

OFFICER TRAINING  
COMMAND

OFFICER  
KNOWLEDGE

N E W P O R T





## **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.

## **DISCIPLINE**

“Discipline, D...I...S...C...I...P...L...I...N...E, Discipline is the instant, willing obedience to orders, respect for authority and self-reliance.

## **NAVY CORE VALUES**

Honor: I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

Courage: Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

Commitment: The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

## **CHIEF OF NAVAL OPERATION’S CORE ATTRIBUTES**

INTEGRITY: Our behaviors as individuals and as an organization align with our values as a profession. We actively strengthen each other’s resolve to act consistently with our values. As individuals, as teams, and as a Navy, our conduct must always be upright and honorable both in public and when nobody’s looking.

ACCOUNTABILITY: We are a mission-focused force. We achieve and maintain high standards. Our actions support our strategy. We clearly define the problem we’re trying to solve and proposed outcomes. In execution, we honestly assess our progress and adjust as required- we are our own toughest critic.

INITIATIVE: On their own, everybody strives to be the best they can be – we give 100% when on the job. Our leaders take ownership and act to the limit of their authorities. We foster a questioning attitude and look at new ideas with an open mind. Our most junior teammate may have the best idea; we must be open to capturing that idea.

TOUGHNESS: We can take a hit and keep going, tapping all sources of strength and resilience: rigorous training for operations and combat, the fighting spirit of our people, and the steadfast support of our families. We don’t give up the ship!

## **CNO's 4 ESSENTIAL PRINCIPLES AT THE HEART OF COMMAND:**

AUTHORITY      RESPONSIBILITY      ACCOUNTABILITY      EXPERTISE

## **THREE LANES OF LEADER DEVELOPMENT**

CHARACTER                                  COMPETENCE                                  CONNECTIONS

## **ARTICLES OF THE 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

## **BIRTHDAY OF THE US NAVY/US Marine Corps**

13 October 1775: USN

10 November 1775: USMC

### **FOURTEEN LEADERSHIP TRAITS**

**Judgement:** The ability to weigh facts and possible solutions on which to base sound decisions.

**Justice:** Giving reward and punishment according to merits of the case in question; the ability to administer a system of rewards and punishments impartially and consistently.

**Decisiveness:** Ability to make decisions promptly and to announce them in clear, forceful manner.

**Initiative:** Taking action in the absence of orders.

**Dependability:** The certainty of proper performance of duty.

**Tact:** The ability to deal with others without creating offense.

**Integrity:** Uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty.

**Endurance:** The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship.

**Bearing:** Creating a favorable impression in carriage, appearance and personal conduct at all times.

**Unselfishness:** Avoidance of providing for one's own comfort and personal advancement at the expense of others.

**Courage:** The mental quality that recognizes fear of danger or criticism, but enables a person to proceed in the face of it with calmness and firmness.

**Knowledge:** Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Sailors.

**Loyalty:** The quality of faithfulness to country, the Navy, the unit, to one's seniors, subordinates and peers.

**Enthusiasm:** The display of sincere interest and exuberance in the performance of duty.

## **CHAIN OF COMMAND**

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

1. Class Recruit Division Commander(s) \_\_\_\_\_
2. Assistant Class Officer: \_\_\_\_\_
3. Class Officer: \_\_\_\_\_
4. Leading Chief Petty Officer, ODS: \_\_\_\_\_
5. Deputy Director, ODS: \_\_\_\_\_
6. Director, ODS: \_\_\_\_\_
7. Command Master Chief, OTCN: \_\_\_\_\_
8. Executive Officer, OTCN: \_\_\_\_\_
9. Commander, NSTC: \_\_\_\_\_
10. Commander, NETC: \_\_\_\_\_
11. Chief of Naval Personnel: \_\_\_\_\_
12. Chief of Naval Operations: \_\_\_\_\_
13. Secretary of the Navy: \_\_\_\_\_
14. Secretary of Defense: \_\_\_\_\_
15. President of the United States: \_\_\_\_\_

## **OATH OF OFFICE**

“I, XXX, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.

So help me God

## **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.

## **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	JOO 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

## **GENERAL ORDERS OF A SENTRY**





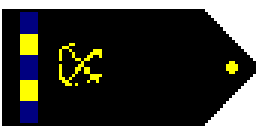










The\_\_\_\_\_general order of a sentry is to:





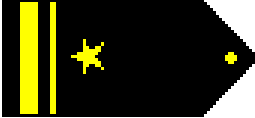

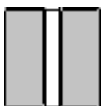
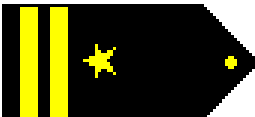





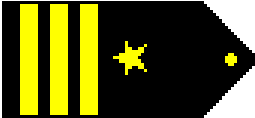

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house than my own.
5. Quit my post only when properly relieve
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.


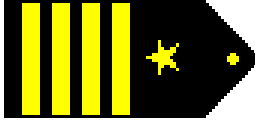


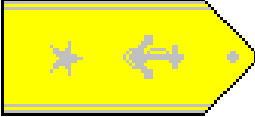


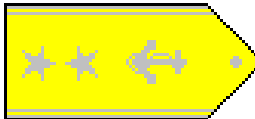


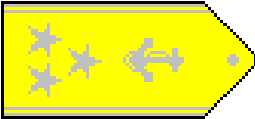


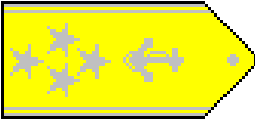


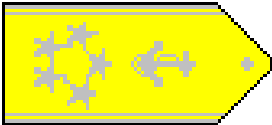

## OFFICER RANK STRUCTURE








## Navy Officer Rank Structure











Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-1	Warrant Officer (WO1)	 Gold Bar with two blue breaks	 One gold 1/4-inch stripe with 2 blue breaks outboard a specialty insignia	 One gold 1/4-inch stripe with 2 blue breaks outboard a specialty 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)	 Five silver five pointed stars	 Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below four gold 1/2- inch stripes below a gold five pointed star









## **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












Rank		Collar Device	
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

## **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









Rank		Collar Device	Sleeve Insignia
E-7	Chief Petty Officer (CPO)	 <p>Gold fouled anchor with silver USN centered across the anchor</p>	 <p>One eagle above one rocker above three chevrons</p>
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>

## **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.

## **ANCHORS AWEIGH**

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

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

Blue of the Mighty Deep;  
Gold of God's great sun  
Let these our colors be  
till all 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.

## **MARINE'S HYMN**

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

Our flag's unfurled to every breeze  
From dawn to setting sun;  
We have fought in ev'ry 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.

## **GALLEY PROCEDURES**

### **SPEED, VOLUME AND INTENSITY ARE REQUIRED AT ALL TIMES!**

These are the basic galley procedures. The Class Team may modify these procedures as needed to accommodate schedule or training requirements.

#### **1. Entering.**

a. Each class/company will have an assigned chow time as annotated in the plan of the day. The Drill Officer will march the company up the sidewalk to the front of Ney Hall under the blue awning (AKA “The Chute”) and halt the class at the edge of the step leading to the double door entrance.

b. The Drill Officer will post on the port side of the formation abreast of the first rank, perform a right face, facing the formation, and commence galley procedures in accordance with the direction of the class team.

c. The Drill Officer will then give the order, “Guide, post the guidon.” The guide responds, “Aye-aye, Sir/Ma’am.” Following their response, the guide will proceed with grounding the guidon into the holder and fall back into the rear of the company formation.

d. The Drill Officer will command “Mess Treasurer, fall out”. The mess treasurer will respond, “Aye-aye, Sir/ Ma’am,” and the mess treasurer will fall out and report the arrival of the company to the mess attendant and request seating.

e. The Drill Officer will command, “XXXX Company, prepare to crush starboard. The company will respond, “Aye-aye, Sir/Ma’am.” Drill Officer will command “Ready”, the class will respond, “Discipline,” then the Drill Officer will command, “Move.” The company will take one starboard side-step and reply, “Pain,” when both heels come together.

f. The Drill Officer will command “XXXX Company, upon receiving the command of execution 'Move' you will remove your glow belt and stow them in your Starboard pocket.” The class will respond, “Aye-aye, Sir/Ma’am,” In the same manner, “Ready,”..... “Discipline,”..... “Move”..... Pain.... The company will quickly remove their glow belt and stow it in their starboard pocket.

g. Once the Mess Treasurer has returned they will center on the company and stand at attention. The Drill Officer will command “Mess Treasurer, Report.” The Mess Treasurer will respond “Aye, aye Sir/Ma’am” and make the following report:

“XXXX Company, we will utilize all lines (1, 2, 3, 4) and will be seated at the tables (starboard side/port side) closest to the (goat locker/ active scullery/ inactive scullery/ shark tank” Galley Attendant will direct location). The company will respond, “Aye-aye Sir/Ma’am.

h. The Drill Officer will command “First four to the door,” and the first four will respond, “Aye-aye, Sir/Ma’am,” and fall out smartly and open the inner and outer doors to the galley.

i. The Drill Officer will command, “Column of files from the left, last Sailor sound off last Sailor.” The squad leader in that corresponding column will respond, “Forward,” The other squad leaders will reply, “Stand Fast” and snap their heads to the left. The Section Leader will command, “March,” students will file out in the correct manner, remove their covers, sanitize hands from dispensers on right inside the doors, move into open lines and the last Sailor in the column will sound off, “Last Sailor.” The next squad leader will then reply, “Forward March,” and smartly lead their column into the galley.

j. The Company will move swiftly through chow lines and stand at the position of attention when stopped. There will be no talking or looking around. Hold tray with elbows tucked to the side and arms parallel to the deck and proceed to designated tables. (\*\*note: if coffee is authorized, it will be retrieved only after the 15 min warning is given).. Each student will get to his/her seat, quickly arrange their trays IAW tray diagram, and then assume the position of attention with knowledge book/sheet held out straight in front of face in right hand, studying.

Note. If student fails to bring knowledge book/sheet with them to chow period, the student will retrieve a table condiment and assume the position of attention with item held out straight in front of face in right hand studying.

**Note: If wearing outer garments (coats, jackets), students will remove them and place on the back of their chair before arranging trays). Once each student has assumed the position of attention in front of his/her seat:**

k. The Section Leader (one person per table will be making the following calls and will be sitting in the fwd most inboard to the active scullery: **(table 1/2/3 etc, “Put it away table one.”** Everyone will respond, “Aye-aye sir/ma’am and quickly put study materials inside pocket and resume the perfect position of attention..

l. The Section Leader will command, ““(table 1/2/3 etc,) “,, Take..... (Pause).” At the preparatory command “Take” the Table will place their right hand on back of chair (overhanded grip) in unison.

m. The Section Leader will command, “Seats,” At the execution command “Seats,” the Table will reply “TO LEAD IS TO SERVE / ALWAYS WATCHED ALWAYS JUDGED / YOUR COMPANY MANTRA” then move smartly into the seats from the port side, sit at attention with heels at a 45-degree angle, back straight, hands flat (knife hands) on each lap not to extend beyond your knees. Table will quickly look port/starboard and align chairs.

n. The Section Leader will command, “**(Table 1/2/3 etc.)** “, this is your one-five minute warning.” The Table will reply, “Aye-aye Sir/Ma’am.” The Table will begin eating, no talking, thousand-yard stare, feet at a 45 degree angle. Elbows off the table, chew with mouth closed. For those that desire coffee or salad bar, it may be retrieved at this time if authorized by class team.

o. The Section Leader will announce in increments of five minutes, “**(Table 1/2/3 etc.)** ...This is your one-zero (10) minute warning/this is your zero-five (05) minute warning!” The company will reply, “Aye-aye Sir/Ma’am,” if no food is in their mouth.

**NOTE: If done eating early students will sit at the POA, thousand yard stare, feet at a 45 degree angle, hands in knifehands placed on upper thighs.**

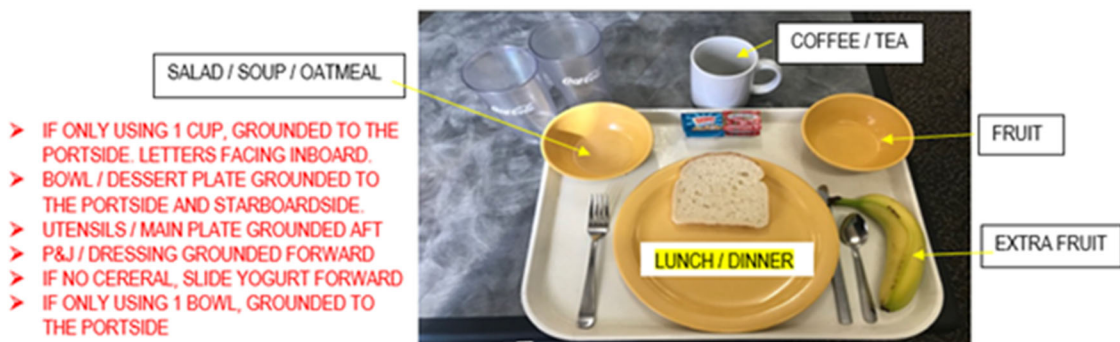
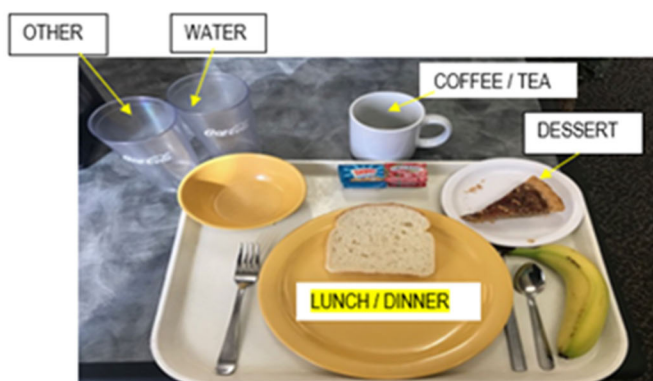
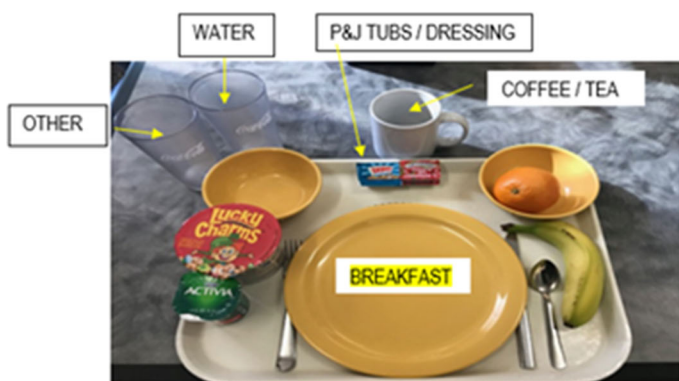
p. Once 15 minutes has passed, the Section Leader will announce, “**(Table 1/2/3 etc.)** ...This is your immediate warning!” PAUSE..... **(The Table will not say anything)** no one will get up to retrieve anything after the immediate warning has been given. All students will be done eating, chewing, drinking and quickly place cups on their tray.

q. The Section Leader will command, “**(Table 1/2/3 etc.)**, “take, (pause)... feet.” The Table will smartly stand up, push chairs in, don outer wear (if applicable), don glow belts, pick-up trays, wipe down their area of the table, and immediately do a left or right face (facing inboard). Students will stand still with elbows tucked to side, arms parallel to the deck, thousand-yard stare and no talking (no one will be chewing, eating, and drinking while standing).

r. The Section Leader will center on the table facing inboard and command, “Column of files from the left/right (whichever side is closest to the active scullery), last Sailor sound off last Sailor.” The squad leader in that corresponding column will respond, “Forward,” The other squad leaders will reply, “Stand Fast” and snap their heads to the direction of the squad falling out first. The Section Leader will command, “March,” students will file out in the correct manner and smartly place trash (non-food items i.e. napkins, milk cartons, etc.) in trash cans and trays in the scullery. Students will then smartly exit the galley in an organized fashion up the center passage way as directed by the Class Chief.

**NOTE: If the Company fails to execute the commands correctly, in unison & with motivation, any student (but especially the Section Leader) should respond with “As you were” – and return to the previous position until directed otherwise.**

**Ensure your tray is in accordance with the diagrams on page F-4 once you arrive at your seat.**



\*\*\*DISCARD ONLY TRASH (BONES / PAPER / PLASTIC) INTO TRASH CANS\*\*\*

\*\*\*POUR EXCESS BEVERAGES INTO SCULLERY BASIN BEFORE PLACING ON MOVING TRACK\*\*\*

**\*\* RESPECT THE GALLEY WORKERS AND BE POLITE AT ALL TIMES \*\***

**\*\*DO NOT TAKE FOOD OUTSIDE THE GALLY, UNLESS TOLD OTHERWISE BY CLASS TEAM\*\***

## NOTES:

[illegible]



## NOTES:

[illegible]

**NOTES:**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.