportunity as being critical to mission accomplishment, unit cohesiveness and military readiness. Harassment and unlawful discrimination must not be ignored or condoned.

## The Navy has systems in place to resolve Equal Opportunity and Sexual Harassment issues

The Command Climate Specialist (CCS) or Command Managed Equal Opportunity (CMEO) Program Manager at your command is there to provide information and assist you in resolving issues informally and processing a formal report when necessary.

The informal report process allows CCS or CMEO program managers to have oversight and ensure that all reports are properly handled and resolved. The chain of command must coordinate with the CCS or CMEO program manager to exercise leadership and to resolve the informal report without the command being required to conduct an investigation. The Informal Resolution System (IRS) assists Sailors in resolving conflicts, and when successful, the IRS is the timeliest method for resolving conflict because it deals directly with the individuals involved and uses the immediate chain of command. Sometimes it is ineffective or simply is not a desirable method for resolution; in these cases, the Sailor should file a formal report.

### These are the steps in the IRS process:

- **Direct**

In person by approaching the alleged offender(s) involved. Stay focused on the behavior and its impact. Use common courtesy and ensure the approach is not disrespectful. Consider writing down thoughts prior to approaching the alleged offender(s) involved. When writing to the alleged offender(s), state the facts and feelings about the behavior and the expected resolution.

- **Informal Third Party**

Request assistance from another person. Ask another person to talk with alleged offender(s) involved, to accompany while utilizing the direct approach or to intervene to help resolve the conflict.

- **Training**

Request training or resource materials for presentation to the workplace in the area of harassment or unlawful discrimination. Utilizing training is a good, non-threatening method of communicating to the alleged offender(s) and other individuals in the workplace that the behavior is unacceptable. Training resources can include videos, books, lesson plans, posters and other materials.

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# WARRIOR TOUGHNESS

## Definition

Being able to perform under pressure. Having the ability to take a hit and keep going. Being mentally strong for the daily grind. Resilience is returning to baseline after a hit.

Toughness results in growth and an increased baseline, tapping into all sources of strength and resilience. Through rigorous training for operations and combat, the fighting spirit of our people and the steadfast support of our families, we maintain a culture of warfighting excellence and hone our warfighting ethos. We don't give up the ship, we never give up on our shipmates, and we never give up on ourselves. We are never out of the fight.

## Why does the Navy foster this program?

Because the Navy understands that today's generation of youth are quite different from past generations, and these children grow into young men and women who join our world's greatest Navy. Warrior Toughness helps Sailors learn coping mechanisms to be able to do their job while handling challenging situations.

Additionally, it helps Sailors deal with emotions and teaches that these feelings are just information—not good or bad. This invaluable skill not only benefits Sailors at work, but off-duty as well.

## Understanding affects behavior and performance

**Example:** Fear with physical symptoms

React: "I can't handle this", "My shoulders are cramping"

Reflect/Respond: "My body is reacting, I am not in danger, I have the training to know what to do"

## With this program Sailors learn how to

- Build toughness and become assets to the Navy and those they serve with
- Train their mind, body and soul
- Focus on and log success
- Build confidence
- Train like you fight
- Plan accordingly
- Set goals

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# EXTREMISM

The Oath of Enlistment requires you to meet, uphold and defend the Constitution of the United States, which guarantees the civil rights and equal protection under the law for all residents of the United States. You should further understand that Navy and Department of Defense directives prohibit participation by military personnel in extremist or supremacist activities or organizations that attempt to deprive individuals of their civil rights. Failure to comply with these prohibitions may result in disciplinary action and/or involuntary separation from the Navy. If you feel your rights have been violated and local Commanding Officers have not addressed the issues to your satisfaction, you may call the Navy Recruiting Hotline a 1-888-247-9321.



The vast majority of men and women in the United States military and those who serve the Department of Defense (DoD) as civilian employees perform their duties and responsibilities with integrity. They do not support racially and ethnically motivated violent extremists, including supremacists and other domestic terrorists such as anti-government violent extremists. However, we must be ever vigilant in our efforts to identify and combat such ideologies within the ranks and organizations.

The Constitution entitles everyone to equal protection under the law. Together, our Constitution, laws and policies prohibit discrimination on the basis of race, creed, color, ethnicity, national origin, sex (including gender identity), sexual orientation or religion. We all possess First Amendment rights to exercise freedom of religion, speech, and peaceful assembly. However, these rights are not unlimited. Speech that incites violence or criminal activity is not protected. Similarly, speech in the workplace that interferes with the mission, advocates extremism, promotes discrimination or disrespects colleagues will have swift consequences. Everyone has a duty to report suspected or actual extremist behaviors.

## Reporting options

- Inform your Chain of Command (CoC)
- Talk to the Command Managed Equal Opportunity (CMEO) program manager and file a formal or informal complaint
- Talk to the Department of the Navy (DoN) Insider Threat Program Office
- Contact Naval Criminal Investigative Service (NCIS) ([www.ncis.navy.mil](http://www.ncis.navy.mil)) or contact local law enforcement NCIS tips can be anonymous but should be specific

## Unlawful participation in a supremacist, extremist or criminal organization includes but is not limited to

- fundraising for the organization
- demonstrating or rallying as a member of the organization
- recruiting, training, organizing or leading members
- distributing organization material (including posting online)
- knowingly wearing gang colors or clothing
- having tattoos or body markings associated with such gangs or organizations
- ANY engagement in activities that further the objective of such gangs/organizations which are detrimental to good order, discipline, and mission accomplishment, or are incompatible with military service

## Social Media Screening Awareness

In today's world, your social media carries more weight than ever before. Your online presence should positively and professionally reflect you at all times. It is crucial that you are aware of how your social media portrays you to the world. The impression your social media can make on others can affect every aspect of your life—even your career. The Navy will screen your social media to make sure you are in accordance with its social media guidelines. Sailors are subject to the Uniform Code of Military Justice (UCMJ) and Navy regulations. Violation of the UCMJ or Navy regulations may result in administrative or disciplinary action.

# PERSONAL FINANCIAL MANAGEMENT

A Sailor's financial readiness directly impacts unit readiness and, consequently, the Navy's ability to accomplish its mission. Research indicates that personal financial management is a top concern of Navy families. A service member saddled with debt, fear and considerable stress could suddenly find their integrity compromised. Their job performance will probably suffer, and he or she might lose their security clearance and be temporarily removed from their assignment.

## Financial Planning

1. Increases spending power - How would you like a 10 percent raise right now? By having a financial plan in place that is both realistic and flexible enough to follow, you should be able to increase your spending power by at least 10 percent.
2. Eliminates stress - It is very difficult and stressful handling routine issues, such as bill paying, car repairs, and home maintenance from a long distance. If you have a solid financial plan, much of this stress can be eliminated.
3. Prepares you for the future - If your plan, once in place, works well, stick with it.

## Financial Goals

Successful people have goals. They take control of their money and plan its use. It's important to commit your financial goals to writing. Take a moment to write down one financial goal that you would like to achieve. It can be a short-term goal, meaning you could achieve it within the next five years, or it can be a long-term goal, meaning it will probably take you more than five years to achieve. Goal-setting forces you to decide what you want to accomplish with your money and clearly defines the steps to take. A well-written goal is a "SMART" goal.

### SMART:

- Specific
- Measurable
- Action-oriented
- Realistic
- Timely (start and stop dates)

## Get Started

Use the "SMART" technique to establish financial goals for an Emergency Fund of one to three months of net pay; a Goal-Getter Fund, like for a down payment on a house or vehicle; and a Long-Term Fund, like saving for retirement.

Goals will likely change over the years and that's fine. Adapt your plan to meet changes. A typical financial goal is something like this: "I want to be rich." Many people want to be rich, but this goal does not have a specific plan. How will you get rich, by what age, starting when? Writing it down using the SMART technique, the goal reads: "I plan to have \$1 million in assets by age 65. To achieve my goal I will invest \$250 per month in mutual funds with an average earning of ten percent." Excellent goal! It is specific as to how much to save, has an end point and identifies what will be done to make it happen. (Here is another example of a SMART goal: "I will buy a house within the next five years." To achieve this goal, I will get a copy of my credit report within 30 days. I will pay off my car loan one year early by making double payments each month. I will double my current savings to \$500 per month to be able to have \$30,000 for closing costs, down payment, and other expenses.) Comprehensive, accurate and effective spending plans are developed with the ultimate goal of building wealth, not debt. Start this process by envisioning what you would like to achieve with your money and then writing your goals down using the "SMART" process.

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# MILITARY PAY

Even in this day and age, there are still times when the military mission precludes easy access to a computer or telephone. Allotments can be great tools for handling your cash flow. You can use allotments to send money to family members, to pay bills, and to save. One advantage of using an allotment is that your bills are automatically paid.

## MILITARY PAY

The military offers many great benefits and one of the biggest is a consistent paycheck. Consider the following decisions with military pay.

### Direct Deposit

You must have your military paycheck directly deposited into a checking or savings account.

- Complete Direct Deposit Form 1199A prior to leaving for RTC.
- Choose a financial institution that you can use no matter where you end up moving during your military career.
- Consider opening a checking AND savings account. It's important to keep your spending money separate from money you intend to save.
- Use caution with setting up joint accounts. Do not have your pay deposited into an account someone else can access, unless you completely trust that person.
- Have a plan for paying bills. During boot camp, you won't have time or online access to pay your bills – but your bills still need to be paid. Consider setting up automatic bill pay before you leave.
- IRS Form W-4. Not to be confused with a W-2 that details your earnings for the year, a W-4 is a form that all employers (including the Navy) are required to have you complete when you start working for them. On it, you indicate the number of allowances you wish to claim for federal income tax purposes. The number of allowances helps to determine how much from each of your paychecks to send to the IRS as payment toward your tax bill for the year. Be sure to review the form's instructions prior to heading out to training to help ensure you claim an appropriate number of allowances for your situation. You can find the form on the IRS website ([irs.gov](http://irs.gov)) by searching "W-4."

### Servicemembers' Group Life Insurance (SGLI), Thrift Savings Plan (TSP), and Arrears of Payments (AOP)

#### Designate Beneficiaries

During RTC you will designate beneficiaries on your life insurance, retirement account, and arrears of payments. Make sure that the beneficiary designated for each of these is accurate.

#### Life Insurance

You are automatically enrolled in SGLI and issued the maximum \$500,000 of coverage without the need to undergo medical testing. Your spouse and dependent children are also offered coverage through Family Servicemembers' Group Life Insurance (FSGLI). Spouses can receive up to \$100,000 of coverage and children are automatically insured at \$10,000 each. Note that the amount of spouse coverage cannot exceed the service member's, so keep this in mind if you decide to reduce your SGLI coverage below \$100,000. Child coverage is provided at no cost, and the cost of spousal coverage varies based on the amount of coverage selected and the spouse's age.

#### Thrift Savings Plan

Three percent of your basic pay will automatically be contributed into your TSP retirement account. You can elect to reduce or stop this contribution. Many personal finance experts recommend that you increase it to at least 5%, allowing you to receive the maximum matching contributions when they begin in two years.



To learn more about the TSP visit [tsp.gov](http://tsp.gov) and for additional information about the Military's Blended Retirement System visit <https://militarypay.defense.gov>

# MyPay

MyPay is an automated system that puts you in control of your pay account. It allows you to make certain changes to your account quickly and easily. You can access your account 24/7 to change or review your current information or to check your recent pay statements. Service members are provided an initial PIN for their first visit; you must then change to a private PIN for continued access. MyPay is available online at [www.dfas.mil](http://www.dfas.mil) or by phone at 888-332-7411(opt. 5) If you are not able to access MyPay, contact your local Disbursing Office immediately.

## What can I do on MyPay?

Using MyPay you can view pay statements, tax forms, print your Leave and Earnings Statement, change federal and state tax withholdings, update direct deposit data, manage allotments, enroll in the TSP and make contribution percentage changes.

## Leave and Earnings Statement (LES)

The LES is a monthly statement showing all pay changes and information for the month including entitlements (pay and allowances), deductions and allotments, and pay-related remarks.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT										
ID	NAME (Last, First, Mi) DORIE, MILLER		SOC. SEC. NO. ***-**-1941	GRADE E3	PAY DATE 180917	YRS SVC 02	ETS 220916	BRANCH NAVY	ADSN/DSSN 2208	PERIOD COVERED 1-30 APR 21
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY	
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd	.00			
A	BASE PAY 2236.20	FEDERAL TAXES 50.32	TRICARE DENTAL 30.28	+TOT ENT 4362.70						
B	BAS 386.50	FICA-SOC SECURITY 138.64		-TOT DED 2385.92						
C		FICA-MEDICARE 32.42		-TOT ALMT 30.28						
D		SGLI 25.00		=NET AMT 1946.50						
E		STATE TAXES 8.86		-CR FWR .00						
F		AFRH .50		=EOM PAY 1946.50						
G		SGLI FAM/SPOUSE 4.50								
H		ROTH TSP 134.17								
I		MISCELLANEOUS DEBT 44.52								
J		MID-MONTH-PAY 1946.99								
K										
L										
M										
N										
O										
TOTAL		4362.70	2385.92	30.28	180112	DIEMS RET PLAN BLENDE				
FED TAXES	Wage Period 2236.20	Wage YTD 8944.80	M/S/H M	Mult Jobs 00	Dep 17 Under 00	Other Dep 00	Add'l Tax .00	Other Deds .00	Other Income .00	Tax YTD 201.28
FICA TAXES	Wage Period 2236.20	Soc Wage YTD 8944.80	Soc Tax YTD 554.56	Med Wage YTD 8944.80	Med Tax YTD 129.68	STATE TAXES CA	St 2236.20	Wage Period 8944.80	M/S M 02	Tax YTD 35.44
PAY DATA	BAQ Type W/DEP	BAQ Depn 38054	VHA Zip 38054	Rent Amt .00	Share 1	Stat R	JFTR Depns 0	2D JFTR BAS Type .00	Charity YTD TPC PACIDN	
TRADITIONAL PLAN (TSP)	Base Pay Rate 0	Base Pay Current .00	Spec Pay Rate 0	Spec Pay Current .00	Inc Pay Rate 0	Inc Pay Current .00	Bonus Pay Rate 0	Bonus Pay Current .00		
ROTH PLAN	Base Pay Rate 6	Base Pay Current .00	Spec Pay Rate 0	Spec Pay Current .00	Inc Pay Rate 0	Inc Pay Current .00	Bonus Pay Rate 0	Bonus Pay Current .00		
CONTRIBUTIONS TOTALS	YTD Deductions 536.68	YTD TSP Deferred .00	YTD TSP Exempt .00		YTD ROTH 536.68	YTD TSP AGCY-AUTO 89.44			YTD TSP AGCY-MATCH 357.80	
CM AGCY CONTR	AGCY-AUTO 22.36	AGC-MATCH 89.45	LEAVE	BF Bal 37.5	Ernd 17.5	Used 24	Cr Bal 31.0	ETS Bal 72.5	Lv Lost .0	Lv Paid .0
REMARKS: YTD ENTITLE 17450.80 YTD DEDUCT 1755.72										
IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED. -BEGINNING JANUARY 2021 THROUGH DECEMBER 2021, SOCIAL SECURITY TAXES DEFERRED IN 2020 WILL BE COLLECTED. CHECK YOUR LES FOR ORIGINAL AND CURRENT BALANCE OWED THROUGHOUT THE COLLECTION PERIOD. FOR MORE INFO VISIT <a href="https://www.dfas.mil/taxes/social-security-deferral/military-faqs/">HTTPS://WWW.DFAS.MIL/TAXES/SOCIAL-SECURITY-DEFERRAL/MILITARY-FAQS/</a> -MYPAY NOW HAS A NEW TWO-FACTOR AUTHENTICATION FEATURE. FIND OUT MORE: <a href="https://www.dfas.mil/2fa/">HTTPS://WWW.DFAS.MIL/2FA/</a> -SERVICE MEMBERS INVITED TO THE						DOD'S MILLENNIUM COHORT STUDY CAN NOW ENROLL AT <a href="http://MILLENNIUMCOHORT.ORG">MILLENNIUMCOHORT.ORG</a> . MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000 FAM/SPOUSE SGLI COVERAGE AMOUNT IS \$100,000 MISCELLANEOUS DEBT CURRENT DEDUCT 44.52 TOTAL DEBT 534.19 BALANCE 356.11 BAH BASED ON W/DEP, ZIP 38054 USED LEAVE BALANCE ADJUSTED. CURRENT MONTH LEAVE BALANCE ADJUSTED. CHARGE LEAVE 210329-210403(095) INCREASE DENTAL 2104 (095) BANK NAVY FEDERAL CREDIT UNION				
DFAS Form 702, Jan 02 <span style="float: right;">WWW.DFAS.MIL</span>										

# FAMILY RESPONSIBILITIES

## Deployment

The Navy has dozens of ships ranging in crew size from around 24 to 6,000 personnel, and their deployment or underway schedules vary. Ships spend the majority of their time operating around their homeport, which is located either in the U.S. or overseas. Typically, they average 10 to 14 days per month operating at sea. Typically, your ship will deploy two to three times in a four-year period, with each deployment lasting about six months. While deployed, ships make port calls (visits) to cities in the area of your deployment. Before you leave on deployment, you must make arrangements to meet your family's needs such as housing, funds for living expenses, power of attorney, etc.

**Note: Operational commitments may change at any time.**

## Duty Assignment in an Overseas Area

Enlisted personnel in pay grades E-3 and junior with dependents will not be assigned duty in an overseas area. This includes Hawaii, on afloat units overseas, and shore based facilities overseas.

## Moving Your Family & Government Housing

Before you move your family, you should contact the local housing referral office, family service center and command ombudsman to get the most current information on government and civilian housing. On many bases, government housing may not be available. Depending on availability, you may choose to be placed on a waiting list for housing until a unit becomes ready. Depending on the area, housing may be expensive and monthly rental rates can vary drastically. Security deposits are generally equal to one month's rent and usually collected in advance. This does not include security deposits on utilities, sewage, water, garbage, cable TV, etc. The Navy will provide BAH to those who are authorized. The amount is based on the local housing costs, rank and dependent status.

## Childcare

Depending on the area assigned, daycare may not be available. Before checking in, contact the local Fleet and Family Service Center to see what services are available. The cost of military daycare usually ranges from \$200 to \$400 monthly and is related to family income. Childcare services typically accommodate children ages 6 weeks to 12 years old. For newborn care, you may have to look in the local area for private daycare centers. Newborn care can be very expensive, ranging from \$100 per week to \$900 per month. In most daycare centers, you will still have to provide food and whatever else the center does not provide for your child.

## Moving Your Household Goods

The Navy can mean a somewhat nomadic lifestyle and you may be asked to move as much as every three to five years. The Navy will pay for these moves, but you might be responsible for any additional services you require. The Navy's Personnel Office will provide information on the requirements to move household goods and the government allowed weight allowances for household goods. For pay grades E-1 to E-3 (with dependents), you will be allowed to ship 8,000 pounds of household goods. Weight allowances include the total weight of household goods to be shipped as well as those put in storage and those sent as unaccompanied baggage. It is your responsibility to stay within the authorized weight allowance. Making a good estimate of the weight of household goods is essential. Make the first estimate before visiting the transportation office to set up the move. A fairly dependable method of estimating weight is to figure 1,000 pounds per room, excluding bathrooms and storage closets. Then add the estimated weight of large appliances and items in the garage and storage. Keep in mind that the estimated weight is not official. Actual charges are based on the weight tickets submitted by the carrier. If you exceed your weight allowance, you will have to pay for the excess weight, which can cost thousands of dollars.

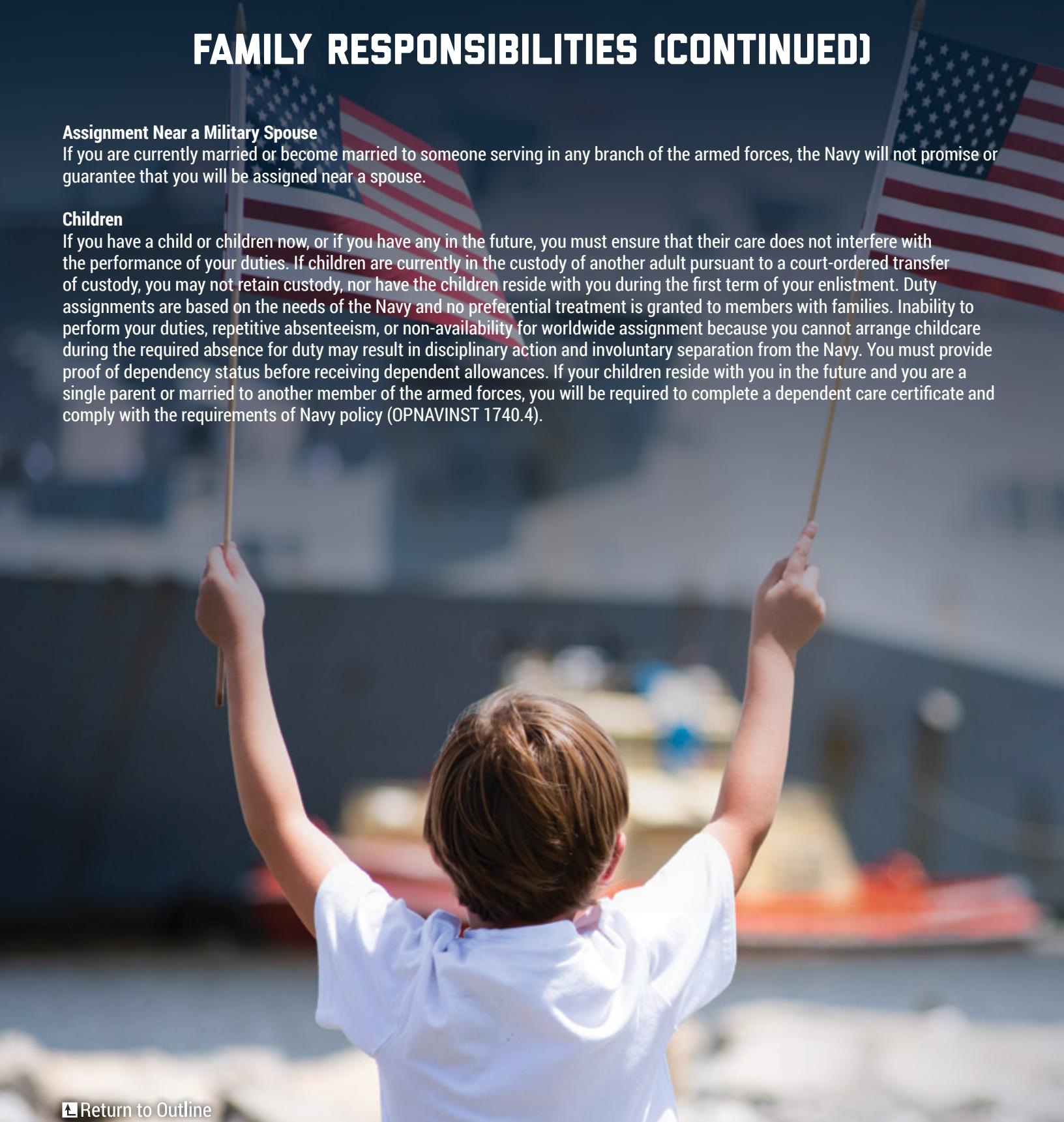
# FAMILY RESPONSIBILITIES (CONTINUED)

## Assignment Near a Military Spouse

If you are currently married or become married to someone serving in any branch of the armed forces, the Navy will not promise or guarantee that you will be assigned near a spouse.

## Children

If you have a child or children now, or if you have any in the future, you must ensure that their care does not interfere with the performance of your duties. If children are currently in the custody of another adult pursuant to a court-ordered transfer of custody, you may not retain custody, nor have the children reside with you during the first term of your enlistment. Duty assignments are based on the needs of the Navy and no preferential treatment is granted to members with families. Inability to perform your duties, repetitive absenteeism, or non-availability for worldwide assignment because you cannot arrange childcare during the required absence for duty may result in disciplinary action and involuntary separation from the Navy. You must provide proof of dependency status before receiving dependent allowances. If your children reside with you in the future and you are a single parent or married to another member of the armed forces, you will be required to complete a dependent care certificate and comply with the requirements of Navy policy (OPNAVINST 1740.4).



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# SUPPORT INFORMATION

## Will

A will is a document, originated by you, that gives others direction in the event of your death. It guides loved-ones regarding your property and other important matters. If you have property, you should have a will whether you are single or married. If you have children, you want to be able to choose a guardian for your children should you die unexpectedly. A will allows you to have a say in how your assets are to be distributed. If you are married, all assets normally go to your spouse, but you may want to divide your estate differently or even set up a trust for your children. A legal will allows you to settle these issues. See Navy Legal Services to have your will drafted. Many commands sponsor a "Legal Day" and have a Legal Officer come to assist people with drafting wills and powers of attorney. These services are free of charge.

## Next of Kin Designation

Verify your Dependency Application/Record of Emergency (NAVPERS 1070/602) in your service record to ensure your designation of next of kin is correct. Many NAVPERS 1070/602 forms are inaccurate. If you are injured or killed, notification of your loved ones is based on this form.

# SOURCES OF HELP

## Emergency Fund

First, help yourself by establishing an emergency fund for unexpected expenses. You should have at least one month's pay saved as an emergency fund to cover car or home appliance repairs, or sudden travel expenses or return home for a family emergency. Remember, if you are deployed and have to return on emergency leave, the Navy will pay to get you only as far as the base. You must pay the rest.

## Navy-Marine Corps Relief Society (NMCRS)

The Navy-Marine Corps Relief Society is a source of financial assistance during an emergency. They are able to assist with basic living expenses such as rent, utilities, food, medical bills, essential car repairs and emergency transportation. All requests for assistance are considered on a case by case basis. For further information on this, contact your local NMCRS.

## Fleet and Family Support Centers (FFSC)

All Fleet and Family Support Centers throughout the world have staff members who can provide information and emergency referrals. Many FFSCs also have Financial Specialists on staff that can help prepare a spending plan for deployments. Additionally, there are many educational workshops offered on almost any topic Sailors and family members can imagine. Professional counselors are also available to help during emergencies.

## Command Financial Specialist (CFS)

Each command should have a CFS who can assist service members and their families in developing a financial plan. They have been trained in a variety of financial topics, from savings and investing to car buying and credit management, and are eager to assist a shipmate.

## Navy Fleet and Family Support Programs (FFSP)

FFSPs promote self-reliance and resiliency to strengthen military and family members through a variety of programs and facilitate building a strong network of support services through community outreach and partnerships.

### The FFSP is divided into three functional areas

- Deployment Readiness - programs include: pre-deployment preparation; help with reconnecting with friends and family after deployment; information and assistance to help with moving; and life skills development.
- Crisis Response - programs provide for: information and referral to specific support services needed by the individual and family; clinical counseling from marriage counseling to individual crises; disaster assistance; and support for new parents.
- Career Support and Retention - programs offered under this area are intended to support career planning for both the service member and their families. Specific services include: transition assistance when moving from one location to another; assisting in enhancing family employment opportunities through Career Development Resource Centers; and a series on personal financial management education provided over the course of a member's career.

## Command Ombudsman

An ombudsman is the spouse of a command service member who is appointed by the Commanding Officer to serve as a liaison between the command and family members of the command. The ombudsman has extensive training in problem solving and information and referral. Many ombudsmen have also attended Command Financial Specialist Training and may be able to assist with financial questions and concerns. They are a great first stop for information during a deployment or anytime.

# NAVY RESERVE BENEFITS

## Selected Reserve (SELRES)

If at the end of your End of Active Obligated Service (EAOS) for active duty and you receive an eligible reenlistment code (RE-Code) from the Active Component and meet all Selected Reserves (SELRES) requirements, you may serve a portion or all of the remainder of your Military Service Obligation (MSO) affiliated with the SELRES, depending on the needs of the Navy Reserve. You may also be eligible to receive certain SELRES enlistment bonuses consistent with laws and regulations in place at the time of your separation from the Active Component and affiliation with the SELRES.

### Tri-Care Reserve Select (Health)

Member only: \$48.47/month

Member + Family: \$239.69/month

### Annual Deductibles

E1-E4: \$52-member, \$105-family

E5 & Up: \$158-member, \$317-family



### Navy Reserve Links

#### Navy Reserve Home

<https://www.navyreserve.navy.mil/>



### Reserve Retirement

<https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Reserve-Retirements/>



### Drill Pay

<https://www.dfas.mil/>



### TRICARE Reserve Select

<https://tricare.mil/trs>

**SRMGIB (Selective Reserve Montgomery G I Bill)**  
SRMGIB benefits now expire 10 years after honorable discharge from the Selected Reserves.

### Breakdown of Benefits

Full-time student: \$439.00 per month

3/4-time student: \$329.00 per month

Half-time student: \$219.00

Less than 1/2 time: \$109.75

\*Salary and bonus allowances are subject to change. Ask your Recruiter for the latest information.

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# EDUCATION INFORMATION

## Post 9/11 GI Bill

The Post 9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-related disability after 30 days. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing. For approved programs, the Post 9/11 GI Bill provides up to 36 months of education benefits. For individuals whose last discharge date is on or after January 1, 2013, there are no time limitations for use of benefits. Approved training under the Post 9/11 GI Bill includes graduate and undergraduate degrees, and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill benefits. Additionally, tuition assistance, and licensing and certification test reimbursement are approved under the Post 9/11 GI Bill. You can transfer your entitlement to your spouse or dependent children.



\*NOTE - To learn more about current payment rates for tuition and fees, monthly housing allowance, books, supplies, and other stipends visit [www.va.gov](http://www.va.gov) and search the keywords "Post 9/11 GI Bill."

## Tuition Assistance (TA)

TA is the Navy's educational financial assistance program. It provides active duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the Department of Education. Navy TA pays for both classroom and independent study/distance learning courses, along with enrollment fees regardless of course length. Courses must be offered in Semester Hours, Quarter Hours, or Clock Hours. The credit earned must show on the institution's transcript. Navy TA pays 100% of tuition costs for courses applicable to the completion of a high school diploma or equivalent certificate. For other education levels, there is a fiscal year credit limit of 16 Semester Hours, 24 Quarter Hours or 240 Clock Hours per individual. Sailors are eligible to apply for TA after their second year of enlistment.

## Naval Reserve Officer Training Corps (NROTC) College Scholarship Program

The NROTC Scholarship Program was established to educate and train qualified young men and women for service as commissioned Officers in the unrestricted line Navy Reserve or Marine Corps Reserve. As the largest single source of Navy and Marine Corps Officers, the NROTC Scholarship Program fills a vital need in preparing mature young men and women for leadership in the management positions in a increasingly technical Navy and Marine Corps.



Please visit the NROTC website for more information.  
<https://www.netc.navy.mil/NSTC/NROTC/>

## United States Naval Academy (USNA)

USNA offers a fully subsidized four-year college education. Midshipman receive a monthly stipend and full benefits. The President and Vice President of the United States, the Secretary of the Navy, United States Senators and Representatives make nominations. Each year 1,200 candidates are chosen. Candidates must be 17-23 years old, single, with no children. Graduates must serve on active duty for at least five years in the Navy or Marine Corps. Fleet Sailors with these requirements also have the opportunity to apply.



# EDUCATION INFORMATION (CONTINUED)

## STA-21

The STA-21 Commissioning Program creates a fair and equitable system for outstanding active duty Sailors to receive a top-notch college education and become commissioned officers. What makes the STA-21 Program so different from most of the other commissioning programs is its focus on the Sailor. The STA-21 Program will keep all participants on active duty at their current enlisted pay grade, which means that they will receive all the pay, allowances, benefits, and privileges they currently enjoy and will still be eligible for enlisted advancement while in the program.



## BOOST 2.0

Broadened Opportunity for Officer Selection and Training (BOOST) 2.0 offers a one-year scholarship at Naval Academy Preparatory School (NAPS). Students' benefits, payback, and graduation requirements at NAPS will mirror their U.S. Naval Academy (USNA) counterparts. Naval Service Training Command (NSTC) assigns a four-year NROTC scholarship to each BOOST 2.0 graduate with five of 10 scholarships reserved for students attending Minority Serving Institutions (MSIs).

## United States Naval Community College (USNCC)

The USNCC provides enlisted Sailors, Marines, and Coast Guardsmen a three-step path to a naval relevant associate degree using credit earned from your initial military training and combining it with college classes at our partner colleges at no cost to you. The USNCC sets you on a lifelong learning path where you can earn a certificate in naval studies, one of several exciting professional certificates, and an associate degree transferable into a related four-year degree program. The online courses are taught by military-friendly, world-class educators at our accredited partner colleges and offer the flexibility to work around military operational requirements. Your USNCC program does not tap into your TA or the GI Bill, allowing you to preserve those benefits to go even further in your professional education. Your USNCC degree makes you a better Sailor, a more well-rounded naval enlisted leader, and an educated warfighter with the critical thinking skills to thrive in any environment.



Learn more about what the USNCC can do for you and how to be a part of the Pilot program at [www.usncc.edu](http://www.usncc.edu)

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# DELAYED ENTRY PROGRAM PQS

## 1. Delayed Entry Program Responsibilities

- a. Define the mission of the Navy.
- b. Recite the eleven general orders of a sentry.
- c. Recite the Sailor's Creed.
- d. Recite the RTC Maxim.
- e. Explain the program for which you enlisted.
- f. Explain your responsibilities to your recruiter.
- g. How many times are you required to contact your recruiter?
- h. Explain your conduct while in the Delayed Entry Program.

---

Signature of Recruiter

Date

## 2. Navy Core Values

- a. Define Honor.
- b. Define Courage.
- c. Define Commitment.

---

Signature of Recruiter

Date

## 3. Code of Ethics

- a. Explain the Navy's Policy on Alcohol use.
- b. Explain the Navy's Drug Policy.
- c. Explain the Navy's Sexual Harassment Policy.
- d. Explain Fraternization (While in the Delayed Entry Program and Boot Camp).
- e. Explain your recruiter's prohibited practices.

---

Signature of Recruiter

Date

## 4. RTC Chain of Command

- a. Discuss the RTC Chain of Command.
- b. Explain the responsibilities of each.

---

Signature of Recruiter

Date

## 5. Physical Readiness Program

- a. How many fitness tests will you receive at RTC?
- b. What is the maximum body fat percentage allowed at RTC?
- c. Describe the PACER program.

---

Signature of Recruiter

Date

## 6. Advancement

- a. Explain the different ways to get advanced pay grade prior to attending RTC.
- b. Explain the Referral Recognition Program.
- c. Explain the minimum time in pay grade for normal advancement E-START Guide 1 to E-4.

---

Signature of Recruiter

Date

## 7. Military Drill/Etiquette

- a. Demonstrate the following:
  - 1. Attention
  - 2. Hand Salute
  - 3. Left Face
  - 4. Right Face
  - 5. About Face
  - 6. Regular/Close Interval Dress
  - 7. Parade Rest/At Ease
- b. Explain/Demonstrate the proper way to cross a Quarterdeck.
- c. Describe when, where and whom to salute.

---

Signature of Recruiter

Date

## 8. Navy Terminology/Phonetic Alphabet/Military Time

- a. Discuss Navy terminology.
- b. Recite the Phonetic alphabet.
- c. Recite Military Time.

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Signature of Recruiter

Date

# DELAYED ENTRY PROGRAM PQS (CONTINUED)

## 9. Rank and Recognition

- a. Name and identify enlisted ranks E-1 through E-9.
- b. Name and identify officer ranks O-1 through O-10.
- c. Name and identify warrant officer ranks W-2 through W-5.

---

Signature of Recruiter

Date

## 10. Aircraft and Ships

- a. Describe the following types of aircraft:

- 1. Fighters
- 2. Cargo
- 3. Bomber/Attack
- 4. Patrol
- 5. Helicopter

- b. Describe the following types of ships:

- 1. Combatant
- 2. Carrier
- 3. Auxiliary/Support
- 4. Amphibious

---

Signature of Recruiter

Date

## 11. Personal Financial Management

- a. What is Goal setting?
- b. What is MyPay?
- c. What is an LES?
- d. Why is maintaining good credit important?

---

Signature of Recruiter

Date

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## 12. LifeSkills

Discuss the following:

- a. Decision Making
- b. Four Bystander Intervention Techniques
- c. Hazing
- d. Fraternization
- e. Discrimination
- f. SAPR (Harassment, Assault and types of reporting)
- g. Suicide Prevention
- h. Navy Core Values
- i. Healthy Lifestyle
- j. Operational Security
- k. Diversity
- l. Personal Financial Management
- m. Warrior Toughness

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Signature of Recruiter

Date

## 13. Describe extremism and what is considered unlawful participation.

---

Signature of Recruiter

Date

## 14. Education Information

- a. Discuss Tuition Assistance (TA).
- b. Discuss Post 9/11 GI Bill.

---

Signature of Recruiter

Date



## **NOTES:**

A faint, semi-transparent background image of a person in a dynamic pose, possibly dancing or performing a martial arts move, set against a grid of horizontal lines.

# FUTURE SAILOR

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For more information on forging opportunities in America's Navy and Navy Reserve, please visit us online at [navy.com](http://navy.com)



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