



# Point Loma High School NJROTC

## Chain of Command

**President of the United States:** The Honorable Donald J. Trump

**Vice President of the United States:** The Honorable JD Vance

**Secretary of Defense:** The Honorable Pete Hegseth

**Secretary of the Navy:** The Honorable John Phelan

**Chairman of the Joint Chiefs of Staff:** General Dan Caine

**Chief of Naval Operations:** Admiral Daryl Caudle

**Commander of Naval Education and Training:** Rear Admiral Upper Half Gregory Huffman

**Commander of Naval Service Training:** Rear Admiral Lower Half Matthew T. Pottenburgh

**NJROTC Program Director:** Mr. Bruce Nolan

**Area 21 Manager:** Commander Thomas Garcia

**Senior Naval Science Instructor:** Lieutenant Commander Pete Field

**Naval Science Instructor:** Senior Chief Andy Lista

**Brigade CO:** c/Captain Addison Bullard

**Brigade J-3:** c/Commander Aiden Hughes

**Commanding Officer:** c/Lieutenant Eden Carter

**Platoon Commander:** \_\_\_\_\_

**Leading Petty Officer:** \_\_\_\_\_

**Guide:** \_\_\_\_\_

**Squad Leaders:** \_\_\_\_\_

## Leadership of Importance

**Master Chief Petty Officer of the Navy:** Master Chief Petty Officer John Perryman

**Commandant of the Marine Corps:** General Eric M. Smith

**Sergeant Major of the Marine Corps:** Sergeant Major Carlos A. Ruiz

**SDUSD District JROTC Program Manager:** Colonel Tim Swann

## **Unit Staff**

**Executive Officer:** c/Lieutenant Junior Grade Layla Hutchins

**Command Chief:** c/Senior Chief Petty Officer Danya Do

**Command Master-At-Arms:** c/Senior Chief Petty Officer Alvin Wang

**N1 (Administrative):** c/Chief Petty Officer Lilian Feuerborn

**N2 (Safety and Intel):** c/Petty Officer 2nd Class Kira Gillette

**N3 (Operations):** c/Chief Petty Officer Kianna Hughes

**N4 (Supply):** c/Petty Officer 2nd Class Lucas Choukri

**N5 (Public Affairs):** c/Chief Petty Officer Mary Maxwell

**N6 (Information and Systems):** c/Petty Officer 2nd Class Jocelyn Petties

**N7 (Training):** c/Chief Petty Officer Angelina Legg

**N8 (Finance):** c/Petty Officer 1st Class Benjamin Mears

**Liaison Officer:** c/Petty Officer 3rd Class Alana Colon

**Ordinance Officer:** c/Petty Officer 3rd Class Mark Matsuo

**Recruiting Officer:** c/Petty Officer 2nd Class Benjamin Kovach

**First Lieutenant:** c/Petty Officer 3rd Class Jaaziel Luken

**MWR Officer(Morale, Welfare and Recreation):** c/Petty Officer 3rd Class Katelynn Corkran

**Editor In Chief:** c/Chief Petty Officer Anna Wang

## **Definitions**

**Chain of command:** Is a system that links the different levels of command and decentralizes authority.

**Leadership:** Is the ability to influence, lead, or guide others so as to accomplish a mission in the manner desired by providing purpose, direction and motivation.

**Purpose:** Gives others a reason for doing something.

**Direction:** Gives others the knowledge to do something.

**Motivation:** Gives others the will to do what they are capable of.

## **General Orders of the 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 any post more distant from the guard house or quarterdeck 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, Officers 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 times for challenging, to challenge all persons near my post and to allow no one to pass without proper authority.

## **Uniform Measurements and Grooming**

### **Shirt:**

J-Bar – The bottom of the JROTC bar insignia is  $1\frac{7}{8}$  inch from the left collar point.

Rank – The center of each insignia is  $1\frac{7}{8}$  inch from the right collar point.

### **Ribbons:**

Male:  $\frac{1}{4}$  inch above and centered on the left breast pocket.

Female:  $6\frac{1}{4}$  inch down the left shoulder seam centered to the bottom of the ribbon bar.

### **Name Tag:**

Male:  $\frac{1}{4}$  inch above and centered on the right breast pocket.

Female:  $6\frac{1}{4}$  inch down the right shoulder seam centered to the bottom of the name tag.

### **Stars:**

Service Star(s) –  $\frac{1}{4}$  inch above ribbons and centered on the left side.

Honor Roll Stars -  $\frac{1}{4}$  inch centered above JBAR on the left collar.

### **Medals:**

Male:  $\frac{1}{4}$  inch below the top of the pocket, similarly centered.

Female:  $\frac{1}{4}$  inch below bottom rack of ribbons, similarly centered.

### **Garrison Cover:**

Fouled Anchor – 2 inches back,  $1\frac{1}{2}$  inches up centered on the left side.

Rank – 2 inches back from front,  $1\frac{1}{2}$  inches up centered on the right side.

### **Hair Regulations:**

Female Hair: Natural color with a maximum of 2 inches bulk on top, above the bottom collar, and hair ties must match hair color.

Male Hair: Natural color with a maximum of 2 inches bulk on top,  $\frac{3}{4}$  inch taper upward, and cannot touch the ears. Sideburns shall not pass the middle of the ear. No beards or mustaches.

## **NJROTC Cadet Creed**

I am a Navy Junior ROTC Cadet.

I strive to promote patriotism and become an informed and responsible citizen.






















I respect those in positions of authority.

I support those who have gone before me to defend freedom and democracy around the world. I proudly embrace the Navy's core values of honor, courage, and commitment.

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

<b>Navy Enlisted Ranks</b>	<b>Marine Corp Enlisted Ranks</b>	<b>Navy Officer Ranks</b>	<b>Marine Corp Officer Ranks</b>
<b>E-1:</b> Seaman Recruit (SR) <b>E-2:</b> Seaman Apprentice (SA) <b>E-3:</b> Seaman (SN) <b>E-4:</b> Petty Officer Third Class (PO3) <b>E-5:</b> Petty Officer Second Class (PO2) <b>E-6:</b> Petty Officer First Class (PO1) <b>E-7:</b> Chief Petty Officer (CPO) <b>E-8:</b> Senior Chief Petty Officer (SCPO) <b>E-9:</b> Master Chief Petty Officer (MCPO) Master Chief Petty Officer of the Navy (MCPON)	<b>E-1:</b> Private (PVT) <b>E-2:</b> Private First Class (PFC) <b>E-3:</b> Lance Corporal (LCpl) <b>E-4:</b> Corporal (Cpl) <b>E-5:</b> Sergeant (Sgt) <b>E-6:</b> Staff Sergeant (SSgt) <b>E-7:</b> Gunnery Sergeant (GySgt) <b>E-8:</b> Master Sergeant (MSgt) First Sergeant (1Sgt) <b>E-9:</b> Master Gunnery Sergeant (MGySgt) Sergeant Major (SgtMaj) Sergeant Major of the Marine Corps (SMMC)	<b>O-1:</b> Ensign (ENS) <b>O-2:</b> Lieutenant Junior Grade (LTJG) <b>O-3:</b> Lieutenant (LT) <b>O-4:</b> Lieutenant Commander (LCDR) <b>O-5:</b> Commander (CDR) <b>O-6:</b> Captain (CAPT) <b>O-7:</b> Rear Admiral Lower Half (RDML) <b>O-8:</b> Rear Admiral Upper Half (RADM) <b>O-9:</b> Vice Admiral (VADM) <b>O-10:</b> Admiral (ADM)	<b>O-1:</b> Second Lieutenant (2nd Lt) <b>O-2:</b> First Lieutenant (1st LT) <b>O-3:</b> Captain (Capt) <b>O-4:</b> Major (Maj) <b>O-5:</b> Lieutenant Colonel (Lt Col) <b>O-6:</b> Colonel (Col) <b>O-7:</b> Brigadier General (BGen) <b>O-8:</b> Major General (MajGen) <b>O-9:</b> Lieutenant General (LtGen) <b>O-10:</b> General (Gen)

## ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
NAVY									
									
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY
MARINES									
(no insignia)									
PRIVATE	PRIVATE FIRST CLASS	LANCE CORPORAL	CORPORAL	SERGEANT	STAFF SERGEANT	GUNNERY SERGEANT	FIRST SERGEANT	SERGEANT MAJOR	SERGEANT MAJOR OF THE MARINE CORPS
									
							MASTER SERGEANT	MASTER GUNNERY SERGEANT	

OFFICERS										
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
ARMY - AIR FORCE - MARINES										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

## Leadership Traits

*Acronym:* JJ DID TIE BUCKLE

**Judgment:** Is the ability to consider all of the factors of a problem or situation. It is then up to the leader to make a correct decision.

**Justice:** Is being fair and even in your decisions, and impartiality should be your watchword.

**Dependability:** Is being known to perform duties in a proper manner.

**Initiative:** Is the ability, or presence of mind, to take action in the absence of any clearly defined orders.

**Decisiveness:** Is that quality that allows an individual to take swift and firm action.

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

**Integrity:** Is being honest and upright, truthful in actions and words.

**Enthusiasm:** Is showing interest and exuberance in the performance of duties.

**Bearing:** Is creating a favorable impression by your appearance. You should carry yourself well, and always act in a manner to an officer.

**Unselfishness:** Is putting the comfort and advancement of others ahead of your own.

**Courage:** Is that mental quality that allows you to face fear and to overcome it, physical or moral.

**Knowledge:** Is technical and tactical knowledge that will help accomplish tasks.

**Loyalty:** Is the quality of faithfulness to country, organizations, seniors, subordinates and peers.

**Endurance:** Is the ability to deal with hardships, both physical and mental.

## **Core Values - Honor, Courage, and Commitment**

**Honor:** Is the quality that guides Marines to exemplify ethical and moral behavior.

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

**Commitment:** Means the dedication to carry out all unit tasks and to serve the values of the country, the NJROTC, and the unit

*Navy's Birthday* – 13 October 1775

*Marine Corps' Birthday* - 10 November 1775

## **Leadership Principles**

- Know yourself and seek self-improvement
- Make sound and timely decisions
- Set the example
- Be technically and tactically proficient
- Seek responsibility and take responsibility for your actions
- Know your subordinates
- Keep your subordinates informed
- Train your subordinates as a team
- Develop a sense of responsibility among your subordinates

### **Leadership Principles You Apply to Group Functions**

- Employ your command in accordance with its capabilities
- Ensure the task is understood, supervised, and accomplished

## **Drill Terms**

### **Purpose of Drill:**

- (1) To move a unit from one place to another in an orderly manner.
- (2) To teach discipline and coordination.
- (3) Improve morale by developing team spirit.

### **Types of commands:**

- Preparatory Command – Indicates which movement is about to be executed.
- Command of execution – Causes the desired movement to be executed.

**Alignment:** A straight line on which several elements are formed.

**Cadence:** The uniform step and rhythm in marching.

**Cover:** To position yourself behind the person to their immediate front.

**Distance:** The space between elements in depth; measured from back to chest. Normal distance is 40 inches. **Guide:** An individual upon whom a formation regulates its cadence and direction of march.

**Interval:** Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.

**Line:** A formation in which the elements are side by side.

**Dress:** Alignment to the right or left as directed.

**Pace:** A step of 30 inches, the length of a full step in marching at quick time.

**Length:**

Quick time – 30 inches measured from heel to heel.

Half step – 15 inches measured from heel to heel.

Back step – 15 inches measured from heel to heel.

Right / Left step – 12 inches measured from inside heel to inside heel.

**Rank:** A line of individuals placed side by side.

**File:** A single column of individuals placed one behind the other.

**Time:**

Quick time – 120 steps per minute (normal marching cadence)

Double time – 180 steps per minute

Slow time – 60 steps per minute

## **Phonetic Alphabet**

Alfa	November
Bravo	Oscar
Charlie	Papa
Delta	Quebec
Echo	Romeo
Foxtrot	Sierra
Golf	Tango
Hotel	Uniform
India	Victor
Juliett	Whiskey
Kilo	X-ray
Lima	Yankee
Mike	Zulu

**Email:** c/CPO Do if there are any issues: danyad1325@gmail.com

**Changelog:**

**August 24, 2025:** Updated Chain of Command, Leadership of Importance, and Unit Staff

**November 4, 2025:** Updated Unit Staff