

**APPENDIX B**  
**REQUIRED KNOWLEDGE FOR INSPECTIONS**

MISSION OF THE NAVY

Mission of the Navy, to recruit, train, equip, and organize to deliver combat ready Naval forces to win conflicts and wars while maintaining security and deterrence through sustained forward presence.

NAVY CORE VALUES

Honor, Courage, and Commitment.

CHIEF OF NAVAL OPERATION'S CORE ATTRIBUTES

Integrity, Accountability, Initiative, Toughness.

SONGS

Star Spangled Banner: by Francis Scott Key (1814).

O say can you see, by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars through the perilous fight,  
O'er the ramparts we watch'd, were so gallantly streaming?  
And the rocket's red glare, the bomb bursting in air,  
Gave proof through the night that our flag was still there,  
O say does that star spangled banner yet wave  
O'er the land of the free and the home of the brave?

Anchors Aweigh: by Charles A. Zimmerman (1906), revised by MCPON John Hagen (1997).

Stand Navy out to sea,  
Fight our Battle Cry;  
We'll never change our course,  
So vicious foes steer shy-y-y-y.  
Roll out the TNT,  
Anchors Aweigh.  
Sail on to Victory  
And sink their bones to Davy Jones, Hooray!

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

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

The Marines' Hymn: Oldest official song in the United States Armed Forces. Unknown author circa mid-1800's.

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

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

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

CHAIN OF COMMAND

(Appropriate title of the staff member being addressed),  
the \_\_\_\_\_ person in my chain of command is the

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

CODE OF CONDUCT

(Appropriate title of the staff member being addressed), the \_\_\_\_\_ article of the code of conduct is

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

Ref: Executive Order 10631

GENERAL ORDERS OF A SENTRY

(Appropriate title of the staff member being addressed), the \_\_\_\_\_ general order of a sentry is to:

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house than my own.
5. Quit my post only when properly relieved.
6. 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. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the OOD in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

Ref: OPNAVINST 3120.32 series

WATCHSTANDING PRINCIPLES










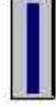


WATCHSTANDERS WILL:

1. RECEIVE SUFFICIENT TRAINING TO PERFORM THE DUTIES OF THE WATCH STATION PRIOR TO ASSIGNMENT.
2. BE FULLY ATTENTIVE TO THE DUTIES AND RESPONSIBILITIES OF THE ASSIGNED WATCH STATION.
3. FREQUENTLY REVIEW ALL OF THE EMERGENCY PROCEDURES OF THEIR WATCH STATION IN ORDER TO BE READY TO EXECUTE EMERGENCY PROCEDURES WITHOUT DELAY.
4. NOT LEAVE THEIR WATCH STATION UNLESS PROPERLY RELIEVED OR SO ORDERED BY THE OFFICER IN CHARGE OF THE WATCH STATION.
5. KNOW WHOM TO REPORT TO IN THE WATCH ORGANIZATION AND ALL WATCH STANDERS WHO SHALL REPORT TO THEM.
6. NOT BE ASSIGNED OR ASSUME ANY OTHER DUTIES WHICH MAY DISTRACT THEM FROM THEIR WATCH FUNCTION.
7. SHALL REPORT ALL VIOLATIONS OF THE UNIT'S REGULATIONS, DIRECTIVES, AND OTHER BREACHES OF GOOD ORDER AND DISCIPLINE; SHALL TRY TO THE UTMOST TO SUPPRESS SUCH VIOLATIONS; SHALL REPORT ANY KNOWN OR PROBABLE VIOLATION OF SAFETY PRECAUTIONS OR SAFETY REGULATIONS; SHALL TRY TO THE UTMOST TO SUPPRESS SUCH VIOLATIONS AND OTHER MALPRACTICE WHICH MAY ENDANGER THE SAFETY OR SECURITY OF A NAVAL UNIT AND ITS PERSONNEL.
8. IF AUTHORIZED TO CARRY ARMS, SHALL BE INSTRUCTED ON THE FOLLOWING ORDERS TO SENTRIES AND THE CIRCUMSTANCES UNDER WHICH A WEAPON MAY BE FIRED. WATCHES REQUIRING THE CARRYING OF ARMS WILL BE ASSIGNED ONLY TO PERSONS WHO HAVE BEEN TRAINED IN THE FIRING OF THE WEAPON ASSIGNED.







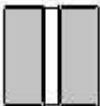



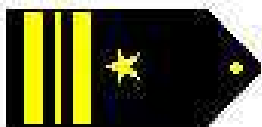




Ref: OPNAVINST 3120.32 series


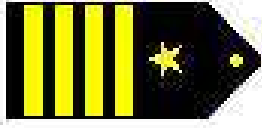


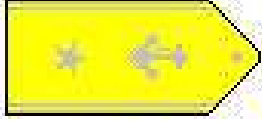


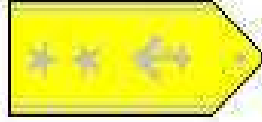


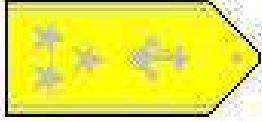


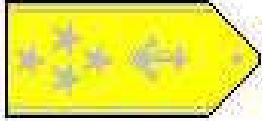

OFFICER RANK STRUCTURE


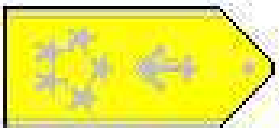

**Navy Officer Rank Structure**

Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-2	Chief Warrant Officer Two (CWO2)	 Gold Bar with three blue breaks	 One gold 1/2-inch stripe with three blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with three blue breaks below a specialty insignia
W-3	Chief Warrant Officer Three (CWO3)	 Silver Bar with two blue breaks	 One gold 1/2-inch stripe with two blue breaks outboard a specialty insignia	 One gold 1/2-inch stripe with two blue breaks below a specialty insignia
W-4	Chief Warrant Officer Four (CWO4)	 Silver Bar with three blue breaks	 One gold 1/2-inch stripe with one blue break outboard a specialty insignia	 One gold 1/2-inch stripe with one blue break below a specialty insignia
W-5	Chief Warrant Officer Five (CWO5)	 Silver Bar with one 1/8 <sup>th</sup> inch horizontal blue line	 Two thin gold stripes with one blue break outboard a specialty insignia	 Two thin gold stripes with one blue break below a specialty insignia


















O-1	Ensign (ENS)	 One gold bar	 One gold 1/2-inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below a gold five pointed star
O-2	Lieutenant Junior Grade (LTJG)	 One silver bar	 One gold 1/2-inch stripe outboard one 1/4-inch gold stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one 1/4-inch stripe below a gold five pointed star
O-3	Lieutenant (LT)	 Two silver bars	 Two gold 1/2-inch stripes outboard a gold five pointed star	 Two gold 1/2-inch stripes below a gold five pointed star
O-4	Lieutenant Commander (LCDR)	 Gold oak leaf	 One gold 1/2-inch stripe outboard one gold 1/4-inch stripe outboard one gold 1/2- inch stripe outboard a gold five pointed star	 One gold 1/2-inch stripe below one gold 1/4- inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-5	Commander (CDR)	 Silver oak leaf	 Three gold 1/2-inch stripes outboard a gold five pointed star	 Three gold 1/2-inch stripes below a gold five pointed star

O-6	Captain (CAPT)	 Silver eagle	 Four gold 1/2-inch stripes outboard a gold five pointed star	 Four gold 1/2-inch stripes below a gold five pointed star
O-7	Rear Admiral Lower Half (RDML)	 One silver five pointed star	 Gold shoulder boards with one silver five pointed star outboard a silver fouled anchor	 One gold 2-inch stripe below a gold five pointed star
O-8	Rear Admiral (RADM)	 Two silver five pointed stars	 Gold shoulder boards with two silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below one gold 1/2- inch stripe below a gold five pointed star
O-9	Vice Admiral (VADM)	 Three silver five pointed stars	 Gold shoulder boards with three silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below two gold 1/2- inch stripes below a gold five pointed star
O-10	Admiral (ADM)	 Four silver five pointed stars	 Gold shoulder boards with four silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below three gold 1/2- inch stripes below a gold five pointed star













O-11	Fleet Admiral (FADM)	 <p>Five silver five pointed stars</p>	 <p>Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below four gold 1/2-inch stripes below a gold five pointed star</p>
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### Marine Corps Officer Rank Structure

Rank		Collar Device	
W-1	Warrant Officer (W1)		Single bar device with a red background and one gold break
W-2	Chief Warrant Officer Two (CWO2)		Single bar device with a red background and two gold breaks
W-3	Chief Warrant Officer Three (CWO3)		Single bar device with a red background and one silver break
W-4	Chief Warrant Officer Four (CWO4)		Single bar device with a red background and two silver breaks
W-5	Chief Warrant Officer (CWO5)		Single silver bar device with a thin red break in the center
O-1	Second Lieutenant (2ndLt)		One gold bar
O-2	First Lieutenant (1stLt)		One silver bar
O-3	Captain (Capt)		Two silver bars
O-4	Major (Maj)		Gold oak leaf
O-5	Lieutenant Colonel (LtCol)		Silver oak leaf
O-6	Colonel (Col)		Silver eagle
O-7	Brigadier General (BGen)		One silver five pointed star
O-8	Major General (MajGen)		Two silver five pointed stars
O-9	Lieutenant General (LtGen)		Three silver five pointed stars
O-10	General (Gen)		Four silver five pointed stars

ENLISTED RANK STRUCTURE












**Navy Enlisted Rank Structure**

Rank		Collar Device	Sleeve Insignia
E-1	Seaman Recruit (SR)	None	None
E-2	Seaman Apprentice (SA)	 Two diagonal bars	 Two diagonal stripes
E-3	Seaman (SN)	 Three diagonal bars	 Three diagonal stripes
E-4	Petty Officer Third Class (PO3)	 One eagle above one chevron	 One eagle above one chevron
E-5	Petty Officer Second Class (PO2)	 One eagle above two chevrons	 One eagle above two chevrons
E-6	Petty Officer First Class (PO1)	 One eagle over three chevrons	 One eagle above three chevrons
E-7	Chief Petty Officer (CPO)	 Gold fouled anchor with silver USN centered across the anchor	 One eagle above one rocker above three chevrons

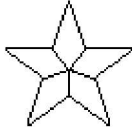



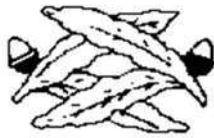

E-8	Senior Chief Petty Officer (SCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below one silver star</p>	 <p>One silver star above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer (MCPO)	 <p>Gold fouled anchor with silver USN centered across the anchor below two silver stars</p>	 <p>Two silver stars above one eagle above one rocker above three chevrons</p>
E-9	Master Chief Petty Officer of the Navy (MCPON)	 <p>Gold fouled anchor with silver USN centered across the anchor below three silver stars</p>	 <p>Three gold stars above one eagle above one rocker above three chevrons with a gold star specialty mark</p>

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**Marine Corps Enlisted Rank Structure**

Rank		Sleeve Insignia and Collar Devices	
E-1	Private	None	
E-2	Private First Class (PFC)		One stripe
E-3	Lance Corporal (LCpl)		One stripe over crossed rifles
E-4	Corporal (Cpl)		Two stripes over crossed rifles
E-5	Sergeant (Sgt)		Three stripes over crossed rifles
E-6	Staff Sergeant (SSgt)		Three stripes over crossed rifles over one rocker
E-7	Gunnery Sergeant (GySgt)		Three stripes over crossed rifles over two rockers
E-8	Master Sergeant (MSgt)		Three stripes over crossed rifles over three rockers
E-8	First Sergeant (1stSgt)		Three stripes over one diamond over three rockers
E-9	Master Gunnery Sergeant (MGySgt)		Three stripes over a bursting bomb over four rockers
E-9	Sergeant Major (SgtMaj)		Three stripes over one star over four rockers
E-9	Sergeant Major of the Marine Corps (SMMC)		Three stripes over the Marine Corps emblem centered between two five pointed stars over four rockers

**Officer Sleeve, Shoulder Board and Collar Devices**

	Sleeve and Shoulder Board Devices	Collar Devices
Line and Restricted Staff	 A gold embroidered five-pointed star.	 Rank insignia are worn on both collars
Supply Corps	 A gold embroidered sprig of three oak leaves and three acorns.	 A gold metal sprig of three oak leaves and three acorns worn on the left collar. Rank insignia is worn on the right collar.
Civil Engineer Corps	 Two gold embroidered sprigs of two oak leaves and a silver acorn in each sprig.	 A gold metal pin with two sprigs of two oak leaves and a silver acorn in each sprig worn on the left collar. Rank insignia is worn on the right collar.

**PHONETIC ALPHABET**

Letter	Pronunciation	Letter	Pronunciation
A Alpha	AL fah	N November	no VEM ber
B Bravo	BRAH voh	O Oscar	OSS cah
C Charlie	CHAR lee	P Papa	pah PAH
D Delta	DELL tah	Q Quebe	kay BECK
E Echo	ECK oh	R Romeo	ROW me oh
F Foxtrot	FOKS trot	S Sierra	see AIR rah
G Golf	GOLF	T Tango	TANG go
H Hotel	hoh TELL	U Uniform	YOU nee form
I India	IN dee ah	V Victor	VIK tah
J Juliet	JEW lee et	W Whiskey	WISS key
K Kilo	KEY loh	X X-Ray	ECKS ray
L Lima	LEE mah	Y Yankee	YANG key
M Mike	MIKE	Z Zulu	ZOO loo