

NAVSTA EVERETT **DIVISION**



NSCC Recruit Guide

Your first four months in the Naval Sea Cadet Corps

Updated: 11 MARCH 2017



www.seacadets.org



**U.S. NAVAL
SEA CADET CORPS**

CHART YOUR COURSE

**NAVSTA Everett Division
NAVAL STATION EVERETT
EVERETT, WASHINGTON**

MEMORANDUM

From: Commanding Officer, NAVSTA Everett Division

To: Recruit Cadet

Subj: WELCOME ABOARD

1. You may not realize it yet, but the choice you made to join Sea Cadets has changed the course of your life. It was an important adult choice and I want to congratulate you for making it. As a member of NAVSTA Everett Division you are now a part of team of cadets and officers who are committed to being the best in all walks of life.

2. We want you to get the most out of Sea Cadets. Put forth the effort to take advantage of the many opportunities the program has to offer.

3. Although we meet only two Saturdays a month, on average, you are a Sea Cadet 24 hours a day, seven days a week. We expect you to be an example among your peers – siblings, friends, classmates and acquaintances. Before you make a decision, I want you to first consider our core values of **Honor**, **Courage** and **Commitment**. Let these values guide you in all that you do. I don't expect you to be a perfectionist, but I do expect you to seek excellence. Try your hardest, don't be afraid to take calculated risks and if you don't know something, ask questions.

4. From this point forward, you will be expected to take initiative – to do things without being told. We will teach you what you need to know in order to succeed. When you are introduced to new challenges, remember you aren't alone. You will have the full support of you shipmates to help guide you. Learn from their experiences. And, don't forget to use your chain of command.

LTJG Sanu Chacko, NSCC
Commanding Officer

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Your Recruit Binder

Binder requirements:

- One inch “view” binder
- Must have the standard cover inserts on the front and back (next two pages)
- Your first and last name must be printed on the front cover
- The core values page is the back cover
- Must contain notebook paper or a note-taking pad.
- Must contain a printed copy of this guide.
- Must contain a printed copy of your E-2 Personnel Qualifications Standard book.



Binder options

- Color of your choice
- You may use dividers
- The covers maybe printed in black and white or color

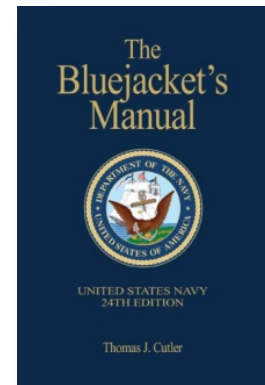
When do I need my binder?

You should consider this binder a part of your uniform. Unless you are told otherwise by an officer or senior cadet, you should have this binder with you at all times.

If you have been issued a Bluejacket's Manual, keep it with your binder.

When you are not required to carry it, you should keep it in a safe and secure place.

Binders and personal property left unsecured is considered “gear adrift” and subject to confiscation by the master-at-arms (MAA). On a ship, gear adrift is a safety hazard because crewmembers can be injured by unsecured items if the ship takes an unexpected roll.





CADET NAME



**U.S. NAVAL
SEA CADET CORPS**

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Throughout its history, the Navy has successfully met all its challenges. America's naval service began during the American Revolution, when on Oct. 13, 1775, the Continental Congress authorized a few small ships. Creating the Continental Navy. Esek Hopkins was appointed commander in chief and 22 officers were commissioned, including John Paul Jones.

From those early days of naval service, certain bedrock principles or core values have carried on to today. They consist of three basic principles.

Honor: "I will bear true faith and allegiance ..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

Courage: "I will support and defend ..." Accordingly, we will have: courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; Make decisions in the best interest of the navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

Commitment: "I will obey the orders ..." Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

These are the CORE VALUES of the United States Navy.

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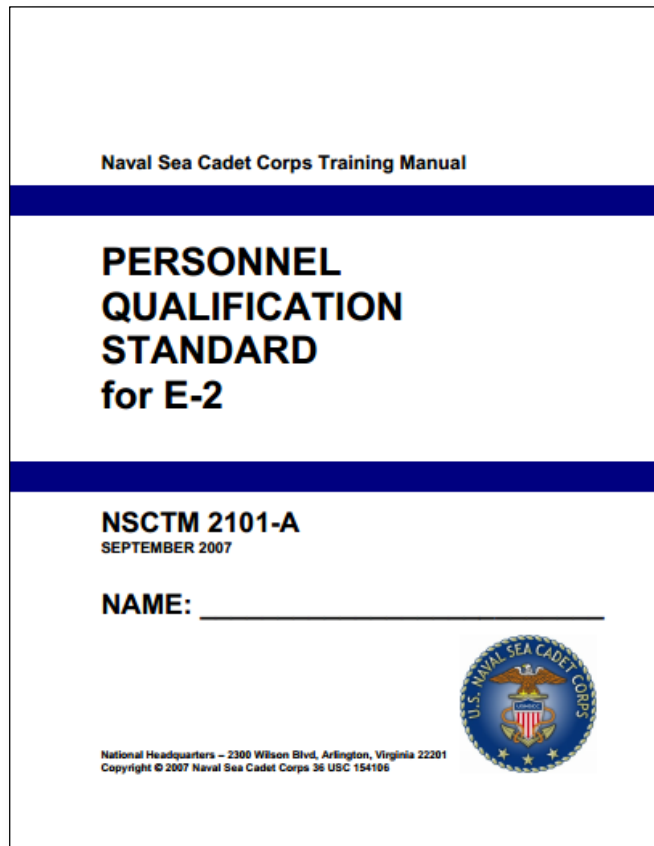
What will the first four months of Sea Cadets look like?

You will be learning the basics of being a cadet, which is guided by the E-2 Personnel Qualification Standard (PQS). You will hear this referred to as your “E-2 PQS.”

Senior cadets and officers will instruct you in formal and informal classes during the first four drills, with the goal of helping you complete your PQS by the last drill of your fourth month in the program.

You will be taught everything from marching, how to wear the uniform to learning conduct standards and naval terminology.

During this time, you will be a member of Recruit Division, often referred to as just “Recruit.”



What is Recruit Division?

Recruit Division is the NAVSTA Everett Division recruit orientation company. All new personnel are assigned to Recruit Division for the first four months of membership.

During this time, you will be provided the basic knowledge you will need to succeed as a Sea Cadet.

If you complete all the requirements to advance to seaman apprentice (E-2), which includes passing your Basic Military Requirements (BMR) course book, passing the physical readiness test and completing the E-2 PQS, you will be eligible for promotion and graduation out of the Recruit Division. Most cadets graduating out of the Recruit Division will be promoted to seaman apprentice (temporary) because they haven't completed boot camp.

What happens if I don't meet the requirements after 4 months?

Recruit cadets who do not meet all the advancement requirements, or have shown a lack of motivation or maturity, may be recycled into the next Recruit Division formation for an additional four months.

What do I need for my first meeting?

Wear regular street clothes, also known in the military as “civilian clothes” or “civvies” for your first meeting. Bring this guide and your recruit binder along with a sack lunch. Be sure to read the plan of the day before drill for any additional announcements. Don’t forget to get a regulation haircut.

How does the PQS work?

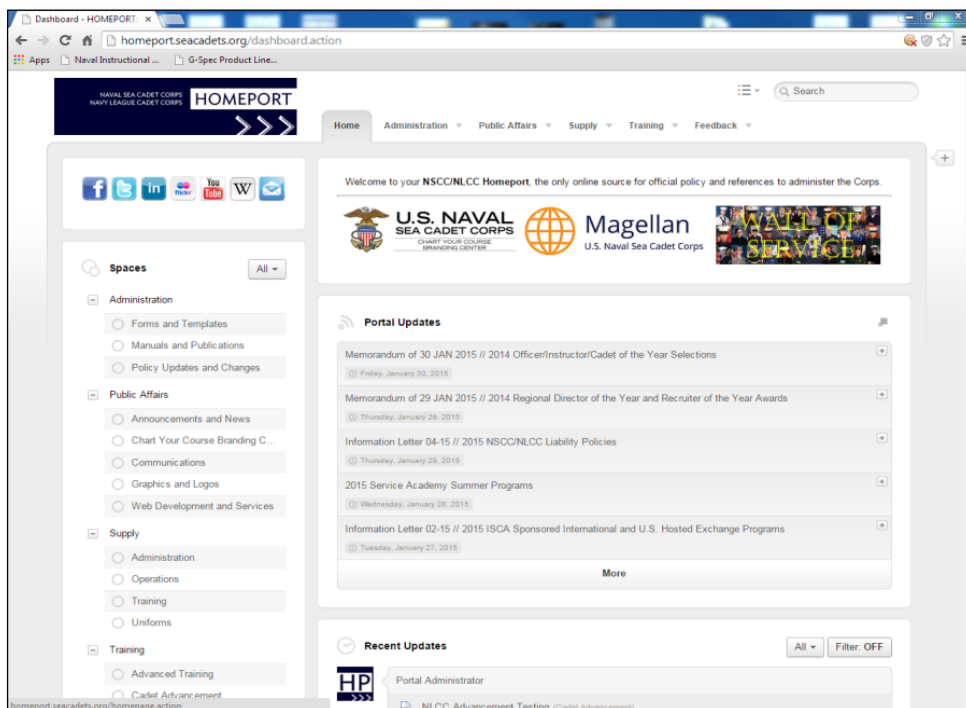
The PQS is organized by subjects and each subject is broken down into easy to accomplish pieces of required knowledge. When you demonstrate, or fulfil the particular requirements, you will earn the signature of your instructor, signifying you have completed that requirement.

You may complete PQS signoffs two ways, either finding a senior cadet authorized to sign the PQS and demonstrating the knowledge one-on-one, or through participating in regular classes during drill. This gives you the option of skipping ahead in the PQS, if you choose to seek out the information on your own.

Where do I find the information needed to satisfy PQS requirements?

Each section notes the reference materials where you will find the particular answers. Most of the answers will be found in the Bluejacket’s Manual, the Basic Military Requirements (BMR) training manual and various NSCC regulation manuals.

You can find most of the reference materials on the NSCC/NLCC Homeport website at <http://homeport.seacadets.org>



What is my rank?

First of all, cadets like Navy enlisted members have “rate.” Officers have “rank.” So, your rate is *seaman recruit*. E-1 is your grade. In the Navy, it is called a pay grade, but since you aren’t paid to be a cadet, we just call them “grades.” Seaman recruit is abbreviated as “SR.”

Example: SR John P. Jones, NSCC

Putting “NSCC” after your name, notes that you are a member of the Naval Sea Cadet Corps. If you were a Navy seaman recruit, it would be written *SR John P. Jones, USN* for U.S. Navy.

What are the advancement requirements?

In order to advance in rate, you must complete a Navy correspondence course book, complete advanced training, complete the minimum time-in-rate and pass the physical readiness test (PRT).

After you are advanced to seaman apprentice, the minimum time-in-rate is six months for each rate up to chief petty officer.

RATING	RATE/GRADE	TIME IN GRADE	TIMES IN SERVICE	COURSE	EXAM	TRAINING
SEAMAN RECRUIT	SR/E1	NONE	NONE	NONE	NONE	NONE
SEAMAN APPRENTICE (TEMP)	SA(T)/E2(T)	3 MO	3 MO	BMR	NONE	NONE
SEAMAN APPRENTICE	SA/E2	3 MO	3 MO	BMR	NONE	RTC
AIRMAN	AN/E3	6 MO	9 MO	AN	NONE	AT
PETTY OFFICER THIRD CLASS	PO3/E4	6 MO	15 MO	PO3/PO2 (1-2)	PO3	AT
PETTY OFFICER SECOND CLASS	PO2/E5	6 MO	21 MO	PO3/PO2 (3-5)	PO2	POLA
PETTY OFFICER FIRST CLASS	PO1/E6	6 MO	27 MO	PO1	PO1	AT
CHIEF PETTY OFFICER	CPO/E7	6 MO	33 MO	CPO	NONE	STAFF

**You can find Sea Cadet advancement requirements on Homeport under:
Administration > Manuals and Publications > Administration Manual > Chapter 1**

What are the physical fitness standards?

You must meet the minimum physical fitness standard once every six months in order to (1) advance in rate and (2) participate in recruit and advanced training. These requirements are for all cadets unless you have been granted a medical accommodation by the commanding officer.

Don't wait until the last minute to test yourself!

If you can beat these minimum standards, you could be eligible for the NSCC/NLCC Physical Fitness Ribbon award.

2. MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS					
AGE	EXERCISE #1 SIT-UPS (1 MINUTE)	EXERCISE #2 SIT & REACH (INCHES)	EXERCISE #3 SHUTTLE RUN (SECONDS)	EXERCISE #4 ONE-MILE RUN (MINUTES/SECONDS)	EXERCISE #5 PUSH-UPS (NO TIME LIMIT)
10	28	+0.50	14.5	11:40	12
11	29	+0.50	13.5	11:25	14
12	32	+0.50	12.4	10:22	15
13	34	+0.25	12.2	9:45	20
14	36	+0.50	11.9	9:30	20
15	38	+1.00	11.7	9:15	25
16	40	+1.50	11.4	9:00	25
17/18	40	+1.50	11.4	8:45	30
3. MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS					
10	26	+1.50	14.2	13:00	9
11	28	+1.50	13.4	12:42	7
12	30	+1.75	12.9	12:24	5
13	32	+1.75	13.1	12:15	7
14	32	+2.25	13.2	12:00	7
15	31	+2.50	13.0	11:45	10
16	30	+2.75	12.9	12:15	10
17/18	29	+2.25	13.0	12:15	10

***You can find fitness standards and test descriptions on Homeport under:
Administration > Manuals and Publications > Physical Readiness Manual***

Getting started with the BMR.

The Basic Military Requirements training manual is your first Navy correspondence course.

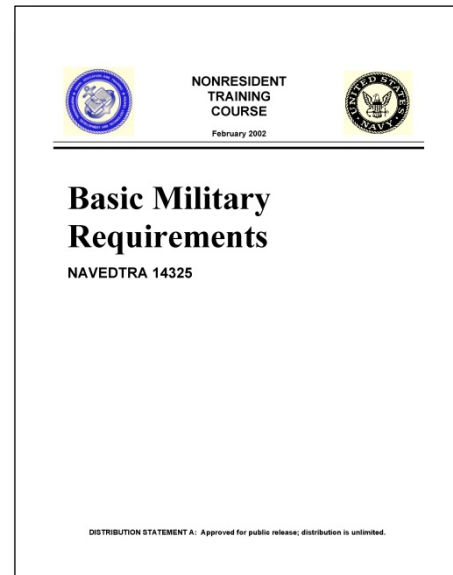
You will have to complete a course for each rate.

Fortunately, the next courses you will have to complete are much shorter than the BMR.

***You can find the BMR on Homeport under:
Training > Cadet Advancement >
Correspondence Courses***

The BMR is 22 chapters long. There are 15 open-book assignments that you should start working on as soon as possible.

- Quick Tip – Questions are in the same order as the answers appear in the book.



How do I turn in my course work?

You will submit your completed assignments to the Unit Course Administrator (UCA) online through the NAVSTA Everett Division website.

**Go to <http://www.nsecc.org>:
Cadets > Submit Coursework Answer Sheet**

How often do I need to turn in my course work?

You are expected to start turning in your assignments as soon as you join. Submit assignments as you complete them, rather than waiting until you finish the course.

Your last BMR assignment is due before your fourth drill in order to graduate out of Recruit Division.

You must also have the BMR completed prior to attending recruit training. This means if you plan on attending recruit training prior to your fourth drill, you will need to finish the book early.

Following your graduation out of Recruit Division, you will be expected to complete a minimum of one course book per year. Those who don't may not be reenrolled.

What should I try learning first?

All recruits must know the **11 General Orders of a Sentry**. You can find them starting on page 3-8 of the BMR. You must memorize the bolded text. When asked to recite a particular general order you must state them like this:

“My first general order is: To take charge of this post and all government property in view.”


Other required knowledge includes:

- **Core values of Honor, Courage and Commitment** (memorize)
- **Navy and military customs and courtesies**. This includes proper forms of address and who and how to salute. This can be found in chapter 9 of the BMR.
- **Ranks and rates**. This can be found in chapter 10 of the BMR.


























All of this information can also be found in the Bluejacket's Manual.

What are the insignia that goes on the uniform?

See this chart for that information:



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 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) No Insignia</p>	<p>NSCC Officer Corps</p> <p>O-4 Lieutenant Commander (LCDR)  </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 (CW02)  </p> <p>-- Midshipman (MIDN)  </p> <p>-- Instructor (INST)  No Sleeve or Shoulder Insignia</p>

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Getting started with your uniforms.

You were probably issued your first set of uniforms when you joined. New cadets will wear four different types of uniforms: the NWU or Navy **W**ork **U**niform (blue digital camouflage), Dress Blue (winter dress uniform), Dress White (summer dress uniform), and the Physical Training (PT) Uniform.

If you haven't been issued a complete set of NWU due to a supply shortage, wear civilian clothes with your yellow PT shirt.

Naval Sea Cadets are authorized by the Secretary of the Navy to wear the U.S. Navy uniform, as long as it is modified by NSCC insignia: flashes, buttons and emblems.

It is technically against the law to wear a U.S. Navy uniform if you aren't in the Navy. When we modify it with NSCC insignia, it makes it a Sea Cadet uniform and not an official Navy uniform.

**You can find the Uniform Regulations on Homeport under:
Administration > Manuals and Publications > Uniform Regulations**



NWU

Dress Blue

Dress White

How do I take care of my uniforms?

Cleaning instructions are located on the label in your uniform. Follow them carefully. Store your uniform on a hanger in the closet, not in a ball in the corner of your bedroom.

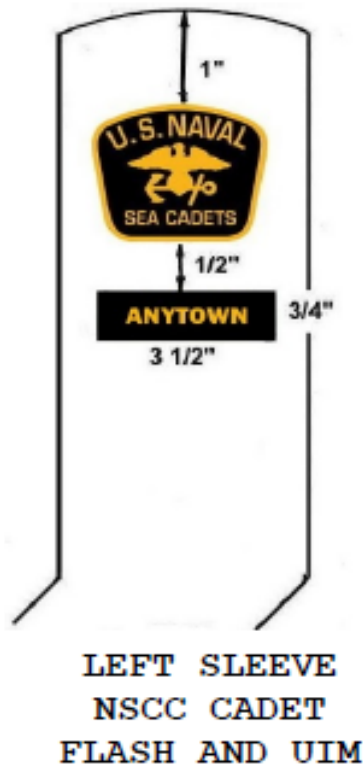
- Quick Tips
 - NWU – DO NOT dry clean, starch, chlorine bleach or use fabric softener
 - Dress Blue – Dry clean only! DO NOT machine wash.
 - Dress White – Dry clean suggested, do not chlorine bleach or use fabric softener
 - NWU Parka –DO NOT dry clean, starch, chlorine bleach or use fabric softener

How do I put the insignia on my uniform?

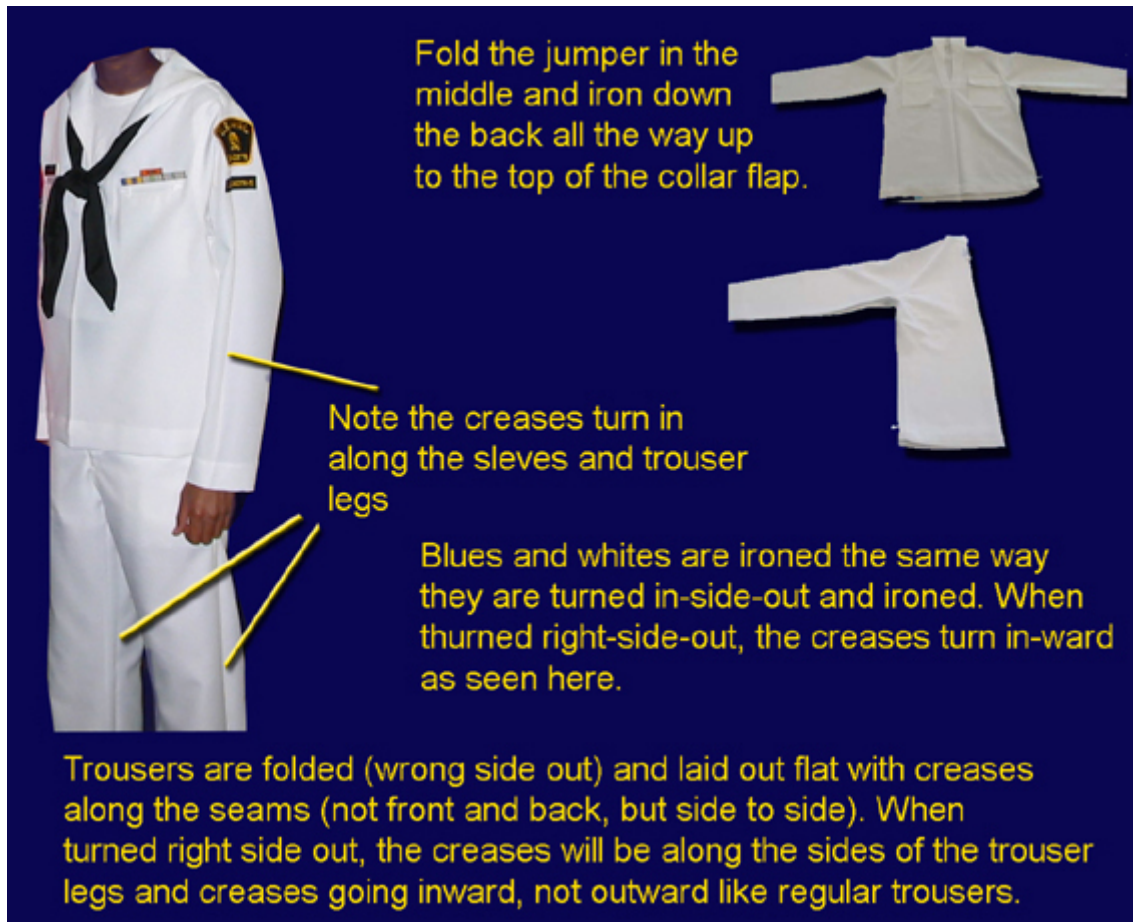
You should have received a detailed guide from the supply officer. If you didn't, please contact the supply officer as soon as possible. All insignia needs to be sewn on.

DO NOT use liquid stitch, glue or tape, these damages the uniform. You will be responsible for replacement costs for causing such damage.

- Quick Tips
 - Flashes (NSCC patches) – There are left and right patches
 - Dress Uniform Sleeves: Eagle beaks point forward
 - NWU Pocket: Eagle beaks point inboard (toward your heart)



How do I press my dress uniform?



How do I alter my uniform to fit?

Alterations are permitted, at your own expense.

You are growing and we plan on reusing the uniform when you turn it back in, so be sure to leave extra fabric when making alterations.

“Custom fit” alterations are not authorized. These include installing darts or making other alterations to make the uniform form-fit your body.

How do I shine my shoes?

Your boots and dress shoes are expected to be shined. A high gloss military shine on your boots is optional, however they must be always clean of dirt and grime, free of scuff marks and buffed to a dull shine. Your dress shoes need to be “spit shined” to a near mirror finish.

Spit shine instructions: http://en.wikipedia.org/wiki/Bull_polishing

How short does my hair need to be?

Generally, your hair needs to be presented in a neat and professional appearance. No faddish hairstyles or extreme hair colors. Use good judgment.

See chapter 2 of the Uniform Regulations for illustrations and full grooming standards.

- Quick tips
 - Males: Your hair should be off the collar and not touch your ears. Side burns at or above the middle of your ear.
 - Females: Your hair must be above bottom of your collar. You may either cut your hair short (but not shaved bald) or put your hair up.

Visit http://www.navy.mil/ah_online/um/femalehair.html for
illustrations of female hair styles

Can I wear earrings or other jewelry?

Wearing jewelry while participating in Sea Cadet activities is generally discouraged, this is to prevent loss, damage and injuries. However, if worn, jewelry must be conservative and not “flashy” in a way that detracts from the professional appearance of the uniform.

One ring on each hand is permitted. Thumb rings are not permitted.

Earrings are not authorized for male cadets while uniform or in civilian clothes while participating in Sea Cadet activities.

Female cadets may wear one earring per ear (centered on earlobe) while in uniform. Earrings shall be 4mm – 6mm ball (approximately 1/8 – 1/4 inch), plain with shiny or brushed matte silver finish, screw on or with posts.

One single strand necklace may be worn.

- Quick tip - Remove jewelry when engaged in work where items could get caught in tools, equipment or machinery and cause injury.

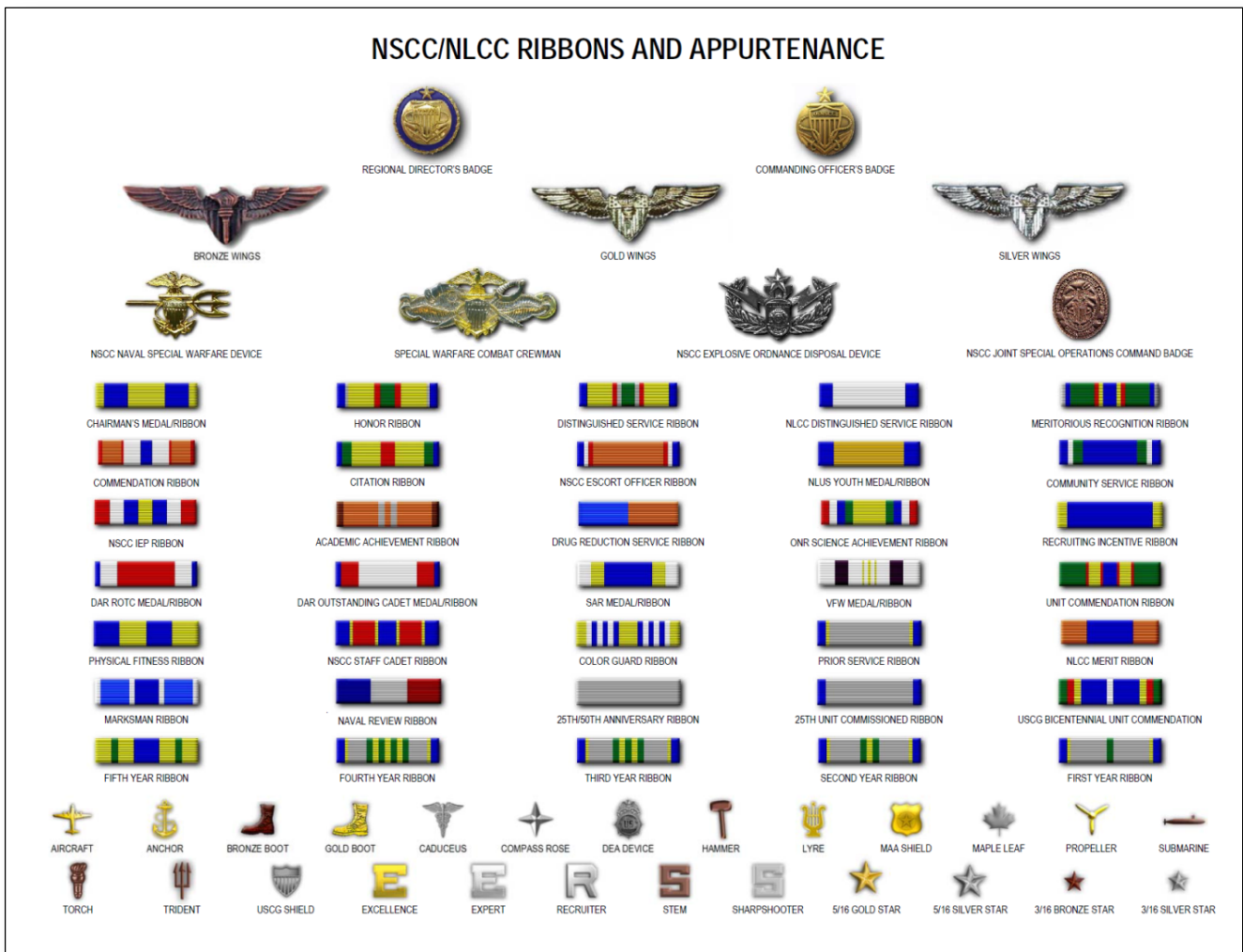
How do I earn ribbons?

Ribbon awards can be earned for a variety of reasons from recruiting a new cadet to saving someone's life. Cadets receive awards by someone recommending them for the award or by recommending themselves for the award.

**You can find NSCC award requirements on Homeport under:
Administration > Manuals and Publications > Awards Manual**

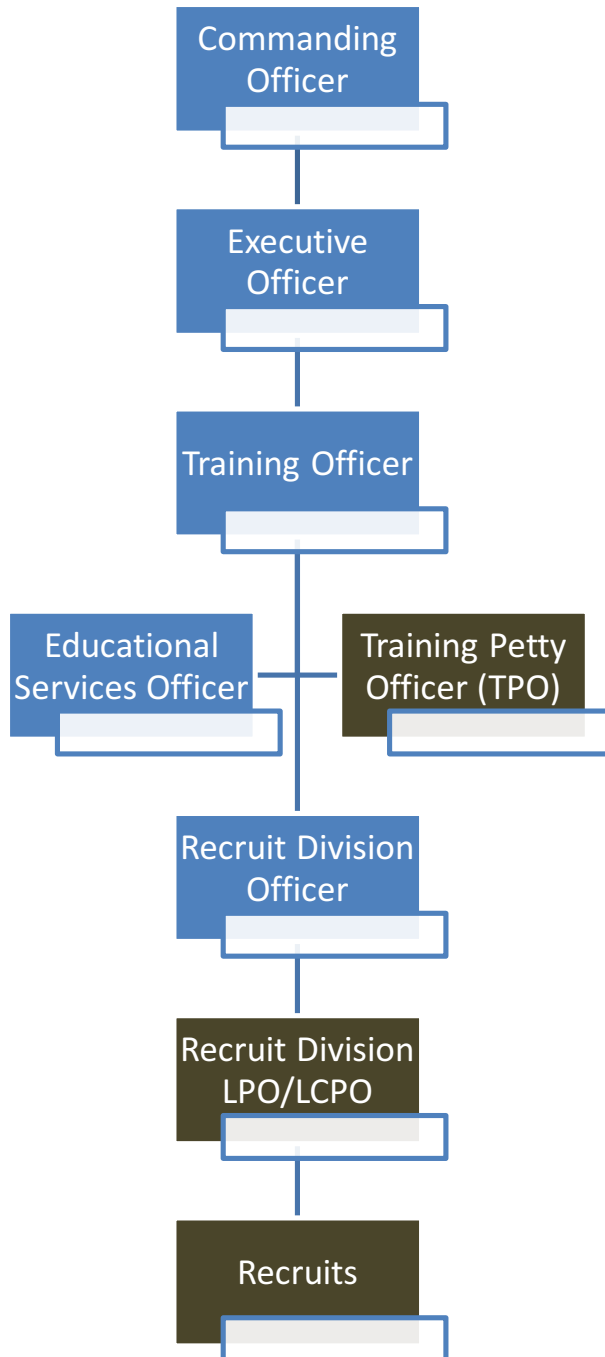
Can I wear my JROTC awards on my uniform?

No, cadets are only authorized to wear NSCC awards on the NSCC uniform. Wearing any awards not authorized by NSCC national headquarters is prohibited.



What is my chain of command?

The chain of command helps ensure efficient communication throughout the unit. Your Recruit Division chain of command is as follows (fill in the names):



The full unit chain of command is much more complex and is include in Appendix C.

What is the attendance policy?

The NAVSTA Everett Division attendance policy is included in Appendix B.

You are expected to participate in 85-percent of regular unit activities. You can be dropped from the program if you fall below a 75-percent attendance rate.

What is the plan of the day (POD)?

The POD is the official drill schedule of the unit. It includes information about drill and activities and important announcements. The POD is released at least three days prior to the drill day. It is distributed by email via Magellan, posted to the unit's website and the unit's Facebook accounts. All members are responsible for reading and knowing its contents.



Public Page: <https://www.facebook.com/NSCCNSE>

Private Group: <https://www.facebook.com/groups/NSCCNSE/>

What is electronic muster?

NAVSTA Everett Division uses email for drill electronic musters. Members are required to muster in advance and indicate if they will be attending or not attending drill.

An Email must be sent to the Leading Petty Officer at **lpo@enscc.org**.

Members must muster no later than Wednesday night ahead of drill.

To avoid a phone call from your supervisor, muster well ahead of the deadline.

What are the conduct standards?

You are expected to hold yourself and your shipmates to the high standards set by our core values of Honor, Courage and Commitment. NSCC conduct standards are outlined in chapter 9 of the NSCC Regulations.

**You can find the NSCC Regulations on Homeport under:
Administration > Manuals and Publications > NSCC Regulations**

- **Following orders**

- *Article 0913.1* – NSCC personnel will carry out the orders of senior NSCC officers/petty officers (as appropriate) with the exception of orders which involve oppression or misconduct.

- **General conduct**

- *Article 0920.2* –NSCC personnel shall:
 - Act in a military and seamanlike manner.
 - Observe/practice the rules of military courtesy and etiquette.
 - Demonstrate loyalty, self-control and honesty, putting the good of NSCC and the Navy before personal likes/dislikes.

- **Hazing**

- *Article 0922.1* – Initiation harassment, or hazing of any kind, is strictly forbidden. It is grounds for dismissal.
- *Article 0922.2* –No person shall be subjected to oppression or demeaning behavior of any kind. Instances of alleged oppression will be reported to the commanding officer, senior chain of command or NSCC Committee Chairman, as appropriate.

- **Mistreatment**

- *Article 0930.2* –No commanding officer, or any other person, may maltreat, physically or mentally abuse any person in NSCC. Unit discipline will be maintained by individual counseling and through administrative actions as described herein. Requiring cadets to perform strenuous exercises for disciplinary or motivational purposes places undue mental and physical stress on cadets and will not be tolerated.

- **Sexual harassment**

- *Article 0933.1* – NSCC policy on sexual harassment in any form is zero tolerance.
- *Article 0933.2* –Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made a condition of a persons' position or job, or when such conduct interferes with an individual's performance or creates an intimidating hostile, or offensive atmosphere. Any member of the NSCC who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.
- *Article 0933.3* – No individual in the NSCC shall:
 - Commit sexual harassment.
 - Take reprisal action against someone who reports or provides information on an incident.
 - Knowingly make a false accusation of sexual harassment, or
 - While in a supervisory or command position condone or ignore sexual harassment of which he or she has knowledge.

Suggestion form

Help us improve training for new cadets. You may submit this form at any time.

MEMORANDUM

From: _____
(print your name)

To: Training Officer

Subj: RECRUIT DIVISION PROGRAM SUGGESTION

1. I have identified the following issue (s):

2. I recommend the following solution(s):

Signature: _____ Date: _____

Attach additional pages as needed