

**Government and Public Administration Cluster
Naval Science I Cadet Field Manual
Course Number 28.02100**

Course Description:

The purpose of this course is to combine all information on military drill and ceremonies, uniform regulations, physical fitness, orienteering, principles of health, first aid, survival, leadership, and communications. Minimum performance requirements of this course are in accordance with current Chief of Naval Education Training Instruction, NAVEDTRA 37128. The performance standards in this course are based on the performance standards identified in the curriculum for the United States Navy Junior Reserve Officer Training Corps. Successful completion of three courses of credit will qualify the student for advanced placement in a college ROTC program or accelerated promotion in the military service.

Course Standard 1

GPA-NSICFM-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

| Person-to-Person Etiquette | Telephone and Email Etiquette | Cell Phone and Internet Etiquette | Communicating At Work | Listening |
|-------------------------------|---------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| Interacting with Your Boss | Telephone Conversations | Using Blogs | Improving Communication Skills | Reasons, Benefits, and Barriers |
| Interacting with Subordinates | Barriers to Phone conversations | Using Social Media | Effective Oral Communication | Listening Strategies |
| Interacting with Co-workers | Making and Returning Calls | | Effective Written Communication | Ways We Filter What We Hear |
| Interacting with Suppliers | Making Cold Calls | | Effective Nonverbal Skills | Developing a Listening Attitude |
| | Handling Conference Calls | | Effective Word Use | Show You Are Listening |
| | Handling Unsolicited Calls | | Giving and Receiving Feedback | Asking Questions |
| | | | | Obtaining Feedback |
| | | | | Getting Others to Listen |

| Nonverbal Communication | Written Communication | Speaking | Applications and Effective Résumés |
|---|-----------------------------------|---------------------------|------------------------------------|
| Communicating Nonverbally | Writing Documents | Using Language Carefully | Completing a Job Application |
| Reading Body Language and mixed Messages | Constructive Criticism in Writing | One-on-One Conversations | Writing a Cover Letter |
| Matching Verbal and Nonverbal communication | | Small Group Communication | Things to Include in a Résumé |
| Improving Nonverbal Indicators | | Large Group Communication | Selling Yourself in a Résumé |

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|--------------------------------|--|------------------------|-------------------------------|
| Nonverbal Feedback | | Making Speeches | Terms to Use in a Résumé |
| Showing Confidence Nonverbally | | Involving the Audience | Describing Your Job Strengths |
| Showing Assertiveness | | Answering Questions | Organizing Your Résumé |
| | | Visual and Media Aids | Writing an Electronic Résumé |
| | | Errors in Presentation | Dressing Up Your Résumé |

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

| Teamwork and Problem Solving | Meeting Etiquette |
|------------------------------|---|
| Thinking Creatively | Preparation and Participation in Meetings |
| Taking Risks | Conducting Two-Person or Large Group Meetings |
| Building Team Communication | Inviting and Introducing Speakers |
| | Facilitating Discussions and Closing |
| | Preparing Visual Aids |
| | Virtual Meetings |

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

| Problem Solving | Customer Service | The Application Process | Interviewing Skills | Finding the Right Job |
|-----------------------------|--|---|---|------------------------------|
| Transferable Job Skills | Gaining Trust and Interacting with Customers | Providing Information, Accuracy and Double Checking | Preparing for an Interview | Locating Jobs and Networking |
| Becoming a Problem Solver | Learning and Giving Customers What They Want | Online Application Process | Questions to Ask in an Interview | Job Shopping Online |
| Identifying a Problem | Keeping Customers Coming Back | Following Up After Submitting an Application | Things to Include in a Career Portfolio | Job Search Websites |
| Becoming a Critical Thinker | Seeing the Customer's Point | Effective Résumés: | Traits Employers are Seeking | Participation in Job Fairs |
| Managing | Selling Yourself and the Company | Matching Your Talents to a Job | Considerations Before Taking a Job | Searching the Classified Ads |
| | Handling Customer Complaints | When a Résumé Should be Used | | Using Employment Agencies |
| | Strategies for Customer Service | | | Landing an Internship |
| | | | | Staying Motivated to Search |

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

| Workplace Ethics | Personal Characteristics | Employer Expectations | Business Etiquette | Communicating at Work |
|-------------------------------|-------------------------------|-----------------------------|----------------------------------|----------------------------------|
| Demonstrating Good Work Ethic | Demonstrating a Good Attitude | Behaviors Employers Expect | Language and Behavior | Handling Anger |
| Behaving Appropriately | Gaining and Showing Respect | Objectionable Behaviors | Keeping Information Confidential | Dealing with Difficult Coworkers |
| Maintaining Honesty | Demonstrating Responsibility | Establishing Credibility | Avoiding Gossip | Dealing with a Difficult Boss |
| Playing Fair | Showing Dependability | Demonstrating Your Skills | Appropriate Work Email | Dealing with Difficult Customers |
| Using Ethical Language | Being Courteous | Building Work Relationships | Cell Phone Etiquette | Dealing with Conflict |
| Showing Responsibility | Gaining Coworkers' Trust | | Appropriate Work Texting | |

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| Reducing Harassment | Persevering | | Understanding Copyright | |
| Respecting Diversity | Handling Criticism | | Social Networking | |
| Making Truthfulness a Habit | Showing Professionalism | | | |
| Leaving a Job Ethically | | | | |

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

| Expected Work Traits | Teamwork | Time Management |
|-----------------------------------|---|-------------------------------------|
| Demonstrating Responsibility | Teamwork Skills | Managing Time |
| Dealing with Information Overload | Reasons Companies Use Teams | Putting First Things First |
| Transferable Job Skills | Decisions Teams Make | Juggling Many Priorities |
| Managing Change | Team Responsibilities | Overcoming Procrastination |
| Adopting a New Technology | Problems That Affect Teams | Organizing Workspace and Tasks |
| | Expressing Yourself on a Team | Staying Organized |
| | Giving and Receiving Constructive Criticism | Finding More Time |
| | | Managing Projects |
| | | Prioritizing Personal and Work Life |

1.6 Present a professional image through appearance, behavior and language.

| On-the-Job Etiquette | Person-to-Person Etiquette | Communication Etiquette | Presenting Yourself |
|----------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| Using Professional Manners | Meeting Business Acquaintances | Creating a Good Impression | Looking Professional |
| Introducing People | Meeting People for the First Time | Keeping Phone Calls Professional | Dressing for Success |
| Appropriate Dress | Showing Politeness | Proper Use of Work Email | Showing a Professional Attitude |
| Business Meal Functions | | Proper Use of Cell Phone | Using Good Posture |
| Behavior at Work Parties | | Proper Use in Texting | Presenting Yourself to Associates |
| Behavior at Conventions | | | Accepting Criticism |
| International Etiquette | | | Demonstrating Leadership |
| Cross-Cultural Etiquette | | | |
| Working in a Cubicle | | | |

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

NJROTC Uniform Regulations, Ranks, and Customs

Course Standard 2

GPA-NSICFM-2

The cadet will be expected to demonstrate the knowledge of and ability to present as properly groomed in a correctly composed designated uniform.

- 2.1 Understand that the uniform is an important element in the morale, pride, discipline, and effectiveness of the NJROTC program.
- 2.2 Understand how the wearing of the NJROTC uniform reflects upon your NJROTC unit, the U.S. Navy, and the community.
- 2.3 Demonstrate the wearing of the NJROTC uniform, and the uniform standards described in the Cadet Field Manual.

- 2.4 Explain the importance of proper appearance and grooming standards for wearing an NJROTC uniform.
- 2.5 Demonstrate the correct uniform composition.
- 2.6 Demonstrate the procedures for wearing the necktie with the NJROTC male uniform.

Course Standard 3

GPA-NSICFM-3

The cadets will be expected to recognize the various NJROTC rates and ranks and understand the different assignments associated with each billet. They will recognize and understand the rates and ranks of active duty Navy personnel.

- 3.1 Explain and recognize the various NJROTC rates and ranks and be able to understand the different assignments associated with each billet.
- 3.2 Describe and recognize the rates and ranks of active duty Navy personnel.

Course Standard 4

GPA-NSICFM-4

The cadets will be expected to demonstrate knowledge of and respect for the responsibilities of loyal citizens in a democratic society.

- 4.1 Explain the types of military customs and courtesies to include their purposes and when courtesies are rendered.
- 4.2 Describe the flag of the United States as a standard of honor.
- 4.3 Explain the procedures in pledging allegiance to the flag.
- 4.4 Describe the sequence of events in military ceremonies, reviews, and parades.

Inspection

Course Standard 5

GPA-NSICFM-5

Students will understand and fulfill the proper procedures for inspection.

- 5.1 Describe the techniques for conducting a personnel inspection.
- 5.2 Explain the Inspecting Officer's duties (tour) when inspecting a platoon.
- 5.3 Explain the general Inspection Guidelines (items) that inspecting officers look for when inspecting a cadet in a platoon.

Requirements for the NJROTC Physical Fitness Ribbon

Course Standard 6

GPA-NSICFM-6

Students will explain the requirements and different award levels for the NJROTC Physical Fitness Ribbon.

- 6.1 Explain the requirements for the NJROTC Physical Fitness Ribbon.

Course Standard 7

GPA-NSICDM 1.0 Introduction to Drill

The cadet will be expected to demonstrate the purposes of military drill, terms used in military drill, different kinds of commands, proper techniques for giving commands and general rules for drill.

- 7.1 Explain the purposes of Military Drill.
- 7.2 Define the definitions used in Military Drill.
- 7.3 Explain the important aspects of Instructing Drill.
- 7.4 Explain the different types of commands.
- 7.5 Describe the general rules for drill.
- 7.6 Explain Drill by Numbers.

- 7.7 Explain Mass Commands and Individual Commands from Ranks.
- 7.8 Explain what is meant by Advanced Drill Procedures.

Course Standard 8

GPA-NSICDM 2.0 Positions

The cadet will be expected to demonstrate the prescribed drill without arms movements in military drill and ceremonies.

- 8.1 Demonstrate the basic military drill positions.
- 8.2 Demonstrate the correct marching steps for basic military positions.
- 8.3 Demonstrate the command for changing direction for basic military positions.

Course Standard 9

GPA-NSICDM 3.0 Manual of Arms with the NJROTC Drill Rifle

The cadet will be expected to demonstrate the prescribed positions, movements, and commands of the Manual of Arms with the NJROTC.

- 9.1 Explain the rifle nomenclature.
- 9.2 Explain the importance of all the positions of the rifle.
- 9.3 Explain the procedures of salutes under arms given by individuals.
- 9.4 Demonstrate authorized movements in the Manual of Arms with the NJROTC rifles.

Course Standard 10

GPA-NSICDM 4.0 Manual of the Sword

The cadets will be expected to demonstrate the prescribed movements in handling execution of the Sword Manual.

- 10.1 Explain sword history as it relates to symbol of authority, sword etiquette, ancient history, and sword salute.
- 10.2 Explain how the sword is used at sword ceremonies.
- 10.3 Explain the nomenclature and the general rules of the sword.
- 10.4 Demonstrate the commands and movements of the Sword Manual.

Course Standard 11

GPA-NSICDM 5.0 Guidon Manual

The cadets will be expected to demonstrate the prescribed movements in the handling of weapons, military drills, and ceremonies.

- 11.1 Demonstrate and explain the execution of the Guidon Manual.
- 11.2 Demonstrate and explain the positions of the Guidon.

Course Standard 12

GPA-NSICDM 6.0 Color Guard

The cadets will be expected to demonstrate a knowledge of and respect for the national ensign (American flag). Demonstrate the execution of commands for ceremonies using the American flag.

- 12.1 Demonstrate the hoisting, lowering, and folding the national ensign.
- 12.2 Demonstrate the execution of commands in the Manual of Arms for the Color Guards.
- 12.3 Demonstrate the execution of commands for the Manual of the Colors.
- 12.4 Demonstrate the execution of the movements for the NJROTC Color Guard.

Course Standard 13

GPA-NSICDM 7.0 Squad Drill

The cadets will be expected to demonstrate the prescribed Squad Drill movements without arms.

- 13.1 Demonstrate knowledge of the purpose and formation of squads.
- 13.2 Explain and demonstrate procedures for forming and sizing a squad.
- 13.3 Explain and demonstrate how to dismiss the squad with and without arms.
- 13.4 Become familiar with and counting off “in line” and “in column.”
- 13.5 Demonstrate how to align the squad.
- 13.6 Explain and demonstrate the command “Close, MARCH.”
- 13.7 Explain and demonstrate the command “Extend, MARCH.”
- 13.8 Understand how to march to the oblique in squad formation.
- 13.9 Explain and demonstrate marching to the rear in squad formation.

Course Standard 14

GPA-NSICDM 8.0 Platoon Drill

The cadets will be expected to demonstrate the prescribed Platoon Drill movements without arms.

- 14.1 Explain platoon makeup and where the unit leader positions.
- 14.2 Demonstrate the formations for the platoon.
- 14.3 Become familiar with posts of individuals within the platoon.
- 14.4 Understand the rules for the guide in the platoon.
- 14.5 Demonstrate how to form the platoon by mustering petty officer and platoon commander.
- 14.6 Explain dismissal of the platoon when armed and unarmed.
- 14.7 Explain counting off procedures in line and in column for the platoon.
- 14.8 Demonstrate forming a column from a line for platoons.
- 14.9 Demonstrate forming a line from a column for platoons.
- 14.9 Understand how to align the platoon at normal and at close interval.
- 14.10 Explain and demonstrate “Close, MARCH” and “Extend, MARCH” while “in line” and “in column” formation.

Course Standard 15

GPA-NSICDM 9.0 Company Drill

The cadets will be expected to demonstrate the prescribed Company Drill movements without arms.

- 15.1 Understand the makeup of a company.
- 15.2 Explain the rules for company drill.
- 15.3 Demonstrate how to form the company.
- 15.4 Describe how to dismiss the company.
- 15.5 Explain how to form the company into a column and reform into a line.
- 15.6 Understand how to align the company.
- 15.7 Demonstrate column movements within the company.