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Preface

Welcome letter from CO



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Read Section

The documents contained in this section are for the Cadet to read and to be an initial source of information.



Welcome to NSCC

From the National Website:

"...through organization and cooperation with the Department of the Navy, to encourage and aid American youth to develop, train them in seagoing skills, and to teach them patriotism, courage, self-reliance and kindred virtues."

- NSCC Charter - 36 USC 1541

Since 1958 the Naval Sea Cadet Corps has been committed to providing American youth with a drug and alcohol free environment to foster their leadership abilities, broaden their horizons through hands-on training and guide them to becoming mature young adults.

Sea Cadet organizations exist in most of the maritime nations of the world. Recognizing the value of these organizations in educating youth in maritime matters, the Department of the Navy requested the Navy League of the United States to establish a similar program for American youth. The Navy League agreed to do so and formally established the Naval Sea Cadet Corps (NSCC) and Navy League Cadet Corps (NLCC) in 1958. Recognizing the importance and benefits of the NSCC, Congress on September 10, 1962 federally incorporated the Naval Sea Cadet Corps under Public Law 87-655 (36 USC 1541).

Today, the NSCC has formed partnerships with organizations such as the Foundation for Teaching Economics and the Flying Midshipman Association to offer cadets broader opportunities in areas of leadership and aviation. The NSCC also took an active part in the creation of the International Sea Cadet Association (ISCA). The ISCA is an association of Sea Cadet Corps' from around the world, whose main objective is to facilitate exchanges of cadets between member countries.

The Naval Station Everett Division is committed to the ideals and goals of the National Program. The Officers and Staff of this division singular commitment are to provide a program and environment that allows the cadets to achieve their goals as a member of this unit. The Officers and Staff have high expectations of themselves as well as the Cadets. Our expectation is that each Cadet will excel in this program while demonstrating excellence in other areas of their lives; academics, family, athletics, and community. While your career with the Sea Cadets is important and can help you achieve your goals in life it is secondary to your academics and your family. We do not expect nor do we desire that your academics suffer to be able to participate and excel here. As a matter of fact it is expected and rewarded that you will earn the highest GPA you can while in school.

We look forward to getting to know you, to learn what your dreams and ambitions are and helping you achieve those.



Naval Station Everett Division

Our unit typically meets the second and fourth Saturday of each month for drill. We meet at the Naval Operations Support Center (NOSC) at Naval Station Everett. Muster is at 0730 on the drill deck and we secure at 1530. You are expected to attend and participate in a minimum of 75% of the drills. Please refer to the Learn Section of this manual to learn Navy terms and Military time if you are not familiar with them.

The Commanding Officer (CO) of our unit is LCDR Jim Sketchley, the Executive Officer (XO) is ENS Mike Middleton, and you may have met them when you and our parents attended the orientation meeting. Your Leading Petty Officer (LPO) is Petty Officer Third Class (PO3) Jacob Carson and he is your go to guy for anything you need. It is expected that you will always contact your LPO first (the Assistant LPO if he is unavailable) for questions, attendance reports, training, and other unit business. This is your Chain of Command and as you memorize the Chain of Command and the purpose of having a chain of command it should become clear why you need to use this process.

Your parents are always free to contact any of the officers and staff for questions, concerns or comments they may have. You must always follow your Chain of Command.

There are other minimum requirements to participate in training opportunities that are available around the country and around the world. The very basic and beginning requirements to advance in rank in our unit are contained in this manual. At a minimum you must complete the first six assignments of the Basic Military Requirements (all 15 are needed eventually), memorize the items in the Memorize Section, attend drill, and you must let us know what you want.



US Navy Sea Cadet Corps

Sea Cadets - Test Your Limits

What is Sea Cadets

The Naval Sea Cadet Corps (NSCC) is for American youth ages 13-17 who have a desire to learn about the Navy, Marine Corps, Coast Guard and Merchant Marine. Sea Cadets are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with the Sea Cadet Corps insignia. The objectives of the Sea Cadet program are to introduce youth to naval life, to develop in them a sense of pride, patriotism, courage, and self-reliance, and to maintain an environment free of drugs and gangs.

Sea Cadet Units

Cadets meet or "drill" at their local unit weekly or monthly throughout the year. A unit is structured along military lines and is headed by a Commanding Officer. Units may drill on military bases, at reserve centers, local schools, or community centers.

Sea Cadet Units are organized as divisions, squadrons, or battalions. Divisions closely reflect the surface Navy, while squadrons are geared toward the field of naval aviation, and battalions meanwhile reflect Navy construction battalions (SeaBees).

Whether a division, squadron, or battalion, the local unit has one main purpose, and that is to foster team work, camaraderie and an understanding of the military command structure.

Cadets are instructed by both Sea Cadet Officers and senior cadets through classroom and applied instruction in subjects such as basic seamanship, military drill, and leadership. And most Sea Cadet regions throughout the country hold weekend competitions where units compete with each other to test their seamanship and military skills.

Local units will often participate in community events such as parades and fairs. They may also tour Navy and Coast Guard ships and shore stations. And participate in community service such as working in Veterans' Hospitals and organizing clothing and food drives.

Training & Advancement

Sea Cadet training consists of Navy Non-Resident Training Courses (NRTC), training evolutions (away from local units), shipboard training, and training arranged locally by units.

All new cadets enter the program at the rate of Seaman Recruit. In order for cadets to move up through the ranks they must complete the following: the NRTC Correspondence Course for that rate, one training evolution, and depending on the rate, the Navy's Military Leadership exam for that rate. NRTC's cover basic military and naval subjects such as naval history, seamanship, leadership, and ship/aircraft familiarization. The cadet rate structure parallels that of the Navy



and Coast Guard's enlisted rate structure, with Chief Petty Officer being the highest rate a cadet can achieve.

Training takes place mostly during summer months and occasionally during winter and spring break periods and are generally one to two week evolutions. The first training evolution for all cadets is NSCC Recruit Training, better known as boot camp. It is a scaled down version of the Navy's boot camp. For approximately two-weeks cadets are instructed by active and reserve military personnel and Sea Cadet officers in military drill and discipline, physical fitness, seamanship, shipboard safety, first aid, naval history, and leadership.

After cadets have successfully completed boot camp, they can then participate in advanced training. Sea Cadet advanced training currently consists of the following:

- TRAINING SCHOOLS
 - AIRMAN TRAINING (BASIC & ADVANCED)
 - AIR TRAFFIC CONTROL TRAINING
 - FAA GROUND SCHOOL
 - CULINARY ARTS TRAINING
 - MEDICAL TRAINING (GENERAL, FIELD, SURGICAL & DENTAL TECH)
 - FIREFIGHTING TRAINING
 - PHOTO JOURNALISM TRAINING
 - CEREMONIAL GUARD
 - SUBMARINE SEMINAR
 - MARKSMANSHIP TRAINING
 - CONSTRUCTION BATTALION (SEABEE) TRAINING (BASIC & ADVANCED)
 - MINE WAREFARE OPERATIONS TRAINING
 - MUSIC SCHOOL
 - SEAL TEAM TRAINING
 - EXPLOSIVE ORDNANCE DISPOSAL TRAINING
 - AMPHIBIOUS TRAINING
 - PETTY OFFICER LEADERSHIP ACADEMY
 - MASTER-AT-ARMS TRAINING (MILITARY POLICE/LAW)
 - JUDGE ADVOCATED GENERAL (JAG) TRAINING
 - SAILING SCHOOL
 - SCUBA SCHOOL
 - SEAMANSHIP TRAINING
 - SHIPBOARD TRAINING
- LIVE ABOARD NAVY & COAST GUARD SHIPS & SHORE STATIONS FOR TWO-WEEKS.

Sea Cadet training is held throughout the continental United States, Hawaii, Puerto Rico and Guam on military installations.

In addition to the above, those cadets who exhibit extraordinary initiative and leadership ability may participate in annual exchanges with Sea Cadet Corps' around the world.

- FOREIGN EXCHANGE PARTNERS
 - AUSTRALIA
 - BELGIUM
 - BERMUDA
 - CANADA



- HONG KONG
- JAPAN
- NETHERLANDS
- RUSSIA
- SOUTH KOREA
- UNITED KINGDOM

Cadets get to meet their foreign counterparts, experience new cultures, and get to see how the navies of the world operate.

Benefits

Depending on the rate achieved in the Naval Sea Cadets, former cadets may be eligible to enlist in the armed forces at an advanced pay grade. Being a member honorably discharged from the Corps is looked upon favorably by selection boards for military academies and ROTC programs. Also those cadets who are accepted to a four-year university may be eligible for scholarships.

The Naval Sea Cadet Corps provides its cadets the opportunity to develop their leadership skills, build their character and become productive citizens.

Membership Requirements

In order to join the Naval Sea Cadet Corps applicants must meet the following criteria:

- Be between the ages of 13 and 17.
- Must be a US Citizen
- Be in good health and pass a qualifying physical examination.
- Be a full time student and maintain satisfactory grades (2.00 "C" grade point average).
- Be free of felony convictions.



Sea Cadet Career Manual

This binder

This binder has been issued to you to help you learn, manage and track your career with our unit. Please bring this binder (and the POD) with you to every drill.

This has been set up walk you through the steps necessary to learn the basics of the Sea Cadets, US Navy and the military. Frequently the youth who join our program have little or no experience with the military. This binder will help explain the language, terms, and tasks that a new cadet needs to hit the ground running when they start in our unit.

This binder is also useful for cadets who been a part of the program of the program for awhile and those new cadets who are familiar with the military and have no problem understanding what a chain of command is.

Please feel free to use this as a reference, to study, to track and to help you be organized while here.



Unit Website

The unit website serves two purposes.

The first is as a recruiting tool. Maybe you first saw it when you were trying to learn about the sea cadets and it helped you to find what you needed to join. We would also encourage you to send other youths who may be interested.

The second purpose is unit communication. The POD for each drill will be posted to the website as soon as it is distributed. There is also a unit calendar available. The calendar is kept up to date, but the information contained there can change. The dates and times in the calendar are unofficial until they are published in the POD or given to you by the CO or his designee.

There are useful links contained in the website, please feel free to use that to find more information about the Sea Cadets and the available opportunities.

The Training Officer maintains the website and is always looking for suggestions to improve the site. Please feel free to submit suggestions.



Memorize Section

It is recommended that each cadet will memorize each item in this section as soon as possible. As soon as the cadet has demonstrated that he/she has memorized each item in this section they will be issued a utility cover shown below. This will replace the initial cover issued that has the 'Recruit' label.



Sailors Creed

I am a United States Sailor.

**I will support and defend the Constitution of the United States of America
and I will obey the orders of those appointed over me.**

**I represent the fighting spirit of the Navy and those who have gone
before me to defend freedom and democracy around the world.**

**I proudly serve my country's Navy combat team with Honor, Courage and
Commitment.**

I am committed to excellence and the fair treatment of all

The "Sailor's Creed" was written by a "Blue Ribbon Recruit Training Panel" in 1993 at the direction of Chief of Naval Operations Admiral Frank Kelso, who personally participated in the final edit of the working group's proposal. Admiral Kelso then directed that every recruit be given a copy and required to commit it to memory. In 1994, Chief of Naval Operations Admiral Jeremy Boorda approved a minor change which made the creed inclusively descriptive of all hands. The change involved replacing the word "bluejacket" with "Navy," which describes the lowest enlisted rate, E-1, through the highest officer rank, O-10. After

1997 another change to the text occurred when the words "my superiors" were replaced with "those appointed over me." In today's Navy, the Sailor's Creed is memorized by all personnel in boot camp and has been incorporated in officer training as well.

All of the personnel in the uniform of Naval Service are Sailors first and in addition, they are officers, chiefs, petty officers - aviators, Seabees, surface warriors and submariners.

This is an important point impacting unity and esprit de corps.

Sources:

Faram, Mark D. "Pledge Has Found Place in Boot Camp, Academy and Training Schools." Navy Times 54, no. 27 (April 4, 2005): 10.

"From My Perspective...Sailor's Creed." Direct Line [newsletter of the Master Chief Petty Officer of the Navy] (1997): 22. [A copy of this article is located in the Navy Department Library's "Creed" vertical file.]

<http://www.history.navy.mil/library/online/creed.htm>

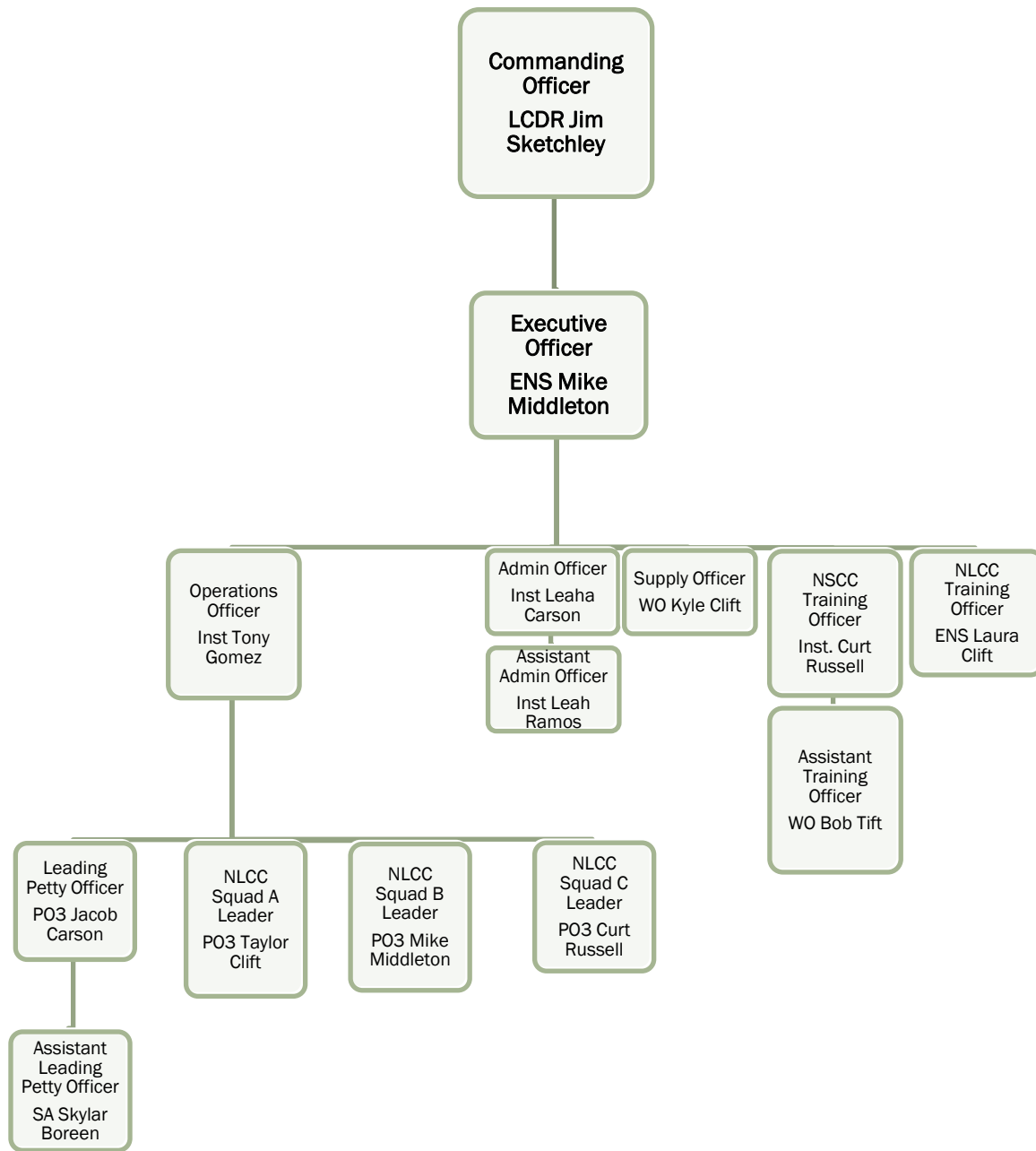


General Orders

1. To take charge of this post and all government property in view
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing
3. To report all violations of orders I am instructed to enforce
4. To repeat all calls from posts more distant from the guard house than my own
5. To quit my post only when properly relieved
6. To receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only
7. To talk to no one except in the line of duty
8. To give the alarm in case of fire or disorder
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority




Chain of Command
























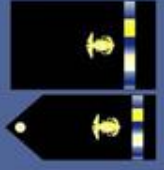



Refer to the back of this binder for training materials that you need to review




NSCC Ranks & Rates



NSCC/NLCC Insignia

| Cadet Rate Insignia | | Officer Rank Insignia | |
|--|--|---|--|
| <p>Navy League Cadet Corps</p> <p>LC-7 Ship's Leading Petty Officer (SLPO)</p>  <p>LC-6 Petty Officer First Class (PO1)</p>  <p>LC-5 Petty Officer Second Class (PO2)</p>  <p>LC-4 Petty Officer Third Class (PO3)</p>  <p>LC-3 Able Cadet</p>  <p>LC-2 Apprentice Cadet</p>  <p>LC-1 Recruit Cadet</p> <p style="text-align: center;">No Insignia</p> | <p>Naval Sea Cadet Corps</p> <p>E-7 Chief Petty Officer (CPO)</p>  <p>E-6 Petty Officer First Class (PO1)</p>  <p>E-5 Petty Officer Second Class (PO2)</p>  <p>E-4 Petty Officer Third Class (PO3)</p>  <p>E-3 Seaman (SN)</p>  <p>E-2 Seaman Apprentice (SA)</p>  <p>E-1 Seaman Recruit (SR)</p> <p style="text-align: center;">No Insignia</p> | <p>NSCC Officer Corps</p> <p>O-4 Lieutenant Commander (LCOR)</p>   <p>O-3 Lieutenant (LT)</p>   <p>O-2 Lieutenant Junior Grade (LTJG)</p>   <p>O-1 Ensign (ENS)</p>   <p>W-2 Chief Warrant Officer 2 (CWO2)</p>   <p>-- Midshipman (MIDN)</p>   <p>-- Instructor (INST)</p>  <p style="text-align: center;">No Sleeve or Shoulder Insignia</p> | |

September 25, 2009












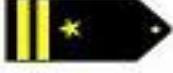













Learn Section

This section provides information that you need to be a successful cadet. While it is not required that you learn this material as part of advancement eligibility it will certainly help your career here at Sea Cadets.



USN Officer & Enlisted Ranks

USN Officer

| Pay Grade | Rank | Abbreviation | Collar | Shoulder | Sleeve |
|-----------|---------------------------|--------------|--|---|---|
| O-1 | Ensign | ENS |  |  |  |
| O-2 | Lieutenant Junior Grade | LTJG |  |  |  |
| O-3 | Lieutenant | LT |  |  |  |
| O-4 | Lieutenant Commander | LCDR |  |  |  |
| O-5 | Commander | CDR |  |  |  |
| O-6 | Captain | CAPT |  |  |  |
| O-7 | Rear Admiral (lower half) | RDML |  |  |  |























































USN Enlisted

| Pay Grade | Rate | Abbreviation | Upper Sleeve | Collar and Cap |
|-----------|--|--------------|--|---|
| E-1 | Seaman Recruit | SR | none | none |
| E-2 | Seaman Apprentice | SA |  | none |
| E-3 | Seaman | SN |  | none |
| E-4 | Petty Officer Third Class | PO3 |  |  |
| E-5 | Petty Officer Second Class | PO2 |  |  |
| E-6 | Petty Officer First Class | PO1 |  |  |
| E-7 | Chief Petty Officer | CPO |  |  |
| E-8 | Senior Chief Petty Officer | SCPO |  |  |
| E-9 | Master Chief Petty Officer | MCPO |  |  |
| E-9 | Master Chief Petty Officer of the Navy | MCPON |  |  |



Officer Ranks (all services)

| O-1 | O-2 | O-3 | O-4 | O-5 | O-6 | O-7 | O-8 | O-9 | O-10 | SPECIAL |
|--|---|--|--|--|---|--|--|--|--|---|
| ARMY | | | | | | | | | | |
|  Second Lieutenant (2LT) |  First Lieutenant (1LT) |  Captain (CPT) |  Major (MAJ) |  Lieutenant Colonel (LTC) |  Colonel (COL) |  Brigadier General (BG) |  Major General (MG) |  Lieutenant General (LTG) |  General (GEN) |  General of the Army (GA) |
| MARINES | | | | | | | | | | |
|  Second Lieutenant (2ndLt) |  First Lieutenant (1stLt) |  Captain (Capl) |  Major (Maj) |  Lieutenant Colonel (LtCol) |  Colonel (Col) |  Brigadier General (BGen) |  Major General (MajGen) |  Lieutenant General (LtGen) |  General (Gen) | |
| NAVY | | | | | | | | | | |
|  Ensign (ENS) |  Lieutenant Junior Grade (LTJG) |  Lieutenant (LT) |  Lieutenant Commander (LCDR) |  Commander (CDR) |  Captain (CAPT) |  Rear Admiral Lower Half (RADM)(L) |  Rear Admiral Upper Half (RADM)(U) |  Vice Admiral (VADM) |  Admiral (ADM) |  Fleet Admiral (FADM) |
| AIR FORCE | | | | | | | | | | |
|  Second Lieutenant (2d Lt) |  First Lieutenant (1st Lt) |  Captain (Capt) |  Major (Maj) |  Lieutenant Colonel (Lt Col) |  Colonel (Col) |  Brigadier General (Brig Gen) |  Major General (Maj Gen) |  Lieutenant General (Lt Gen) |  General (Gen) | |
| COAST GUARD | | | | | | | | | | |
|  Ensign (ENS) |  Lieutenant Junior Grade (LTJG) |  Lieutenant (LT) |  Lieutenant Commander (LCDR) |  Commander (CDR) |  Captain (CAPT) |  Rear Admiral Lower Half (RADM)(L) |  Rear Admiral Upper Half (RADM)(U) |  Vice Admiral (VADM) |  Admiral (ADM) | |



Enlisted Ranks (all services)

| E-1 | E-2 | E-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 | 10th GRADE | |
|---------------------|------------------------|---------------------------|------------------------------------|----------------------------------|---------------------------------|---|--|---|---|--|
| ARMY | | | | | | | | | | |
| | | | | | | | | | | |
| Private E-1 (P1) | Private E-2 (P2) | Private First Class (PFC) | Corporal (CPL) Specialist (SPC) | Sergeant (SGT) | Staff Sergeant (SSG) | Sergeant First Class (SFC) | Master Sergeant (MSG) First Sergeant (1SG) | Sergeant Major (SGM) Command Sergeant Major (CSM) | Sergeant Major of the Army (SMA) | |
| MARINES | | | | | | | | | | |
| | | | | | | | | | | |
| Private (Pvt) | Private First (PF1) | Lance Corporal (LCpl) | Corporal (Cpl) | Sergeant (Sgt) | Staff Sergeant (SSgt) | Gunnery Sergeant (GySgt) | Master Sergeant (MSG) First Sergeant (1stSgt) | Master Gunnery Sergeant (MGSgt) Sergeant Major (SgtMaj) | Sergeant Major of the Marine Corps (SgtMajMC) | |
| AIR FORCE | | | | | | | | | | |
| | | | | | | | | | | |
| Airman Basic (AB) | Airman (Amm) | Airman First Class (A1C) | Senior Airman (SrA) | Staff Sergeant (SSgt) | Technical Sergeant (TSgt) | Master Sergeant (MSG) First Sergeant (E-7) | Senior Master Sergeant (SMSgt) First Sergeant (E-8) | Chief Master Sergeant (CMSGt) First Chief Sergeant (E-9) | Command Chief Master Sergeant (CCM) Chief Master Sergeant of the Air Force (CMSAF) | |
| NAVY | | | | | | | | | | |
| | | | | | | | | | | |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPO) | Master Chief Petty Officer (MCPO) Force or Fleet Command Master Chief Petty Officer (FORMC) (FLMCMC) | Master Chief Petty Officer of the Navy (MCPON) | |
| COAST GUARD | | | | | | | | | | |
| | | | | | | | | | | |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPO) | Master Chief Petty Officer (MCPO) Command Master Chief (CMC) | Master Chief Petty Officer of the Coast Guard (MCPG-CG) | |

Source: www.dofornlink.mil

Bold dates January 2004 23





Do Section

The items in this section are designed to help you succeed as a sea cadet. As you do these things you will be successful as a cadet.



Set Goals

My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose - somehow we win out. ~ President Reagan

If your goal is to attend one of our nation's military academies, join the ROTC at college, enlisted after high school graduation or just to have fun having a plan will make sure that you get there. Although there are many types of techniques and methods for goal setting we believe that the best type of goal to set is an S.M.A.R.T. goal.

| | |
|----------|--|
| S | <p>Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:</p> <ul style="list-style-type: none"> • Who: Who is involved? • What: What do I want to accomplish? • Where: Identify a location. • When: Establish a time frame. • Which: Identify requirements and constraints. • Why: Specific reasons, purpose or benefits of accomplishing the goal. <p>EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."</p> |
| M | <p>Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.</p> <p>To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?</p> |
| A | <p>Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.</p> <p>You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.</p> |
| R | <p>Realistic - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.</p> <p>Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.</p> |
| T | <p>Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it by? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal. T can also stand for Tangible - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.</p> |



Set a Goal

| | |
|--------------------|------------|
| What is your Goal: | |
| S | Specific |
| M | Measurable |
| A | Attainable |
| R | Realistic |
| T | Timely |



Seven Habits of a Excellent Cadet



| | 7 HABITS OF HIGHLY EFFECTIVE CADETS | 7 HABITS OF HIGHLY DEFECTIVE CADETS |
|----------------|--|---|
| Habit 1 | Be Proactive Take responsibility for your life. | React Blame all of your problems on your parents, your teachers, your lousy neighborhood, your CO, the government, or something or somebody else. Be a victim. Take no responsibility for your life. Act like an animal. If you're hungry, eat. If someone yells at you, yell back. If you feel like doing something you know is wrong, just do it. |
| Habit 2 | Begin with the End in Mind Define your mission and goals in life. | Begin with No End in Mind Don't have a plan. Avoid goals at all costs. And never think about tomorrow. Why worry about the consequences of your actions? Live for the moment. |
| Habit 3 | Put First Things First Prioritize, and do the most important things first. | Put First Things Last Whatever is most important in your life, don't do it until you have spent sufficient time watching reruns, talking endlessly on the phone, surfing the Net, and lounging around. Always put off your correspondence courses until tomorrow. Make sure that things that don't matter always come before things that do. |
| Habit 4 | Think Win-Win Have an everyone-can-win attitude. | Think Win-Lose See other cadets as a vicious competition. Your squad leader is out to get you, so you'd better get him or her first. Don't let anyone else succeed at anything because, remember, if they win, you lose. If it looks like you're going to lose, however, make sure you drag that sucker down with you. |
| Habit 5 | Seek First to Understand Then to Be Understood Listen to other cadets and staff sincerely. | Seek First to Talk, Then Pretend to Listen You were born with a mouth, so use it. Make sure you talk a lot. Always express your side of the story first. Once you're sure everyone understands your views, then pretend to listen by nodding and saying "un-huh". Or, if you really want their opinion, give it to them. |
| Habit 6 | Synergize Work together to achieve more. | Don't Cooperate Let's face it, other cadets are weird because they're different from you. So why try to get along with them? Teamwork is for the dogs. Since you always have the best ideas, you are better off doing everything by yourself. Be your own squad. |
| Habit 7 | Sharpen the Saw Renew yourself regularly. | Wear Yourself Out Be so busy with life that you never take time to renew or improve yourself. Never study. Don't learn anything new. Avoid exercise like the plague. And, for heaven's sake, stay away from good books, nature, or anything else that may inspire you. |



BMR Assignments

You will check out folders with the BMR assignments contained in each. You can check out as many as you like but you need to complete them and return to the Training Officer by the next drill.

The assignments do not compare directly to the chapter so the BMR. The table below lists the assignment and BMR chapter correlations.



BMR Answer Sheets

You can find the BMY answer sheets on the unit website. If you do not have access to the website or printers please contact the Training Officer and he can provide you blank answer sheets.

Each of the BMR answer sheets needs the following information:

Name & Rank

Social Security Number (all nine numbers)

Assignment number

Please print legibly and make copies before you turn in your completed answer sheet.



Uniforms & Sea Bags

Upon receiving your NSCC ID card you will issued uniforms. You may not receive all of the required uniform items. Refer to this checklist to determine what you have and what you need and you can obtain your uniforms from a variety of sources. Please contact the Supply Officer and he can give you a list of retail sources for uniforms. You can also ask your LPO.

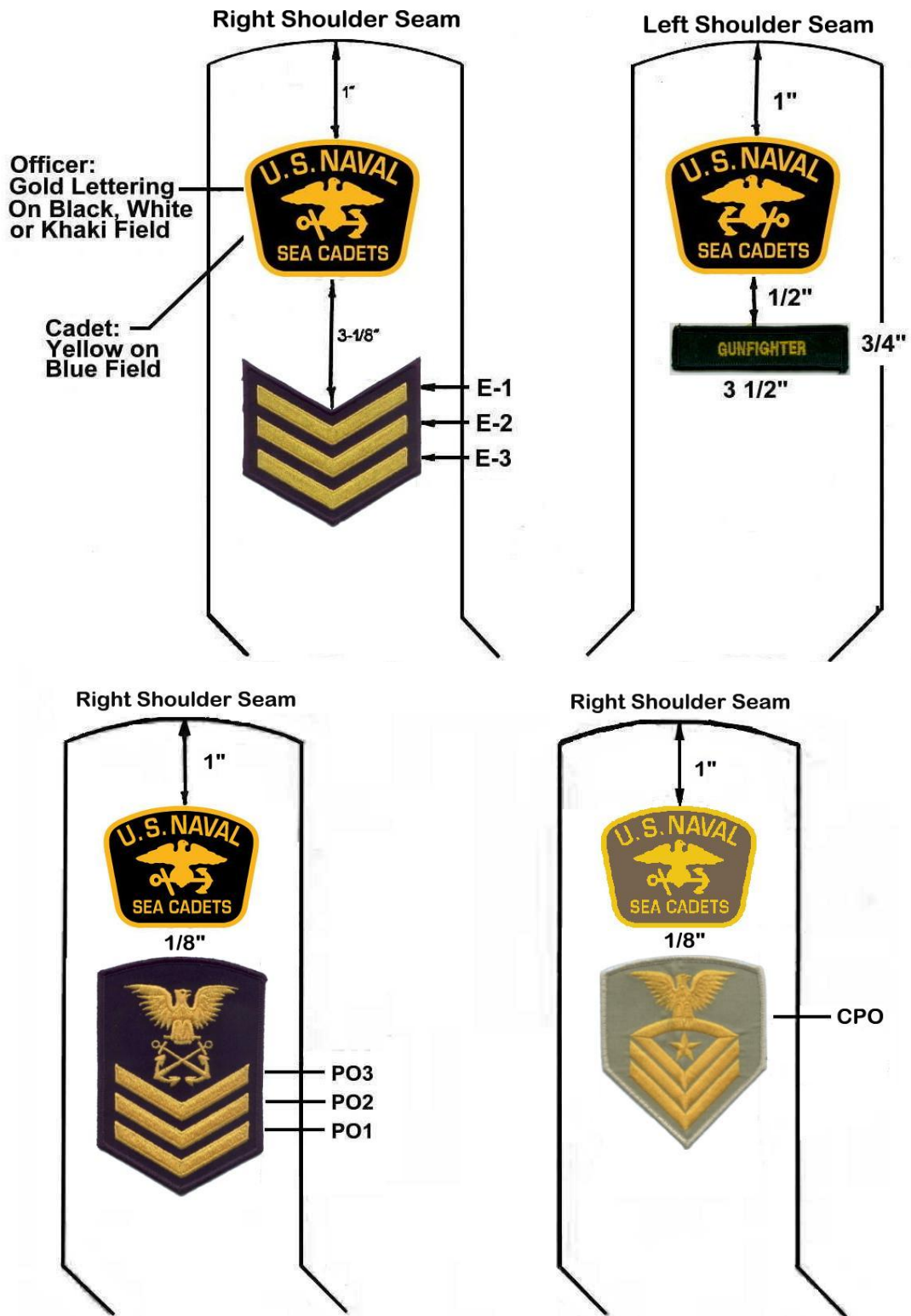
This list is limited to what you will need for unit activities. Typically when you attend recruit training and other activities a sea bag list will be provided by the CO of that evolution. That sea bag list may or may not match what we issue you. It is your responsibility to obtain and maintain the required uniform and sea bag items as it pertains to the activities you are participating in.

The next page has images of rank and flash placement for the uniforms.

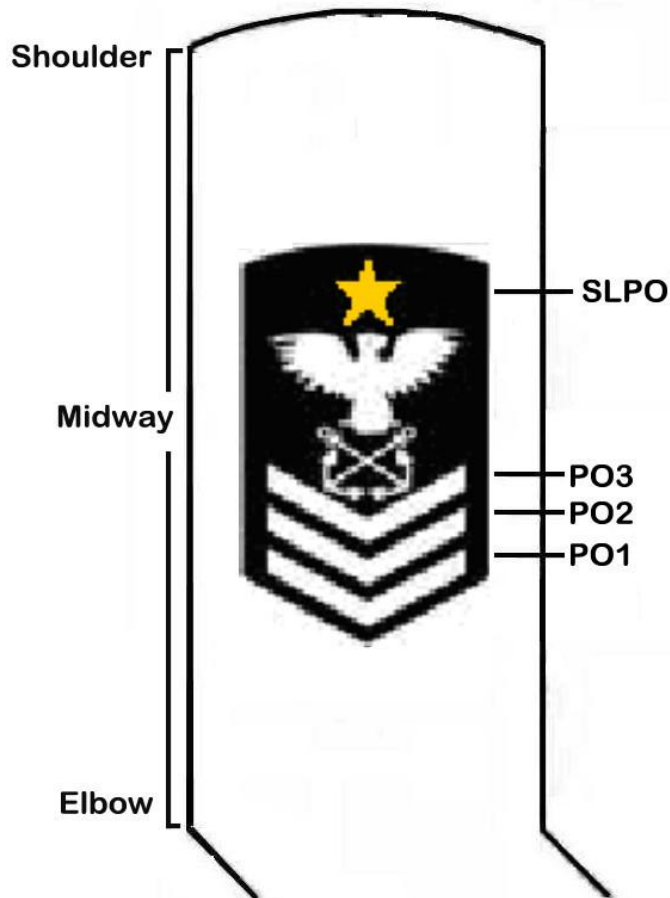
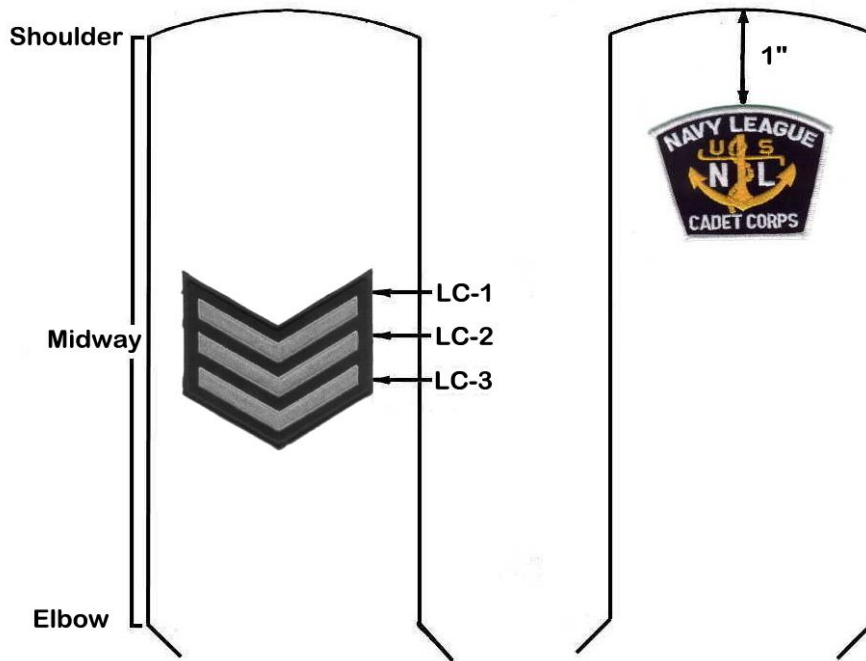


Flashes and ribbons

Sea Cadet & Officer Flash/Rating



League Cadet



SURNAME EMBROIDERED TAPE. Embroidered surnames (over right breast pocket) on utility shirts, blue working jackets and (over right rear pocket) on utility trousers, shall be approximately 1/2 inch blocked letters. Embroidered letters on the coveralls shall be approximately 3/4-inch high blocked letters. Name/breast insignia tape shall match color and fabric as uniform component and shall be the length of the width of the pocket. Blue utility shirts shall be embroidered in black. Blue working jackets and utility trousers shall be embroidered in white. Coveralls shall be embroidered in black.

USNSCC EMBROIDERED TAPES. Utility uniforms are required to have "USNSCC" on a tape worn approximately 1/4 inch, centered side to side, over the wearer's left breast pocket. The length of the embroidered tape, size of lettering and color shall be in accordance with the SURNAME EMBROIDERED TAPE

You can obtain the tapes at <http://www.1800nametapes.com/usnscc.htm>



Reference Section

This section is to provide reference information that is useful and needed for you to be an excellent cadet. Please keep any information you feel you need here.



Calendar

A current calendar to be placed here when distributed to a new cadet.



POD

A current POD to be placed here when distributed to a new cadet.



Newsletter

A current newsletter to be placed here when distributed to a new cadet.



| CADET EXERCISE CHART | | | | | |
|---|---|--|---|--|---------------------------------------|
| 3. MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS | | | | | |
| AGE | EXERCISE #1 SIT-UPS/CURL-UPS (1 MINUTE) | EXERCISE #2 V-SIT REACH (INCHES) | EXERCISE #3 SHUTTLE RUN (SECONDS) | EXERCISE #4 ONE-MILE RUN (MINUTES:SECONDS) | EXERCISE #5 PUSH-UPS (1 MINUTE) |
| 10 | 28 | +1.0 | 14.6 | 11:40 | 12 |
| 11 | 28 | +1.0 | 13.6 | 11:26 | 14 |
| 12 | 32 | +1.0 | 12.4 | 10:22 | 16 |
| 13 | 34 | +0.6 | 12.2 | 9:46 | 20 |
| 14 | 38 | +1.0 | 11.9 | 8:30 | 20 |
| 15 | 38 | +2.0 | 11.7 | 8:16 | 26 |
| 16 | 40 | +3.0 | 11.4 | 8:00 | 26 |
| 17 | 40 | +3.0 | 11.4 | 8:46 | 30 |
| 4. MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS | | | | | |
| AGE | EXERCISE #1 SIT-UPS/CURL-UPS (1 MINUTE) | EXERCISE #2 V-SIT REACH (INCHES) | EXERCISE #3 SHUTTLE RUN (SECONDS) | EXERCISE #4 ONE-MILE RUN (MINUTES:SECONDS) | EXERCISE #5 PUSH-UPS (1 MINUTE) |
| 10 | 28 | +3.0 | 14.2 | 13:00 | 8 |
| 11 | 28 | +3.0 | 13.4 | 12:42 | 7 |
| 12 | 30 | +3.6 | 12.9 | 12:24 | 6 |
| 13 | 32 | +3.6 | 13.1 | 12:16 | 7 |
| 14 | 32 | +4.6 | 13.2 | 12:00 | 7 |
| 15 | 31 | +6.0 | 13.0 | 11:46 | 10 |
| 16 | 30 | +6.6 | 12.9 | 12:16 | 10 |
| 17 | 29 | +4.6 | 13.0 | 12:16 | 12 |
| 6. DESCRIPTION OF EXERCISES (SEE ADVANCEMENT AND TRAINING MANUAL APPENDIX (3) FOR ADDITIONAL GUIDANCE) | | | | | |
| <p>a. SIT-UP: Objective: To measure abdominal strength/endurance by maximum number of sit-ups performed in one minute. Testing: Have Cadet lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, Cadet raises the trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the scapulas (shoulder blades) touch the floor, for one sit-up. To start, a timer calls out the signal "Ready? Go!" and begins timing Cadet for one minute. The Cadet stops on the word "stop." Rules: "Bouncing" off the floor is not permitted. The sit-up should be counted only if performed correctly.</p> | | | | | |
| <p>b. V-SIT: Objective: To measure flexibility of lower back and hamstrings by reaching forward in the V position. Testing: A straight line two feet long is marked on the floor as the baseline. A measuring line is drawn perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the "0" point. Cadet removes shoes and sits on floor with measuring line between legs and soles of feet placed immediately behind baseline, heels 8-12 inches apart. Cadet clasps thumbs so that hands are together, palms down and places them on measuring line. With the legs held flat by a partner, Cadet slowly reaches forward as far as possible, keeping fingers on baseline and feet flexed. After three practice tries, the student holds the fourth reach for three seconds while that distance is recorded. Rules: Legs must remain straight with soles of feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than "bounce" while stretching. Scores, recorded to the nearest half inch, are read as plus scores for reaches beyond baseline, minus scores for reaches behind baseline.</p> | | | | | |
| <p>c. SHUTTLE RUN: Objective: To perform shuttle run as fast as possible. Testing: Mark two parallel lines 30 feet apart and place two blocks of wood or similar object behind one of the lines. Cadets start behind opposite line. On the signal "Ready? Go!" the Cadet runs to the blocks, picks one up, runs back to the starting line, places block behind the line, runs back and picks up the second block and runs back across starting line. Rules: Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.</p> | | | | | |
| <p>d. ONE-MILE RUN: Objective: To measure heart/lung endurance by fastest time to cover a one-mile distance. Testing: On a safe one-mile distance, Cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the Cadets should be encouraged to cover the distance in as short a time as possible. Rules: Before administering this test, Cadets' health status should be reviewed. Also, Cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.</p> | | | | | |
| <p>e. PUSH-UP: Objective: To measure upper body strength/endurance by maximum number of push-ups completed. Testing: The Cadet lies face down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The Cadet straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner holds her/his hand at the point of the 90-degree angle so that the Cadet being tested goes down only until her/his shoulder touches the partner's hand, then back up. The push-ups are done until the Cadet can do no more time expires or has reached the target number. Rules: Record only those push-ups done with proper form.</p> | | | | | |

NSCTNG 020 (REV 04/05), Reverse

PREVIOUS EDITION MAY BE USED



US Navy Swim Quals

NAVY SWIM QUALIFICATIONS STANDARDS

Swim qualifications are as follow: These are per Navy standards.

Swim Skills Assessment:

- Shallow Water swim - 15 yds in water chest deep
- Deep Water swim - 15 yds in water over the head
- Tread water for 1 minute
- Prone Float for 1 minute

Third Class Swimmer:

- Successful completion of Swim Skills Assessment
- Deep Water jump - from a minimum height of 5 feet
- 50-yard swim - demonstrating front crawl, breaststroke, backstroke, elementary backstroke
- 5-minute Prone Float
- Shirt and Trouser Inflation

Second Class Swimmer:

- Successful completion of Third Class Swimmer
- 100-yard swim –
 - 25 yds front crawl
 - 25 yds breaststroke
 - 25 yds backstroke
 - 25 yds elementary backstroke
- 5-minute Prone Float Back Float

First Class Swimmer:

- Successful completion of Third and Second Class Swimmer Certification
- 100-yd swim - same as second class swimmer –
grading criteria stricter than second class swimmer
- 5-minute Prone Float Back Float
- 25-yd Underwater Swim - demonstrating Burning Oil Maneuver twice



BZ

"Bravo Zulu"

This is a naval signal, conveyed by flag hoist or voice radio, meaning "well done"; it has also passed into the spoken and written vocabulary. It can be combined with the "negative" signal, spoken or written NEGAT, to say "NEGAT Bravo Zulu," or "not well done."

There are some "myths and legends" attached to this signal. The one most frequently heard has Admiral Halsey sending it to ships of Task Force 38 during World War II. He could not have done this, since the signal did not exist at that time.

"Bravo Zulu" actually comes from the Allied Naval Signal Book (ACP 175 series), an international naval signal code adopted after the North Atlantic Treaty Organization (NATO) was created in 1949. Until then, each navy had used its own signal code and operational manuals. World War II experience had shown that it was difficult, or even impossible, for ships of different navies to operate together unless they could readily communicate, and ACP 175 was designed to remedy this.

In the U.S. Navy signal code, used before ACP 175, "well done" was signaled as TVG, or "Tare Victor George" in the U.S. phonetic alphabet of that time. ACP 175 was organized in the general manner of other signal books, that is, starting with 1-flag signals, then 2-flag and so on. The 2-flag signals were organized by general subject, starting with AA, AB, AC, ... AZ, BA, BB, BC, ... BZ, and so on. The B-signals were called "Administrative" signals, and dealt with miscellaneous matters of administration and housekeeping. The last signal on the "Administrative" page was BZ, standing for "well done."

At that time BZ was not rendered as "Bravo Zulu," but in each navy's particular phonetic alphabet. In the U.S. Navy, BZ was spoken as "Baker Zebra." In the meanwhile, the International Civil Aviation Organization (ICAO) had adopted English as the international air traffic control language. They developed a phonetic alphabet for international aviation use, designed to be as "pronounceable" as possible by flyers and traffic controllers speaking many different languages. This was the "Alfa, Bravo, Charlie, Delta..." alphabet used today. [The Navy adopted this ICAO alphabet in March 1956.](#) It was then that "Baker Zebra" finally became "Bravo Zulu."

10 April 2001



Record of Advancement

| U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS | | NSCC RECORD OF ADVANCEMENT | |
|---|---|------------------------------------|------------------|
| 1. PERSONAL INFORMATION | | | |
| 1a. Name (Last, First MI) | | 1b. Social Security Number | |
| 1c. Unit | | 1d. Date of Enrollment (DD MMM YY) | |
| 2. NSCC E-2 | | | |
| 2a. Completed Correspondence Course | Course Title BASIC MILITARY REQUIREMENTS | Grade | Date (DD MMM YY) |
| 2b. Advanced to E-2 (Temporary) | Commanding Officer's Signature | | Date (DD MMM YY) |
| 2c. Completed NSCC Recruit Training | Location | Date (DD MMM YY) | |
| 2d. Advanced to E-2 | Commanding Officer's Signature | | Date (DD MMM YY) |
| 3. NSCC E-3 | | | |
| 3a. Completed Correspondence Course | Course Title <input type="checkbox"/> AIRMAN <input type="checkbox"/> SEAMAN | Grade | Date (DD MMM YY) |
| 3b. Completed Advanced Training(s) | Location(s) | Date (DD MMM YY) | No. Days |
| 3c. Advanced to E-3 | Commanding Officer's Signature | | Date (DD MMM YY) |
| 4. NSCC E-4 | | | |
| 4a. Completed Correspondence Course | Course Title MILITARY REQUIREMENTS FOR PO&PO2 | Grade | Date (DD MMM YY) |
| 4b. Completed Advancement Examination | Exam Title MILITARY REQUIREMENTS FOR PO3 | Grade | Date (DD MMM YY) |
| 4c. Completed Advanced Training(s) | Location(s) | Date (DD MMM YY) | No. Days |
| 4d. Advanced to E-4 | Commanding Officer's Signature | | Date (DD MMM YY) |
| 5. NSCC E-5 (NOTE: Cadet must successfully complete Petty Officer Leadership Academy (POLA) prior to promotion to PO2) | | | |
| 5a. Completed Advancement Examination | Exam Title MILITARY REQUIREMENTS FOR PO2 | Grade | Date (DD MMM YY) |
| 5b. Completed Advanced Training(s) | Location(s) | Date (DD MMM YY) | No. Days |
| 5c. Advanced to E-5 | Commanding Officer's Signature | | Date (DD MMM YY) |
| 6. NSCC E-6 | | | |
| 6a. Completed Correspondence Course | Course Title MILITARY REQUIREMENTS FOR PO1 | Grade | Date (DD MMM YY) |
| 6b. Completed Advancement Examination | Exam Title MILITARY REQUIREMENTS FOR PO1 | Grade | Date (DD MMM YY) |
| 6c. Completed Advanced Training(s) | Location(s) | Date (DD MMM YY) | No. Days |
| 6d. Appointed to E-6 by the Executive Director | Commanding Officer's Signature | | Date (DD MMM YY) |
| 7. NSCC E-7 (NOTE: Cadet must successfully complete staff cadet duties at Recruit Training or NLCC Orientation prior to recommendation for appointment to CPO) | | | |
| 7a. Completed Correspondence Course | Course Title MILITARY REQUIREMENTS FOR CPO | Grade | Date (DD MMM YY) |
| 7b. Completed Advanced Training(s) | Location(s) | Date (DD MMM YY) | No. Days |
| 7c. Appointed to E-7 by the Executive Director | Commanding Officer's Signature | | Date (DD MMM YY) |
| 8. Recommended for enlistment in the Armed Forces. Paygrade: <input type="checkbox"/> E-1 <input type="checkbox"/> E-2 <input type="checkbox"/> E-3 <input type="checkbox"/> Officer Programs | Commanding Officer's Signature | | Date (DD MMM YY) |
| INSTRUCTIONS | | | |
| <ol style="list-style-type: none"> Forward this form to NSCC National Headquarters when the NSCC/NLCC Cadet leaves the program, for any reason except as indicated below. Retain a copy in unit files until the year of the Cadet's twenty-fourth birthday. The NSCC/NLCC Advancement and Training Manual, Chapter THREE, outlines instructions and procedures for effecting Cadet Advancements. Unit Commanding Officers may effect all NSCC advancements E-2(T) through E-5. The Executive Director has sole authority to effect advancements to NSCC Petty Officer First Class (PO1) and Chief Petty Officer (CPO). | | | |

NSCADM 009 (Rev 09/08)

PREVIOUS EDITION IS OBSOLETE



Record of Awards

| | | | | | |
|--|-------------------------|-------------------------|--|----------------------------|---------------------|
| U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS | | RECORD OF AWARDS | | | |
| 1a. Name (Last, First MI) | | | | 1b. Social Security Number | |
| 1c. Unit | | | | 1d. Date of Enrolment | |
| INSTRUCTIONS: PLACE THE DATE OF FIRST AWARD IN THE SPACE PROVIDED, SUBSEQUENT AWARDS, WHEN AUTHORIZED, ARE LISTED ON THE REVERSE SIDE OF THE FORM. USE ADDITIONAL COPIES OF THE BACK SIDE OF THIS FORM AS NEEDED TO RECORD ADDITIONAL AWARDS. | | | | | |
| 2. RIBBON AWARDS | | | | | |
| 2a. Ribbon Name | 2b. Date Awarded | 2c. Initials | 2a. Ribbon Name | 2b. Date Awarded | 2c. Initials |
| (1) Chairman's Medal/Ribbon | | | (18) Unit Commendation Ribbon | | |
| (2) NSCC/NLCC Honor Ribbon | | | (20) Physical Fitness Ribbon | | |
| (3) NSCC Distinguished Service Ribbon | | | (21) NSCC Staff Cadet Ribbon | | |
| (4) NLCC Distinguished Service Ribbon | | | (22) Color Guard Ribbon (See Sec. 5) | | |
| (5) NSCC Meritorious Recognition Ribbon | | | (23) NSCC/NLCC Service Ribbon | | |
| (6) NSCC Commendation Ribbon | | | (24) NLCC Merit Ribbon | | |
| (7) NSCC Escort Officer Ribbon | | | (25) Marksman Ribbon | | |
| (8) NSCC Citation Ribbon | | | (26) INR/OpSail Ribbon | | |
| (9) NLUS Youth Medal/Ribbon | | | (27) NSCC 25th Anniversary Ribbon | | |
| (10) DAR/ROTC Medal/Ribbon | | | (28) 25th Year Commissioned Ribbon | | |
| (11) SAR Bronze Good Citizenship Medal | | | (29) USCG Bicentennial Unit Commendation | | |
| (12) VFW Award Medal/Ribbon | | | (30) NSCC Fifth Year Service Ribbon | | |
| (13) Community Service Ribbon (See Sec. 5) | | | (31) NSCC Fourth Year Service Ribbon | | |
| (14) NSCC International Exchange Ribbon | | | (32) NSCC Third Year Service Ribbon | | |
| (15) Academic Achievement Ribbon | | | (33) NSCC Second Year Service Ribbon | | |
| (16) Drug Reduction Service Ribbon | | | (34) NSCC First Year Service Ribbon | | |
| (17) ONR Science Achievement Ribbon | | | (35) NLCC Year Ribbon | | |
| (18) Recruiting Incentive Ribbon | | | (36) | | |
| 3. APPURTENANCES (Worn on the appropriate Year Ribbon or other ribbon as designated in the NSCC/NLCC Awards Manual, Chapter 4, Section X) | | | | | |
| 3a. Appurtenance Name | 3b. Date Awarded | 3c. Initials | 3a. Appurtenance Name | 3b. Date Awarded | 3c. Initials |
| (1) Aircraft | | | (13) Maple Leaf – Silver/East | | |
| (2) Anchor | | | (14) Marksmanship (Pistol) "E" | | |
| (3) Boot – Bronze | | | (15) Marksmanship (Pistol) "S" | | |
| (4) Boot – Gold | | | (16) Marksmanship (Rifle) "E" | | |
| (5) Caduceus | | | (17) Marksmanship (Rifle) "S" | | |
| (6) Compass Rose | | | (18) Master-At-Arms Shield | | |
| (7) DEA Shield | | | (19) Propeller | | |
| (8) Gold Frame | | | (20) Recruiting Duty "R" | | |
| (9) Hammer | | | (21) Submarine | | |
| (10) Leadership Torch | | | (22) Trident | | |
| (11) Lyre | | | (23) Unit Efficiency "E" | | |
| (12) Maple Leaf – Gold/West | | | (24) USCG Shield | | |

NSCADM 010 (01/06)

