

TENNESSEE (BB-43) DIVISION



NAVAL SEA CADET AND LEAGUE CADET HANDBOOK

U.S Naval Sea Cadet Corps
"A Set Course to Better Citizenship"

This book belongs to: _____

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Tennessee BB-43 Naval Sea Cadet and League Cadet Handbook

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I, Cadet _____, have read and understand all information of the **Tennessee (BB-43) Division Naval Sea Cadet and League Cadet Handbook**. I understand and acknowledge that I am responsible for reviewing all material contained within this manual at all times. I have further discussed all policies and requirements with my parent(s) this _____ day, the month of _____, year _____.

Cadets Signature _____

Printed name _____

Parents Signature _____

Printed name _____

- Complete the above information.
- Remove this page from your manual and return to the ADMN Officer for filing in Service jacket

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Cadets Signature _____

Printed name _____

Parents Signature _____

Printed name _____

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originating documentation will be consulted as required.

1. Welcome Aboard

- 1.1 You're joining one of the finest youth organizations in the Nation, the United States Naval Sea Cadet Corps (USNSCC). The NSCC, or just Sea Cadets, is actually two programs:
- 1.2 The **Naval Sea Cadet Corps (NSCC)** is for American youth ages 13-17 that 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.
- 1.3 The **Navy League Cadet Corps (NLCC)** is for boys and girls, at least 10 but not yet 14 years old, who are interested in the sea and ships, and our nation's seagoing services. The Navy League program is designed to introduce young people to maritime and military life, and to prepare them for later entrance into the Naval Sea Cadet Corps.
- 1.4 The U.S. Navy officially supports the NSCC and is administrated by the Navy League of the United States <http://www.navyleague.org> . Local support and advisor is **The Greater Memphis Navy League Council**, the official sponsor of the TENNESSEE (BB-43) DIVISION and provides financial support for the operation of the unit.

This Handbook will help guide you into the unit and is intended to answer many questions you may not know where to find them.

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2. Your Division

2.1 Your unit of the NSCC is called the **TENNESSEE (BB-43) DIVISION**.

Sea Cadet Units are divided into three types:

- DIVISIONS - NSCC Divisions train primarily in the field of Seamanship.
- SQUADRONS - NSCC Squadrons train primarily in the field of Aviation.
- BATTALIONS - NSCC Battalions train primarily in the field of Naval Construction.

2.2 While a unit may train primarily in one field of the Navy, its cadets receive cross training in the other fields. For instance, the **TENNESSEE DIVISION'S** training is primarily based on the Surface Fleet Navy, our cadets have the opportunity to train in Construction and Naval Aviation.

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3. Enrollment Fees

The yearly enrollment fee for the **TENNESSEE (BB-43) DIVISION**

- 3.1 First year of League/Sea Cadet Enrollment is \$150.00;
 - \$53.00 Cadet Registration with NSCC Headquarters in Arlington, VA.
 - \$24.00 Cadet Name tape purchase for Utility uniform.
 - \$3.00 for plastic name tag worn with dress uniform(s).
 - \$10.00 for unit ball cap and T-shirt.
 - \$10.00 offset sleeve patches (flashes).
 - \$50.00 refundable uniform deposit required to receive uniforms from our supply stock. If at any point you leave the Sea Cadet Corps your deposit will be returned to you in full unless there are missing items. The value of missing items will be deducted from your deposit prior to being returned to you.
 - No cost – one USN promo water bottle, replaceable if broken.
 - No cost – one USN (white) PT shirt.
- 3.2 Cadet Second year and future years of League/Sea Cadet Enrollment is \$75.00 to include;
 - \$53.00 Cadet Registration with NSCC Headquarters in Arlington, VA.
 - \$22.00 for additional uniform items and/or any unit fees.
- 3.3 Midshipman Enrollment each year is \$25.00 to include;
 - \$15.00 Cadet Registration with NSCC Headquarters in Arlington, VA.
 - \$10.00 for additional uniform items and/or any unit fees.
 - Unit ball cap and T-shirt.
 - No cost – one USN promo water bottle, replaceable if broken.
 - No cost – one USN (white) PT shirt.
 - Enrollment fees are reduces to offset cost of additional higher priced uniform items and clothing purchases that may be required by the individual.
 - Second year and subsequent enrollment is \$20.00.
- 3.4 Uniformed/Non-uniformed Instructor Enrollment each year is \$25.00 to include;
 - \$15.00 Adult Registration with NSCC Headquarters in Arlington, VA.
 - \$10.00 for additional uniform items and/or any unit fees.
 - Unit ball cap and T-shirt.
 - No cost – one USN promo water bottle, replaceable if broken.
 - No cost – one USN (white) PT shirt.
 - Enrollment fees are reduces to offset cost of additional higher priced uniform items and clothing purchases that may be required by the individual.
 - Second year and subsequent enrollment is \$20.00.
- 3.5 Active Military/Reservist/Civilian Uniformed Officer Enrollment each year is \$25.00 to include;
 - \$10.00 Adult Registration with NSCC Headquarters in Arlington, VA.
 - \$15.00 for additional uniform items and/or any unit fees.
 - Unit ball cap and T-shirt.
 - No cost – one USN promo water bottle, replaceable if broken.
 - No cost – one USN (white) PT shirt.
 - Enrollment fees are reduces to offset cost of additional higher priced uniform items and clothing purchases that may be required by the individual.
 - Second year and subsequent enrollment is \$20.00.

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4. USNSCC Insurance Coverage

- Each cadet is covered by an additional insurance coverage effective upon NHQ approved enrollment and re-enrollment when the member has a current, valid id card marked "UNDER AGE 21" with a current expiration date.
- Each Midshipman is covered by an additional insurance coverage effective upon NHQ approved enrollment and re-enrollment when the member has a current, valid id card marked "UNDER AGE 21" with a current expiration date.
- Each officer is covered by an additional insurance coverage effective upon NHQ approved enrollment and re-enrollment when the member has a current, valid id card with a current expiration date.
- Coverage is applicable for members travel to, during and travel from an official Sea Cadet function as approved by local and national authority.
- Private health insurance pays first, then the NSCC insurance coverage will pay additional funds toward the medical cost associated with the immediate injury. Sickness and pre-existing conditions are not covered.
- Injuries, no matter how small or insignificant they may appear must be reported to an officer immediately.
- **NSCADM022** NSCC Accident Report is to be completed and sent to NHQ for processing. NHQ will approve claim form and send appropriate forms to the Commanding officer for filing in service jacket. Copies are forward copy to parent/guardian to submit to the USNSCC insurance company for review.
- Parents submit copies of itemized charges and completed claim forms with all submissions to the insurance company.
- This policy renews each year when membership dues are submitted to National Headquarters and a new ID card is issued.
- **No current NSCC/NLCC ID card, No drill, No trainings, No exceptions!**

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5. Training Schedules

- 5.1 In general, the required training is one drill weekend per month, advanced training that maybe two weeks per year, usually during the summer, homework in the way of uniform maintenance and study of promotion coursework are to be completed. You will be issued a computer disk that has all the courses available if you do not have internet access.

6. Unit Monthly Drill

- 6.1 The **TENNESSEE (BB-43) DIVISION** normally drills on the third weekend of each month. If a holiday falls that weekend, drill will be moved to another weekend. This is when you will be issued uniforms, enrolled in correspondence courses, and notified of other requirements for the unit. Weekend drills are a regular part of being a cadet, and are not optional. To maintain satisfactory drill attendance, you must attend a MINIMUM of 75% of our drills per year.

7. COMMUNICATION

7.1 Plan of the Month (POM)

- Every good team must know how to communicate. The way the **TENNESSEE (BB-43) DIVISION** communicates with you and your parents each month is through the Plan of the Month (POM). The POM will be emailed to you. If you do not have email, let the Administrative Officer know that you will need yours mailed. The POM gives the month's drill dates, what uniforms you need to bring and lists any special activities for future planning. Also, promotions, special events and other information are listed each month. You will begin receiving your POM beginning the month following your enrollment into the Corps. You must have a copy of the POM with you during drill weekend. If you don't get one, let your Leading Petty Officer know and she/he will get you on the emailing list. It is very important that you **AND** your parents read the POM as soon as you receive it. There is no excuse for not knowing the information in the POM!!!

7.2 UNIT REPORT CARD (Suspended until further notice effective May 2007)

Beginning in October 2004, the unit will be issuing a quarterly report card. The report card will track a cadet's progress and keep parents actively involved in their son/daughters Sea Cadet career. It will also assist the officers of the unit to track attendance, awards, and advancements.

7.3 Communication of all unit, regional and national events will be communicated via e-mail, telephone or in person.

7.4 Unit directory containing name, residential address and e-mail address is kept current and sent to all members. Keeping your information current on this list provides an easy means of notification. Keep your information current.

7.5 Emergency contact information is used to notify parents or make contact with additional parents, guardian, grandparent or other person in the event of an emergency when the primary contact is unavailable.

7.6 Contact purpose, this information is limited to the use for official purposes of the members of and including the Tennessee BB-43 Division, USNSCC, USN, local, state or federal authorities.

8. Uniforms

8.1 You can learn a lot about a Navy person just by looking at his/her uniform. You can tell their rank, what awards (ribbons) they've earned, how long they've been in the Navy, and most importantly, how much pride they have in themselves and the Navy. This is also true in the NSCC. You can often tell a good Cadet by how sharp his/her uniforms look. A Cadet who always needs a haircut, never shines his shoes and forgets to wear his nametag will not last very long in the Corps. But a Cadet, regardless of how long he or she has been in the Corps, who looks sharp in his/her uniform will often be looked upon as a leader.

8.2 Utility Uniform

This uniform is not to be worn in public, at public events or at any other time when not attending a NSCC/NLCC function. Wearing this uniform to and from authorized events is acceptable provided the most direct path to and from the vehicle to the residence or training exercise is taken.

8.3 Dress Uniforms

Dress uniforms may be worn in public and at public events and authorized functions by the USNSCC, USN and local unit. These uniforms include:

- NSCC Dress Blues
- NSCC Dress Whites
- NSCC Working Blues
- NSCC Tropical's (service whites)
- NLCC Salt and Peppers.

8.4 BDU's – Woodland Camouflage Uniforms

- The Tennessee BB-43 Division is not authorized to wear the USN
- Woodland Camouflage (BDU's) gear during normal drilling events.
- Exceptions:
- Advanced Trainings may require the wearing of Woodland Camouflage during the training evolution. The Sea Bag list will provide details and quantities acceptable.
- This additional uniform and required gear purchase is the responsibility of the parent/guardian during these events.
- NLCC cadets are never authorized to wear Woodland Camouflage.

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9. Uniform Supplies

9.1 The **Sea Cadets** are required to have the following uniforms:

- 3 sets of dungaree pants and shirts with flashes, name strips on shirt and pants (right hand side) and USNSCC strip on shirt (left hand side). You will be provided a Unit ball cap upon enrollment, replacement ball caps cost \$10.00.
- 1 dress white uniform with flashes, which is for both males and females a jumper top and white pants (or skirt for females) with a navy neckerchief. Males wear the Dixie cup cover and females wear the Combo Cover with the large NSCC cap device. You may wear ribbons and a nameplate with your dress uniform.
- 1 dress blue uniform with flashes, which for males is a blue jumper and Cracker Jack trousers with a navy neckerchief and for females is a white short sleeve shirt, a navy bow tie, dress blue jacket and dress blue slacks or skirt. Males wear the Dixie cup cover and females wear the Combo Cover with the large NSCC cap device. You may wear ribbons and a nameplate with your dress uniform.
- PT gear that consists of a Unit t-shirt (provided), Blue shorts or sweat pants, athletic socks and shoes.

9.2 The **Navy League Cadets** are required to have the following uniforms:

- 3 sets of dungaree pants and shirts with flash, name strips on shirt and pants (right hand side) and USNLCC strip on shirt (left hand side). You will be provided a unit ball cap.
- 1 dress uniform with flash worn by both males and females. A dress white short sleeve shirt and navy slacks (or skirt for females). Males wear the Dixie cup cover and females wear a navy beret. You may wear ribbons and a nameplate with your dress uniform.
- PT gear that consists of a unit t-shirt (provided) and USN (white) t-shirt, two pairs of USN regulation blue shorts. Navy color sweat pants, athletic socks and shoes and water bottle.

9.3 Steel-toed boots are required for League/Sea Cadets in a working environment. If the unit does not have a pair in stock you will be required to purchase them.

Do not purchase steel toed boots unless requested by CO or training Officer.

Contact the Commanding Officer or Training Officer for authorization prior to purchase. These can be purchased from Wal-Mart, Target or K-Mart for around \$25-\$50.

9.4 Cadets are not authorized to wear Coraframs. Black dress shoes are worn with dress uniforms **(DO NOT PURCHASE CORAFRAMS OR SHINY PATENT LEATHER SHOES).**

9.5 The unit has a clothing inventory. We will provide you as many items as we have available. However, if we do not have all the items, **you will need to purchase these items.** They can be obtained (new) from the Uniform Shop at the Navy Exchange or used from the Thrift Shop located on the first deck building S-239.

9.6 Specialized training equipment may be required in addition to training fees for Advanced Training sessions offered during Spring, Summer and Winter sessions. Responsibility to purchase specialized equipment resides on the parents and cadets. Specialized equipment is mandated by the Commanding Officer Training Contingent (COTC) when applying for a training billet.

9.7 Any cadet who terminates membership and may no longer utilize any purchased uniform or associated gear may donate the equipment to the unit for supply.

The Tennessee BB-43 Division does not authorize waivers of deviation from COTC policy/requirements for this matter. Specialized equipment is specific to certain training event requirements to meet or exceed USN, USNSCC, OSHA, state and local authority safety regulations.

10. NSCC/NLCC INSIGNIA

10.1 The U.S Navy has given Sea Cadets and Navy League Cadets special permission to wear its uniforms. But, you are required to wear NSCC/NLCC patches (called Flashes) on all uniform shirts, jumpers, and jackets. Figure 1 shows how to wear NSCC/NLCC insignia.

10.2 NSCC/NLCC SHOULDER FLASH

- NSCC - The cadet shoulder flash (yellow border, with yellow lettering on blue field) will be worn on the outer face and centered on each sleeve of all uniforms, jumpers, blouses, shirts, coats and all outer garments **except raincoats**, with the eagle facing forward, centered one inch below the shoulder seam.
- NSCC BDU's - When authorized, wearing of BDU uniforms require olive drab shoulder, collar and name tapes.
- NLCC - The cadet shoulder flash (White border, with white lettering on a blue field) will be worn on the left sleeve and centered on uniforms, jumpers, blouses, shirts, coats and all outer garments **except raincoats**, with the upper edge of the flash centered one inch below the shoulder seam.

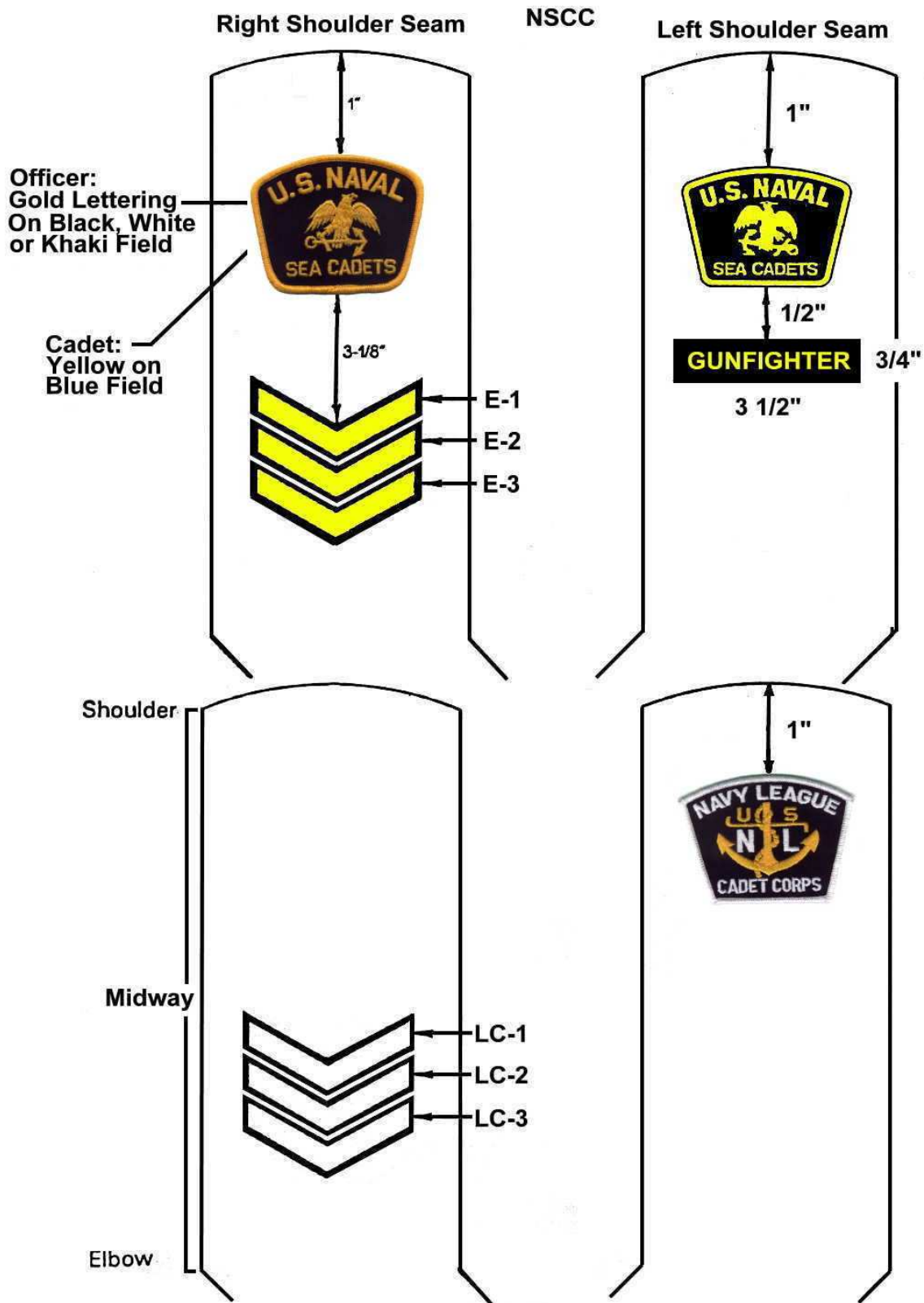
10.3 CADET RATING (Rank) CHEVRONS

- NSCC - The E-1, E-2 and E-3 rating chevrons (one, two and three chevrons respectively), yellow on a blue field, will be worn centered under the NSCC shoulder flash on the right sleeve of all uniforms, jumpers, blouses, shirts, coats and all other outer garments except the raincoat. The upper edge of the chevron, or chevrons measured from the "V", will be 3 1/8 inches below the lower edge of the NSCC flash.
- NLCC – The Recruit, Apprentice, and Able cadets will wear chevrons (one, two and three respectively) white on a blue field, on the right sleeve of all uniforms, jumpers, blouses, shirts, coats and all outer garments **except raincoats**, and will be centered between the shoulder seam and the elbow.

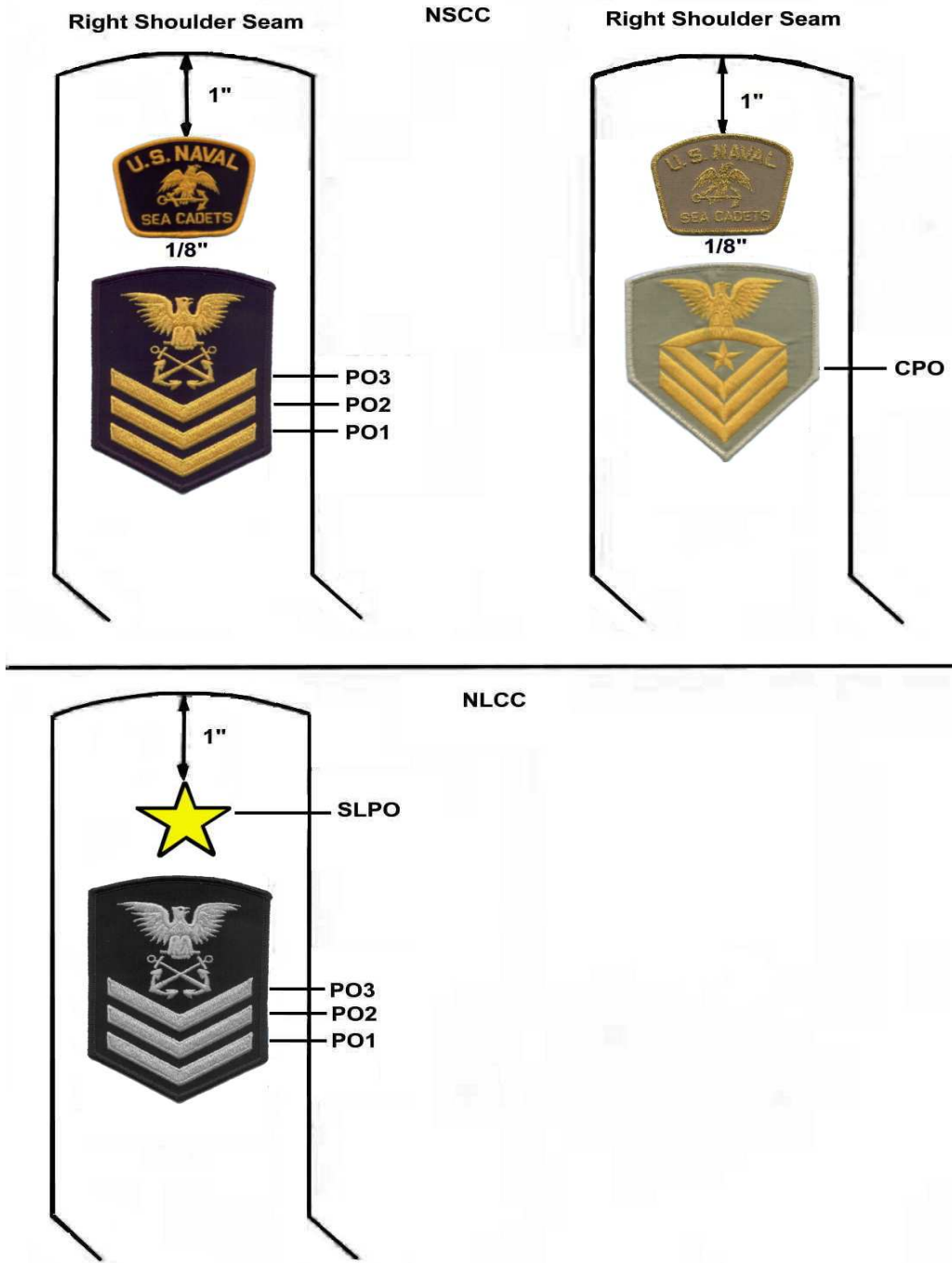
10.4 PETTY OFFICER RATING BADGE (See Figure 10.6.2)

- NSCC - The petty officer rating badge will be worn centered on the right sleeve immediately below the NSCC shoulder flash on all uniform jumpers, shirts, blouses, coats and all outer garments **except raincoats**.
- NLCC - The NLCC PO badge and chevrons on the right sleeve of all uniforms, jumpers, blouses, shirts, coats and all outer garments **except raincoats** and will be centered between the shoulder seam and the elbow. The upper edge of the chevrons will touch the bottom edge of the NLCC PO badge and there shall be no space between chevrons, the SLPO Star is centered immediately above the PO badge

Figure 10.5.1 - OFFICER/CADET SHOULDER FLASH/CHEVRONS



10.6 Figure 10.6.1 OFFICERS, WARRANT OFFICERS, MIDSHIPMEN AND INSTRUCTORS



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Figure 10.6.2 -CADET SHOULDER FLASH/CHEVRONS/PETTY OFFICER BADGE

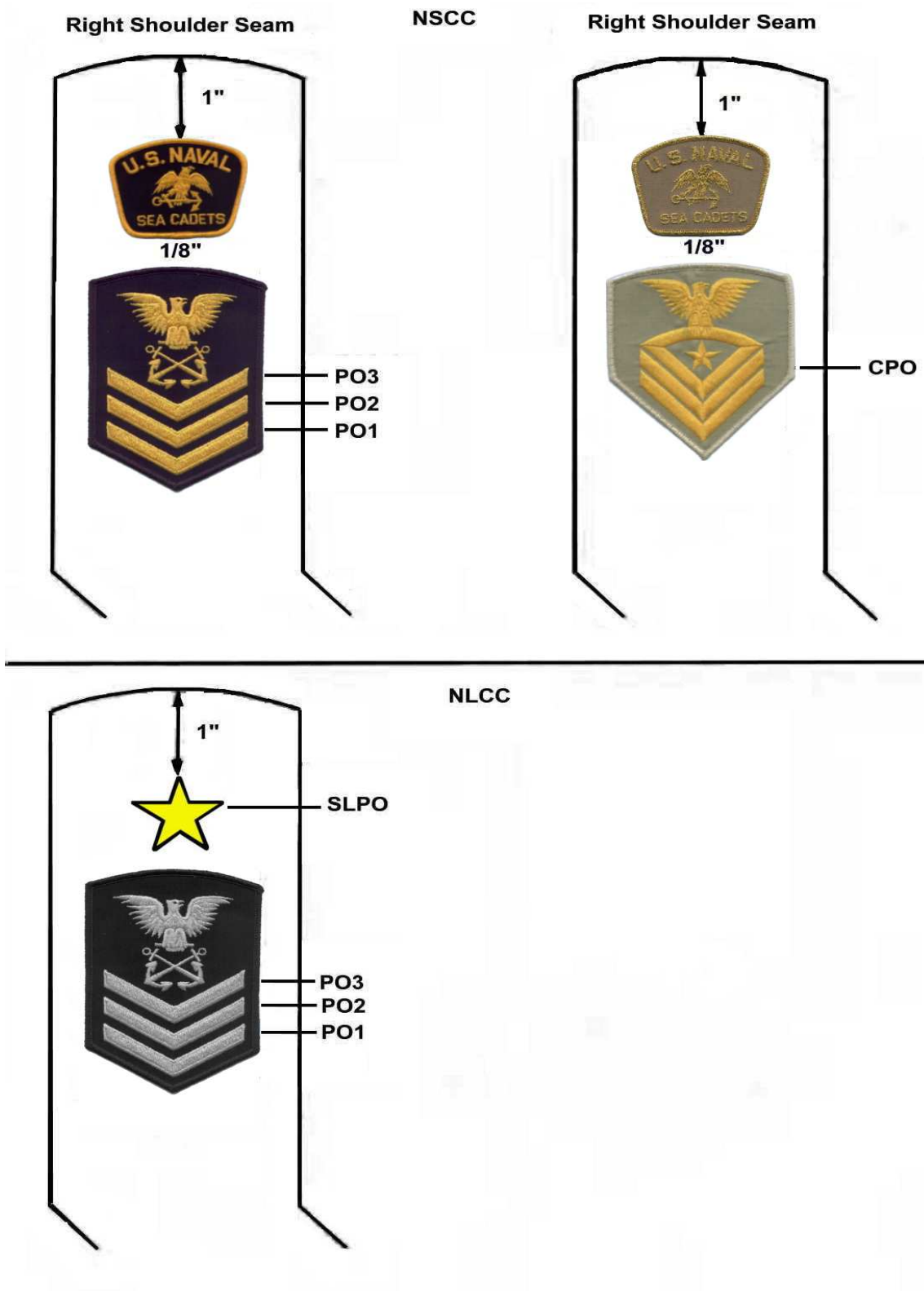


FIGURE 10.6.3 FEMALE CADET HEAD GEAR

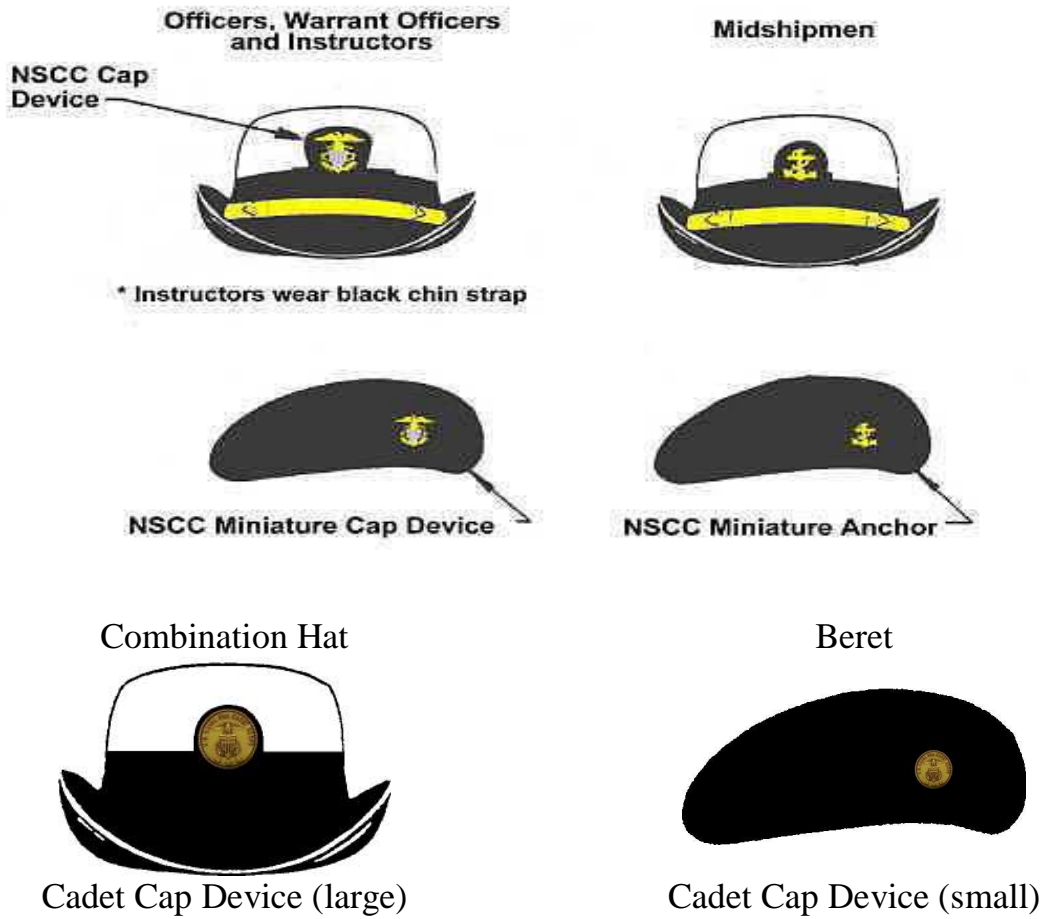
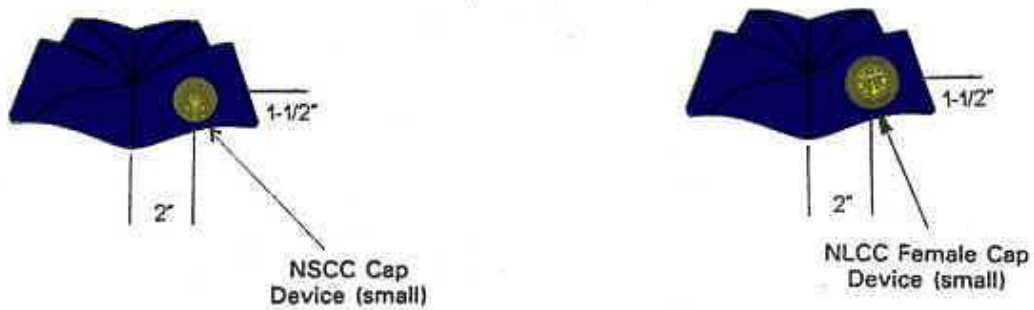
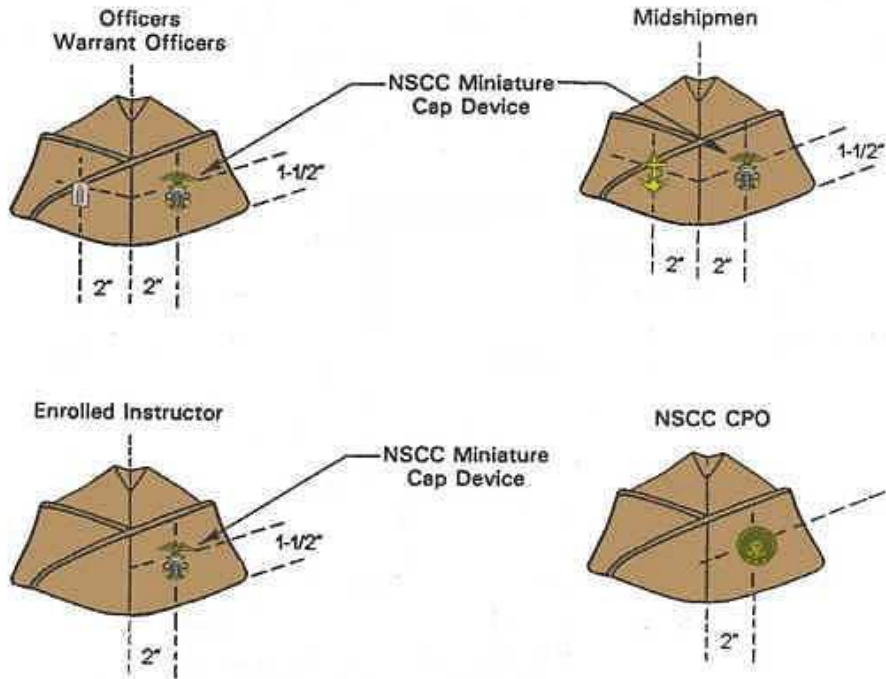


FIGURE 10.6.4 FEMALE CADET BLUE CAPS



FEMALE/MALE GARRISON CAPS Figure 10.6.5



MALE HEADGEAR Figure 10.6.6

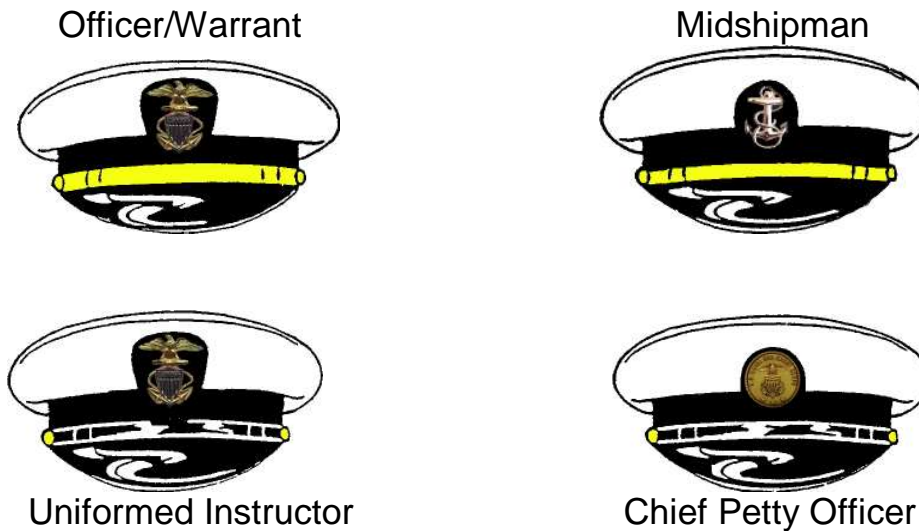


Figure 10.6.7 is not illustrated.

All NSCC male cadets will wear the Dixie Cup with Dress Blues, Dress Whites.
 All NLCC male cadets will wear the Dixie Cup with Salt and Pepper Uniform.

11. HOW TO TAKE CARE OF YOUR UNIFORMS

11.1 Navy uniforms are not very difficult to take care of. Common sense is often the key. When you are first issued your uniforms, it is suggested that you take them to a dry-cleaner (after sewing on the insignia) for a first pressing. This makes sure your uniforms are extra-special sharp for graduation!!! After that, you need to take your dress uniforms to the cleaners prior to inspections or special events. There are some special requirements for your uniforms.

- **Dress Blues** - DO NOT WASH IN A WASHING MACHINE. This uniform MUST be dry-cleaned!!!!!! **ATTENTION MALES: THE PANTS ARE PRESSED INSIDE OUT WITH THE CREASES ON THE SIDES.** Use a lint brush or masking tape to clean off dust and light dirt.
- **Dress Whites** - These can be washed in the washing machine. Be careful not to use too much bleach. When ironing polyester whites, be certain not to have the iron on too high. Cotton whites must be starched and have military creases ironed in. Cotton pants are pressed like regular trousers.
- **Dungarees/Utilities** - These can be washed in the washing machine. Be certain TO PRESS THE PANTS INSIDE OUT WITH THE CREASES ON THE SIDES (Not on the front like regular jeans). Shirts should be pressed with starch and military creases shown in Figure 4.
- **Neckerchief** - When pressing, use a cool iron without steam and roll as shown in Figure 5.
- **Shoes** - As mentioned earlier, you are required to purchase your own shoes. You need plain-toed black oxfords. **DO NOT PURCHASE CORAFRAMS OR PATENT LEATHER SHOES!!**

11.2 HOW TO SPIT SHINE

- Spread a thick layer of paste polish over the leather to be spit shined. Allow it to dry for 5 minutes. Wrap a soft, clean cloth around your index finger so you have a smooth area on the end of your finger and dip it in water so it is thoroughly wet but not dripping (see note 1 below).
- Using a small circular motion (see note 2 below), buff the dried polish with the wet cloth until a shine starts to develop. Then, still using the damp rag on your finger, apply a fine layer of polish in a circular motion and keep on rubbing lightly until a hazy shine develops. Keeping the rag damp, build up the shine with thin layers of polish applied in circles with light pressure until a glossy shine develops.
- When sufficient shine has developed, use a clean, dry, soft cloth to give it a final buff and remove any last haze.

NOTE:

The reason you use a wet cloth is to stop the fine coats of polish sticking to the cloth and to encourage the polish to stick to the leather. You want to keep on building up thin layers of wax until you have a completely smooth surface that gives the glossy shine.

After the first heavy coat of polish you must use minimal amounts of polish to build up the shine. If you use too much polish, the solvent in the polish you are applying will dissolve the base you have already built up and you will have to start again in that area.

11.3 Military Creases

- As mentioned earlier, **TENNESSEE DIVISION** cadets wear military creases in all of their dungaree and short-sleeved white shirts. Figure 4 shows the placement of the creases in your shirts.

Figure 11.3.1

MILITARY CREASES

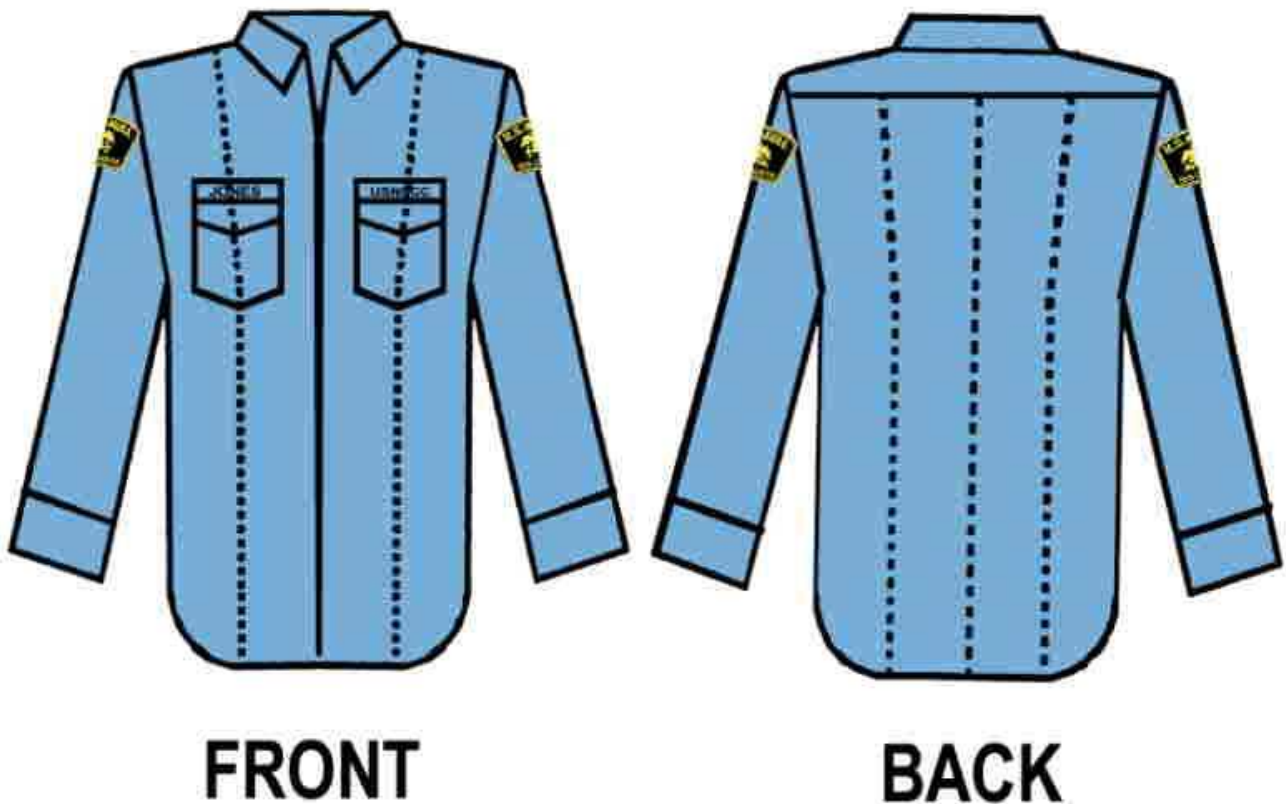
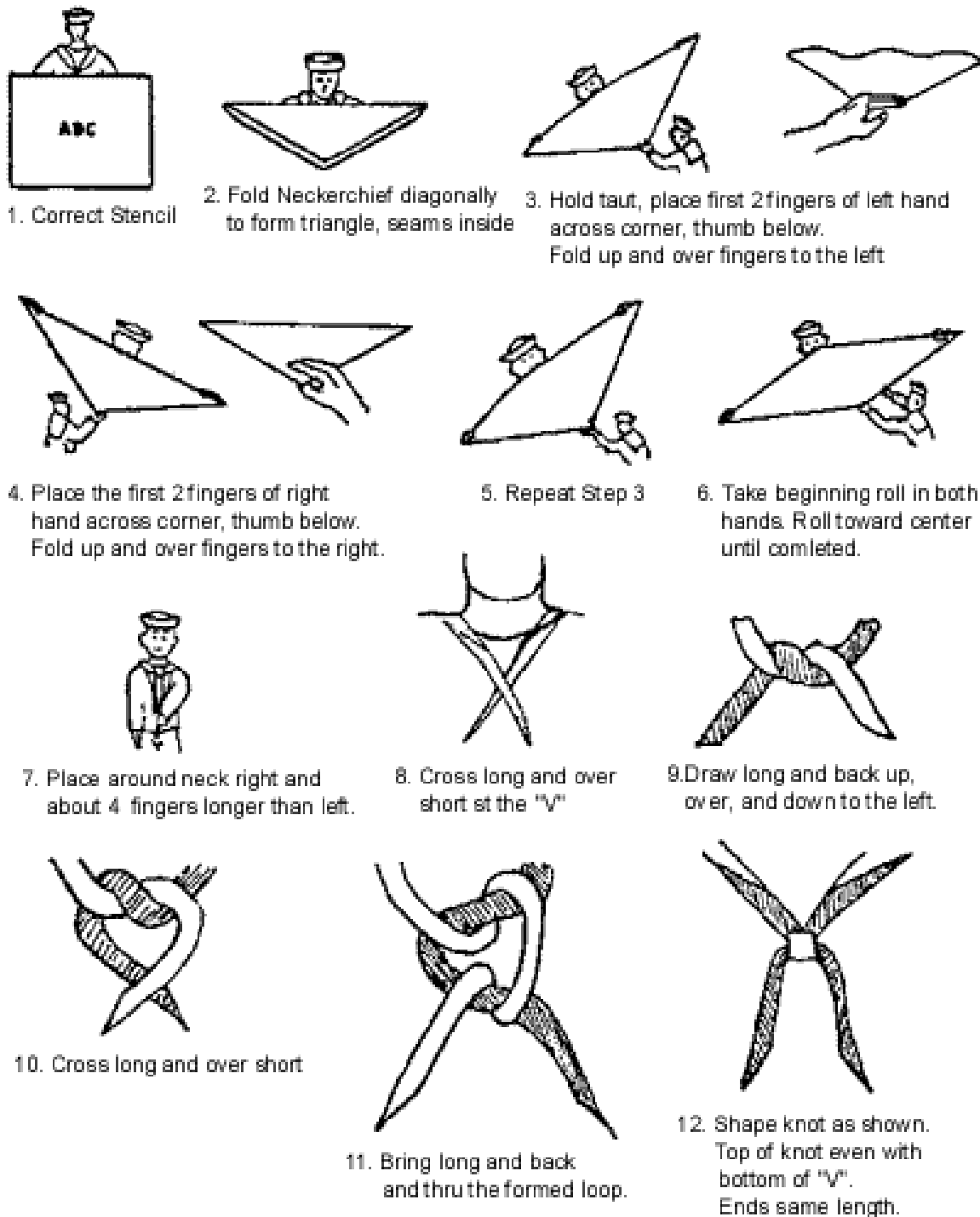


FIGURE 11.3.2



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GROOMING STANDARDS MALE

FIGURE 11.3.3 (reference figure shown 2-2-1)

(---- INDICATES SCALP LINE)

Sideburn shall not extend below the middle of the ear as indicated by line "A".

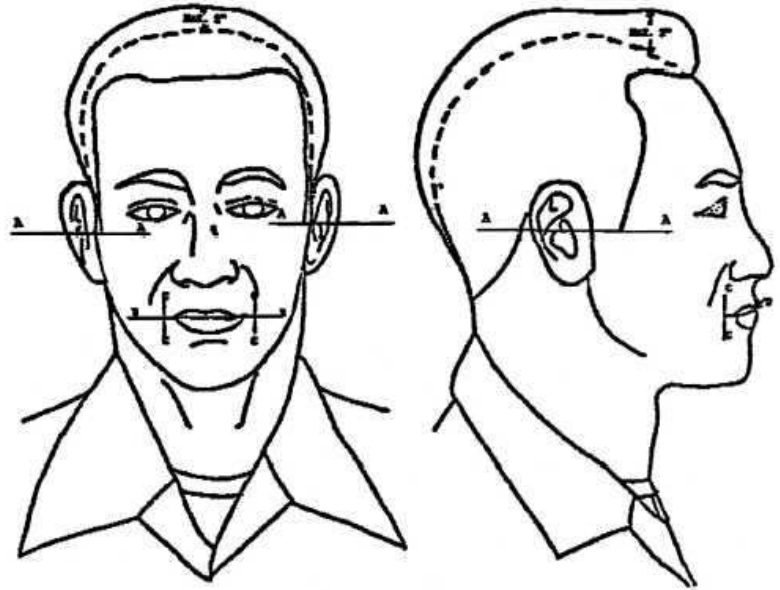
Mustache is not authorized for NLCC/NSCC Cadets.

Hairstyle properly groomed shall not be greater than 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

Reference provided by USN **NAVPERS 15665I**

GROOMING STANDARDS FOR MEN

Figure 2-2-1



GROOMING STANDARDS FEMALE

FIGURE 11.3.4

Hair shall not fall below the lower edge of the back of the collar as indicated by line A. When wearing jumper uniform, hair can extend a maximum of 1 1/2 inches below the top of the collar.



Reference USN **NAVPERS 15665I**

12. Naval Customs and Courtesies

12.1 The Salute

The Salute is the oldest tradition in the Navy. Navy personnel, including NSCC Cadets, salute all officers of the Armed Forces of the United States, and of foreign countries, Coast Guard and Public Health Service Officers, and Naval Sea Cadet Corps Officers.

Figure 12.1.1



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12.2 The Quarterdeck

- Every activity in the Navy, including Sea Cadet units has a QUARTERDECK. The Quarterdeck is a ceremonial area set aside by the Commanding Officer for official and ceremonial functions. The Quarterdeck is considered a "sacred" part of the ship or unit and deserves the following respects:
 - a) Don't be loud or sloppy on or around the Quarterdeck.
 - b) Never appear on the Quarterdeck out of uniform.
 - c) Never eat or joke around on the Quarterdeck.
 - d) Never cross or walk on the Quarterdeck except when necessary.
 - e) Don't hang out on the Quarterdeck or talk to the Quarterdeck watch except for official business.

12.3 Quarterdeck Watches

- The Quarterdeck watch consists of a Sea Cadet who is Petty Officer of the Watch (POOW) and in charge of the Quarterdeck, as well as a Navy League Cadet who is the Messenger of the Watch (MOOW).

12.4 Crossing the Quarterdeck

- There is a special way that you board and leave a ship or other Quarterdeck.
 - COMING ABOARD - First, salute the Colors (American Flag) and then salute the Petty Officer of the Watch (POOW) and say "Request Permission to Come Aboard Sir (or Ma'am)". After the POOW returns your salute and says "Permission Granted", you quickly leave the Quarterdeck area.
 - GOING ASHORE - You salute the Petty Officer of the Watch (POOW) and say "Request Permission to go Ashore Sir (or Ma'am)". After the POOW returns your salute and says "Permission Granted", then salute the colors (American Flag) and quickly leave the Quarterdeck area.

12.5 The Colors

- You salute the American Flag (Colors) whenever you see it passing in a parade, going up or down a flagpole or when you hear the National Anthem.

12.6 Entering an Office

- There is a special way to enter **TENNESSEE DIVISION** offices.
 - KNOCK THREE TIMES - Make sure they are loud knocks!
 - ENTER WHEN TOLD - Wait until an Officer tells you to enter.
 - TAKE ONE STEP FORWARD AND FACE THE PERSON YOU NEED TO SPEAK TO. (Uncover unless on Watch. If on Watch, salute).
 - SOUND OFF "CADET _____, **TENNESSEE DIVISION**, REPORTING AS ORDERED, SIR (MA'AM)". (If on Watch, drop your salute).
 - YOU WILL BE TOLD TO STATE YOUR BUSINESS - Tell the person what you need/want. Stand in place unless told to relax.
 - WHEN FINISHED WITH YOUR BUSINESS, SOUND OFF "REQUEST PERMISSION TO CARRY ON".
 - WHEN TOLD TO CARRY ON, (IF ON WATCH, SALUTE) SOUND OFF "AYE, AYE, SIR (MA'AM)". DO AN ABOUT FACE AND LEAVE.

13. Chain of Command

13.1 "Who is in Charge"

- Every one in the military has a boss, or a person who is in Charge. Even the President of the United States has to answer to someone...the American people. The people between you and the Commanding Officer are part of the "CHAIN OF COMMAND." **TENNESSEE DIVISION'S** Chain of Command is shown below. Think of yourself as the first link in the chain. You are the beginning, because you don't supervise anyone yet. The next person, or link in the chain, is your LPO/ALPO. The rest of the chain, along with an explanation of their jobs goes like this:

13.2 The Commanding Officer

- The Commanding Officer (CO) is the individual who is responsible for the overall operation of a ship or activity. We'll discuss more about his/her job in our discussion of unit organization. As far as courtesies are concerned, you salute the Commanding Officer on each meeting and always call him/her "Sir or Ma'am". The Commanding Officer, regardless of rank, is referred to as "The Captain".
- The Commanding Officer, CO, or "The Captain" is the person directly responsible for the unit. This is a position of great responsibility, and not everyone can handle it. As the Captain, the CO provides guidance to the Officers and Cadets and reports to higher authority on the running of the unit.

13.3 Executive Officer

- The Executive Officer or XO is responsible for the day-to-day running of the unit. He or she is the second in command, and follows the Commanding Officer's policies concerning the unit.

13.4 Operations Officer

- The Operations Officer, or "Ops Boss" is responsible for the overall operations of unit drills. He or she makes sure classes are started on time, the Master-at-Arms (MAA, we'll talk about this one later) has the Quarterdeck watches squared away, and is the third in command of the unit.

13.5 Division Officer

- Your Division Officer, or DO, is a junior officer who is responsible for your Division. He or she reports to the Operations Officer and is there to help you with your advancements, personal problems or just to talk to.

13.6 Master-At-Arms

- This is the Division "Sheriff. The Master-at-Arms, or MAA, is responsible for the scheduling of the Quarterdeck watches, lets you know when you need a haircut and handles any incidents requiring a "Captain's Mast". Captain's Mast is held when a Cadet gets into serious trouble and must see the Captain for punishment.
- The Master-At-Arms (MAA) continuously enforces the regulations of the unit; USNSCC to assure all personnel is within compliance. Reports all non compliance offenses, personnel safety related concerns, building/equipment malfunctions and general condition of area, equipment and facilities to the Executive Officer.
- MAA's are not authorized to administrate any type of punishment to ANY cadet.
- MAA is identified with NSCC arm band.
- No metal badges are allowed on person.

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13.6 Master-At-Arms (continued)

- Authorized to wear BDU's at unit functions or with similar working detail. BDU's are not worn at public events except when accompanied by USN personnel of similar billet.
- All BDU's require full USN regulation wear and USNSCC markings.

13.7 Leading Petty Officer

- NLCC/NSCC Leading Petty Officer, or LPO, is the senior Cadet Petty Officer. As such, he or she is responsible for the entire Division. This is a Cadet who is normally in his/her last year as a Cadet and basically runs the entire operation of the unit at the Cadet level.

13.8 Assistant Leading Petty Officer

- NLCC/NSCC cadet who has leadership abilities, takes pride in their uniform, person and assists the LPO with the operation of the unit at the cadet level. The ALPO is in training to be the next LPO upon completion and recommendation.

13.9 Other Important People

There are a lot of people who are "in charge" of something, but are not in your chain of command. Here are other various jobs in the unit:

- **Administrative Officer** - This is the person who handles the majority of the paperwork in the unit. Also, enrollment **fees** are turned into the Administrative Officer.
- **Personnel Officer** - Each Cadet must have a record of training, called a Service Record that is kept in a brown jacket. The Personnel Officer maintains each Service Record.
- **Training Officer** - This is the person who schedules training, gives advancement exams and orders courses for training. Also the Training Officer handles all of the Summer Training such as boot camp, shipboard training, etc. League Cadet and Sea Cadet training syllabus has a training officer specifically monitoring and organizing training activities and promotion requirements.
- **Supply Officer** - You'll soon meet the Supply Officer, and his/her cadet assistants, called Storekeepers. These are the people who issue uniforms and all equipment.
- **Recruiting Officer** – You may have been contacted by the unit recruiter who is responsible inform candidate cadets, Midshipman, Instructors and Officers of the Sea Cadet Organization. Information may be in the manner of recruit day activities, phone calls or via email.
- **Public Affairs Officer** – This person photographs, writes and submits information about cadet and unit activities to local newspapers, radio and TV stations.
- **Medical Officer** – This person reviews cadet and adult medical records required by USNSCC. General health maintenance, recommendations are key factors to everyone's safety and well being. Additional corpsman are available at all unit physical activities.
- **Financial Officer** – This person reviews the units financial accounts and assists with bookkeeping details to satisfy IRS 501 (c) 3 compliance and reports for sponsor.
- **Web master** – This person maintains the unit website: www.tnbb43.org .

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14. NSCC/NLCC Rate (Rank) Structure

14.1 The NSCC rate structure and terminology (Fig. 8.1) generally parallels that of the Navy and Coast Guard, from NSCC Seaman Recruit (E1) to NSCC Chief Petty Officer (E7 - NSCC only). Cadets enroll as Seaman Recruits and advance through the ranks when they satisfy stipulated promotion requirements.

14.2 NSCC ADVANCEMENT REQUIREMENT

- Cadets must meet all the requirements listed in Figure 8 for each level of advancement in rate (including the minimum time in rate) before advancement is made. In addition, the unit must adhere to the criteria listed in the Table of Cadet Petty Officer Allowances, Paragraph 0520.1 in the NSCC Regulations, for advancement to PO-2, PO-1 and CPO. Advancement is verified by the CO's signature and date of advancement on the cadet's NSCADM009 form in the cadet service record.
- Cadets must make a score of 3.2 or higher on each lesson of all correspondence courses. Cadets must make a score of 2.5 or higher on the military leadership advancement exams for PO3 through PO1.
- Cadets must complete 10 days of advanced training (at least five of the 10 must be consecutive) for each level of advancement (E-3 to E-7). Recruiting duty as a TWT may only be used once for cadet advancement purposes.
- Cadets must pass the Sea Cadet Minimum Physical Fitness requirements each six months for advancement available for download from the national website titled NSCC/NLCC Cadet Exercise Chart (NSCTNG020).
- Newly enrolled cadets must complete the **Basic Military Requirements (BMR) NAVEDTRA #14325** within 90 days of entry.

14.3 E-2(T)

- Since many cadets may be recruited early in the school year and will not have the opportunity to go to NSCC Recruit Training (Boot Camp) until long after the minimum 3 months time in rate for E-2. Commanding Officers may advance cadets who complete the Basic Military Requirements (BMR) and have been enrolled for at least three months to E-2 (Temporary). Advancement to E-2 (T) is effected by an entry on the NSCASM009 form in the cadet service record and allowing the cadet to wear E-2 stripes (except while undergoing NSCC Recruit Training (Boot Camp)). NLCC cadets who transfer to the NSCC, shall be enrolled as E-2 (T) provided they have a minimum of one year in the NLCC, there is no break in service between the NLCC and NSCC, and they successfully completed an NLCC Orientation Camp scheduled by NHQ, and they have been promoted to at least Able Cadet (completed Part I and II of the NLCC Training Syllabus). The E-2 stripe is not to be worn during NSCC Recruit Training (Boot Camp).
- Second Correspondence Course to complete within the next nine months is the **SEAMAN Manual NAVEDTRA # 14067**.
- NOTE: As a tool for motivation for former NLCC cadets and highly motivated NSCC cadets who complete the entire BMR prior to NSCC Boot Camp, Time In Rate for E-3 starts on the date a cadet is advanced to E-2(T).
- CO's may not advance any cadet to "acting" or "T" temporary E-3 or above for completing part of the Figure 8.1 advancement criteria.

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Figure 14.3.1 - The following are the advancement requirements of the USNSCC.

Rank	Minimum Time in Rate	Correspondence Course	Exam	Required Training
E1 Recruit	None	---	---	---
E2 Seaman Apprentice	3 months	BMR	---	NSCC recruit training and successful completion of PRT
E3 Seaman	6 months	Seaman	---	10 Days
E4 (PO3)	6 months	Mil Req. PO3	PO3	10 Days / POLA
E5 (PO2)	6 months	Mil Req. PO2	PO2	10 Days
E6(PO-1)	6 months	Mil Req. PO1	PO1	10 Days
E-7(CPO)	6 months	Mil Req. CPO	---	POLA*

* Petty Officer Leadership Academy (POLA) may be completed at any time between E-3 and CPO.

NOTE: Cadets must make 3.2 or higher, overall on correspondence courses (NRTC).

Figure 14.3.2 - The following are the advancement requirements of the USNLCC.

Rank	Time in Rate	Time in NLCC	Training Syllabus	Exam
LC-1 Recruit	---	---	Part I-1	---
LC-2 Apprentice	---	4 Mon.	Part I	Part I
LC-3 Able	4 Mon.	8 Mon.	Part II	Part II
LC-4 (PO3)	4 Mon.	12 Mon.	Part III Part IV	Part III Part IV
LC-5 (PO2)	4 Mon.	16 Mon.	Part V	Part V
LC-6 (PO1)	4 Mon.	20 Mon.	Part VI	Part VI

1. CO's may waive Time in Grade/Time in NLCC requirements for cadets who join at age 10, excel in the path of advancement and demonstrate good leadership abilities.
2. Although summer training is available for NLCC cadets, it is not a requirement for advancement.

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- 14.4 Correspondence Course material is downloadable from the National Website. www.seacadets.org/resources , Advancement and Training, compass portal, Cadet Advancement.

Answer sheets are downloadable from www.tnbb43.org , Welcome, Links, "Answer sheet for Correspondence Courses at bottom of page.

- Legibly print all information, including your name, chapter tested, manual number on each answer sheet.
 - Mail, fax, or scan your answer sheets to the Commanding Officer or Training Officer.
 - Always keep a copy of all answer sheets until notified testing is complete.
- 14.5 PO3 thru CPO testing requirements:
- Successfully complete and pass required manual.
 - Advancement testing may be completed at any time between times in ranks of PO3 or greater.
 - Contact Commanding Officer or Training Officer when ready to take the PO advancement test on the computer based website.
- 14.6 Authorized Correspondence Course material in order of priority:
- Basic Military Requirements (note 1) – due within 90 days of enrollment.
 - Seaman – (note 2) due within one year after enrollment.
 - Petty Officer 3rd & 2nd – complete by second year of enrollment or less.
 - Petty Officer 1st – complete by third year of enrollment or less
 - Chief Petty Officer – complete by fourth year of enrollment or less.
 - Airman – optional (note 3)
 - Fireman - optional(note 4)
 - Seabee Combat Handbook 1- optional (note 5)
 - Seabee Combat Handbook 2- optional (note 5)

The Tennessee BB-43 Division requires the appropriate manual completion prior to submitting Request for Training Billet (NSCTNG001) for Spring, Summer, Winter Advanced Trainings or as required by COTC prerequisites of specified training events listed in Advance Training database.

- **Note 1** – Minimal requirement for Recruit Training Indoctrination: when enrolled after 01 April of first year prior to RTI, Chapters 1, 5, 6, 9, 10 must be completed before RTI.
- **Note 2** – Complete prior to Seaman Training.
- **Note 3** – Complete prior to Basic and Advance Airman Training.
- **Note 4** – Complete prior to Fireman Training.
- **Note 5** – Complete prior to Sea Bee Training.

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15. Annual Training Events

- 15.1 The Tennessee BB-43 Division, will monitor cadets promotion progress and attendance for authorization to submit the NSCTNG001 Request for Training Billet application, including all documentation required by the COTC for acceptance. Waivers may be submitted via the Commanding Officer to the Commanding Officer Training Contingent providing justification of request for alternate compliance of eligibility as listed on the Annual Training Database.
- 15.2 Annual Training Fees are accessed yearly by the National Sea Cadet Headquarters and are in addition to all local unit fees.
- Cadet must complete the authorization of NSCTNG001.
 - Officers must complete the authorization of NSCTNG002.
 - First training is the minimum cost, not including any additional equipment cost.
Example: In 2007, cost was \$150 for a 14 day event.
 - Second training and any additional training will cost more than first training of the training session, not including any additional equipment cost. *Example: In 2006, cost was \$200 for any 14 day training event after the first training evolution.*
 - One week training modules are separate costs if training is a first or second for the cadet during the evolutions.
 - All training deposits are non-refundable at the COTC discretion.
 - All fees are payable to: COTC via money order or cashier's check
NO PERSONAL CHECKS ARE ACCEPTED
 - Transportation to and from training events is the responsibility to the parent or guardian.
 - All meals, lodging, gas and other expenses incurred during travel are the responsibility of the parent or guardian.
- 15.3 Locally Arranged Trainings
- Cadet must complete the authorization of NSCTNG003.
 - Officers must complete the authorization of NSCTNG004
 - Cadets may participate in Locally Arranged Training event with the approval of the Commanding Officer, Tennessee BB-43 Division and the host Commanding Officer.
 - Cadets may use one, ten day training for promotion credit. *Example: Recruiter Station Duty.*
 - Parents are responsible for transportation to and from training location.
 - Parents are responsible for meal expenses incurred during training.
 - This training does not require an "Annual Training non-fundable fee".
- 15.4 All signed paperwork, copies of completion certificates, specialized training or events participated in during the training evolution are placed in service record.
- 15.5 Each Annual Training evolution will have a specific Sea Bag list specifying the required equipment to be brought to the training site.
- Do not bring any item not listed on the Sea Bag list.
 - Do not bring items of value unless authorized by the COTC.
 - Do not bring prohibited materials. Cadets may be denied training.
 - Do not hide or deny sickness or injury prior to leaving for training, Contact the Tennessee BB-43 Division Commanding Officer immediately.
 - Physical disqualifications may occur prior to and during training session. In the event this occurs, the parents are responsible to communicate with the COTC and review options available. There are workable solutions in most cases. Worst case is that the parent/guardian will be required to pick up the cadet early from training as directed by the COTC.

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- 15.6 Specialized uniforms and additional equipment may be required for the training. These additional costs are the responsibility of the parent. Check with the Supply Officer for any uniform items which may be available in the unit supply.
- 15.7 Update immunization records and have current shots required, consult your doctor for recommendations and review of any out dated immunizations.
- 15.8 Medical History NSCADM020 is required to be updated prior to training. This requirement is to list any changed in the cadets' condition since the previous medical review and is to provide all major medical changes that have not been documented since the last update.
- 15.9 *New !! Medical History Supplemental for Training Authorization, Consent and Release (NSCTNG025) for use by NSCC/NLCC Cadets who are currently are taking prescription or non-prescription medications. This form is only accepted by COTC's have the ability and staff to handle these medical issues.*
- 15.10 Physical Examinations may be required for specialized training evolutions as determined by the COTC. Example: Seal Training, EOD, Diving. This additional cost is the responsibility of the parent or guardian. Proof of examination must accompany "Request for Billet" application and submitted to the COTC for approval.
- 15.11 *New !! Cadets with Disabilities*

NHQ met with SECNAV attorneys' for the purpose of reviewing what actions the NSCC must take to allow the NSCC to meet federal statues concerning prospective cadets with disabilities. The Sea Cadets will be modifying the requirements for enrolling in the NSCC. Basically, we must allow individuals with a disability to join the NSCC. This includes most of our disqualifying medical conditions. We do have the option of placing certain requirements on the cadets in order for them to participate in the program. *Implementation of guidance policy will is currently being reviewed and written. Once documented, the policy will be inserted in the appropriate manual.*

- 1) A parent of the cadet is required to accompany the cadet at every training period. This includes each local meeting(s) or events. In those cases where the parent will participate, we will allow the cadet to participate locally.
- 2) National training evolutions may not be required due to complexity of location, facilities or requirements administrated by the immediate DOD facility and final decision rests upon the Commanding Officer Training Contingent (COTC) based upon nature of limitation of personnel and/or geographical challenge limitations of location. The cadets safety is first priority and will always be first.
- 3) A CO or COTC's final decision may be reviewed or countermanded by a member of the USNSCC National Headquarters Medical Review staff.

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16. Personal Information

- 16.1 Personal information changes are to be submitted to the Administration Officer to when any of the following items change. In the event the ADMN Officer is not available, contact the Commanding Officer.
- Permanent residence address.
 - Daytime or evening telephone numbers.
 - Emergency Contact person's name and address.
 - Private Health insurance coverage documentation.
 - E-mail addresses.
- 16.2 Personal Information will not be released to any third party with the consent of the cadet's parent via email, telephone call or request in person. The USNSCC complies with H.I.P.A.A and the Federal Privacy Laws.
- 16.3 All personal files and supporting documentation are not released without your consent except as required by local, state and federal law when required to provided documents as directed by governing legal authority.

17. Personnel Conduct

- 17.1 Personal conduct at USNSCC events requires all personnel are held to the highest responsibility in regard to their actions at all USNSCC sanctioned events, military bases and official events when participating as a spectator or participant. You, being a Sea Cadet member is always under close eye and scrutiny by anyone who sees you and your unit. The USNSCC organization is regarded as the next generation of personnel who has the ability to make a difference in your community and country. Be proud to wear your uniform and display the uniform with the utmost pride being a Sea Cadet. Your respect for others in return will gain you the respect which you deserve. The USNSCC and USNLCC Regulations Manual details the expectations of your actions, upholding the three core values, **honor, courage and commitment**. Commending actions are brought forth to those who are outstanding in performance as well as corrective actions against personnel who disregard those same regulations. **Think before you act.**
- 17.2 Personnel conduct outside the Sea Cadet organization is considered as well. Your actions good or bad are your responsibility and decision. You have generally learned the right from wrongs and have inherited acts of good deeds in many ways. Improper actions and decision which attribute to legal actions outside the organization will directly affect your continuation as a Sea Cadet. **Termination of enrollment in the USNSCC/USNLCC may result.** If you consider one action as being small and meaningless, consider the long term effect, you'll generally have much more to lose than the object of gain you were seeking.
- 17.3 Documentation will be added to the service jacket as required.
- 17.4 Parent/guardian will be notified of severity of misconduct and informed if law enforcement is required or has already been summoned. Parents will be advised to proceed to location at their own expense for immediate removal of cadet from activity and will be involved with any and all investigations. Civilian and Military laws do apply and will be handled on a case by case basis with the advisement of USNSCC legal council. Federal Law applies when ANY US government property is damaged, stolen or affected by gross negligence involving human and non-human capacities. **Termination of enrollment in the USNSCC/USNLCC may result.**
- 17.5 Officers will be relieved from duty and removed from event for any misconduct and informed if law enforcement is required or has already been summoned. Departure from the location or activity is at the Officer's own expense and will remain involved with any and all investigations. Civilian and Military laws do apply and will be handled on a case by case basis with the advisement of USNSCC legal council. Federal Law applies when ANY US government property is damaged, stolen or affected by gross negligence involving human and non-human capacities. **Termination of enrollment in the USNSCC/USNLCC may result.**

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18. 11 General Orders of the Sentry (Navy Version)

Listed are the 11 General Orders of a Sentry. Watch standing is one of the most important duties in the Navy. Memorize the 11 General Orders and be able to repeat them at all times.

- 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
- 3) Everything that takes place within sight or hearing.
- 4) To report all violations of orders I am instructed to enforce.
- 5) To repeat all calls from posts more distant from the guardhouse than my own.
- 6) To quit my post only when properly relieved.
- 7) To receive, obey, and pass on to the sentry who relieves me all orders from the
- 8) Commanding Officer, **Command Duty Officer**, Officer of the **Deck**, and Officers and Petty
- 9) Officers of the watch only.
- 10) To talk to no one except in the line of duty.
- 11) To give the alarm in case of fire or disorder.
- 12) To call the Petty Officer of the Watch in any case not covered by instructions.
- 13) To salute all officers and all colors and standards not cased.
- 14) 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.

19. Sailors Creed

Written by Blue Ribbon Recruit Training Panel USN (1993)

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.

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20. US Navy Anthem (Anchors Away)

Version 1 Words and Music: Bandmaster Capt. Alfred H. Miles U.S.N. and Midshipman, Charles A. Zimmerman (1907)

Version 2 Words and Music: Midshipman, R. Lovell (1926)

Version 1

Stand Navy down the field
Sails set to the sky,
We'll never change our course,
So Army you steer shy-y-y-y,
Roll up the score Navy
Anchor's Aweigh,
Sail Navy down the field
And sink the Army, sink the Army Grey.

Get under way, Navy
Decks cleared for the fray
We'll hoist the true Navy Blue
So Army down your Grey-y-y-y
Full speed ahead, Navy
Army heavy to,
Furl Black and Grey and Gold
And hoist the Navy, hoist the Navy
Blue.

Blue of the Seven Seas,
Gold of God's great sun
Let these our colors be
Till all of time ne Done-n-n-ne
By Seven shore we learn
Navy's stern call:
Faith, courage, service true
With honor over, Honor over All

Version 2

Stand, Navy, out to sea,
Fight our battle cry;
We'll never change our course,
So vicious foe steer shy-y-y-y.
Roll out the TNT, Anchors Aweigh.
Sail on to Victory
And sink their bones to Davy Jones,
Hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign shores,
We sail at break of day-ay-ay-ay.
Through our last night on shore,
Drink to the foam,
Until we meet once more:
Here's wishing you a happy voyage
home.

Blue of the Mighty Deep:
Gold of God's Sun
Let these colors be
Till all the time be done, done, done,
On seven seas we learn
Navy's stern call:
Faith, Courage, Service true,
With honor, Over Honor, Over All.

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21. Website information

21.1 www.seacadets.org/resources is the National USNSCC website which contains all regulations and manuals that govern the USNSCC and supporting documentation of military branches. Examples are as follows:

Administration Manual

- Administration Forms
- Training Forms
- Information Letters
- Action Letters
- Memorandum Letters

Advancement and Training

- Spring Training Location and Requirements
- Summer Training Location and Requirements
- Winter Training Location and Requirements
- Compass Training Portal – all Correspondence Course and Officer Training Manuals.

Awards

- Ribbons
- Ribbon Checker
- Scholarships

Communications

NSCC and NLCC Regulations

Public Affairs

Uniforms

21.2 Advancement and Training requirements, curriculum, research and training components are found here. The **Compass Training Portal** is available only via a link from the National website under Advancement and Training.

21.3 www.seacadets.org is the public website that introduces a candidate cadet or officer to the USNSCC program. Watch a ten (10) minute video.

21.4 www.tnbb43.org is the unit website of the Tennessee BB-43 Division.

21.5 www.navy.com USN website and links to the public USNSCC website.

21.6 www.navyleague.org website is for the Navy League of the United States, who oversees the USNSCC program.

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22. Manual Revisions Instructions

Revisions to this manual will be distributed as required. The page format is set-up in a manner that the page(s) can be added directly to the manual without a manual reprint.

- Remove and destroy page to be replaced, inserting new sheet.
- Should a full manual reprint be justified, each manual holder will be notified with instructions to complete the replacement process.
- Update Revision Verification page at front of manual.

Revision date is located on the bottom right footer box of each page. The entire manual will change revision date as required.

Revision changes are in green font and will change to black at next revision.

- Minor errors will be corrected by pen and ink changes.
 - Use black ink only.
 - Mark a single line through revised item.
 - Write the revised information in space above the line.
 - Initial the changes i.e. AB
- Major changes may result in a new page(s) revised and distributed.
- Example: Revision changes are in green font and will change to black at next revision. The example line above will remain in green font to provide detail.

When policy conflicts with the Tennessee BB-43 Cadets Handbook, the regulations set forth by the USN, USNSCC, local, state and federal laws take precedence. This manual does not intend to replace or override any governing law or policy and is for informational and educational purposes only. Requirements stated at local unit level are intended to be of greater restriction or requirements. The originating documentation will be consulted as required.

23. My Notes Page

24. Revision Highlights

Revision 3

Tennessee BB-43 Naval Sea Cadet and League Cadet Handbook

All pages	Bolded Title and changed color to dark blue to separate title from page items. This change is not colored green and will remain dark blue unless specified differently.
Page 6	Added "Topic 23 My Notes Page 39" to index
Page 6	Added "Topic 24 Revision Highlights Page 40" to index
Page 10	Corrected 3.1, \$50.00 to read "\$53.00" due to fee increase to HQ effective 01 JAN 09. Corrected 3.1, \$12.00 to read "\$11.00" maintaining the \$150.00 first year enrollment fee.
Page 10	Corrected 3.4, \$10.00 to read "\$15.00" Midshipman registration. Corrected 3.4, Cadet to read "Adult" Registration.
Page 10	Corrected 3.5, \$10.00 to "\$15.00" Uniformed/Instructor Registration. Corrected 3.5, Cadet to "Adult" Registration.
Page 14	Separated 9.3 Steel toes and Black dress shoe paragraphs.
Page 14	Added 9.4 "Black Dress Shoes".
Page 14	Renumbered 9.4 to 9.5.
Page 14	Renumbered 9.5 to 9.6.
Page 14	Renumbered 9.6 to 9.7.
Page 15	Changed Figure 2 to read 10.6.2.
Page 28	Added description of Recruiting Officer, PAO, Medical Officer, Financial Officer and Web master.
Page 33	Added 15.11 "Cadets with Medical Disabilities"
Page 36	Corrected topic title to read "11 General Orders of the Sentry (Navy Version). Added credit "Written by Blue Ribbon Recruit Training Panel USN (1993).
Page 36	Added "on the" to the sentence. Added "Command Duty Officer" to sentence. Changed day to read "deck" in sentence.
Page 37	Changed college days to read "foreign shores" in sentence.
Page 37	Added Credits for Version 2 for R. Lovell. Moved Anchors Aweigh to new page due to added Version 1 in a text box. Moved Anchors Aweigh to new page due to added version 2 in a text box.
Page 38	Realigned Topic 21 Website Information to new page.
Page 39	Added pen and ink revision directions. Added revision change note for green font and example line.
Page 40	Added My Notes page.
Page 41	Added "Topic 24 Revision Highlights" page.