

## SEAMAN APPRENTICE STUDY GUIDE

The exam includes information from previous tests as well as other material learned in Naval Science. A cadet must score 70% or higher to pass the exam. Any lower result in failure of the exam, and a cadet must wait 2 weeks before retaking it. If the cadet does not complete the exam by the end of the testing period, their test will be discarded and the cadet may retake the test the following week. Below is the information that will be included on the exam. If you have any questions, talk to your company training officer.

### PART 1: MILITARY TIME (Cadet Reference Manual)

- Cadets should be able to convert military time to standard time and vice versa.

EXAMPLE:

7:20 a.m. = \_\_\_\_\_ hours

2:20 p.m. = \_\_\_\_\_ hours

\_\_\_\_\_ = 1600 hours

### PART 2: RIBBONS AND AWARDS (Cadet Field Manual)

- Cadets should be able to match the ribbon name to the appropriate ribbon description.
- Cadets should be able to know what is used to indicate the number of times a ribbon has been awarded.
- Cadets should know the order of precedence for major ribbon awards.
- Cadets should know correct alignment and placement of uniform items such as rank, ribbons, nametag, etc.

EXAMPLE:

\_\_\_\_\_ How many students must a cadet recruit in order to earn the recruiting ribbon?

### PART 3: KNOWLEDGE (Cadet Reference Manual & Naval Science Text Book)

- Cadets should know TTO VERBATIM. (IF YOU GET TTO WRONG OR MISSPELL, YOU AUTOMATICALLY FAIL THE TEST)

### PART 4: PHONETIC ALPHABET (Cadet Reference Manual)

- Cadets should be able to spell using the phonetic alphabet.

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### PART 1: US NAVY RANKS & RATES (Cadet Reference Manual & Cadet Field Manual)

- Cadets should be able to identify US Navy ranks and rates.
- Cadets should be able to write the name of the insignia and the appropriate pay grade of US Navy ranks.

### PART 2: PRACTICAL (Cadet Field Manual)

- Cadets should know the commands to form and relieve a platoon.
- Cadets should know the purpose of each command.
- Cadets should know different stationary movements and their purpose.
- Cadets should know the commands to guide a platoon such as “to the rear march”, “left/right flank march”, “left/right oblique march”.
- Cadets should know the correct foot marching commands are called on.

## PETTY OFFICER CLASS STUDY GUIDE

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### PART 1: DMA CHAIN OF COMMAND (ask your NSI)

- Cadets should know the names of the Commandant, Area 3 manager, Senior Naval Science Instructor, all of the Naval Science Instructors, Regimental CO, Regimental XO, and Regimental OPS.

### PART 2: YOUR COMPANY CHAIN OF COMMAND (ask your NSI)

- Cadets should know the names of their company CO, XO, CMC, OPS, ADMIN, TRAINING, SUPPLY, AWARDS, PAO, ORM.

### PART 3: KNOWLEDGE (Naval Science Textbook)

- Cadets should know basic knowledge

### EXAMPLE:

What do you do when you are in public in civilian clothing and you hear the national anthem being played?

### PART 4: PLEDGE OF ALLEGIANCE (Cadet Reference Manual)

- Cadets should know the Pledge of Allegiance from memory VERBATIM. (IF YOU GET THE PLEDGE WRONG OR MISSPELL, YOU AUTOMATICALLY FAIL THE TEST)

### PART 5: PRACTICAL (Cadet Field Manual)

- Cadets should know the commands to form and relieve a platoon.
- Cadets should know the purpose of each command.
- Cadets should know the different stationary movements and their purpose.
- Cadets should know the commands to guide a platoon such as “to the rear march”, “left/right flank march”, “left/right oblique march”.
- Cadets should know the correct foot marching commands are called on.

## PETTY OFFICER SECOND CLASS STUDY GUIDE

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### PART 1: NATIONAL CHAIN OF COMMAND

- Cadets should know the names of Commander in Chief, Vice President, Secretary of State, Secretary of Defense, Secretary of the Navy, Chief of Naval Operations, Commander Naval Education and Training Command (NETC), Commander Naval Service Training Command (NSTC).
- Cadets should include rank or title as well.

### PART 2: DMA CHAIN OF COMMAND (ask your NSI)

- Cadets should know the names of the Area 3 manager, Senior Naval Science Instructor, and all of the Naval Science Instructors

### PART 3: KNOWLEDGE. (Cadet Reference Manual)

- Cadets should know 5 General Orders to the Sentry VERBATIM. (IF YOU MISS A G.O.T.T.S OR MISSPELL, YOU AUTOMATICALLY FAIL THE TEST)

### PART 4: RIFLE POSITIONS (Cadet Field Manual)

- Cadets should know the command/ name for all rifle movements.

### PART 5: PRACTICAL (Cadet Field Manual)

- Cadets should know Sixteen Count Manual Arms.
- Cadets should know Nine Count Manual Arms.

## PETTY OFFICER FIRST CLASS STUDY GUIDE

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### PART 1: LEADERSHIP (Cadet Field Manual & Naval Science Textbook)

- Cadets should know the three essential parts of leadership

### PART 2: KNOWLEDGE (Cadet Reference Manual)

- Cadets should know all General Orders to the Sentry VERBATIM (IF YOU MISS A G.O.T.T.S OR MISSPELL, YOU AUTOMATICALLY FAIL THE TEST)
- Cadets should know TTO VERBATIM. (IF YOU GET TTO WRONG OR MISSPELL, YOU AUTOMATICALLY FAIL THE TEST)

### PART 3: NJROTC UNIFORM REGULATIONS (Cadet Field Manual)

- Cadets should be able to describe uniform regulations.
- Cadets should know uniform measurements for the Navy Service Uniform.
- Cadets should be able to describe female hair regulations.
- Cadets should know the order of precedence for major ribbon awards.
- Cadets should know regulations for accessories that can be worn with the uniform.

### PART 4: DMA CHAIN OF COMMAND (ask your NSI)

- Cadets should know the names of everyone in the Regimental Chain of Command.
- Cadets should know the names of Alpha Battalion CO, XO, OPS, Training.
- Cadets should know the names of Bravo Battalion CO, XO, OPS, Training.

### PART 5: DRILL/PRACTICAL (Cadet Field Manual)

- Cadets should know the Commands to form and relieve a platoon.
- Cadets should know the correct foot marching commands are called on.
- Cadets should know the purpose of each command.
- Cadets should know the purpose of different stationary movements.
- Cadets should know the typical rifle commands.