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NOTE: This manual may be updated from time to time as deemed necessary by the Corps Commander in consultation with the Commandant. If altered, memorandums will be distributed outlining the old policy in addition to outlining the new one. If utilized, memorandums will be incorporated into the manual following the end of the current semester.
CHAPTER 1 – LOGOS, SIGNS, BULLETIN BOARDS

ARTICLE 101 – LOGOS AND SIGNS
1) Outfit logos and signs are intended to enhance unit pride and esprit. Logos also convey outfit goals and traditions to other Cadets, students, faculty, parents, and observers of the Corps. Therefore, outfit logos and signs will exclude the following: alcohol, illegal substances and drugs, sadistic violence, and other references which could be reasonably interpreted as counter to the mission of the Corps of Cadets and the desired image of Texas A&M University. Also excluded from outfit logos and signs is the Confederate Flag or other inflammatory symbols. However, the proper incorporation of the flag of the United States of America into outfit logos and signs of units in the Corps of Cadets is encouraged.

ARTICLE 102 – BULLETIN BOARDS
1) Bulletin Boards will provide timely dissemination of information to all members of the unit. Commanders will require each member of their units to check the bulletin board at least twice daily for new information.

2) Maintenance Responsibilities: Although the bulletin board is regarded as a command responsibility, normal procedure is for Commanders to delegate responsibility for the maintenance of the unit bulletin board to the unit Senior Chief, or at major unit level, to a senior noncommissioned officer assigned to the staff.

3) Notices, advertisements, stickers, etc., will not be attached to walls.

ARTICLE 103 – ROSTERS
1) Every unit must have a unit roster. Commanders are responsible for the accuracy of the data on the roster.

   a) Units will assign individuals to all positions in their command, e.g., Squad Leader, Guidon, etc. The Commander will maintain a copy of the most current position roster.

   b) Personnel assigned to staffs, but residing with the Company will appear on Company rosters with proper identification of staff assignment.
CHAPTER 2 – COMMAND

ARTICLE 201 – COMMAND AUTHORITY

1) The authority a commander exercises over subordinates is by virtue of rank and/or assignment.
   a) Command includes the authority and responsibility for effectively using resources for planning, organizing, directing, coordinating, and controlling an organization in the accomplishment of assigned missions.

2) The commander is responsible for all that his/her unit does or fails to do from the time he/she assumes command until relieved of that command.
   a) The commander may share but cannot delegate command responsibilities.
   b) The commander discharges his/her responsibilities through an established chain of command.
      i) Through this chain of command, the commander holds each subordinate commander responsible for what the subordinate unit does or fails to do.
      ii) All orders and directives from a higher unit to the commander of the next subordinate unit are issued by the commander of the higher unit. Intermediate commanders are bypassed only in urgent situations. In such instances, both the commander issuing and the commander receiving the order should notify intermediate commanders of the situation and the higher commander’s guidance/orders as soon as possible.

3) The commander’s staff has one key purpose: successful execution of the commander’s mission and intent. To this end, the staff must be organized to provide the commander with the most effective assistance. The commander normally delegates authority to the staff to take final action on matters within established command policy to free the commander to focus on the essential aspects of command. Within a staff, the authority delegated to staff officers varies with the mission of the command and the immediacy of operations. When a staff officer, acting within his/her delegated authority, issues an order in the name of the commander, responsibility for the order remains with the commander. In the performance of its functions, the staff prepares the details of the commander’s plan, translates his/her decisions and guidance into orders, and causes such orders to be transmitted to each command element. The staff assists to the extent authorized by the commander in the supervision of the execution of the commander’s intentions. The effectiveness of a staff depends on the quality of its members. Each staff member must exercise strong leadership. He/she must be thoroughly grounded in the organization and its capabilities, limitations, and operating techniques.

4) Commanders are required to “delegate authority” to the next ranking Cadet during their absence, but are not relieved of their responsibilities. To ensure compliance with directives, officers and non-commissioned officers are authorized to give orders at any time to any Cadet if these orders are necessary for the maintenance of military discipline and the operation of the Corps, and are within the limits of established policies.

5) Except when acting in an official capacity, sophomores and freshmen Cadets will give orders only to Cadets of their own unit and then only as specified by their unit commander. Cadets have the responsibility and authority to point out and correct deficiencies of underclassmen of any unit.
a) Direct Chain of Command - Although, in some cases, cadets may be senior in rank to another cadet, it is not always appropriate or authorized to exercise command with that individual. Direct chain of command refers to the individual that a position reports to and the individuals under that leader. For example, a squad leader’s direct chain of command would be the Company Commander, XO, and CSC in the upwards direction. In addition, the squad leader is primarily responsible for the members of his or her squad. In certain instances, such as pointing out a uniform discrepancy, it is acceptable to point out the flaw to an individual that, otherwise, the leader would not be responsible for. However, in situations where conflicting information or demerits may be warranted, it is recommended that the observing individual discuss the issue with the other cadets’ appropriate chain of command and allow them to handle the issue.
CHAPTER 3 – LEADERSHIP DEVELOPMENT

ARTICLE 301 – PURPOSE
1) The purpose of the Texas A&M Maritime Corps of Cadets is: To develop leaders of character dedicated to serving the greater good.

ARTICLE 302 – GOAL
1) Our goal is to inspire and motivate Cadets to be accountable for their education and leadership development through a progressive and intentional four-year program. The program is a combination of the study of theory, experiential practice, and the validated practice of leading.

ARTICLE 303 – FOUR YEAR PROGRAM
1) Our intentional program is as follows:

<table>
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<tr>
<th>Year</th>
<th>Role</th>
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<tr>
<td>• 1st Year</td>
<td>Followership</td>
<td>Self-leadership; Development of major life skills</td>
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<tr>
<td>• 2nd Year</td>
<td>Direct Leader</td>
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<tr>
<td>• 3rd Year</td>
<td>Indirect Leader</td>
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<tr>
<td>• 4th Year</td>
<td>Executive Leader</td>
<td>Setting policy; Establishing environment</td>
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ARTICLE 304 – EXPECTATIONS OF EACH CLASS YEAR
1) Expectations for freshmen (followers) in the Corps - Development of the following life skills:

a) A sense of honor and integrity
b) Selflessness
c) Service to others
d) Respect for self and others
e) Teamwork
f) Work ethic…With a bit of polish
g) Handling stress
h) Self-control
i) Time management
j) Tolerance for frustration
k) Ability to handle disappointment and failure
l) Take responsibility for actions
m) Self-discipline
n) Listening
o) Attention to detail
p) Obedience to orders
q) Posture and carriage
r) Neatness in appearance
s) A sense of belonging
t) Maintain a sense of humor
u) Maintain focus and perspective

2) **Expectations for sophomores (direct leaders)** in the Corps:
   a) Understand yourself, your preferred style of leading, communicating, and training.
   b) Understand the Aggie Honor system.
   c) Know your self-constraint threshold.
   d) Understand those to be trained, their expectations, level of experience, and background.
   e) Understand and support subordinate’s goals.
   f) Understand each individual’s constraints, challenges, and potential.
   g) Understand strength through diversity.
   h) Understand how to be an effective trainer.
   i) Understand the tasks to be trained.
   j) Understand performance-oriented training.
   k) Understand the use of peer trainers.
   l) Understand the differences between uniformity, unity, and teamwork.
   m) Understand how to sustain proficiency in individual tasks over time.
   n) Understand the importance of modeling the performance you seek.
3) **Expectations for juniors (indirect leaders)** in the Corps:

   a) Plan, conduct, and evaluate training.

   b) Demonstrate ability to supervise squads, platoons, and companies.

   c) Demonstrate ability to conduct performance counseling.

   d) Know the nature of their subordinates.

   e) Understand Superior – Subordinate relationship.

   f) Establish the environment in which people work and develop.

   g) Understand performance-oriented training.

   h) Understand the importance of example modeling the behavior you seek in others.

   i) Understand the importance of legislating behavior.

   j) Understand the importance of accountability and holding others to a standard.

   k) Develop subordinate leaders.

   l) Be an effective higher-order follower.

   m) Address gaps between intentions and performance.

   n) Address problems.

4) **Expectations for seniors (executive leaders)** in the Corps:

   a) Focus on the purpose and vision of the Corps of Cadets.

   b) Communicate the purpose and vision of the Corps of Cadets.

   c) Establish and maintain the environment by setting policies and enforcing standards.

   d) Develop other subordinate leaders.

   e) Lead larger units.

   f) Make decisions in complex environment.
CHAPTER 4 – UNIFORMS

ARTICLE 401 – GENERAL INFORMATION

1) The Uniform Policy found in the Corps Operations Manual and the additional information and regulations herein are designed to reinforce the Corps of Cadets’ importance to the history and culture of Texas A&M University, naval service, and the maritime profession. It is the Corps of Cadets’ obligation to serve as a visual reminder of our proud heritage through the daily wear and appearance of the Cadet uniform. While other aspects of the University have changed over the years, the wearing of the uniform by the members of the Corps of Cadets is still a vital part of our proud history and tradition, and will continue to be a visual reminder of who we are and what we represent on this campus. It is incumbent on all Cadets to wear the uniform correctly and proudly, and to ensure peers and subordinates alike, do the same. Let us never forget what we represent to those who went before us, as well as those who will follow. It is important we set and maintain the standard that has so proudly marked the Corps of Cadets. Wear the uniform correctly, and wear it proudly – and represent all of us with distinction as you go about your daily activities on campus.

2) If a uniform item is not covered within this manual, it is not authorized for wear until approved and amended by the Commandant of the Corps of Cadets.

3) It is important to note that, with a few modifications and exceptions, the uniforms within this manual and utilized by the Corps of Cadets are nearly identical to uniforms worn by active duty service members. As a symbol and gesture of respect to those currently serving or who have served it is important to wear the uniform smartly and with pride.

ARTICLE 402 – UNIFORM DETAILS

1) The following provides further detail to the information found in the Corps Operations Manual.

2) Uniforms shall be worn properly at all times.

   a) Uniforms will be worn from 0700 – 1700 each school day. Cadets attending MART classes on or after 1700 must be in the proper uniform.

      i) The Plan of the Week, (POW) will state the proper uniform for each day.

         (1) Cadets are responsible for knowing the authorized uniform combinations, appropriate wear of each uniform, and the correct placement of insignia, awards and decorations, and other uniform items.

         (a) Failure to wear a proper uniform to all classes is in violation of CFR 46 and Cadets may be disciplined accordingly.

      ii) Uniforms are to be worn on all campus grounds during these hours with the exception of university dorm halls, athletic facilities, and the student recreation center.

   b) Cadets shall wear only those uniform devices, ribbons, or medals authorized by this manual, or as approved by the Commandant.
i) Chrome, subdued, shaved, engraved, or bent Cadet brass is not authorized and will not be worn. Skeleton and subdued Cadet rank, as well as Navy ship/Marine Corps buckles or rank, are prohibited.

ii) Mixing the uniform with civilian clothing is not authorized, except for low quarter shoes, combat boots and the raincoat because they are generic clothing items.

(1) Only TAMMA ball caps are authorized when wearing the khaki uniform or when in blue coveralls (when not on the ship).

   (a) As a privilege given by the Corps Commander in consultation with the Commandant, covers earned on summer cruises may be worn on Thursdays so long as they are black or Navy blue.

(2) No article of the Texas A&M Cadet uniform will be worn by anyone other than the Cadets of the Corps. This includes dates and former Corps members.

   (a) Cadets will be held responsible for any of their uniform parts worn by others. Allowing someone else who is not in the Corps to wear any part of your uniform is a serious violation of conduct.

iii) Veterans and/or prior service may wear their service awards, ribbons, specialized belt buckles, and patches with their Cadet Rank and Deck/Engine insignia on their uniform.

   (1) Veterans who wear their ribbons must be sure they earned the awards. (Be prepared to show your DD 214 if required)

   (2) If Department of Defense ribbons are worn, they will take precedence over awards received from the Corps of Cadets. Veterans are responsible for wearing their DoD ribbons in the appropriate order of precedence establish by each respective branch.

      (a) Ribbons worn from the Corps of Cadets will be worn below DoD ribbons but will follow the order of precedence established within this manual.

iv) Cadets will be inspected regularly on uniform wear, grooming and appearance, and knowledge of policies and campusology.

c) Cadets shall dress neatly and smartly at all times. The term “properly fitted” indicates a sharp military appearance.

i) Cadets will keep their uniform properly fitted, cleaned, pressed, and in good repair at all times.

ii) Brass will be shined and free from tarnish.

iii) Black leather shoes will be clean and shined.

   (1) Civilian style black shoes are not authorized for wear under any circumstances while in uniform. U.S. Navy uniform regulations will outline what is considered a proper dress shoe and should be referenced if needed.
iv) All Cadets (males and females), will adhere to the grooming standards established in Chapter 7 – Grooming Standards of this manual.

v) Jackets, coats, and shirts shall be worn fully buttoned and/or zipped and shirttails tucked in.
   
   (1) Only seniors will be allowed to wear the black Fleece with the TAMMA patch.
   
   (2) Only the Eisenhower Jacket will be worn with the blue coveralls. No other style or color of jacket is authorized.
   
   (3) Navy P Jackets are no longer authorized to wear with any uniform.

vi) Only black, steel toed boots are to be worn with the blue coveralls.

vii) Hands will not be placed in pockets while cadet is stationary or mobile.

viii) Appropriate name tags, rank, insignias and belts/buckles will be worn.

ix) All appropriate fasteners will be fastened.

x) Conservative sunglasses are permitted except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.
   
   (1) Retainer straps (croakies) will not be worn around the neck or hanging off of the uniform when not in use.
   
   (2) Prescription sunglasses are authorized for wear during formation and other evolutions.

xi) Covers (i.e., TAMMA ball caps) will not be worn indoors, except when on watch (duty status).
   
   (1) Cadets will wear covers when outdoors, to include outside in designated smoking areas.

2) **NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM**, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations).
   
   a) Pocket knives may be worn and hooked to the inside of a Cadet’s pocket.

3) Watches and bracelets are permitted with every uniform.
   
   a) Only one of each may be worn and must be in good taste.
   
   b) Watches may be analog or digital.
   
   i) Watch straps/bands will not be a bright or florescent color.
   
   c) Bright florescent bracelets will not be worn.
4) One ring per hand is authorized with every uniform.

5) Earrings and Body Piercings:
   a) Males will not under any circumstance wear earrings and/or body piercings while in uniform.
   b) Females may wear one earring per ear must be small round stud (gold, silver, or pearl is authorized) no hoop earrings. No other visible piercings are authorized in any uniform.

6) Necklaces are authorized; however, they must be concealed and not visible while in uniform.

7) Only black backpacks are authorized. Reflective tape is permitted.

8) Use common sense regarding wear of the uniform when outside your room. Cadets will either be in proper uniform or civilian attire.
   a) The uniform will be worn correctly at all times. However, cadets may wear the uniform in a more relaxed state if they are within their room or behind closed doors. Upon entering public view, the uniform will be worn in a respectful and correct manner.
      i) However, the intent is to prevent loitering in the hallways out of uniform or undressing in the hallways.
         (1) Keep your door closed when undressed.

ARTICLE 403 – CLASS DELTA (D’S) (KHAKI UNIFORM)
1) The Cadet khaki uniform will be worn ironed and pressed (military creases are optional).
   a) A white crew neck t-shirt shall be worn underneath.

2) Khaki slacks will be ironed and pressed.

3) Black oxford leather shoes and black socks will be worn with the khaki uniform.
   a) Juniors and senior are authorized to wear patent leather shoes.
   b) Shoes shall be shined at all times.
   c) Civilian black dress shoes are not authorized.

4) The black Navy service jacket and black rain coat are the only authorized jackets to be worn with the khaki uniform.

5) Cadets will wear their class belt and belt buckle classifications in khaki uniform.
   a) Underclassmen (freshmen and sophomores):
      i) Black cotton belt, plain buckle
   b) Upperclassmen (juniors and seniors):
i) White cotton belt, double ended buckle with A&M Corps Stack in the middle.

ii) Veterans and/or prior service are authorized to wear former command, rank/rate, etc. belt buckles from their time in service so long as freshmen year has been completed.

c) Commanders:

   i) White nylon belt, with Eagle emblem in the middle of the buckle

6) When wearing the khaki uniform, the rank will be worn on the right collar and the academic insignia will be worn on the left collar.

   a) Freshmen Cadets will not have a rank to display on the right collar, but will wear the appropriate insignia on the left collar.

   b) If the cadet has no rank, the academic insignia will be worn on both collars with the exception of freshmen.

7) Placement of rank, insignia, nametag and ribbons. If an item is not covered in this manual, it is not authorized for wear:

   a) Ranks will be worn on the wearers’ right collar at 1 7/8 inch from the point of the collar.

   b) All Cadets classifications (anchor, propeller, and Cadet collar insignia) will be worn 1 7/8 inch from the tip of the collar to the center of the insignia on the left collar.

      i) If the cadet has no rank, and is not a freshmen, the same measurement will be applied to the right collar.

   c) The name tag will be worn 1/4 inch above the right breast pocket and centered. Name tags will have the initial of your first name and your full last name. The color is maroon and the A&M seal will not be worn on the name tag.

   d) Ribbons will be worn 1/4 above the left breast pocket and centered. No more than 3 ribbons will be worn per row.

   e) If earned, the Texas Maritime Academy pin, awarded after completion of freshmen year, will be worn ¼ inch above and centered on the ribbons. This measurement is taken from the top of the ribbons to the bottom of the pin. If no ribbons are worn the TAMMA pin will be worn ¼ inch above the left breast pocket and centered.

   f) If earned, the NROTC or SSO contract pin will be worn ¼ inch above the ribbons or, if no ribbons are worn, ¼ inch above the left breast pocket. This measurement is from the top of the ribbons/pocket to the bottom of the pin.

      i) When wearing an NROTC or SSO contract pin, the TAMMA pin will be placed on the left breast pocket flap. The TAMMA pin will be centered on the flap and placed between the pocket button and upper seam.

   g) If earned, Texas A&M Maritime Academy Drill Team Pin (TAMMADT) will be worn centered on the left breast pocket flap and centered between the pocket button and the upper pocket seem.
i) If the TAMMA pin is worn in that location, the TAMMADT will be worn on the left breast pocket centered midway between the pocket button and lower seem.

h) If earned, the Hearn Honor Guard Pin (HHG) will be worn in the same manner as the TAMMADT.

i) If an individual has earned both the HHG and TAMMADT pin, one will be worn on the right breast pocket flap.

i) Both the gold and silver academic stars will be worn ¼ inch above and centered on the nametag. If multiple stars are earned, they will be spaced ¼ of an inch apart and leveled. The seem running along the length of the shirt will act as the center of measurement.

i) If a Corps Staff pin is worn, the academic star will be placed below the name tag centered on the pocket flap.

ii) If a TAMMADT or HHG pin is earned, then it will be centered on the pocket midway between the pocket button and bottom seem.

j) If earned, the Corps Staff pin will be worn ¼ inch above and centered on the name tag. Academic stars will not be worn if the Corps Staff pin is worn.

8) Command Aiguillettes

a) Aiguillettes are furnished by the staff requiring them. Aiguillettes remain in custody of the organization providing them.

b) Attach aiguillettes to the shoulder of the coat with the maroon and white lace centered on top of the shoulder and paralleled up to the shoulder sleeve seam. The longest loop of the cords are worn on the inboard side closest to the wearer’s body.

i) Command cords will be worn on the left shoulder.

ii) Cords will be pinned on the appropriate sleeve’s seem.

c) Authorized Cords

i) Maroon and White Braid with Two Maroon Loops - Worn by the Corps Commander and Deputy Corps Commander.
ii) Blue and Gold Braid with Single Maroon Drop-Down - Worn by Corps Master at Arms.

iii) Solid Black Braid - Worn by the Sergeant at Arms, Drill Team Commander, and Color Guard Commander.


v) Maroon Thick Braid - Worn by Maroon Delegates on the right shoulder.

9) TAMMA ball caps (cover)

   a) The TAMMA ball cap will be worn at all times when outside on the campus.

   b) The TAMMA ball cap must be purchased at the bookstore and is the only authorized ball cap to wear on campus or on the Training Ship.

   c) Freshmen and sophomores will wear the Blue and Gold General Rudder Cap.

   d) Juniors and Seniors will wear the Black and Gold General Rudder Cap.

   e) Seniors who have passed their CG License Test may wear the Maroon and White GR Cap.

   f) Senior Cadets may wear the black TAMMA fleece with the TAMMA patch on it with the khaki uniform.
ARTICLE 404 – CLASS ALPHA 1 (A’S) SERVICE DRESS WHITE AND CEREMONIAL DRESS WHITE

1) The Service Dress White (Choker Whites for Men or White Jacket for Women) will be worn for all graduation and commissioning ceremonies and other appropriate occasions.

2) The service dress white uniform consist of a white cotton crew neck t-shirt, white polyester short/long sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes.

   a) Male and female cadets will wear hard shoulder boards respective to their class year of Corps position.

      i) Freshman – No stripes with anchor/propeller

      ii) Sophomores – 1 diagonal stripe with anchor/propeller

      iii) Juniors – 2 diagonal stripes, with anchor/propeller

      iv) Seniors – 1 horizontal stripe, with anchor /propeller (seniors may wear rank shoulder boards)

3) Service Dress Whites - Include Texas Maritime Academy name tag, shoulder boards depicting rank or class, TAMMA sophomore pin, NROTC contract pin, drill and ceremonies insignia, unit commander insignia, and ribbons only. No medals are to be worn when the uniform is declared as Service Dress Whites.

   a) TAMMA Nametag will be placed ¼ of an inch above and centered on the right breast pocket.
b) Unit commander’s insignia will be placed ¼ of an inch above and centered on the TAMMA nametag.

c) Drill and Ceremonies pin or Hearn Honor Guard pin will be placed upon the right breast pocket centered between the pocket button and upper pocket stitching.

i) Only one of these may be worn in Service Dress Whites.

d) Ribbons will be placed ¼ of an inch above and centered on the left breast pocket.

e) NROTC contract pin will be placed ¼ of an inch above and centered on the worn ribbons.

i) TAMMA sophomore pin shall be placed on the left breast pocket between the pocket button and upper stitching if NROTC/SSO pin is worn.

f) TAMMA pin will be worn ¼ inch above the ribbons and centered.

g) Academic stars will not be worn in Service Dress Whites.

4) Dinner Dress Whites - Include Texas Maritime Academy name tag, shoulder boards depicting rank or class, TAMMA sophomore pin, NROTC contract pin, drill and ceremonies insignia, unit commander insignia, medals, and ribbons only. If Dinner Dress Whites are prescribed, and the Midshipmen has no medals, refer to Service Dress White regulations.

a) Medals will be worn ¼ inch above and centered over the left breast pocket. No more than 3 medals will be worn in a single row.

b) NROTC contract pin will be worn ¼ inch above and centered over worn medals.
c) TAMMA Sophomore pin will be worn ¼ inch above and centered over the NROTC contract pin or ¼ of an inch above and centered above the medals if no pin is worn.

d) The TAMMA nametag will not be worn in Dinner Dress Whites.

e) Ribbons will be worn ¼ inch above and centered on the right breast pocket. Midshipmen will not wear the ribbon awarded with a medal if the medal is worn.

f) Drill and ceremony insignia will be worn in the same manner as the Service Dress White uniform.

g) TAMMA line staff pin will be worn ¼ of an inch and centered on awarded ribbons.

**ARTICLE 405 – CLASS BRAVO (B’S) (SUMMER WHITE UNIFORM)**

1) The summer white uniform consist of a white cotton crew neck t-shirt, white polyester short sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes.

2) This uniform will be worn holidays, Silver Taps, award ceremonies, parades and when appropriate for the occasion.

3) The white polyester short sleeve shirt will be worn ironed and pressed (military creases are optional).

4) White slacks will be ironed and pressed with vertical creases front and back.

5) Collar insignias (ranks, classification) will not be worn with the summer whites.
   
i) All ribbons, awards, and other insignia will be worn in the same manner as prescribed in Article 603 Section 7.

b) Shoulder boards:
   
i) Male and female cadets will wear hard shoulder boards

   ii) The Cadet’s shoulder board rank will be respective to his/her class year of Corps position.

   (1) Freshman – No stripes with anchor/propeller

   (2) Sophomores – 1 diagonal stripe with anchor/propeller

   (3) Juniors – 2 diagonal stripes, with anchor/propeller

   (4) Seniors – 1 horizontal stripe, with anchor /propeller (seniors may wear rank shoulder boards).
ARTICLE 406 – BLUE COVERALLS
1) Will be worn when attending ZOPT 100 & 300 or performing ship maintenance.
   a) This uniform will not be worn on campus, for purposes other than transiting to/from the vessel or lab and the dorm, during the normal school week.
      i) Coveralls will not be worn in formation, classrooms, the dining hall, the library, and staff offices.
      ii) Coveralls will be worn while walking from the residence halls, to the Dock.
      iii) Coveralls may be worn to class only if a cadet’s schedule does not provide enough time to return to the residence hall and change.
   b) Coveralls will be worn with a dark navy blue or white undershirt.
   c) Standard steel toe boots will be worn. No other boot or boot style (i.e., square-toe cowboy boots) are permitted. TAMMA ball cap is worn when not working on the Training Ship. The hardhat shall only be worn when on the Training Ship.
      i) All Seniors who have successfully completed their Coast Guard License Exam, may wear the Maroon General Rudder ball cap.
ARTICLE 407 – CLASS CHARLIE (C’S) (SALT AND PEPPER)

1) White shirt and dress blue pants. Includes white combination cover, black socks and black shoes. Shoulder rank as applicable.

   a) All ribbons, awards, and other insignia will be worn in the same manner as prescribed in Article 603 Section 7.

SALT & PEPPER

- SPECIAL OCCASIONS
- WHITE SHIRT
  - IRON ON CREASES
- BLACK PANTS
  - SKIRTS FOR LADIES
- BLACK DRESS BELT
- CLASS BELT BUCKLE
  - DRESS BUCKLE FOR ROTC EVENTS
- COMBINATION COVER
- BLACK SHOES
- BLACK SOCKS
- WHITE UNDERSHIRT
- CLASS SHOULDER BOARDS
- NO COLLAR DEVICES
- NAMETAGS, STARS, RIBBONS

ARTICLE 408 – OTHER APPROVED UNIFORMS

1) Navy Work Uniform – Refer to U.S. Navy uniform regulations for proper wear. Texas Maritime Academy insignia, such as the junior collar device, is not authorized for wear. The uniform in general will be worn as governed by Chapter 2 and Chapter 3 of NAVPERS 15665I. TAMMA rank insignia is authorized as outlined in Chapter 6, Section of NAVPERS 15665I.

   a) May only be worn for Lead Lab or as required by the NROTC Staff.

   b) May not be worn due to inclement weather unless approved by Commandant, NROTC OIC, or Corps Commander.

   c) If worn to a “wet lab” the cadet must change back into the uniform of the day as soon as practically possible.

   d) Will not be worn to formation unless specified as an appropriate uniform of the day.
ARTICLE 409 – HEADGEAR (COVER)

1) All Texas A&M Maritime Academy Cadets will wear headgear (be covered) when outdoors and during ceremonies held indoors when appropriate.

   a) Headgear will be worn squarely on the head, bottom edge horizontal.

   b) Hair will not be visible below the front brim or visor.

   c) Cadets visiting military services/organizations/installations/facilities will follow the customs for that service/organization/installation/facility.

   d) Cadets may remove their headgear when traveling inside any enclosed vehicle either on or off campus.

   e) Wearing headgear while in an enclosed vehicle may be appropriate during ceremonial occasions or may be required by local regulations of other military services, organizations, installations, or facilities.

ARTICLE 410 – CADETS RANKS, INSIGNIA AND OTHER ACCOUTREMENTS

1) All Cadets will be familiar with the ranks and insignia of the Corps of Cadets.

2) All Cadets will wear the correct rank and/or insignia for collar and/or shoulder-boards.

   a) Approved and authorized collar ranks, insignia, and other accoutrements include:

   b) Cadets without rank or a leadership position in the Corps of Cadets will wear the anchor or propeller below, whichever appropriate, on both collars.

      i) Freshmen will wear nothing on the right collar.

      | ![Anchor](image) | ![Propeller](image) |
      | ----------------- | ------------------ |
      | Worn by Deck, NROTC/SSO, and Drill & Ceremonies Cadets. | Worn by Engineer Cadets |
c) The image on the following page was borrowed from *United States Navy Cadet Class & Rank Insignia* and is for illustration purposes only.

i) Not all rank/insignia/device illustrated are used by the Texas A&M Maritime Academy Corps of Cadets.

ii) All Cadets are responsible for wearing the proper rank/insignia/device on collars, shoulders, and sleeves. Consult your Commander and the Cadet Instructions Manual for guidance.
3) All Cadets will wear the correct belt and buckle.

   a) Underclass Cadets (freshmen and sophomores) will wear black belts with the standard brass slide buckle.

   b) Upper-class Cadets (juniors and seniors) will wear white cotton belts with brass slide buckle affixed with the A&M Corps stack in the middle.

   c) Commanders will wear white nylon belts with brass slide buckle affixed with the Eagle stack in the middle.

   d) All Cadets of Victor Company will wear tan belts.
Classification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Howdy</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>U4</td>
<td>90+</td>
</tr>
<tr>
<td>Junior</td>
<td>U3</td>
<td>60-89</td>
</tr>
<tr>
<td>Sophomore</td>
<td>U2</td>
<td>30-59</td>
</tr>
<tr>
<td>Freshman</td>
<td>U1</td>
<td>0-29</td>
</tr>
</tbody>
</table>

4) Appropriate uniform items dependent on class, such as the belt buckle variations, are dependent upon the table listed above.

   a) Transfer students and students with transfer hours, regardless of semester hours, will complete a minimum of one year as a freshman in the Corps of Cadets.

   b) If requested, each cadet is required to show the appropriate page in Howdy to the Company Commander, Company Executive Officer, or Squad Leader in order to verify classification status.

      i) A Cadet’s classification status is not protected under FERPA as it does not provide any personally identifying information.

ARTICLE 411 – COMMISSIONED OFFICER RANKS

1) Cadets in uniform and covered (wearing headgear) will render the proper military salute to all commissioned officers regardless if the individual is in uniform or in civilian attire and regardless if the individual is covered or not.

   a) When not in uniform or not covered (not wearing headgear), Cadets will render an appropriate greeting to the officer (i.e., “Howdy and good morning/afternoon/evening, sir/ma’am.”).

   b) Commissioned officer ranks for the United States Army, United States Marine Corps, United States Air Force, and United States Navy are displayed below. Ranks of commissioned officers of the United States Coast Guard are the same as the United States Navy.

      i) When in doubt, salute.
ARTICLE 412 – AUTHORIZED RIBBONS

1) In order to provide more visible recognition for the achievement and service of Cadets, a set of awards in the form of ribbons has been created.

   a) Outside Organization Awards - Ribbons and medals awarded by outside organizations during Corps or NROTC ceremonies are authorized for wear. However, they will be placed at the bottom of the order of precedence.

2) These awards in their order of precedence are:

   SUPERINTENDENT’S DISTINGUISHED CADET RIBBON

   Awarded To:
   The Best Cadet in each year group.

   Awarded By:
   Superintendent
Criteria:
The Superintendent’s Award may be awarded to outstanding Cadet who uphold the highest traditions of the sea. This award may be for valor, duty above and beyond the call of duty, heroism or other exceptional performance.

Modifications:
Subsequent awards are indicated by a star.

COMMANDANT’S AWARD

Awarded To:
The outstanding Freshman and Sophomore in each Company.

Awarded By:
Commandant

Criteria:
Selection by designated committee after recommendation by senior leadership of the Corps. Selection shall be based on demonstrated qualities of leadership, academic proficiency, participation in University programs and conduct. Awards will be presented at the end of the spring semester. To be eligible, the Cadet shall have been of the same Corps classification for the fall and spring semester.

Modifications:
Subsequent awards are indicated by a star.

ACADEMIC AWARD

Awarded To:
Any Cadet with a 4.0 at the Term

Awarded By:
Commandant

Criteria:
Awarded at the end of a semester to those Cadets that meet Texas A&M University at Galveston requirements for a 4.0 GPR for the semester holding 12 hours plus.

Modifications:
DISTINGUISHED STUDENT RIBBON

Awarded To:
Any Cadet with a 3.5 at the Term

Awarded By:
Commandant

Criteria:
Awarded at the end of a semester to those Cadets that meet Texas A&M University at Galveston requirements for designation as a distinguished student during any semester. GPA 3.50 per semester with 15 hours plus. May also be awarded for summer semesters so long as a 3.50 GPA is attained with a minimum of 9 credit hours.

Modifications:
Subsequent awards indicated by a star.

CADET ACHIEVEMENT RIBBON

Awarded To:
Any cadet recommended by Company Commander or above.

Awarded By:
Corps Commander

Criteria:
Awarded, WHEN EARNED, to any cadet who distinguishes him/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of cadet life. Awarded on a case by-case basis by the Corps Commander. Submissions for this award will be done utilizing Administration Form No. 2.

UNIT COMMENDATION

Awarded By:
Corps Commander

Criteria:
Awarded to a unit who, with a minimum of 70% attendance, participate in community affairs, humanitarian actions, exceptionally commendable service, or service to the university. Also awarded to all members of the outstanding company for the semester.

Modifications:
Additional awards will be indicated by a bronze star.
OUTSTANDING FISH AWARD

Awarded To:
Outstanding Fish Cadets in each Company.

Awarded By:
Corps Commander

Criteria:
Awarded on a semester basis based off of recommendations submitted by Company Commanders to the Master at Arms who, in turn, will submit the list for approval to the Corps Commander.

EXEMPLARY PERSONAL CONDUCT

Awarded By:
Master at Arms

Criteria:
Awarded at the end of each semester to cadets who either receive fewer than 15 demerits or 50 merits.

HONORS PROGRAM RIBBON

Awarded To:
Any Cadet that is a member of the TAMUG Honors Program.

Awarded By:
Commandant

Criteria:
A current member in good standing with the TAMUG Honors Program.

Modifications:
EXEMPLARY PERSONAL APPEARANCE

Awarded By:
Master at Arms

Criteria:
Awarded to individuals, on a semester basis, who displays exemplary personal appearance and has worn his/her uniform on all required occasions. The Master at Arms will promulgate a list of cadets who, based off of company and battalion level inspection, attain the appropriate score to be awarded such ribbon.

COMMUNITY SERVICE RIBBON

Awarded To:
Any Cadet.

Awarded By:
Commandant

Criteria:
Awarded at the end of the spring semester to any Cadet who earns 15 or more service points at least 5 of which must be earned in each semester. Service points shall be the same as for the University Service Award.

Modifications:

SEA AGGIE BAND RIBBON

Awarded To:
Any Cadet in the Sea Aggie Band.

Awarded By:
Sea Aggie Band Director and/or Advisor through the Commandant

Criteria:
The recipients will be chosen by the Band leader. Awarded at the end of the first semester.

Modifications:
EAGLE SCOUT RIBBON

**Awarded To:**
Any Cadet who has earned the Eagle Scout Award.

**Awarded By:**
Boy Scouts of America.

**Criteria:**
Determined by the Boy Scouts of America.

CRUISE RIBBON

**Awarded To:**
Any Cadet Satisfactorily Completing a Cruise.

**Awarded By:**
Commandant through the Academic Department Head.

**Criteria:**
Completion of a summer training cruise on the training ship or a commercial ship and receiving a grade of “B” or better on the cruise project and have not been found responsible for a conduct violation during the cruise period. Awarded at the end of the fall semester. NROTC students may also qualify for the ribbon following the conclusion of cruise.

O-WEEK STAFF RIBBON

**Awarded By:**
Orientation Week Commanding Officer through the Commandant

**Criteria:**
Awarded at the conclusion of O-Week to all Cadre involved in the operation and conduct of Orientation Week.

**Modifications:**
Additional awards will be indicated by a bronze star.
LEADERSHIP AWARD

Awarded By:
Corps Commander

Criteria:
This award is recommended by an individual’s peers or member of the direct chain of command. To be awarded for individual, meritorious acts above and beyond the scope of an individual’s suggested authority or for superior sustained performance. The Corps Commander has the sole authority to approve this ribbon.

JROTC/CAP/NSCC RIBBON

Awarded By:
Company Commander

Criteria:
Awarded to individuals who, so long as sufficient evidence is provided to the company commander, completed a minimum of 2 years in JROTC (Any Branch), the Civil Air Patrol, U.S. Naval Sea Cadet Corps, Young Marines, or other similar organizations.

ARTICLE 413 – AUTHORIZED PINS

1) The appurtenances and pins contained within this article are the only items authorized for wear on the Corps of Cadets uniform.

   a) Department of Defense badges and warfare qualification devices are authorized for wear. If DoD badges are worn, Corps of Cadets badges will not be. These devices will be worn in the location specified by the respective branch of service.

   b) Additional pins may be added to this manual as required as authorized by the Commandant. In order to add an item, submit a description of the award to the Master at Arms via the chain of command in addition to a picture. If the award is not in this manual it is not authorized for wear.

2) Refer to Article 603, Section 7 for appropriate placement.
3) Texas A&M Maritime Academy Pin - Awarded after final pass and review following the completion of freshmen year.

4) Corps Staff Pin - Awarded by the Corps Commander through the Commandant following selection and placement on line or battalion staff.

5) NROTC Contract Pin - Awarded for selection and receipt of an NROTC scholarship or selection for advanced standing. Authorized by Officer in Charge of the NROTC program.

6) SSO Contract Pin - Awarded for selection and receipt of Student Incentive Pay. Student must be a junior or obligated in order to receive this pin. Authorized by the Officer in Charge of the SSO program.
7) Academic Star (Silver or Gold) - Refer to criteria for Academic Award and Distinguished Student ribbon for criteria. Only one (1) star is authorized for wear at a time. A cadet’s highest award will be the only star displayed.

8) Drill Team Pin (Gold and Black) - The drill team pin will be awarded solely at the discretion of the Drill Team Commander.
9) Hearn Honor Guard Pin - The Hearn Honor Guard pin will be awarded solely at the discretion of the Honor Guard Commander.
10) Maine Maritime Academy Cruise Pin - Awarded by Maine Maritime Academy upon completion of a summer cruise aboard the USTS State of Maine. This award will take the place of academic stars or drill team pin if worn.

11) Universidad Marítima Internacional de Panamá Pin - Awarded to cadets who, during the 2016 international exchange program, went above and beyond in assisting Cadets from Universidad Marítima Internacional de Panamá. This award will be worn on the right breast pocket and centered between the bottom of the pocket and the lapel button.
ARTICLE 414 – AUTHORIZED APPURTENANCES

1) Cadets who earn multiple of the same ribbons will place the appropriate appurtenances on each ribbon following the guidelines set forth in this article.

   a) Small (3/16”) Bronze Star
      i) Denotes subsequent awards of certain ribbons in conjunction with silver stars.
      ii) 1 bronze star will be added for each additional ribbon award.
      iii) Each star will be placed on the appropriate ribbon in a manner that demonstrates proper symmetry and professional appearance.

   b) Small (3/16”) Silver Star
      i) Denotes five additional awards and multiples thereof.
      ii) Each star will be placed on the appropriate ribbon in a manner that demonstrates proper symmetry and professional appearance.

2) Second and subsequent awards will be indicated in the following manner.

   a) 1st Award - Ribbon Only
   b) 2nd Award - one (1) Small (3/16”) Bronze star
   c) 3rd Award - two (2) Small (3/16”) Bronze stars
   d) 4th Award - three (3) Small (3/16”) Bronze Stars
   e) 5th Award - four (4) Small (3/16”) Bronze Stars
   f) 6th Award - one (1) Small (3/16”) Silver Star replaces the four (4) previous Bronze Stars
   a) 7th Award - one (1) Small (3/16”) Silver Star and one (1) Small (3/16”) Bronze Star, etc.

ARTICLE 415 – COMPANY AWARDS

2) Company awards

   a) Outstanding Company - Awarded on a semester basis utilizing the following scored criteria. Members of the Outstanding Company are authorized to wear the Unit Commendation Ribbon.
      i) Average Demerit Count - 25%
      ii) Average Uniform Inspection Score - 15%
      iii) Average Drill Inspection Score - 15%
      iv) Average Room Inspection Score - 15%
      v) Physical Fitness Pass Percentage - 10%
      vi) Corps Commander Evaluation - 10%
vii) Assistant Commandant Evaluation - 10%

b) Best Drill - Awarded on a semester basis as determined by College Station’s scores and drill evaluations established by the Master at Arms. The company awarded this distinction will be provided with a streamer for the unit guide-on.

c) Best Inspection Score - Awarded on a semester basis as determined by room and uniform inspection scores as established by the Master at Arms. The company awarded this distinction will be provided with a streamer for the unit guide-on.

ARTICLE 416 – CORPS INSPECTIONS

1) Company Commanders are responsible for holding random, **weekly uniform inspections**. Emphasis should be also be placed on grooming standards while in uniform—daily shave, good haircut and short sideburns.

2) Company Commanders are responsible for holding random, **weekly room inspections**.

3) Corps Staff shall conduct a Corps Uniform inspection, announced at least once a month. The results will be used in the awarding of the Superintendent’s Flag and the no formation policy for the outstanding company each month.
CHAPTER 5 – GROOMING STANDARDS

ARTICLE 501 – GENERAL INFORMATION
1) Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance. Forms of altering an individual’s appearance, such as the use of cosmetics, hair color or styles, colored contact lenses, fingernail color and length, tattoos, body piercing, branding, intentional scarring, etc., that are not in keeping with the customs, traditions, and spirit of military appearance are not acceptable for Cadets in uniform.

2) It is impossible to provide examples of every appropriate or acceptable hairstyle or “conservative” or “eccentric” grooming; therefore, the good judgment of leaders at all levels is key to upholding the grooming policy of the Texas A&M Maritime Academy.

3) The Superintendent (or designee) is authorized to establish more restrictive grooming standards for Cadets.

ARTICLE 502 – STANDARDS FOR MALES
1) Males will always be clean shaven.
   a) No beard or mustaches are permitted.
   b) Sideburns will be of even width (not flared) and will end with a clean-shaven horizontal line. Will be tapered to conform to the rest of the hair.
   c) Sideburns will not extend below a point level with the bottom of the ear opening.

2) Haircuts:
   a) Fish Class:
      i) During O-Week, all Fish will receive the “recruit cut,” which is a 0 (zero) length all around.
      ii) After O-Week and for the entire Fall semester, Fish will maintain the traditional “Fish cut,” which is a #1 all around.
      iii) Beginning in the Spring semester, Fish will be authorized a “crewcut,” which is 0 (zero) length on the sides and a #1 on the top (reference example image below).
b) Sophomore Class:

i) The “high and tight” with a 3-finger white-walls is the authorized haircut for Sophomores. The hair is cut high and tight (#2 on top) with 0 (zero) on the sides up to 3-finger lengths from top of ear and faded (reference example images below).

![Example Image]

---

c) Junior Class:

i) Juniors are authorized two (2) different types of haircut.

   (1) The “Ivy League” with 3-finger white-walls. This haircut allows for #3 on the top with 0 (zero) on the sides up to 3-finger lengths from top of ear and faded (reference example images below).
(2) The “Medium Regulation” (or medium fade). The hair is cut to the skin on the sides and back about 1/3 of the way up the head and gradually fades into the longer length on top (reference example image below).

d) Senior Class:

i) Seniors are authorized the “Gentleman’s Cut” (traditional taper cut) which allows for faded sides and up to two (2) inches on the top. Examples of the “Gentleman’s Cut” are shown below.
3) Fingernails will be kept clean and will not extend past the fingertips or be colored.

**ARTICLE 503 – STANDARDS FOR FEMALES**

1) Haircuts and styles will present a balanced appearance.

   a) The hair may touch, but not fall below a horizontal line level with the bottom edge of the back of the collar.

   b) It is recommended that females refer to the following website for guidance on appropriate hair styles.

      i) [http://www.navy.mil/ah_online/um/femalehair.html](http://www.navy.mil/ah_online/um/femalehair.html)

2) All ponytails and long hair, including braids, must be neatly and inconspicuously fastened, pinned, or secured to the head and must not fall below the lower edge of the collar.

   a) No portion of the bulk of the hair as measured from the scalp will exceed 2 inches.
3) Braided hairstyles, such as cornrows, are authorized and will be conservative and conform to the guidelines listed herein.

   a) When a hairstyle of multiple braids is worn, braids will be of uniform dimension, small in diameter, and tightly interwoven in symmetrical fore and aft rows that minimize scalp exposure and present a neat, professional, well-groomed appearance.

4) Hairpins (bobby pins), small barrettes, elastic bands, scrunchies, and small combs that are plain black, dark blue, brown, or color similar to the individual’s hair are authorized.

5) Widely spaced individual hanging locks, dreadlocks, braids, or pigtails that protrude from the head are not authorized.

6) Lopsided and extremely asymmetrical styles are not authorized.

7) Foreign material (e.g., ribbons, beads, decorative items) will not be woven into the hair. Braid ends will not protrude from the head, and will be secured only with inconspicuous material that matches the color of the hair.

8) Headbands or sweatbands are not authorized.

9) Hair will not extend below the eyebrows. Hair accessories shall not add more than two inches of bulk or interfere with the proper wearing of headgear and/or safety gear.

10) Cosmetics, if worn, will be conservative, in good taste, and not be brightly colored.

   a) Cosmetics should have a natural tone.

11) Fingernails will be kept clean and will not extend more than 1/4 inch beyond the fingertip.

   a) Nail polish may be worn, but will be beige or neutral in color.

   i) Brilliant glossy colors, florescent colors, green, yellow, blue, black, or decorative nail art are not authorized.
CHAPTER 6 – MILITARY LETTERS

ARTICLE 601 – GENERAL INFORMATION
1) The military letter is the preferred method of communication, coordination, and approval for all activities of the Corps of Cadets.

ARTICLE 602 – MILITARY LETTER ROUTING GUIDELINES
1) Military letters will be routed through the Cadet Chain of Command.

2) Military letters need only be routed up to the appropriate approval authority.

3) Letters requiring Major Unit Commander approval should be routed through the appropriate Cadet Training Officer. Letters requiring Corps Commander approval must be routed through the Assistant Commandant.

4) From time to time, Military Letters will be requested for special purposes, and their routing procedures will be specified at the time of their request.

5) Approval Authority:
   a) Outfit Level:
      i) Permission for a Cadet to go out of town.
      ii) Permission for a Cadet to be excused from formation.
      iii) Permission for a Cadet to be excused from a required outfit activity.
      iv) Permission for a Cadet to wear non-regs to class.
      v) Permission for a Cadet to be excused from Evening Study Time.
   b) Major Unit Level
      i) Permission for a Cadet to be excused from a required Corps PFT due to medical reasons.
      ii) Permission for an outfit to be excused from a required Corps activity.
      iii) Permission for an outfit to be excused from Evening Study Time.
      iv) Permission for an outfit to institute a restricted weekend on itself.
   c) Corps Level:
      i) Permission for a Cadet to miss a Corps activity. (Example: All-Corps Meeting, Military Review, Football March-in, etc.).
      ii) Permission for an outfit to conduct non-standard activities.
ARTICLE 603 – MILITARY LETTER EXAMPLE

1) Example of military letter:

CORPS OF CADETS
Texas A&M Maritime Academy
Texas A&M University at Galveston

Enter Battalion Designation  //  Enter Company Designation

Enter Date

MEMORANDUM

THROUGH:  Enter Cadet Rank and Cadet Last Name, Enter Cadet Position

Recommend: Approval/Disapproval

TO:  Enter Cadet Rank and Cadet Last Name, Enter Cadet Position

Recommend: Approval/Disapproval

COPY:  Enter Cadet Rank and Cadet Last Name, Enter Cadet Position

SUBJECT:  Enter Subject

1. Request permission to...

2. The reason for this request is...

Physical Signature
Enter LAST NAME, First Name (Use “Fish” if freshman)
Enter Cadet Rank and Cadet Title
Enter Company Designation

2) Approved military letters should be posted on the hatch immediately below the Cadet’s scholastic schedule.

   a) Company Commanders should maintain a copy (scanned or photographed copy is acceptable) of the approved military letter for records and accountability purposes.
CHAPTER 7 – FORMATIONS AND DRILL

ARTICLE 701 – PURPOSE OF FORMATIONS

1) It is mandatory for all Cadets to attend morning formation. Formation will be held Monday through Friday and begin at 0715. Cadets arriving after 0710 will be considered late. Company Commanders have the authority to establish the report time.

   a) Attendance will be taken and general inspection will be conducted.

      i) Cadets will receive demerits if they do not attend formation, are not groomed (i.e., unshaven, need of haircut, etc.), or they are not in the correct uniform.

   b) The Company that has the best attendance and inspection results at the end of each month will not have to attend formation for a length of time as determined by the Corps Commander in consultation with the Commandant.

3) Formation of units is a critical part of close order drill. The purpose of formations are:

   a) To build unit cohesion and esprit de corps by recognizing Cadets during awards and promotion ceremonies.

   b) To maintain continuous accountability and control of personnel.

   c) To provide frequent opportunities to observe the appearance and readiness of the uniforms of each Cadet.

   d) To keep each Cadet informed by providing the means to pass the word.

   e) To develop command presence in unit leaders.

   f) To instill and maintain high standards of military bearing and appearance in units and in each Cadet.

   g) To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

ARTICLE 702 – PURPOSE OF DRILL

1) The Master at Arms is responsible for oversight of drill (i.e., close order drill, basic drill, marching, etc.).

2) Close order drill is one of the cornerstones of naval customs, courtesies and traditions. These traditions are perpetuated from one generation to the next through constant use and practice. Through these traditions, “esprit de corps” of every member is brought by their ever-present feeling of pride, not only in their unit, but also in themselves. A high standard of discipline and “esprit de corps” should not only be maintained and preserved, but also further strengthened.

3) The United States Coast Guard has used the Marine Corps Drill and Ceremonies Manual as an official reference and guide for planning and conducting drills and ceremonies for the purpose of uniformity between the naval services. In keeping with this practice, the Corps of Cadets of the
Texas A&M Maritime Academy has adopted and integrated the Marine Corps Drill and Ceremonies Manual.

a) The Corps of Cadets Drill and Ceremonies Manual published by the Master at Arms is the primary reference for instruction.
   

b) All Cadets will be familiar with essential drills provided by instruction from key Cadets leaders in accordance to the Marine Corps Drill and Ceremonies Manual.
   
i) Drills, march-ins, and ceremonial activities will be scored and graded as performance measures.

4) The object of close order drill is to teach Cadets by exercise to obey orders and to do so immediately in the correct way. Close order drill is one foundation of discipline and esprit de corps. It is still one of the finest methods for developing confidence and Cadet leading abilities in subordinates/rising leaders.

5) The purpose of drill is to:
   
a) Move units from one place to another in a standard, orderly manner.

b) Provide simple formations from which other formations may be readily assumed.

c) Teach discipline by instilling habits of precision and automatic response to orders.

d) Increase the confidence of leaders through the exercise of command, by giving proper commands, and by control of drilling troops.

e) Give subordinates the opportunity to handle command at the smallest formation level.

**ARTICLE 703 – GENERAL INFORMATION FOR INSTRUCTING DRILL**

1) Training personnel in drill is an important duty. Unit leaders who know the drill regulations and how to instruct will gain the respect and confidence of those they lead. Additionally, those instructing drill must:
   
a) Follow regulations strictly as an example to the personnel under instruction.

b) Have energy, patience, and spirit.

c) Have military neatness and bearing.

d) Observe personnel closely, immediately correcting any mistakes noted.

2) When instructing drill movements, the system used to ensure all required information is provided is:
   
a) Purpose of the movement.
b) Number of counts involved in its execution.

c) When the movement may be executed.

d) Commands to cause the movement to be executed.

3) When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.

4) Before a drill period, an instructor should thoroughly study the movements to be executed.

5) Instructors may place themselves wherever they can best control the troops, make corrections, and ensure proper performance.

6) The instructor briefly explains and demonstrates each new movement prior to its execution by the troops. The troops should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.

7) Drill periods should be short but frequent. Snap should be required in every movement.

8) The basic instruction group is the squad.

   a) Its size facilitates individual instruction.

   b) Individuals who learn slowly should be placed in special squads. The best instructors should drill these squads.

   c) Give subordinates the opportunity to handle command at the smallest formation level.

ARTICLE 704 – PARTICIPATION AND ABSENCE EXEMPTIONS

1) Corps formations, activities and marching events are mandatory for all s. Accepting membership in the Corps of Cadets carries with it the privilege and obligation to represent one's unit, the Corps and Texas A&M University at Galveston and as the embodiment of the traditions of selfless service and dedication for which Aggies are widely known. Unless there is a compelling reason for a Cadet to be absent, he or she is expected to attend all scheduled Corps events. This obligation is even more important to the upper class Cadets who must set the example for the under-class Cadets.

2) There are situations that preclude a Cadet from attendance at a Corps event. In order to obtain an exemption from being considered absent without permission, the following procedures must be strictly followed. At graded events, failure to do so results in the unit losing points in its marching score for an unexcused absence.

   a) A Cadet requesting an excused absence from a Corps event must submit a request to his or her unit commander stating the reason for the absence. Staff members submit their request to the commander of their respective minor, major or Corps staff. This request must be done a minimum of five class days prior to the event. The commander will either approve or disapprove the request and inform the Cadet within one class day of having received the request. In cases of emergency situations or unforeseeable circumstances, late requests may be considered.
b) Each commander will submit an e-mail message to the Corps adjutant listing those Cadets excused from the Corps event at least three class days prior to the event. This message will list each excused ‘s complete name, class and justification for the absence. In cases of emergency requests subsequently approved, these will be submitted as soon as approved and add the justification for late approval. Commanders who have approved no excused absences will submit a message to that effect in lieu of the list of those approved. Commanders will submit all messages regarding absences by e-mail with info copies to the minor, major (as applicable) and the Corps commanders. The Corps commander may disapprove unit marching credit for those absent s which he or she feels does not have sufficient justification to be absent from the event. The Corps adjutant will acknowledge receipt by e-mail to the sending commander no later than 24 hours after transmission of each of these messages to him or her.

c) The Corps adjutant will consolidate these messages and forward by e-mail those approved by the Corps commander for marching event credit as excused absences to the Commandant’s designated representative in the Office of Operations and Training. These messages must indicate the respective unit or staff for which the absence credit is to be applied. In addition, the Corps adjutant will similarly submit the number of absence credits by unit for those participating on color guards, Parsons Mounted Cavalry or other Corps related duty during a graded marching event. This information and the required messages from the commanders must be submitted no later than 0800 hours the first class day following the graded marching event. Only the Corps commander may submit additions or corrections after this time. No changes will be applied after 0800 hours the second class day after the graded marching event unless the Commandant so directs.

d) Any unit which permits an unauthorized person to march in or with their formation will receive zero points for that graded event.

ARTICLE 905 – CONDUCT AND DISCIPLINE WHILE IN FORMATION

1) Use of tobacco or gum in formation; silent commands of execution; talking in ranks, looking around or laughing; improperly worn uniform, extreme hair length; dirty or scuffed foot gear or dirty and/or wrinkled uniforms; etc., are indicative of poor leadership, training, and discipline within units and present an unfavorable public image of the Corps of Cadets.

   a) Evaluators noting any of the above, regardless of grading area responsibility, will mark that unit accordingly and these observations will be provided to the evaluators of military and general appearance. Each such cut will result in the loss of one point in the areas of military or general appearance.

2) “Pull outs” (such as improper name tags, tinted glasses, rank insignia or brass; unauthorized cords, awards, or patches; watch chains, rings showing when wearing gloves or other unauthorized modifications to the prescribed uniform or guidon; or conduct considered by the evaluator so unbecoming as to reflect discredit upon the Corps and Texas A&M University will be the loss of ½ of the possible points in his or her area of evaluation in addition to any other point loss assessed for that area.

   a) Any observed “pull out” will be reflected in the military and general appearance areas as well as in the area of the evaluator who observed it. Conduct or appearance of such a discreditable nature so as to cause the Corps and Texas A&M University to suffer humiliation or public embarrassment, may be subject to disciplinary sanctions as prescribed in the Corps Operations Manual and Cadets Instructions Manual.
3) Conduct will be closely evaluated both while marching and at the halt from the assembly area to the dismissal area. Normally the unit is at attention or parade rest (a modified position of attention) at a halt. As such, no moving, talking, looking around, laughing, chewing, or other actions in violation of the requirements of these positions are permitted. This standard is applied equally to all classes.

a) For extended halts, other than on the final line of a review, the commander may command the unit to a rest position (at ease or rest). Such a command will apply to all members of the unit. While both rest positions allow movement except for the right foot, only rest allows talking (in a quiet manner).
CHAPTER 8 – DAILY ROUTINE AND WATCH ORGANIZATION

ARTICLE 801 – GENERAL INFORMATION

1) The routines have been developed for the day-to-day operation of the Corps of Cadets. This routine shall be adhered to by all concerned and shall not be changed except by order of the Commandant. Copies of the daily routine will be posted in the Plan of the Week.

ARTICLE 802 – PLAN OF THE DAY / PLAN OF THE WEEK

1) The Plan of the Day (POD) and Plan of the Week (POW) are the official publications of the Cadet Corps and shall include all notices, changes in daily routine and other information important to normal operation of the Cadet Corps. During the academic year, the Deputy Corps Commander is responsible for publishing the Plan of the Week.

2) Each Cadet is responsible for reading the Plan of the Day/Plan of the Week and for having knowledge of their contents.

3) The Commandant will approve the contents of the POD and POW prior to distribution.

ARTICLE 803 – CADET WATCHES, T/S GENERAL RUDDER

1) All Cadets are responsible for knowing the special details of the watches on the Texas Clipper in port and at sea. These details are set forth in the Master’s and Chief Engineer’s Standing Orders and Night Orders.

2) The lives of all persons aboard ship are entrusted to those on watch. Cadets should always be vigilant to hazardous conditions aboard ship and report them to the appropriate responsible party immediately. Hazardous conditions will be reported to the Senior Duty Officer (SDO) and the Faculty Duty Officer (FDO). If there is doubt as to the proper response to a situation, the Master of the USTS Texas Clipper or the Master’s designee is always available for notification of hazardous situations.

3) Cadets shall stand watch in an alert and responsible manner. They will not permit unauthorized personnel aboard ship or allow personnel to engage in hazardous activities. They will perform assigned tasks to the utmost of their ability; and they will remember that while on watch, they are the Master’s direct representatives. Individuals on watch will carry out the orders of the Master.
CHAPTER 9 – HISTORY AND TRADITIONS

ARTICLE 901 – HISTORY

1) On Monday, October 2, 1876, the Agricultural and Mechanical College of Texas, the first state-supported institution of higher learning, was officially opened for registration. The opening resulted from the Morrill Act passed by Congress fourteen years earlier, which provided a permanent fund to be raised through the sale of public land given to the states. The accruing interest from this fund was to be used to support a technical college which, among other things, specialized in the studies of mechanics, agriculture and military tactics. Monday, October 2, 1876 was the first official day of classes at A&M. Unfortunately, only a handful of students appeared on that appointed matriculation day. On Wednesday, October 4, 1876, forty students and six faculty members began instruction, with Thomas Guthright as acting president. Governor Richard Coke was present on this day to dedicate the school and wish it success; his advice is still included as required knowledge for Cadets.

In the first few years after its opening, the College fought a hard battle for survival. A turning point came when Lawrence Sullivan Ross, then Governor of Texas, accepted the appointment as president in 1890. Sul Ross, loved and respected by Texans for his actions as a soldier, statesman, and gentleman, led A&M from a state of near failure to a secure position as a successful and growing institution. In 1900, there were 327 Cadets in the Corps.

Texas A&M has one of the most comprehensive ROTC programs in the nation. Except for the three service academies, the Corps of Cadets is one of the largest sources of commissioned officers for the Army, Navy, Marine Corps, and Air Force. Since the establishment of the Reserve Officer Training Program at the institution in 1917, A&M has provided military training to more than 65,000 men and women, and has afforded advanced training leading to a commission in the Armed Forces to more than 20,000 men and women.

From the first days of A&M’s history, the military tradition has been deeply ingrained in this school as a distinguishing element of its character. Since the Spanish-American War of 1898, Aggies have served with honor in every conflict in which the United States has been involved.

In 1962 the Texas A&M Maritime Academy was established and in 1965 the first Texas Clipper was received in Galveston. In 1971, Texas A&M University became only one of four institutions in the country to be designated a Sea Grant College, and in 1979 the Board of Regents designates the Mitchell campus as “Texas A&M University at Galveston”.

In recent years, Texas A&M has annually ranked in the top 20 public universities nationally in research expenditures and has ranked first in the South and Southwest. Texas A&M operates one of the largest oceanographic research fleets in the nation.

To meet the high academic and practical deck and engineering seamanship standards, required to receive a degree, a U.S. Coast Guard license, and a Commission, a Cadet must be highly motivated, extremely dedicated, honorable, of high moral character and willing to sacrifice to meet the necessary “Corpsation” found in the Corps. Cadets live in residence halls in military-style organizations. Cadets stand morning formations, room inspections, mandatory study periods during Call to Quarters (CQ), and march periodically at events around the country, including football march-ins. The purpose of military training is to build superlative leadership skills and develop team work. As a result of having undergone the experiences of discipline and education together, Cadets are forged in a fraternal organization whose members display a great loyalty and devotion to each other and to their school, and they have learned to live by the Aggie Honor Code under demanding conditions.
ARTICLE 902 – AGGIE TRADITIONS

1) “There’s a Spirit can ne’er be told…”

Established in 1876 as the Agricultural and Mechanical College of Texas, Texas A&M was once open only to young men, all of whom served in the Corps of Cadets. While that changed more than 50 years ago, many of the university's most outstanding traditions grew out of that military background. Today, they are the foundation and the background of the Aggie core values of excellence, integrity, leadership, loyalty, respect and selfless service. From the oldest — such as the Aggie Ring and Muster — to the newest — such as Big Event and First Yell — the traditions of Texas A&M create what Aggies call the Spirit of Aggieland.

**Sea Aggie Spirit**

As a member of the TAMMA Corps, you will feel this Sea Aggie spirit and will make it a part of your daily life, for it is this spirit that embodies all with the feeling of pride and devotion to A&M. It is a spirit gained through hard work and loyalty to the Corps and to Texas A&M University at Galveston, and it attaches itself so firmly to Cadets of A&M that they carry it with them the rest of their lives - Once an Aggie, Always an Aggie.

The Aggie spirit helps to mold a person’s character. The things one does, and the manner in which one lives with his/her fellow Cadets make a permanent impression. As an individual, one works for the good of the Corps, and by personal actions and influence, one aids others to do the same. Cadets who have been here before you have been responsible for preserving the best in our Aggie traditions and, as you learn these traditions, you will be responsible for passing them on, untarnished.

**Aggie Friendliness**

The open friendliness of Aggies is a tradition which sets Texas A&M Galveston apart from any other school. The friendly atmosphere of the A&M campus continually surprises visitors to our campus. Aggie friendliness is one of those traditions that can keep the Aggie Spirit alive and is one of the most important things an Aggie can learn and practice. It is important for members of the Corps to keep this alive by being helpful and friendly to all visitors and by greeting all with a friendly and distinct “HOWDY!” Freshmen Cadets learn this tradition of friendliness their first semester here, and they should continue this practice throughout their lifetime.

**Twelfth Man**

In Dallas on January 2nd, 1922, A&M played defending national champion, Center College, in the first post-season game in the southwest. In this hard fought game, which produced national publicity, an underdog Aggie team was slowly but surely whipping a team which boasted having three All Americans. Unfortunately, the first half produced so many injuries for A&M that Coach D. X. Bible feared he wouldn’t have enough men to finish the game. At that moment, he called into the Aggie section of the stands for E. King Gill, a reserve who had left football after the regular season to play basketball. Gill, who was spotting players and was not in football uniform, willingly volunteered and donned the uniform of injured player, Heine Weir. Although he did not play in the game, his readiness to play symbolized the willingness of the Aggie fans to support their team to the point of actually entering the game. A statue of E. King Gill stands to the north of Kyle Field to remind today’s Aggies of their constant obligation to preserve the spirit of the Twelfth Man. That spirit of readiness, desire, and enthusiasm has continued through the years, and to this day the Aggie student
body, known as the Twelfth Man, remains standing at football games as a gesture of its loyalty and readiness for duty.

Silver Taps

Silver Taps is one of the most meaningful and important ceremonies at A&M. It is the final tribute to an A&M student who has died. The notice of commemoration is posted at Flag Pole. The ceremony is held on the first Tuesday of every month of the academic year at 2230 hours. In deference to the solemnest of the ceremony, there is no smoking and no display of affection. All lights in campus buildings in the vicinity of the Student Center are extinguished during the ceremony. Members of the student body gather in front of the Flag Pole. Friends and families of the deceased Aggies stand in front of the Flag Pole. The Firing Squad of the Hearne Honor Guard fires three volleys in honor of the departed Aggies. Buglers from the Aggie Band then play a special rendition of Taps three times in honor of the fallen Aggies. Cadets stand at attention. After the last note of Taps has faded, Cadets return silently to their residence halls.

Aggie Muster

On April 21, 1903, the 396-member student body held the first Aggie Muster, sixty-seven years after the Battle of San Jacinto, to commemorate both the battle and the Aggies who died in the previous year. Since then, Aggie Muster has been held each year on April 21st in every place that Aggies have been able to gather together. General George F. Moore, 1908, held an Aggie Muster on Corregidor in 1942, just fifteen days before the island fortress fell. Aggies have mustered amidst guns of war on Anzio beachhead in Italy in 1943, on Okinawa in 1945, at Guadalcanal, on the Korean Peninsula, the rice paddies of Vietnam, and in the deserts of Southwest Asia. At Muster, the “Roll Call of the Absent” is conducted and a living Aggie comrade answers “Here” for each of the departed, signifying that the departed comrade’s Aggie Spirit still remains. At the Galveston campus Muster, the Hearn Honor Guard Firing Squad fires three volleys and the Silver Taps Bugle Team plays Silver Taps. This tradition is symbolic of Aggie company and is unique among universities of the world.

“Softly call the Muster, let comrade answer ‘Here’...”

Yell Practice

Yell practice, held each week during football season, represents more than just another campus event. It is the time and place where enthusiasm is generated. The new student often gets his/her first feeling of real school spirit on these occasions. Today, Midnight Yell is held in Galveston on the Thursday night before the main Midnight Yell (held on Friday) at Kyle Field before any Home game. For away games, Midnight Yell is held at the Grove in College Station on Thursday nights. Also for away games, a site is designated for a Midnight Yell in the city of our opponent on the night before the game.

After a victorious game on Kyle Field, the fish in the Corps of Cadets celebrate victory by throwing the yell leaders into the Fish Pond. The Yell Leaders then lead a short yell practice on the steps of the YMCA Building to prepare for the next game. If the team is outscored, the Twelfth Man remains standing in the stadium for a short yell practice to display the continuing support for the Aggie Team and to prepare for the next game.

Corps Trip

During designated football seasons, the entire Corps attends several out-of-town games, known as “Corps Trips.” Today, each Corps Trip means a weekend away from the regular routine of the campus and another occasion to demonstrate the support the Twelfth Man has
for the Aggie team. Corps Trips are some of the most enjoyable events of the year for all Cadets. Currently, two Corps trips are made each fall semester to Aggie Home Games and the Corps participates in the march-in at Kyle Field.

Aggie Ring
The Texas A&M senior ring is a tradition as grand and as revered as the University itself. The ring is symbolic of hard work and of membership in the greatest fellowship in the world. In 1894, a committee picked the ring design similar to the one worn today. The cannon were added in 1900 and in 1939 various changes and additions gave the ring the appearance of today. In 1963, the name of the crest of the ring was changed from A&M College of Texas to Texas A&M University. Traditionally, the undergraduates at A&M proudly wear the ring with the class number facing the back of the hand. At the annual Ring Dance, the ring is turned around so the class number faces the front.

Reveille
Reveille is the official mascot of Texas A&M University. Reveille I came to Texas A&M in January 1931. A group of Cadets hit a small black and white dog on their way back from Navasota. They picked up the dog and brought her back to school so they could care for her. The next morning, when “Reveille” was blown by a bugler, she started barking. She was named after this morning wakeup call. The following football season, she was named the official mascot, when she led the band onto the field during their half-time performance. When Reveille I died on January 18, 1944, she was given a formal military funeral on the gridiron of Kyle Field. She was then buried at the north entrance to the field, establishing the precedent for all future Reveilles, facing the scoreboard, so that they could always watch the Aggies outscore their opponent. When Kyle Field added “The Zone,” the graves of past Reveilles were relocated to the plaza north of “The Zone” and a special scoreboard was erected on the north face of “The Zone” that could be seen from the grave sites. Reveille is the most revered dog on campus. Company E-2 has the privilege of taking care of Reveille.

ARTICLE 903 – CAMPUSOLOGY
1) There are many famous facts and quotations which are an integral part of the traditions and history of Texas A&M University. Some of the more significant of these facts are listed on this page.

When was Texas A&M opened?
A&M was opened for registration on October 2, 1876. On Wednesday, October 4, 1876; 40 students and six faculty members began instruction.

Name your Chain of Command:
Squad Leader, ______________
Chief Petty Officer, ______________
Company Commander, ______________
Corps Commander, ______________

What is Silver Taps?
Silver Taps is the student body’s final tribute paid to an Aggie who, at the time of his/her death, was enrolled in undergraduate or graduate classes at Texas A&M.

What is Aggie Muster?
On April 21st each year, on the anniversary of the Battle of San Jacinto, Aggies gather together, wherever they are, to commemorate fellow Aggies who have died during the year. The tradition was begun 21 April 1903.
When and where did the Twelfth Man originate?
On January 2, 1922, in Dallas during the Dixie Classic (the forerunner of the Cotton Bowl), an Aggie, E. King Gill, was called from the stands to suit up as a substitute, hence the phrase “Twelfth Man.”

How many ships and merchant marine seaman were lost/died in WWII?
733 US cargo ships were lost and over 6,000 US merchant seamen were killed in shipping raids during WWII. Nearly 600 seamen were held as prisoners of war.

What is the inscription on the propeller of the POINT SUR?
The propeller of seagoing tug POINT SUR served at the invasion of Normandy June 6, 1944.

What is the Big Event?
It is the nation’s largest one-day student run company service project in the nation. The Galveston Campus began participating in this Aggie Tradition in 1994. In 2009, the Galveston Big Event focused on recovery and restoration projects across the island as a result of Hurricane Ike.

What is the Anchor?
The anchor serves as memorial to USTS TEXAS CLIPPER. She served Texas A&M University at Galveston for 32 years, traveling over a quarter of a million miles visiting 49 foreign ports.

What is the Elephant Walk?
Before the last football game, the seniors gather for the annual Elephant Walk. In an act symbolizing old elephants searching for a place to die, they visit all the important historical locations on campus to remember good times and friends before wandering off to some secluded spot as if to await the coming of death as old “elephants.” This event is symbolic of the fact that, as former students, they will never again stand as part of the student portion of the famed Twelfth Man.

What is the Aggie Honor Code?
“An Aggie does not lie, cheat or steal or tolerate those who do.”

When were the US Merchant Marines established?
Merchant Marine Act of 1936. The United States Merchant Marine comprises the merchant ships that are used to transport both imports and exports during peace time and serves as an auxiliary to the United States Navy during times of war, delivering both troops and supplies to the military, as well as goods for the welfare of the country, under hazardous conditions, usually by convoy. The Merchant Marine is civilian except in times of war, when they are effectively considered military personnel governed under the provisions of the Merchant Marine Act of 1936. A merchant mariner is a seafarer or mariner in the United States Merchant Marine.

When was the Texas A&M Maritime Academy established and when did they receive the first Texas Clipper?
1962 the school was established. The Texas Clipper 1 sailed for the TAMMA in 1965.
ARTICLE 904 – YELLS

1) Yell is one of the most well-known and popular Aggie traditions.

**Gig ‘em**

[Pass Back: Closed fist with thumb pointed straight up]
Aaaaaaaa
Gig ‘em, Aggies!

**Aggies**

[Pass Back: Hands flat, with index fingers and thumbs touching to form an “A”]
A-G-G-I-E-S
A-G-G-I-E-S
Aaaaaaaa
Fight ‘em Aggies!

**Farmers Fight**

[Pass Back: Closed fists rotating around each other in alternating directions]
Farmers fight!
Farmers fight!
Fight! Fight!
Farmers, farmers, fight!

**Kyle Field**

[Pass Back: Left hand raised with waving motion, right hand at your side with index finger pointing to the ground]
K-Y-L-E
F-I-E-L-D
Aaaaaaaa
Kyle Field, Aaaaaaaa

**Beat the Hell**

[Pass Back: Left arm clapping bicep, Right arm pulling up, fist clenched]
Beat the hell outta _________(whoever we are playing that week)!

**Horse Laugh**

[Pass Back: Hands with fingers straight are held palms together, and then hands move back and forth in a pointing motion]
Riffety, riffety, riff-raff!
Chiffety, chiffety, chiff-chaff!
Riff-raff! Chiff–chaff!
Let’s Give’em the horse laugh:
Sssssssss!
Team
[Pass Back: Hands form a “T”, like “time out” symbol]
Aaaaaaa
Team! Team! Team!

Sit Down Bus Driver
[Pass Back: Two hands driving motion]
Sit Down, Bus Driver!

Fifteen for Team, Farmers Fight, Call it a Night
[Pass Back: 15 fingers are shown, followed by a “T” motion similar to a “time out” signal; Closed fists rotating around each other in alternating directions; Hands clapped together, brought to right side of head in a “sleeping” motion]
Rah! Rah! Rah! Team!
Farmers Fight!
Farmers Fight!
Fight! Fight!
Farmers, Farmers, Fight!

Old Army
[Pass Back: Upward pointed finger moves in circular motion]
Aaaa, Rrrr, Mmmm, Yyyy [drop voice]
Tttt, Aaaa, Mmmm, Cccc [drop voice]
Aaaaaaa
Ol’ Army fight!

Military
[Pass Back: Saluting motion]
Squads Left! Squads Right!
Farmers, farmers, we’re all right!
Load, ready, aim, fire: BOOM!
[Seniors only: Reload!]
A&M, give us room!
0101 GENERAL

1. General. This chapter relies heavily upon the contents of the Marine Corps Drill and Ceremonies Manual. The information presented here is for quick reference. The intent of this document is to provide the basics to members of the Corps of Cadets, but it should not be used as a replacement for the Marine Corps Drill and Ceremonies Manual, which provides detailed information on the conduct of military drill.

2. References. The following references will be used to provide guidance to units and training contingents in the instruction and conduct of military drill:

   a. Marine Corps Drill and Ceremonies Manual (MCO 5060.2 Series), Part I, Chapters 1 through 15

   c. Basic Military Requirements (NAVEDTRA 14325)

3. Definitions. Refer to the Marine Corps Drill and Ceremonies Manual for a full list of terms related to military drill.

0102 INTRODUCTION TO DRILL

1. Purpose of Drill. Unit and formation commanders will utilize drill in order to:

   a. Move units from one place to another in a standard, orderly manner.

   b. Provide simple formations from which ceremonies and instruction may be conducted.

   c. Teach discipline by instilling habits of precision and automatic response to orders.
d. Increase the confidence of Merchant Marine Cadets and Navy Midshipmen through the exercise of command by the giving of proper commands, and by the control of drilling personnel.

e. Instill a sense of camaraderie and esprit de corps.

2. Instructing Drill. Training personnel in the proper conduct of drill is an important duty. From the beginning of their time in the Corps of Cadets, individuals should take pride in being considered efficient drill instructors. If they know the drill regulations and how to instruct, they will gain the respect and confidence of those they command. In addition, good drill instructors must:

a. Follow regulations stringently, as an example to the personnel under instruction.
b. Have energy, patience, and spirit.
c. Demonstrate military neatness and bearing.
d. Observe personnel closely, immediately correcting any mistakes noted.

3. System of Instruction

a. **PCWC.** When instructing drill movements for individuals, the system described by the acronym PCWC will be used to ensure all required information is provided. PCWC stands for:

   (P) Purpose of the movement.
   (C) Number of Counts involved in its execution.
   (W) When the movement may be executed.
   (C) Commands to cause the movement to be executed.

b. **PFWC.** When instructing drill movements for units or groups, the system described by the acronym PFWC will be used to ensure all required information is provided. PFWC stands for:

   (P) Purpose of the movement.
   (F) Formation from which the movement is executed.
   (W) When the movement may be executed.
   (C) Commands to cause the movement to be executed.

4. Methods of Instruction

   a. When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.
b. Before a drill period, an instructor should thoroughly study the movements to be executed.

c. Instructors may place themselves wherever they can best control the personnel, make corrections, and ensure proper performance.

d. The instructor briefly explains and demonstrates each new movement prior to its execution by the personnel. Personnel should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.

e. Drill periods should be short but frequent.

f. Snap should be required in every movement.

g. The basic instruction group is the squad. Its size facilitates individual instruction.

h. Individuals who learn slowly should be placed in special squads. The best instructors available should drill these squads.

5. General Rules of Drill

a. The command, “AS YOU WERE,” cancels a movement or order started but not completed. At this command, personnel should resume their former positions. “BELAY MY LAST” is incorrect and should never be used in this situation.

b. Whenever drill movements are executed while personnel are marching, the command of execution is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes the deck if the movement is to the right.

c. The cadence of commands should be that of quick time, even though no marching is involved. The pause between preparatory commands and commands of execution should be adapted to the size and formation of the unit.

0103 COMMAND VOICE

1. Commands

a. There are four types of commands: preparatory commands, commands of execution, combined commands, and supplementary commands. All commands in this chapter are shown in quotation marks and bold print, e.g., “Present, ARMS”.
1) The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. In this chapter, preparatory commands are shown beginning with a capital letter followed by lower case letters. The comma indicates a pause between the preparatory command and the command of execution. Examples would be “Forward,” “Left,” “Division,” “About,” etc.

2) The command of execution causes the desired movement to be executed. In this chapter, commands of execution are shown in ALL CAPITAL LETTERS. Examples would be “MARCH,” “FACE,” “ATTENTION,” etc.

3) With the combined command, the preparatory command and the command of execution are combined. In this chapter combined commands are shown in UNDERLINED CAPITAL LETTERS. Examples would be “AT EASE,” “REST,” “FALL IN,” etc.

4) Supplementary commands are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads following the unit leader's preparatory command, “Column of Files, From the Right,” and before the command of execution “MARCH.” In this chapter supplementary commands may be shown as preparatory commands, commands of execution, or combined commands, depending on the movement.

b. When giving commands, commanders face the formation. The position of attention is the proper position for giving commands. A leader's bearing will be emulated. If it is military, junior personnel will be inspired to respond to commands with snap and precision.

1) For company formations or larger, when commanding marching units from the head of a column or massed formations, commanders march backward while giving commands.

2) When commanding a unit that is part of a larger unit, commanders turn their heads to give commands, but do not face about except when the unit is halted and the smaller units are in line. In this case, the leader faces about to give all commands except to repeat preparatory commands, for which turning the head is sufficient.

c. Commanders of squads and larger divisions, when drilling as a part of a still larger unit, repeat all preparatory commands or give the proper new command or warning. There are three exceptions to this.
1) The first is that no repetition is necessary for combined commands such as “FALL IN,” “FALL OUT,” “REST,” or “AT EASE.”

2) The second is that no repetition of command is necessary when a unit is in mass formation.

3) The third exception is that no repetition of command is necessary during parades and ceremonies where the parade master, adjutant, etc., may be clearly heard by all hands, or the parade master and adjutant give combined commands and subordinate unit commanders cause their units to execute the command independently.

d. If at a halt, the commands for movements, which involve marching at quick time in a direction other than to the direct front, such as “Column Right, MARCH,” are not prefaced by the preparatory command, “Forward.”

2. **Voice**

   a. A command must be given loud enough to be heard by all members of a unit. Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals.

   b. Distinct commands inspire personnel. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, enunciation must be emphasized.

   c. Inflection is the rise and fall in pitch, the tone changes of the voice. d. Preparatory commands should be delivered with a rise and inflection in the voice. (e.g., “BaaTAL ion,” “PlaaaTOON,” “FooreWARD,” “TO the REAR,” etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable. 8-5 0803 COMMAND VOICE (CONTINUED)

   f. A command of execution is given in a sharper and higher pitch than the tone of the preparatory command’s last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, personnel will react to it with snap and precision.
0104 MOVEMENTS

1. General

a. Individual movements form the basis for building unit formations and movements.

b. Movements that can be executed from both the halt and while on the march should be explained, demonstrated, and practiced from the halt first.

c. The leader should be placed in a position immediately in front of the formation in order to be able to project the voice, and to be heard by all. As stated earlier, the leader will always face the formation when giving commands.

2. Positions

a. Fall In. On the command “Fall IN”, the squad forms in line on the left of the right flank member (squad leader). Each member of the formation executes a “Dress RIGHT” to obtain alignment and distance, and then quickly returns to the position of attention.

b. Attention. The position of attention is the basic military position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:

1) Smartly bring the left heel against the right.

2) Turn the feet out equally to form an angle of 45 degrees. Keep heels on the same line and touching.

3) The legs should be straight, but not stiff at the knees.

4) Keep the hips and shoulders level and the chest lifted.

5) The arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.

6) Keep the head and body erect. Look straight ahead with mouth closed and the chin pulled in slightly.
7) Stand still and do not talk.

c. Dress Right (Left) Dress.

1) On the command “Dress Right (Left), DRESS” everyone except the squad leader, smartly turn their heads to the right (left), 90 degrees over the shoulder, look, and align themselves. At the same time, everyone except the individual on the left (right) flank, provide interval by smartly raising their fully extended left (right) arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. The squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short shuffle steps until their right (left) shoulders lightly touch the fingertips of the person on their right (left).
2) The modifier “At a Close Interval” may be given to align closer. In this case, the left (right) arm is bent at the elbow with the hand placed on the left (right) hip. The extended elbow slightly touches the right (left) arm of the next person in the column until alignment and distance is obtained.

(At Close Interval Dress Right Dress)

3) In both cases, the command “Ready FRONT” is given and all hands snap smartly to the position of attention.

d. Cover. To align in column, the command is “COVER.” At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.

e. Parade Rest. On the preparatory command “Parade,” shift the weight of the body to the right leg without noticeable movement. On the command of execution “REST,” and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. The only command that can be given to personnel while at parade rest is “ATTENTION.”

1) The positions of “At EASE” is a modifications of “Parade REST”, but personnel may move about, keeping right foot stationary, and remain silent.

2) The positions of “At REST” is a modifications of “Parade REST”, but personnel may move about, keeping right foot stationary. Personnel are authorized to speak quietly amongst themselves.
3) When at a position of rest or at ease and the command “ATTENTION” is given, the following applies; when given at parade rest, come to attention. When given at ease or at rest, assume the position of parade rest on the preparatory command “Squad/Division/Battalion, etc.” When “ATTENTION” is given go to that position.

f. Fall Out. The command is “Fall OUT.” At the command, personnel leave their position in ranks, but remain nearby or proceed to a pre-designated area. Not to be confused with “Dismissed.”

g. Dismissed. The command is “DisMISSED”. At the command, personnel leave the formation and carry out the Plan of the Day. A verbal response is not required from personnel.

3. Facing. The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when at attention. The commands are “Right, FACE;” “Left, FACE;” and “About, FACE.” Facing movements are executed in the cadence of quick time. While facing, the arms should not swing out from the sides, but remain at the position of attention.

a. Right Face. The movement “Right, FACE” is a two-count movement.

1) On count one, at the command “FACE,” the left heel and right toe are raised slightly, turn to the right on the right heel and left toe, keeping the left leg straight but not stiff.

2) On count two, place the left foot smartly beside the right and stand at attention.
b. **Left Face.** The movement “Left, FACE” is a two-count movement.

1) On count one, at the command “FACE,” the right heel and left toe are raised slightly, turn to the left on the left heel and right toe, keeping the right leg straight but not stiff.

2) On count two, place the right foot smartly beside the left and stand at attention.

c. **About Face.** The movement “About, FACE” is a two-count movement. At the command “About,” shift weight to the left leg without noticeable movement.

1) On count one at the command “FACE,” place the right toe half a foot length behind, and slightly to the left, of the left heel. Do not change the position of the left foot. Rest weight evenly on the left heel and the ball of the right foot.

2) On count two, turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Thumbs will remain on the seams of the trousers. If properly executed personnel will be at the position of attention facing in the opposite direction when complete.
4. Hand Salute/Present Arms

a. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “Hand, SALUTE.” To return to the position of attention the command is “Ready, TWO.”

1) When “SALUTE” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headgear, above and slightly right of your right eye. The fingers should be extended straight and joined with the thumb along the forefinger. Personnel should be able to see their entire palm when looking straight ahead. The upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. The wrist and hand should be straight, a continuation of the line made by the forearm, at the same time, if not in ranks, turn the head and eyes toward the person or colors that are being saluted.

2) At the command “TWO,” return to attention. Move your hand smartly in the most direct manner back to its normal position by the side.
3) To ensure simultaneous execution of the second movement of the hand salute when personnel are in formation, the preparatory command “Ready,” will be used prior to the command of execution “TWO.”

b. Personnel may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or colors are not going to approach within 6 paces. The salute will not be rendered if the person (colors) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (colors) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

c. When the command “Present, ARMS” is given, if not armed, personnel execute the hand salute on the command “ARMS.” Stay at that position until the command “Order, ARMS” is given.

0105 STEPS AND MARCHING

1. General

a. All steps and marching movements beginning from a halt start with the left foot.

b. The instructor indicates the proper rhythm by counting cadence.

c. To change direction on the march, the command of execution is given as the foot in the desired direction of the turn strikes the deck.

2. Quick Time. The purpose of quick time is to march at 112 to 120 steps per minute taking 30-inch steps. This is the standard pace for marching a formation. It may be executed when halted at attention, marking time, marching forward at double time, or marching at half step. The command is “Forward, MARCH.”

a. When halted, the command to march forward at quick time is “Forward, MARCH.”

b. On “Forward,” personnel shift their weight to the right leg without noticeable movement.

c. On “MARCH,” personnel step off smartly, left foot first, and march straight ahead with 30-inch steps. Personnel swing their arms easily in the natural arcs, 6
inches straight to the front and 3 inches to the rear. Movements should not be exaggerated.

3. **Halt.** The purpose of halt is to stop the movement of a marching unit. It is executed in two counts when marching at quick time, and three counts when marching at double time. It may be executed when marching at quick time, half step, double time, side step, back step, mark time, and double time in place. The command of execution is “HALT,” which is always preceded by a preparatory command designated by the size of the unit, such as “Squad,” or “Company.” The command of execution may be given as either foot strikes the deck except for side step.

   a. **While Marching at Quick Time or Half Step.** Take one more step after “HALT.” Then bring the rear heel forward against the other.

   b. **While Marching at Mark Time.** Take one more step in place after the command “HALT.” Then bring the heels together.

4. **Mark Time.** The purpose of mark time is to march in place at quick time cadence. It may be executed when halted at attention, double timing in place, marching at half step and marching forward at quick time. While marching, the command may be given as either foot strikes the deck. The command is “Mark Time, MARCH.”

   a. **When Halted.** On the command “Mark Time,” shift your weight to your right leg slightly without noticeable movement. On the command “MARCH,” beginning with the left foot, then alternating, personnel raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swinging their arms naturally as in marching.

   b. **When Marching at Quick Time.** On the command “MARCH,” take one more 30-inch step as if coming to a halt. Bring your heels together. Begin marking time without loss of cadence with the opposite foot. To Resume the March at Quick Time, The Command is “Forward, MARCH.” On the command “MARCH,” take one more step in place, then step off with a 30-inch step.

5. **Half Step.** The purpose of half step is to march forward at quick time taking 15-inch steps. It may be executed when halted at attention or marching forward at quick time. While marching it may be given as either foot strikes the deck. The command is “Half Step, MARCH.”

   a. **At the Halt.** On the command “Half Step,” personnel shift their weight to their right leg without noticeable movement. On the command “MARCH,” they step off forward in quick time cadence with 15-inch steps. The balls of the feet
should strike the deck before the heels. At the same time personnel begin swinging their arms 6 inches to the front and 3 inches to the rear.

b. Marching in Quick Time. On the command “MARCH,” personnel take one more 30-inch step, then begin the 15-inch steps. To resume quick time from half step, the command is “Forward, MARCH.” It may be given as either foot strikes the deck. On “MARCH,” personnel take one more half step, then step off at quick time.

6. Columns. The purpose of this movement is to change the direction of the marching unit in a column. It may be executed when the squad is halted or marching in column. The command is “Column Right (Column Left, Column Half Right, or Column Half Left), MARCH.” The squad leader establishes the pivot for the movement.

   a. When Marching. The commands of execution are given on the foot in the direction of the turn. On the command of execution “MARCH,” the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of the march.

   b. When Halted. At the command of execution “MARCH,” the squad leader faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

   c. Column Half Right (Left). Movement is executed as described above except that the pivot is 45 degrees to the right (left).

   d. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.
7. **Flank.** Used to move the entire formation to the right, left or rear as one.

a. **From the Halt**

1) For Right Flank, the command is *By the Right Flank, MARCH.* On the command *MARCH*, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

2) For Left Flank, the command is *By the Left Flank, MARCH.* On the command *MARCH,* turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

3) For To the Rear, the command is *To the Rear, MARCH.* On the command *MARCH,* step forward with the left foot, turnabout to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

b. **While Marching.** The command of execution is given as the foot of the desired direction of movement strikes the deck.

1) For Right (Left) Flank, on *MARCH,* without losing cadence, take one more step in the original direction. Pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count. When marching to the flank the only other movement that can be given is a flanking movement in the opposite direction that will bring the individual or unit back to the original front.

2) For To the Rear, the command of execution *MARCH* is given when the right foot strikes the deck. When marching to the rear, the only movement at can be given is another *To the Rear, MARCH* in order to bring the individual or unit back to its original front.
8. **Oblique.** The steps for a Right (Left) Oblique is the same for a Flank, only at a 45 degree angle. When marching in oblique, the only movement that can be given is “**Forward, MARCH**” in order to bring the individual or unit back to its’ original front.

![Oblique Diagram]

9. **To March at a Route Step**

   a. The command is “**Route Step, MARCH.**” It is commanded as either foot strikes the deck and only while marching at quick time. After “**MARCH,**” personnel are no longer required to march in cadence, but must keep interval and distance. They may talk, but in a low voice.

   b. To resume marching at a quick time, the command is “**Squad (Company, Battalion, etc.), ATTENTION.**” After commanding “**ATTENTION,**” the unit leader will count cadence until all personnel are in step. Pick up the step as soon as possible and continue marching at attention. Commands that involve precision in execution will not be given until the command to resume marching at quick time has been given and all members of the formation have picked up the step and cadence.
1. **General.** The Guide or Guidon Bearer is the individual upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file. This person is normally positioned to the immediate right for the first squad leader when the formation is in a line, or immediately in front of the third squad leader when the formation is in a column.

2. **Guidon.** The guidon is a division or company identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the commander. The color and design is at the discretion of the unit commanding officer, but normally will include, unit name, logos, and slogans. Dimensions do not normally exceed 20 inches tall by 28” inches long. The guidon staff will be made of wood or metal between seven and eight feet in length with a silver polished upper and lower ferrule, joint connector, and Army spear/spade.

3. **Notes**
   
a. At the unit, the guidon may be displayed on the quarterdeck between morning and evening colors, except during inclement weather and when carried in formation.

   b. In selecting a guidon bearer, the unit leader should choose an individual who is outstanding in bearing, appearance, and ability.

   c. When acting as guidon bearer, the individual is considered under arms.
4. **Movements**

a. **Order Guidon.** At order guidon, the ferrule rests on the deck touching the outside edge of the right shoe close to the little toe. The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff. The upper staff rests in the hollow of the right shoulder. The
staff is vertical with the flat side of the spearhead facing front. The rest of the body is at attention.

b. **Carry Guidon.** This is the normal position of the guidon while marching at quick time. It is carried using the strong grip with the ferrule 6 inches above the deck and the flat side of the spearhead facing front.
c. **Carry Guidon from Order Guidon.** This movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved. Execution is begun on a preparatory command such as "Forward," "About," etc.

   i. On the preparatory command, reach across the body and grasp the staff with the left hand 2 inches above the right.

   ii. Change the grasp to the strong grip, while raising the staff with the left hand until the lower ferrule is 6 inches above the deck. Hold the staff vertical with the right hand.

   iii. Move the left hand smartly back to the side.

d. **Order Guidon from Carry Guidon.** This movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon. If there are a series of movements, executed immediately one after the other, order guidon will not be executed until after the final one. Order guidon is executed in one count by allowing the staff to slip through the right hand until the lower ferrule rests on the deck, and change the grasp to the "V" grip.

e. **Present Guidon from Order or Carry Guidon.** From order or carry guidon, this movement is executed on command. Since the right hand is 6 inches lower on the staff at carry than at order, the ferrule will extend farther to the rear when at present guidon from order than it will at present guidon from the carry.

   i. From order guidon, the command is "Present, ARMS." It is executed in one count.

   ii. On "ARMS," lower the guidon straight to the front. The right arm is extended until the lower portion of the staff rests in the pit of the right arm and the entire staff is horizontal to the deck. As the staff is lowered rotate the staff to the right so that the sharp edge of the spearhead faces down. Hold the right elbow firmly against the body.

f. **Eyes Right (Left)**

   i. It is executed in the same manner as from order guidon except that the head and eyes are turned right (left) 45 degrees as the guidon is lowered.
g. Order/Carry Guidon from Present Guidon.

i. To return to order guidon, the command is “Order, ARMS.” On the preparatory command “Order,” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On “ARMS,” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. Then let the staff slide straight downward through the right hand until the lower ferrule rests on the deck, the left hand steadies the staff as it slides downward. Cut the left hand smartly back to its normal position at the left side. The flat side of the spearhead is back facing to the front.

ii. To return to carry guidon the command is “Ready, FRONT.” On the preparatory command “Ready,” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On “FRONT,” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. The flat side of the spearhead facing to the front. Cut the left hand back to the left side and turn the head and eyes smartly to the front.
h. **Ready Guidon from Order or Carry Guidon.** This movement is used as a signal for aiding troops in the execution of commands where hearing verbal commands is difficult. When directed by the unit commander, the guidon is brought to ready guidon on specified preparatory commands. Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left), at which times the guidon must render honors.

i. On the specified preparatory command, bring the left hand across the body to grasp the staff above right hand. Change the grasp of the right hand so that the staff is gripped from the rear. Then raise the right hand to shoulder height, causing the guidon to be raised approximately 3 feet. At the same time, change the grasp of the left hand from above the right hand to just above the lower ferrule. This is the position of ready guidon.

ii. On the command of execution, smartly lower the right hand and staff to the position of carry guidon. At the same time, return the left hand to a position above the right hand and steady the staff as the grasp of the right hand is changed. Return the left hand to the position of attention.

i. **Guidon Salute from Carry of Order Guidon.**

i. The command is “Guidon (Hand), SALUTE.” This movement may be executed on command, when in formation, or individually if the guidon bearer is in route to or from a formation. It is executed in two counts

ii. On “SALUTE,” move the left hand, palm down, smartly to a position approximately 18 inches above the right hand with the left arm parallel to the deck. Keep the thumb and fingers straight and together. Touch the staff with the first joint of the forefinger. Turn the head and eyes toward the person being saluted.

iii. After the salute is returned, or the command “Order ARMS,” or “Ready, TWO” is given move the left hand smartly back to the left side and look to the front.
j. Rest Positions

i. **Parade Rest from Order Guidon.** The command is “Parade, REST.” It is executed in one count. It may be given only when halted at attention. On the command of execution “REST,” slide the right hand up the staff to shoulder height. The staff remains in place and vertical. Without loss of motion, straighten the right arm so the staff of the guidon tilts forward at 30 degrees. The fingers and thumb of the right hand are wrapped around the staff. The ferrule remains in the same position as at order guidon. The flat side of the spearhead remains facing front. Place the left hand behind the back, just below the belt. Keep the fingers straight and touching. The palm is flat and facing the rear. At the same time, move the left foot smartly 12 inches to the left of the right foot.

![Parade Rest from Order Guidon](image)

ii. **At Ease from Any Position of the Guidon.** The command is “AT EASE.” It is executed in two counts. It may be given only when halted at attention. On the command, and for count one, execute parade rest as described in the previous paragraph. On the second count, you may relax and, except for your right foot and ferrule, move about. Do not talk.

iii. **Rest from Any Position of the Guidon.** The command is “REST.” It is executed in the same manner as at ease the only exceptions being that you may talk and hold the staff in either hand.
iv. 4) From parade rest, at ease, and rest, the command is “(Company/Battalion, etc.), ATTENTION.” On the preparatory command, go to parade rest, if not already in that position. At the command “ATTENTION,” go smartly to order guidon.