

PART I NLCC APPRENTICE CADET

OBJECTIVE: ORIENTATION AND INTEGRATION INTO UNIT

- 1. NLCC/NSCC Organization – Chain of Command**
- 2. NLCC Uniforms**
- 3. Health and Personal Hygiene**
- 4. Military Courtesy**
- 5. NSCC Officer Ranks and NLCC Cadet Rates**
- 6. Basic Military Drill (without arms)**
- 7. Basic Marching and Drill**
- 8. Personal Relations**

The NSCC Committee Chairman, appointed by the sponsoring organization, coordinates the administration, financial support, publicity, recruiting and training arranged locally. NSCC Committees may sponsor several NLCC/NSCC units within a large geographic area.

UNIT

The unit Commanding Officer directly supervises all unit activities, represents the unit to the community and works closely with local civic, industrial and military leaders to promote the NLCC and NSCC programs. The Commanding Officer shall direct the efforts of the unit toward attainment of the education goals and objectives of the NLCC/NSCC. The commanding officer is accountable to Regional Director and NHQ Representative for compliance with these Regulations and for all matters relating to the proper administration and operation of the unit. The Commanding Officer is only responsible to the sponsoring organization for financial oversight matters.

The Executive Officer is second in command. When the Commanding Officer is absent, the Executive Officer takes charge. The Executive Officer is responsible to the Commanding Officer for the proper operation and administration of the unit and for such duties as may be delegated to that officer.

The Training Officer is responsible to the Executive Officer for instruction and training of cadets and adult leaders.

The Operations Officer is responsible to the Executive Officer for the proper conduct of inspections, drills and other military evolutions conducted by the unit.

The Administrative Officer is responsible to the Executive Officer for all unit administrative matters.

The Personnel Officer is responsible to the Executive Officer for maintenance of cadet/officer service records and for monitoring the enrollment status of all hands.

The Supply and Fiscal Officer is responsible to the Executive Officer for maintenance of unit fiscal records and for the safe custody/accounting of all material which is the property of the unit or which is on loan from the supporting Naval activity. Regulations require a two signature checking account, normally the Committee Chairman and the unit Commanding Officer.

Classroom instructors work under the guidance and direction of the Training Officer and instruct classes or give other assistance in their areas of expertise.

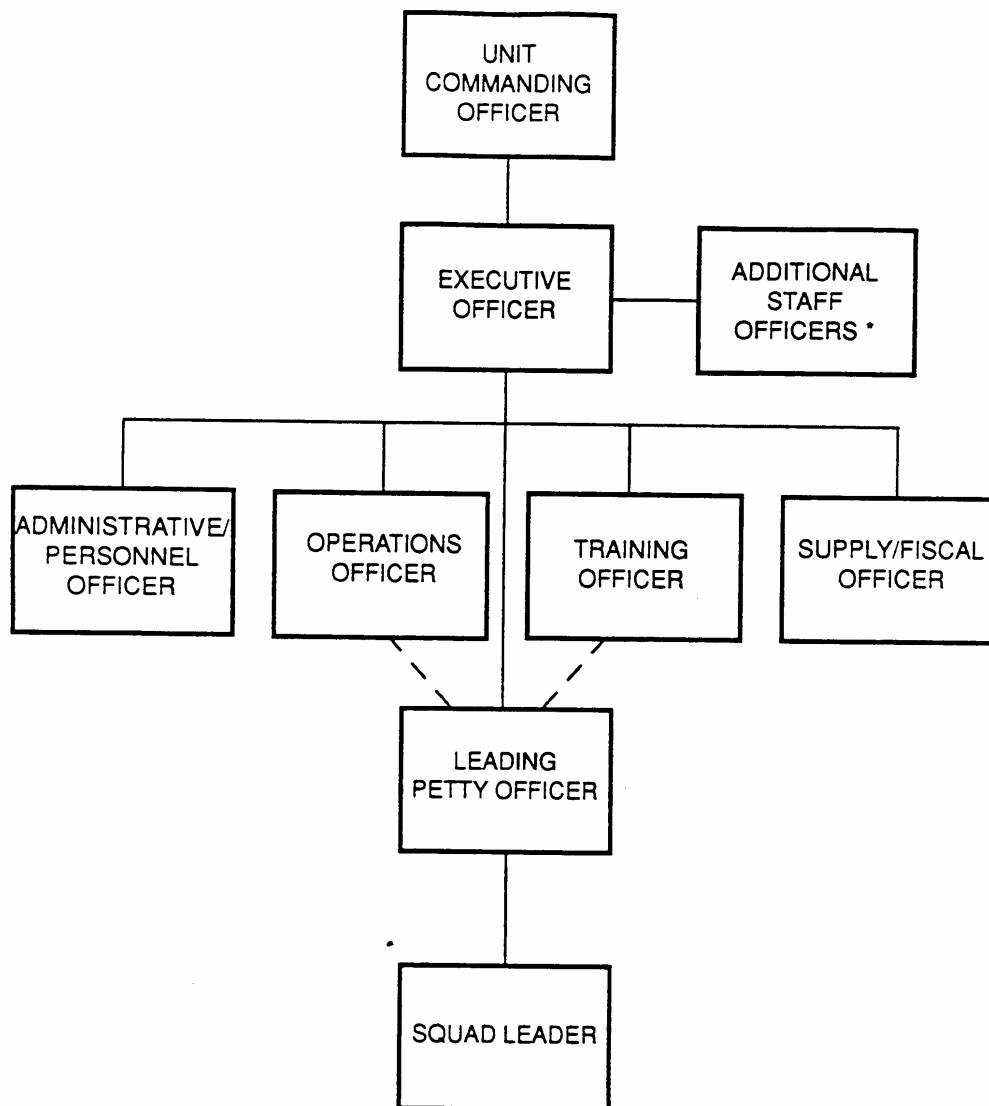
Special Assistants may include a Chaplain, a Medical Assistant, and Division Officers.

The Cadet Leading Petty Officer is the direct link between cadets and officers. The LPO directly supervises cadet activities and maintains order and discipline in the unit.

CHAIN OF COMMAND

When you need a new uniform, or feel that you are ready for an advancement exam, how do you know whom to see? When you have lost your ID card or wish to discuss a problem with the CO, how do you make your concerns known to someone who can help you? Fig. I-1-1 is a suggested Organizational Chart. Your squad leader or LPO will show you how your local unit is organized. It is very important to follow the Chain of Command. When someone tries to take a short cut by going around people, they only slow things down and create confusion. The person jumping the Chain of Command, either up or down, is soon recognized as a trouble maker. However, you always have the right to go over your immediate supervisor on occasions of that person's misconduct or lack of attention. The unit functions more smoothly when all hands follow the Chain of Command.

NLCC/NSCC UNIT ORGANIZATION



*Additional Staff Officers may include a Public Affairs Officer, Medical Officer, Recruiting Officer, Chaplain, etc.

Fig. I-1-1

REGIONS OF NSCC

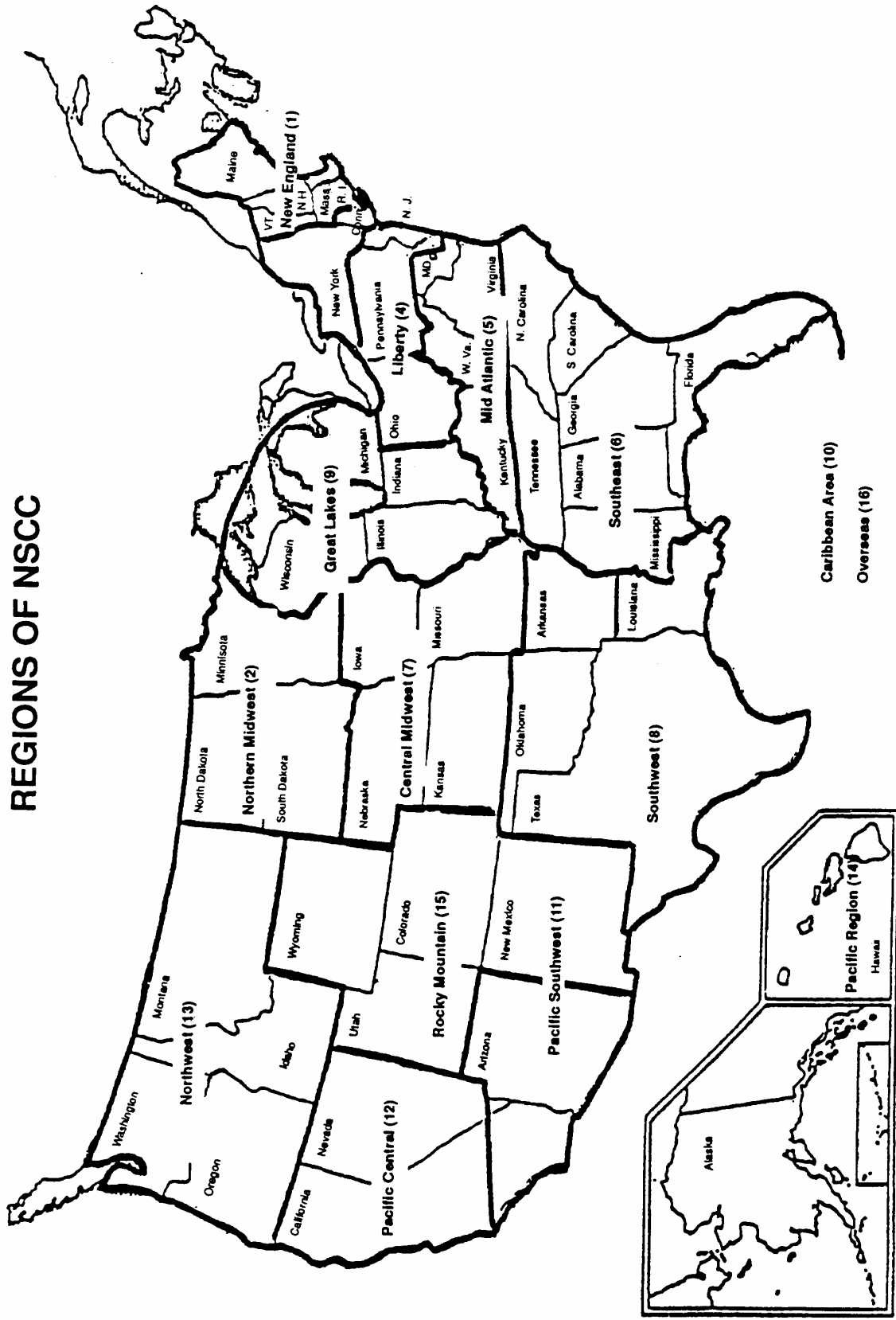


Fig. I-1-2

NSCC FIELD ORGANIZATION

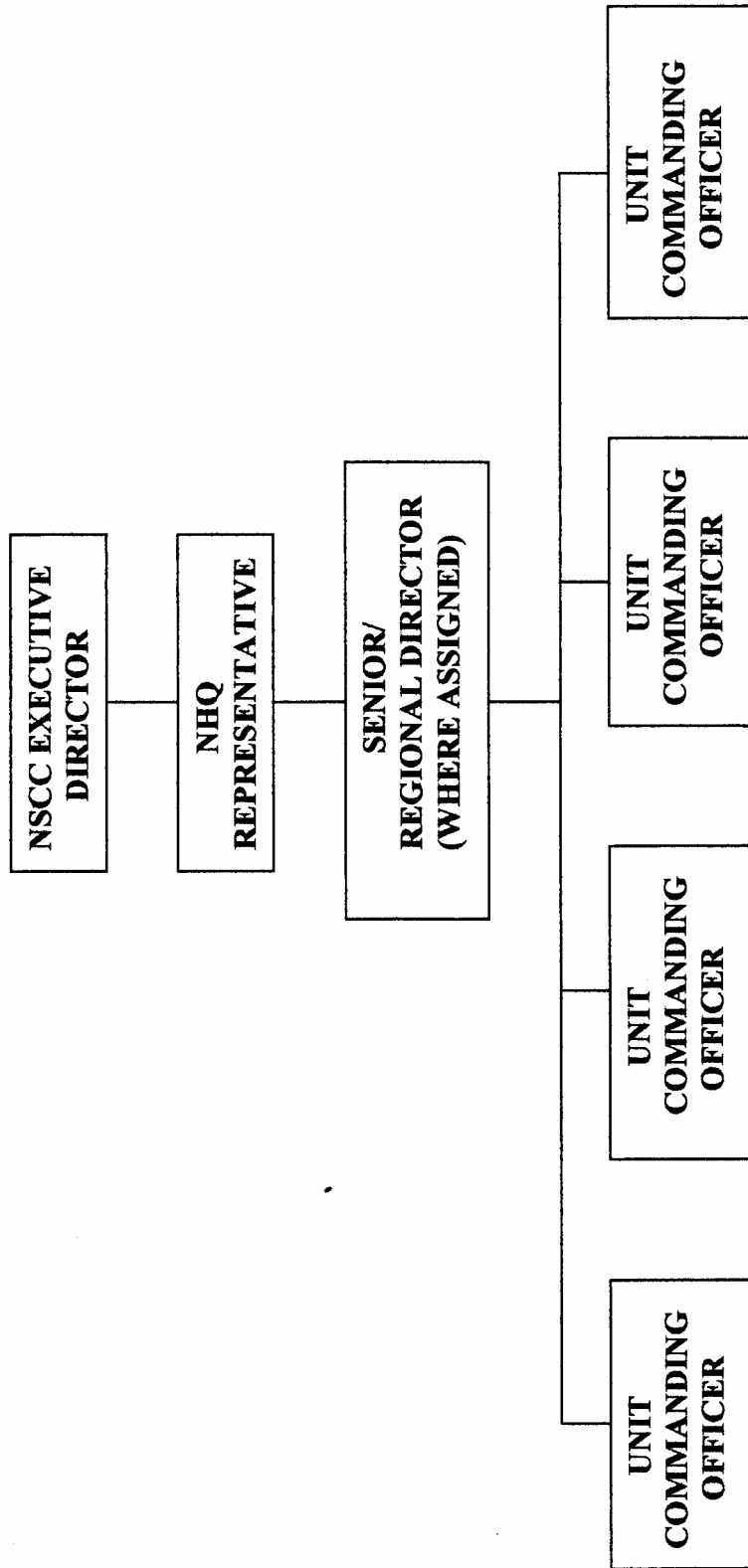


Fig. I-1-3

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 1
NLCC/NSCC ORGANIZATION AND CHAIN OF COMMAND

1. Acquaint cadets with local unit organization. Introduce support personnel.
2. Make a chart of unit chain of command and post it in full view. Include cadet leaders and officers photos if possible. It might help to post the Chain of Command chart in several places, i.e. the drill deck, quarterdeck, etc.
3. Present an overhead of the National Organization chain of command. (Include during instruction).
4. Monitor cadets' use of the Chain of Command.
5. Have cadets take a blank Chain of Command sheet around at drill and get signatures of each of the people in the chain of command.
6. Review as often as needed for additional/new people, or whenever there are changes in the chain.
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 1 QUESTIONS
NLCC/NSCC ORGANIZATION AND CHAIN OF COMMAND**

1. Who is responsible for determining NLCC policies and programs?
 - a. National Board of Directors
 - b. Regional Directors
 - c. Unit Executive Officers
 - d. National Civil Liberties Union

2. In each unit, the _____ is second in command?
 - a. Training Officer
 - b. Executive Officer
 - c. Leading Petty Officer
 - d. The Chief

3. Special Assistants to the CO may include:
 - a. Chaplain
 - b. Medical Assistant
 - c. Division Officers
 - d. All of the above

4. The Executive Director implements the policies established by the Board of Directors.
 - a. True
 - b. False

5. The _____ Officer is responsible to the Executive Officer for instruction and training of cadets.
 - a. Personnel Officer
 - b. Training Officer
 - c. Administrative Officer
 - d. Recruiting Officer

**PART I
NLCC APPRENTICE CADET**

TITLE: NLCC UNIFORMS – LESSON 2

- OBJECTIVES:**
1. Describe the standard NLCC dress and work uniforms
 - 2.. Describe the proper wear and care of your uniforms

REFERENCES:

- (a) NLCC Regulations
- (b) NSCC Uniform Regulations

XX

INTRODUCTION

The NLCC uniform identifies you as a member of the NLCC, shows both your position on the team and your personal accomplishments, and also reflects your pride in yourself, your shipmates, your ship and the NLCC.

The following is the NLCC standard uniform and prescribed by National Headquarters (NHQ). (Note: (F) denotes female and (M) denotes male.)

Dress Uniform

- Short sleeve White Shirt (M) or Blouse (F), with appropriate NLCC shoulder flash and rate insignia
- Straight leg black trousers without cuffs
- Black skirt (optional for female cadets)
- Navy white hat (M); Black garrison cap (F)
- Black/Dark blue sweater (without insignia) *
- Black socks (female cadets in skirts wear flesh toned hose)
- Black leather shoes, well shined

Work Uniform

- Dungaree shirt (light blue chambray, or similar material), with appropriate NLCC shoulder flash and rate insignia
- Dungaree trousers (or similar “jeans” material), NLCC cadets can wear jeans (plain blue only) as part of their work uniform if they cannot find Navy dungaree trousers to fit them.
- Navy white hat (M); black garrison cap (F); or blue ball cap with NLCC Flash

Black socks **

Black leather shoes **

*May be worn with work uniform in cold weather

**When engaged in athletics, or working around boats, cadets will wear white socks with nonskid white athletic shoes

Although the above list of uniform items has been authorized by NHQ, many units still wear the traditional undress (without neckerchief) Navy jumpers with NLCC insignia, if available locally, and the entire unit is uniform in dress. (See Action letter 11-92)

RULES

The Commanding Officer (CO) prescribes the Uniform of the Day (the uniform you wear to and from drill) in accordance with local regulations, and publishes it in the Plan of the Day (POD). You must wear the complete uniform when you report for drill.

Your NLCC uniform reflects your pride in yourself and your Ship. It must be clean and pressed neatly and include the correct insignia for your rank and organization.

A proper uniform is more than just clothing; it includes proper haircuts or hair styling. Male haircuts and female hair styling conform to Navy and Coast Guard standards. Males have their hair trimmed neatly, tapered and the back along the sides. Females arrange their hair so that it touches, but does not fall below, the lower edge of the collar at the back. Hair may not cover the ears nor appear below the front brim of the cover (hat).

There are certain items that you may NOT wear with your uniform. You may not wear large rings or rings with very large stones, bracelets, large necklaces, or earrings. Dog tags, religious medals, or chains will be worn inside the shirt, not showing in any way. Females may wear small "ball type" silver earrings (approx. ¼ or 6mm in diameter).

CORRECT WEAR

To look your best, you should wear your uniform properly at all times, as follows: (Fig. I-2-1)

HATS: NLCC cadets wear hats squarely on the head, "two fingers" above the eyebrows, with the bottom of the brim parallel to the ground. Do not wear your cover on the back of your head, or cocked to one side. White hats must be spotless. The brim is straight, not rolled or bent outward in "wings". When white hats become yellow with age, turn them in for re-issue. Hair should not show below bottom of the front brim.

SHIRTS/BLOUSES: Press shirts and blouses neatly and tuck them into the trousers or skirt. Button the sleeves of long-sleeved shirts. Replace stained or worn out shirts and blouses.

TROUSERS/SKIRTS: Trousers are clean and neatly pressed "fore and aft" although traditional navy blue trousers are pressed flat with inboard creases "port and starboard", as are some white trousers. Dungarees are traditionally not pressed. Brush away lint, and clip loose threads. Skirts are clean and pressed neatly. The bottom hem must be no higher than two inches above the knee.

SOCKS: Except when females wear skirts, or when white athletic socks are prescribed, cadets wear black socks with all uniforms. Socks must not have holes in them, show lint, nor sag at the ankles. Female hosiery should fit well and be free of “runs”.

UNDERWEAR: Wear only white underclothing with NLCC uniforms. Do not wear T-shirts that are printed or have colored neck and sleeve bands, but only white, well-fitted round necked T-shirts, free of stains or holes.

INSIGNIA: Cadets wear rate insignia on the right sleeve, centered between the shoulder seam and the elbow (or centered between the shoulder seam and the hem of the sleeve with short-sleeved shirts and blouses). NLCC petty officers wear the PO badge and chevrons in the same manner.

The NLCC Shoulder Flash is worn on the left sleeve, centered one inch below the shoulder seam. Use black thread when sewing on insignia and flashes.

Ribbons, worn in horizontal rows of three, are centered immediately above the left breast pocket, with the bottom edge of the ribbon bar parallel to the top of the pocketed flap. Senior ribbons are “inboard” (closer to the buttons on the shirt); junior ribbons are “outboard” (toward the side). The NSCC Ribbon Chart shows all NLCC and NSCC ribbons in order of precedence.

Name tags are worn on the right, centered above the right breast pocket, with the bottom edge even with the bottom edge of the ribbons on the left.

UNIFORM CARE

Uniforms may be “wash and wear”, but should be well pressed before drill. Be careful not to use too much bleach with white clothing. You can remove most spots and stains with soap and warm water, but may require a cleaning solvent (NOT gasoline or lighter fluid) for difficult grease spots. Lint will come off when you pat the uniforms with a piece of masking tape wrapped around your palm sticky side out.

You can do the pressing your self. Both dress uniform shown in Fig. I-2-1 and working uniforms are pressed like normal clothing. For most uniforms, use a steam iron set for the type material the uniform is made of. Lay the uniform flat on the ironing board, and press outward, moving from the center to the seams and bottom hem. When pressing the sleeves, move from the seam to the outer edge. Always use care not to burn or scorch the material.

Press shirts and blouses flat, without outward creases in the sleeves. Press trousers using steam as necessary to get a good crease. Lay trousers flat on the ironing board, one leg at a time and press outward, from the seam to the outside edge for the entire length of the side. Be careful not to scorch the uniform; reduce the iron heat if the material smells like it may be burning.

Once you have pressed your uniform, fold neatly or hang it in a closet to maintain shape and prevent dust or lint.

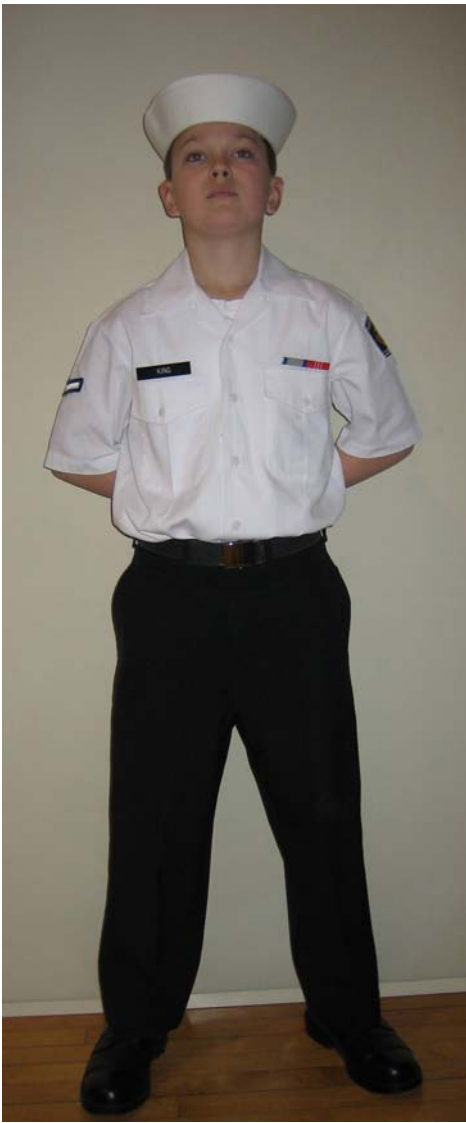


Fig. I-2-1, The standard Navy League dress uniform worn by both male and female cadets.

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 2
NLCC UNIFORMS

1. Style show modeling different uniforms and proper wearing of each uniform
2. Have the Supply Officer demonstrate appropriate method of ironing, then set up several ironing boards and have senior cadets oversee practice of pressing all types of uniforms.
3. Invite parents to a “sewing party” and demonstrate proper placement of flashes and insignia. Instruct on proper wear and care of the uniform. These activities are for both parents AND cadets.
4. Demonstrate the proper method of packing a sea bag. Have senior NLCC cadets monitor/observe junior cadets packing their sea bag.
5. Have a shoe-shine party and show how to properly shine and care for shoes.
6. Invite female Navy personnel, or female NSCC officer or senior cadet, to show female cadets hair styles and grooming standards and personal hygiene. (Parents may be notified/invited to attend, if they so desire).
7. Invite Navy personnel or a senior Sea Cadet to discuss grooming standards and personal hygiene with male cadets.
8. Bring in a barber, (or someone qualified), to demonstrate a military haircut for inspection.
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 2 QUESTIONS
NLCC UNIFORMS**

1. A Proper NLCC uniform includes correct:
 - a. safety shoes
 - b. haircuts or hair styling
 - c. civilian clothing
 - d. jewelry
2. All NLCC uniforms, regardless of style, are pressed inside out.
 - a. true
 - b. false
3. After ironing, fold your uniform neatly to keep it wrinkle free.
 - a. true
 - b. false
4. To know which uniform to wear to drill, you read the:
 - a. daily newspaper
 - b. NLCC Regulations
 - c. quarterdeck log
 - d. plan of the Day
5. The NLCC has only one standard uniform
 - a. true
 - b. false
6. The bottom edge of the name tag, when worn, should be even with bottom edge of the:
 - a. chevrons
 - b. shoulder flash
 - c. ribbons
 - d. neckerchief or tie
7. Cadets wear athletic shoes only with
 - a. winter uniforms
 - b. summer uniforms
 - c. working/athletic uniforms
 - d. none of the above
8. To remove lint, pat the uniform with:
 - a. masking tape
 - b. magnetic tape
 - c. tissue paper
 - d. sandpaper
9. You can remove most small spots and stains from uniforms with:
 - a. gasoline
 - b. lighter fluid
 - c. masking tape
 - d. soap and water
10. Male covers are worn _____
 - a. on the back of the head.
 - b. cocked to one side of the head.
 - c. squarely on the head.
 - d. at all times

Your hair makes an excellent nest for many types of parasites. No matter which hair style you may prefer, you should wash your hair thoroughly every few days, and at least once a week.

Athlete's Foot is a common foot disorder. At times you may notice an uncomfortable itching between your toes (or fingers), and cracked skin where they join. To prevent this, wash your feet every day, dry them thoroughly, use a suitable foot powder, and change socks daily.

Dirty finger and toe nails transmit germs when you scratch yourself. It isn't necessary to break the skin. Many people neglect their nails, allowing dirt and other material to collect underneath them. You should clean your nails regularly and trim them to prevent ingrown nails.

When you neglect your teeth, cavities and gum disorders, as well as unpleasant odors, result. You can't always prevent cavities, but you can brush often. When eating out, rinse with fresh water after you eat.

PHYSICAL FITNESS

Good exercise does more than keep you "in shape". It promotes growth, fights disease, and helps to control weight. You are physically active both at school there are organized athletics, but at home, especially in summer, many of you sit around watching TV. You can set up a good exercise program and follow it about the same time each day. Physical fitness is covered in detail in Part VI.

FOOD

Bad eating habits are developed by eating "fast" foods such as hamburgers, French fries, and less of the meals prepared at home. While occasional treats are relatively harmless, don't let them be a substitute for regular, well balanced meals. Fast foods provide quick energy, but lack nutrients. In general, they are mainly fats and sugars.

TOBACCO AND DRUGS

Like other young people, you will seek new experiences, following both the good and bad examples set by adults and your friends. Many of you may experiment with tobacco, alcohol, and other drugs. No one can really stop you from trying these substances, but apart from the fact that they are illegal for people your age, there are other factors to consider. For example Mom and Dad, older brothers and sisters, and even a few of your friends may smoke. To be like them, and to feel "older", you may try it one day. It is dangerous! Smoking contributes to high blood pressure, heart and lung problems, and cancer. Sooner or later heavy smokers realize that they can't do as many things as they could before they started to smoke, and once they start, it is very hard to stop.

Alcohol is acceptable in most human societies. Though most people can control their drinking, the less fortunate become alcoholics. Medical science still cannot say just who is likely to become an alcoholic, but they come from every part of society: poor and rich, male and female, young and old. Advanced alcoholism leads to liver and brain damage, and eventually death.

Whether someone drinks a little or a lot, he or she slows down temporarily and needs time to recover. During that time they do not think clearly and their reactions are slower. Intoxication results in inhibited motor control, affecting one's ability to think, speak, and move, making the individual a

danger to himself and others, especially if he insists on driving or taking part in other activities requiring sharp thinking skills or quick judgment.

Much like the misuse of alcohol, the illegal or improper use of drugs may have a damaging effect on physical and mental health. It can jeopardize individual safety and the safety of others. It may, in fact, lead to criminal acts resulting in prosecution.

The abuse of drugs is counterproductive to the high degree of mental, physical, and psychological preparedness required to function successfully in society, as well as NLCC or NSCC trainings. Cadets found in possession of controlled substances or using them face expulsion from the Corps (see NLCC Regulations for specific information).

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 3
HEALTH AND PERSONAL HYGIENE

1. Invite a speaker to discuss drug and alcohol abuse (for example-Friday Night Live, Teen age AA groups or County Mental Health groups).
2. Invite a senior NLCC or NSCC Cadet to discuss barracks living.
3. Show films on drug and alcohol abuse (Call your Navy Reserve Center or Navy Recruiter for films).
4. Show films on barracks living (Call your Navy Reserve Center or Navy Recruiter for help).
5. The Navy has counselors assigned to work with those with substance abuse problems; try to get one of them to speak.
6. Have cadets think of someone they know who abuses controlled substances. Have them think about why this person abuses drugs. **NO NAMES**. Discuss, with the group, reasons why people do drugs. Then discuss ways to avoid using them. Lead cadets to develop the idea that hanging out with people who use drugs is a strong temptation to “experiment” with drugs also. Find friends who don’t do drugs.
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 3 QUESTIONS
HEALTH AND PERSONAL HYGIENE**

1. Smoking contributes to high blood pressure
 - a. true
 - b. false

2. Eating meals at “Fast Food” establishments is the best way to get wholesome nutritious foods.
 - a. true
 - b. false

3. Communicable diseases are caused by inherited/genetic factors.
 - a. true
 - b. false

4. Good exercise promotes growth, fights disease, and helps to control weight.
 - a. true
 - b. false

5. To treat athlete’s foot, you should:
 - a. Wash your feet every day
 - b. Use a suitable food powder
 - c. Change socks daily
 - d. All of the above

**PART I
NLCC APPRENTICE CADET**

TITLE: MILITARY COURTESY – LESSON 4

- OBJECTIVES:**
1. State the occasions for rendering or not rendering salutes
 2. Describe the courtesies observed in certain shipboard situations

- REFERENCES:**
- (a) Blue jacket’s Manual, current edition
 - (b) Basic Military Requirements

XX

INTRODUCTION

Courtesy is the good manners you use every day. You are courteous and friendly to classmates and others. You respect your family, your teachers, and others in responsible positions. As cadets, you are courteous to one another. However, military oriented groups emphasize courtesy more than the people you meet from day to day. There are certain rules that everyone must follow.

ORDERS AND COMMANDS

When an officer or petty officer tells you to do a certain job, i.e., swab a deck or prepare a letter, it is an order. Seniors give orders to juniors; juniors “request” something from seniors. The correct answer to any order is “Aye, Aye, Sir” or “Aye, Aye, Ma’am”, and means:

- a. I heard the order
- b. I understood the order
- c. I will carry out the order to the best of my ability

A command is an order to a group, which acts as a team (marching party, boat crew). You don’t always answer a command, but you carry it out at once.

SALUTES

The salute is the most common example of military courtesy. NLCC cadets salute all NSCC and Armed Forces officers, U.S. and foreign. Military personnel salute the National Ensign (American Flag) each morning when hoisted, each evening when lowered, and when presented in a parade or other public event. They also salute the flags of friendly foreign nations. Sailors salute the Ensign (flag) and the Officer of the Deck (OOD) when boarding or leaving a ship.

When saluting an officer, you are not saluting the person, but the country, which the uniform represents. Look directly at the person, and render a smart salute with a friendly greeting, i.e. “good morning”.

Fig. I-4-1 shows the correct method for saluting. Never render a sloppy salute and don’t run indoors or across the street when an officer or flag passes close aboard (nearby) or when you hear the National Anthem. Fig. I-4-2 and I-4-3 show situations in which you should salute and when you should not.

SOME POINTS TO REMEMBER ARE:

1. Always salute the National Ensign when it passes close aboard.
2. When you hear the National Anthem (Star Spangled Banner), whether or not you see the flag, come to attention, face the Ensign or music, and salute smartly, holding the salute until the music stops completely.
3. Personnel in ranks do not salute as a group except upon command or when dismissed. In all other situations, the person in charge of the group salutes.
4. Salute the CO on every occasion, other officers on first daily meeting.
5. If you aren't sure whether to salute, do so. It is always better to be courteous and show good manners.

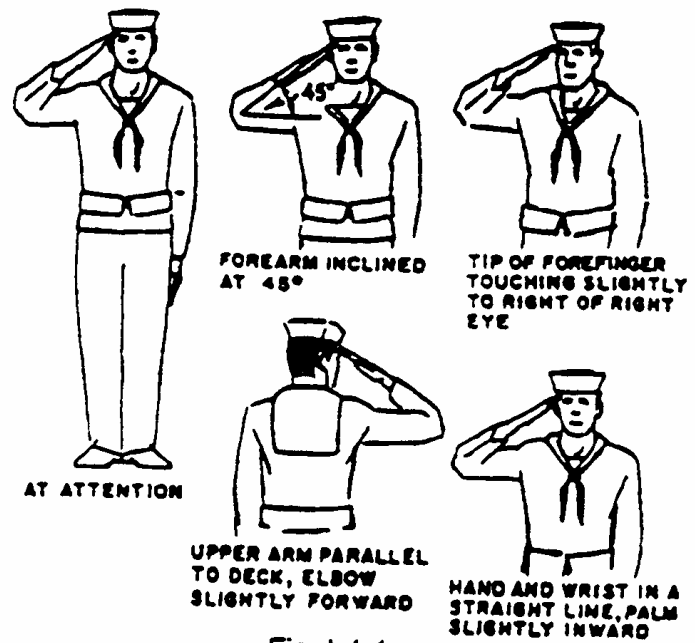


Fig. I-4-1

COURTESY TOWARD OFFICERS

In lesson 5 you will learn to address officers by rank. In ordinary conversation it is awkward to repeat someone's rank every time you speak, and it may sound a bit disrespectful. When answering a question or acknowledging an order, use the terms "sir" or "ma'am".

SHIPBOARD COURTESY

QUARTERDECK: The Quarterdeck is a special area designated by the CO for official business. Visitors board and leave the Quarterdeck; The Officer of the Deck (in port) stands watch there. Because of its importance, you should be especially courteous and respectful on or near the Quarterdeck. The following rules must be observed:

1. Don't go onto or across the Quarterdeck unless on official business.
2. Unless on a cleaning detail, wear the uniform of the day when on the Quarterdeck; even working uniforms must be neat.
3. Don't play around, skylark, make loud noises, or otherwise create a disturbance on or near the Quarterdeck.
4. Don't hold idle conversations with members of the watch team.
5. Don't eat or drink on the Quarterdeck.

BRIDGE: The Bridge is the part of the ship that houses the wheel, engine controls and navigation equipment. When ships are underway (at sea), all business takes place on the bridge. Like the Quarterdeck in port, the bridge is a busy place. Do not go there unless on official business.

SICK BAY: In Sick Bay, the ship's medical department, always remove your cover and speak quietly, showing consideration for the ill and injured.

MESS HALL: The Mess Hall is the crew's eating area, lounge and social center. Here the crew relaxes after duty hours, may watch movies, or conduct Divine Services (see below).

During meals, always remove your cover when entering the Mess Hall (unless on duty), and if eating, finish your meal quickly. Space is limited and many people must eat. Don't loiter or hold conversations during meal hours, and never skylark.

BERTHING AREAS: Ships operate around the clock; people are on duty both day and night. Because of this, many seamen are authorized to sleep during the day. To show consideration for them, help keep the noise level down and stay clear of berthing areas when compartment cleaners are a work.

DIVINE SERVICES: Although larger ships may have chapels, most ships do not have churches on board. Divine Services (church) takes place in specially designated areas such as the Forecastle or Mess Hall. When services are in progress, never make loud noises, play games, or otherwise disturb worshipers. Unless on duty, or Jewish services are in progress, always remove your cover when you enter an area of Divine Services.



Fig 1-4-2 When To Salute An Officer



Fig I-4-3 When Not To Salute An Officer

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 4
MILITARY COURTESY

1. Practice a smart, not overly exaggerated, hand salute.
2. Practice Quarterdeck procedures for boarding ship or leaving ship.
3. Establish a Quarterdeck and have all personnel observe Quarterdeck procedures.*
4. Remember to render a proper salute and practice in the classroom periodically.
5. Acknowledge an order.
6. Practice what to do when an officer enters a classroom, and observe this courtesy in your unit.
When the CO enters a classroom, who calls "Attention on Deck"?
7. .
8. .
9. .
10. .

* (when drilling at a military facility, check with the CO for local ground rules)

**NLCC APPRENTICE CADET
PART I LESSON 4 QUESTIONS
MILITARY COURTESY**

1. According to NLCC Regulations, you may never salute a foreign flag.
 - a. True b. false
2. You salute the _____ each time you meet.
 - a. Executive Officer
 - b. Chief
 - c. Commanding Officer
 - d. None of the above
3. Aboard ship, you must be especially courteous and respectful in or near;
 - a. the dining facility
 - b. the Quarterdeck
 - c. the CPO mess
 - d. the bridge
4. The most common example of military courtesy is _____.
 - a. the salute.
 - b. Standing when officer comes by.
 - c. Turning of your head.
 - d. None of the above.
5. When entering Officer or CPO Country on official business, you:
 - a. salute everyone you see
 - b. stay clear of messing areas
 - c. never salute anyone
 - d. remove your cover, unless on duty
6. In a proper salute, the tip of the forefinger (right hand) touches:
 - a. the tip of the nose
 - b. the bottom of the ear
 - c. to the right of the right eye
 - d. the center of the forehead
7. If you are not sure whether someone is an officer, you should:
 - a. salute him or her
 - b. ask him or her
 - c. ignore him or her
 - d. avoid him or her
8. Persons in ranks do not salute as a group until:
 - a. an officer passes nearby
 - b. the National Ensign passes by
 - c. they are dismissed
 - d. the band plays the National Anthem
9. The Commanding Officer designates the Quarterdeck as a/an
 - a. crew's recreation room
 - b. snack bar
 - c. official place of business
 - d. uniform storage area
10. You remove your cover in all of the following situations except when entering:
 - a. Sick Bay
 - b. Officers Country
 - c. Dining facilities
 - d. Jewish divine services
11. The National Ensign is:
 - a. the American flag
 - b. a high ranking officer
 - c. a famous junior officer
 - d. a NLCC officer applicant
12. Unless on official business, you should stay clear of the:
 - a. mess hall and recreation room
 - b. Quarterdeck and bridge
 - c. Chapel and library
 - d. Port and starboard side

2. Lieutenants (LT) – Unit Commanding Officers, Executive Officers, Special Assistants, or Department Heads
3. Lieutenants Junior Grade (LTJG) – Executive Officers and Department Heads.
4. Ensigns (ENS) – Department Heads or Division Officers.
5. Warrant Officers (WO) – Division Officers or Departmental Assistants
6. Midshipmen (MIDN) – Department/Divisional Assistants

NLCC CADET RATES

Officers have “ranks”, NLCC cadets have “rates”. Chevrons on the right sleeve identify the six levels of NLCC cadet rates. In general, NLCC cadets serve or train as follows:

1. NLCC Recruit (LC-1) – Cadets who have just joined the NLCC and are learning basic seamanship and leadership skills
2. NLCC Apprentice (LC-2) – Cadets who are learning advanced seamanship and leadership skills, assistant squad leaders
3. NLCC Able (LC-3) – Cadets who are mastering advanced seamanship and leadership skills, preparing to be squad leaders.
4. NLCC Petty Officer Third Class (PO3 [LC-4]) – Squad Leaders, Division Officer assistants
5. NLCC Petty Officer Second Class (PO2 [LC-5]) – Division PO’s, Division Officer assistants
6. NLCC Petty Officer First Class (PO1 [LC-6]) – Company Commanders, Special Assistants
7. Ship Leading Petty Officer – NLCC PO1, selected from qualified PO1’s as the most outstanding cadet, to assist in administration and training, and to serve as the main liaison between cadets and the CO

TERMS OF ADDRESS

As a mark of respect, NLCC and NSCC personnel address one another by rank or rate: “LCDR Jones”, “LT Smith”, “Petty Officer Brown”, etc.

No matter what the rank, you ordinarily address the Commanding Officer (CO) as “Captain” without the last name. The CO usually wears a small badge centered just above the name tag; officers who commanded units in the past, but are still active in the program, wear the badge centered just below the ribbons.

The Commanding Officer represents not only your unit, but the entire Navy League and Naval Sea Cadet Corps in public. He or she has a very responsible job to ensure that the unit runs smoothly and that everyone has an opportunity to advance. The Commanding Officer answers to NHQ, the Regional Director, and the sponsoring organization for all activities, accounts, and discipline within the unit.

Regardless of rank, you should address the Executive Officer as “Commander”, without the last name.

The Executive Officer (XO) is the chief assistant to the commanding officer. When the CO is absent, the XO takes charge. Because the CO often deals with the public and sponsoring organizations, the XO supervises the details of running the unit. As second in command, his orders have the same effect as those of the CO.

As a courtesy, you may address LCDR’s (other than the CO or XO) as “Commander” and LTJG’s as “Lieutenant”.

Although military chaplains, doctors, and dentists are officers, you usually address them by their professions (dentists are “doctors”).

Navy and Coast Guard Master Chief Petty Officers (MCPO’s), Senior CPO’s are addressed according to their rates. Address all other PO’s as “Petty Officer” (Fig. I-5-1).

NLCC shipmates who are not petty officers are addressed as “Cadet” and instructors as “Instructor”.

OFFICER AND CADET INSIGNIA

NSCC Uniform Regulations show the collar and sleeve insignia for officers and cadets. Gold stripes, as indicated, appear only on dress blue uniforms and shoulder boards. When wearing dress blue or white uniforms, officers do not wear the collar devices shown. When in working uniforms (Khaki or Winter Blue), officers and midshipmen wear the collar device on the right hand collar tab; on the left tab they wear a miniature NSCC device. Officer/Midshipmen and Instructor shoulder flashes are the same color as the basic uniform. Sleeve and collar insignia are as follows:

INSTRUCTORS	(if uniformed) No sleeve rank insignia, NSCC device on both collar points.
MIDN	No sleeve rank insignia, gold anchor on right collar point
WO	One ½ gold sleeve stripe with ½ inch breaks of bright blue, metal bar of blue background with two gold breaks on right collar.
ENS	One ½ inch gold sleeve stripe; gold bar on right collar
LTJG	One ½ inch gold sleeve stripe with one ¼ inch gold stripe above it; silver bar on right collar
LT	Two ½ inch gold sleeve stripes; two silver bars on right collar
LCDR	Two ½ inch gold sleeve stripes with one ¼ inch gold stripe between them; gold Oak leaf on right collar

NLCC Cadets wear rate insignia on the right sleeve, centered between the shoulder and the elbow (or the hem of the sleeve on short-sleeved shirts and blouses). NLCC petty officers wear the PO badge and chevrons in the same manner. Insignia is as follows: (Fig. I-5-2)

LC-1 One chevron (Recruit) note: this is not issued and is the same as “no stripe”

LC-2 Two chevrons (Apprentice)

LC-3 Three chevrons (Able)

LC-4 PO3 PO badge, 1 chevron

LC-5 PO2 PO badge, 2 chevrons

LC-6 PO1 PO badge, 3 chevrons

SLPO PO badge, 3 chevrons, gold star over eagle’s head

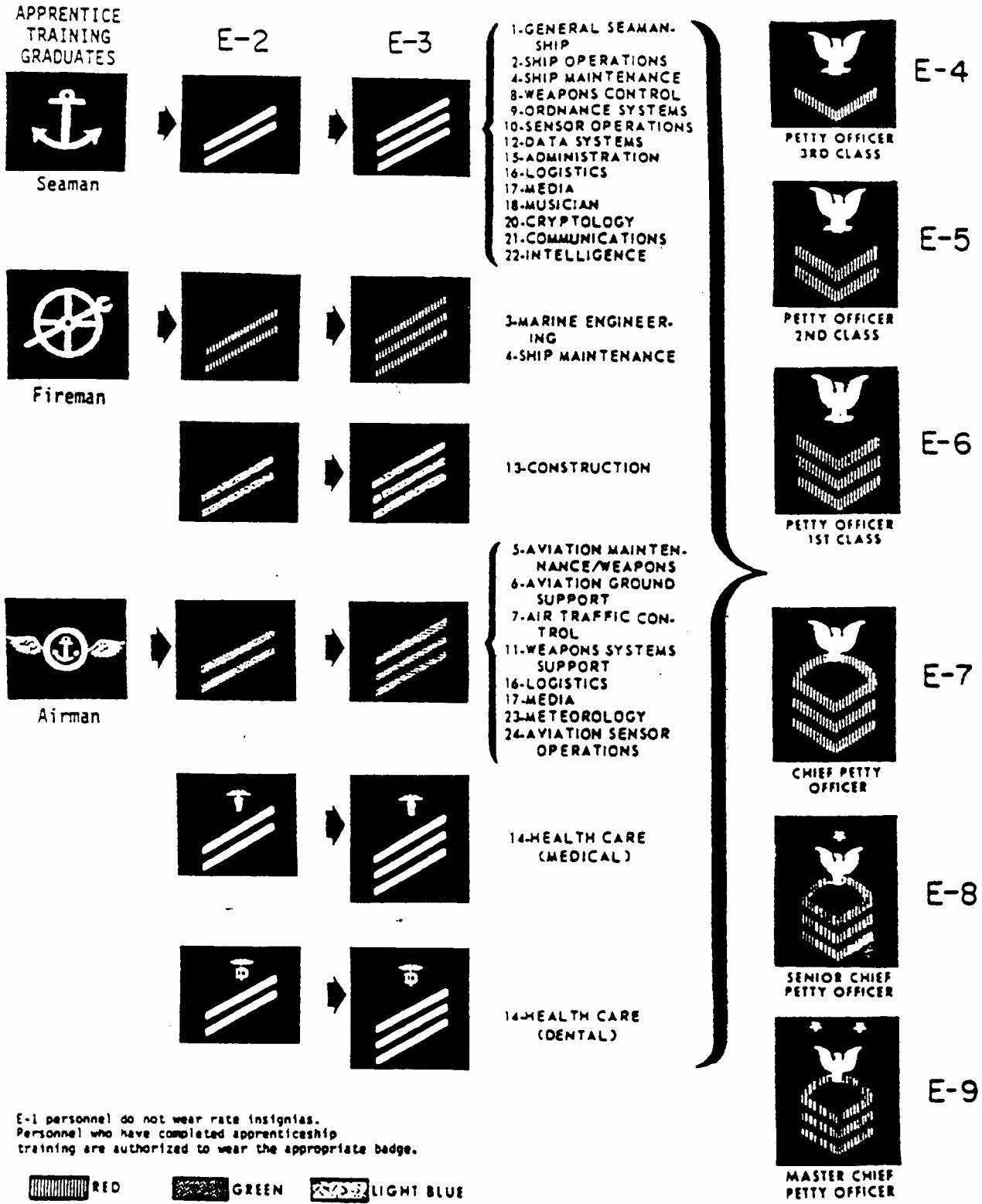


Fig. I-5-1 Navy enlisted rate insignia

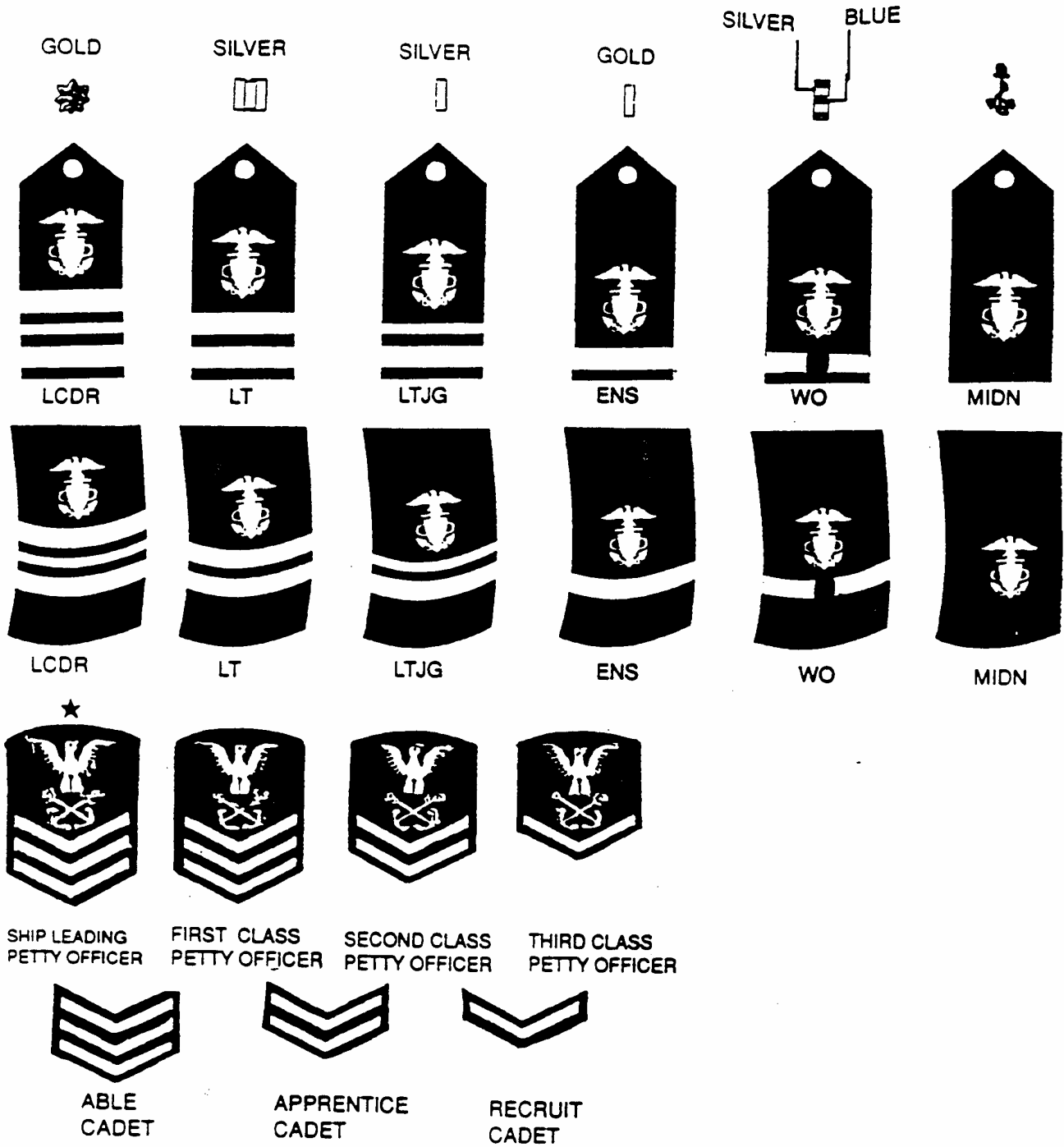


Fig. I-5-2 NLCC/NSCC Ranks and Rates

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 5
NSCC OFFICER RANKS AND NLCC CADET RATES

1. Introduce officer promotion chart, complete with insignia to denote rank. (May also add instruction on comparable ranks in other service branches; Army, Marines, Coast Guard, Air Force).
2. Make flash cards to identify ranks and rates.
3. Use board game – “Ranks & Rates” (R&R) (Direction and game materials are found in the appendix.
4. Questions at the end of each lesson are formatted so that you can copy, laminate, and cut into cards to develop your own trivia games as well as using the game boards to reinforce learning.
5. .
6. .
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 5 QUESTIONS
NSCC OFFICER RANKS AND NLCC CADET RATES**

1. Adult leaders, 21 and over, who are not NSCC officers, are called:
 - a. midshipmen
 - b. instructors
 - c. petty officers
 - d. trainees
2. Cadets address the Executive Officer as _____ regardless of rank.
 - a. Commander
 - b. Executive
 - c. Captain
 - d. Lieutenant
3. To be a Navy League Cadet you must be at least _____ years of age and no older than _____ years of age.
 - a. 12 and 14
 - b. 11 and 14
 - c. 10 and 13
 - d. 12 and 13
4. NLCC PO1's wear the petty officer badge and:
 - a. one chevron
 - b. two chevrons
 - c. three chevrons
 - d. four chevrons
5. The Commanding Officer selects the most outstanding NLCC PO1 as _____.
 - a. LPO
 - b. Chief
 - c. ALPO
 - d. None of the above
6. If the unit Commanding Officer is an Ensign, cadets may address him or her as:
 - a. Commodore
 - b. Captain
 - c. Commander
 - d. Lieutenant
7. All Navy and Coast Guard CPO's are addressed as "Chief", Regardless of rate.
 - a. true
 - b. false
8. NSCC Lieutenants wear _____ on jacked sleeves and shoulder boards.
 - a. one ½ inch gold stripe
 - b. one and one half gold stripes
 - c. two ½ inch gold stripes
 - d. two and one half inch gold stripes
9. In working uniforms, officers and midshipmen wear their rank insignia on (the) _____ sleeve(s).
 - a. left sleeve
 - b. left collar tab
 - c. right sleeve
 - d. right collar tab
10. NLCC cadets wear rate insignia on (the) _____ sleeve(s).
 - a. right
 - b. left
 - c. both
 - d. neither

**PART I
NLCC APPRENTICE CADET**

TITLE: **BASIC MILITARY DRILL (WITHOUT ARMS) – LESSON 6**

OBJECTIVES: 1. State the basic terminology for military personnel formation
 2. Demonstrate the basic facing and marching movements

REFERENCES: (a) BMR, NAVTRA 10054 Series
 (b) Field Manual 22-5

XX

BASIC DEFINITIONS

SQUAD Two or more cadets in a single formation

FORMATION An arrangement of groups in a line, column, or other prescribed manner

RANK/LINE A formation of cadets standing side by side

FILE/COLUMN A formation of cadets standing one behind the other

DISTANCE In ranks, the space between the chest of one person and the back of the person immediately ahead. Distance between ranks is 30 inches.

INTERVAL The distance between individuals in a line, measured from shoulder to shoulder. **NORMAL INTERVAL** is one arm's length; **CLOSE INTERVAL** is 4 to 6 inches.

GUIDE The individual on whom the Formation regulates its alignment; The guide normally takes position To the right.

PACE The length of a full step (about 30 inches).

STEP The distance from heel to heel Between the feet of a person who Marches. **HALF STEP/BACK STEP** is about 15 inches; **RIGHT/LEFT STEP** are about 12 inches (see Fig. I-6-1)

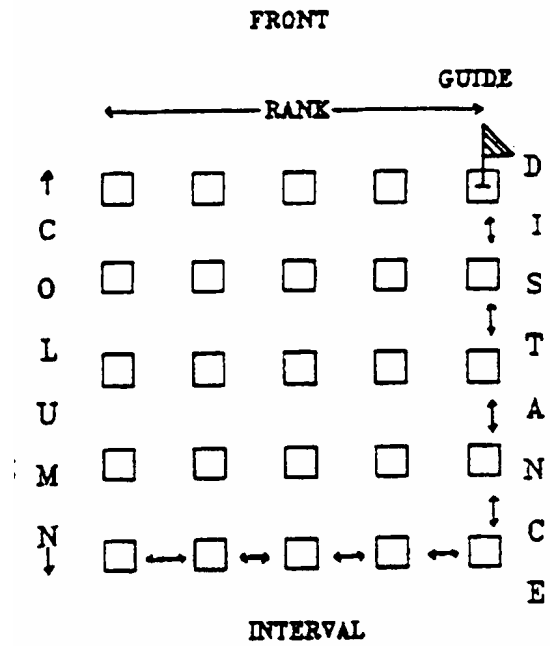


Fig. I-6-1

COMMANDS: There are two types of commands:

- Preparatory command indicates the type of movement or positions to be executed. When appropriate, includes unit designation. To cancel a Preparatory Command, the instructor orders "As You Were". The formation then resumes the original position.
- Command of Execution causes the desired movement to be executed and may be combined with the Preparatory Command. Commands of Execution cannot be cancelled.

POSITIONS IN A FORMATION

ATTENTION The basic military position indicating that cadets are alert and ready for instruction. Heels together, feet as a 45 degree angle, head and eyes to the front. Head and body upright, hips and shoulders level, chest lifted. Arms hang naturally, fingers along the seams. Legs straight but not stiff (Fig. I-6-2)

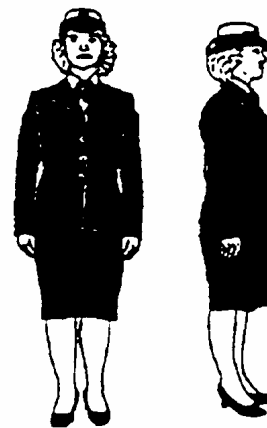


Fig. I-6-2 Attention

PARADE REST

Cadets relaxed somewhat, but remain ready for further commands. Move the left foot smartly, 12 inches to the left. Join hands behind back, right hand inside left, holding left thumb, fingers straight. Head and eyes front, as at ATTENTION (Fig. I-6-3)

AT EASE

Provides greater rest for cadets during long periods in ranks. Right foot remains in place, cadets may shift left foot about. Hands clasped loosely behind back



Fig. I-6-3 Parade Rest

REST

Similar to AT EASE, except that cadets may talk quietly to one another.

FALL OUT

Cadets may leave ranks but must remain nearby.

FORMING UP

Upon the command, FALL IN, cadets assume their position in ranks, automatically come to ATTENTION, and remain silent.

DRESS RIGHT, DRESS The command to align the formation. Unless otherwise ordered, cadets dress (align) at NORMAL INTERVAL (Fig. I-6-4)

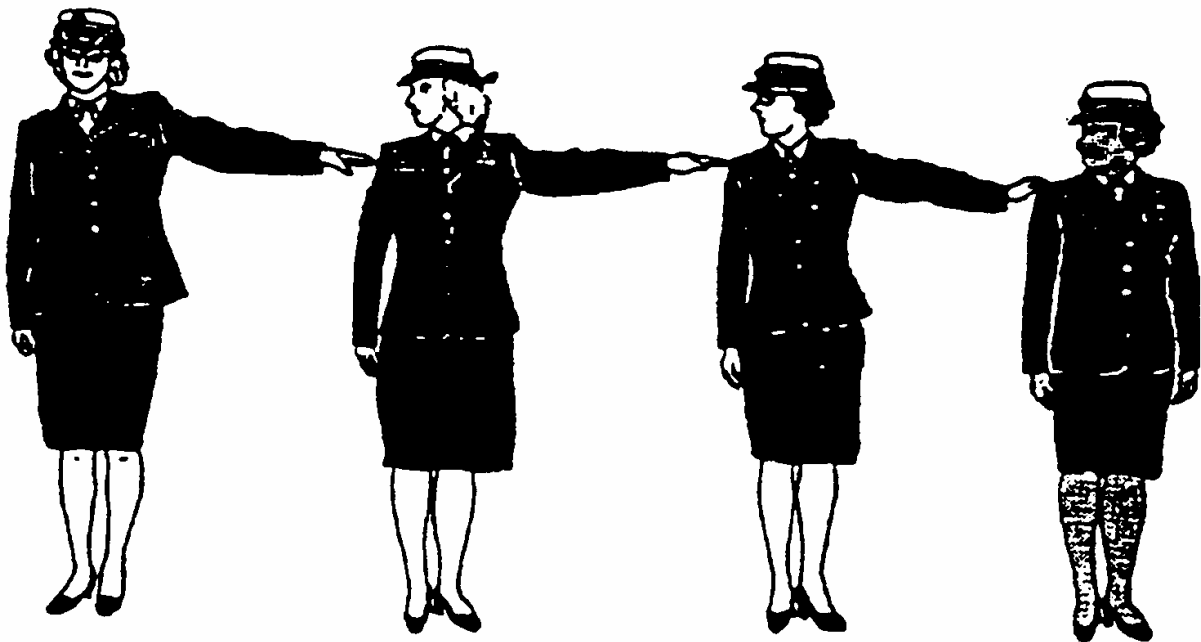


Fig. I-6-4 Normal Interval

CLOSE INTERVAL The instructor gives this command when a closer formation is required. Left hand on hip, fingers together and pointing down. Elbow touches right arm of person to the left. (Fig. I-6-5)



Fig. I-6-5 Close Interval

READY, FRONT The command which brings the formation back to ATTENTION

FACINGS

RIGHT FACE Orders individuals in a formation to turn and face right. Turn 90 degrees to the right, pivoting on the left toe and right heel (fig. I-6-6)

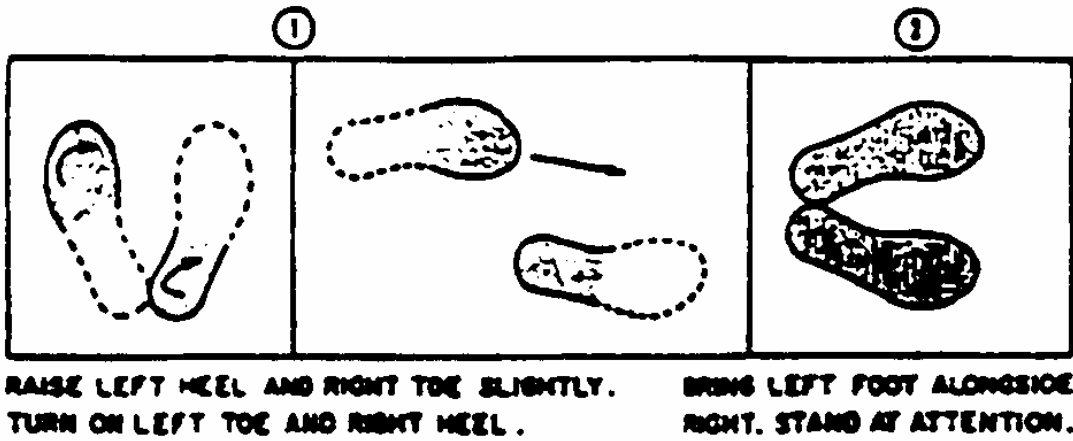


Fig. I-6-6 Right Face

LEFT FACE Orders individuals in a formation to turn and face left. This movement is the opposite of **RIGHT FACE**. Turn 90 degrees to the left, pivoting on the right toe and left heel.

ABOUT FACE Orders individuals in a formation to turn around and face the opposite direction. Place the right toe about 6 inches behind and slightly to the left of the left heel; Pivot to the right on the right toe and left heel (Fig. I-6-7).

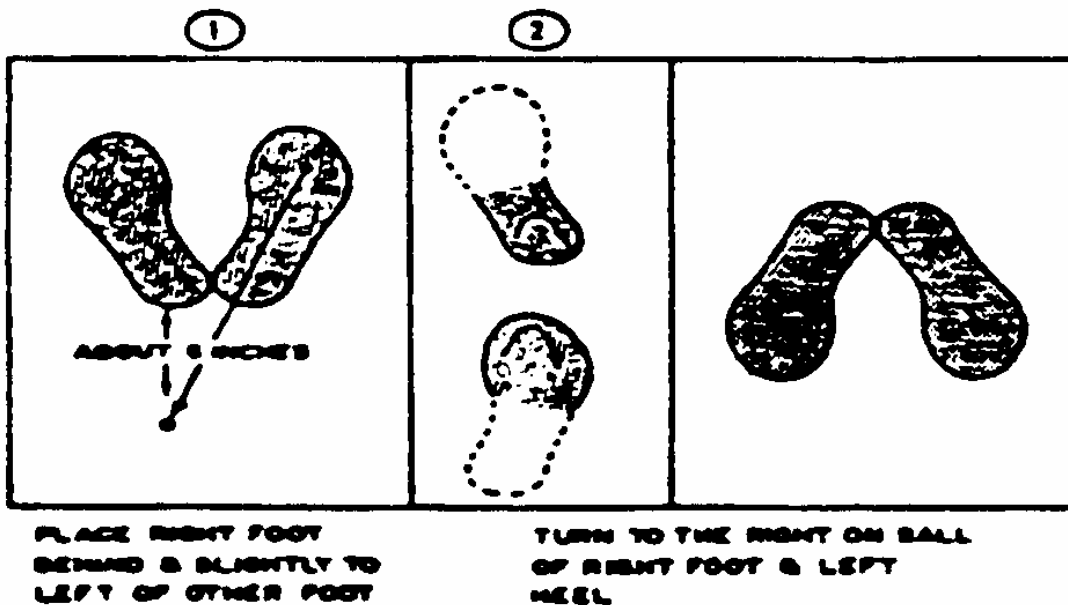


Fig. I-6-7 About Face

REPORTING FROM FORMATION

1. Execute a back step.
2. Execute either a left or right face. Unless otherwise instructed, turn to the nearest end of the rank.
3. Move to the end of the rank and turn toward the front of the formation.
4. Proceed forward to approximately one pace short of the Commanding Officer position.
5. Turn toward the center of the formation.
6. Proceed to a position directly in front of the Commanding Officer.
7. Turn toward and face the Commanding Officer and take one step forward. You should then be standing a attention, one pace in front of the CO.
8. Salute and hold your salute until the CO returns and drops his salute, then drop your salute.
9. When this type of reporting is for the receipt of an award, accept the award with your left hand and accept the CO's hand shake with your right hand. Then immediately render a salute and hold the salute until the CO returns and drops his salute. Then you drop your salute.
10. On the command "Post", execute a back step and then return to your place in formation, the same way in which you reported.

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 6
BASIC MILITARY DRILL (WITHOUT ARMS)

1. Invite a Drill Instructor to give instruction in close-order drill. Check with local Marine Recruiters to see if someone is available.
2. Make Videos of advanced cadets doing drill and let newer cadets take the videos home to practice. (Training “video”)
3. Show a video of a Marine Silent Drill Team. They can be ordered from some catalogues featuring military supplies.
4. .
5. .
6. .
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 6 QUESTIONS
BASIC MILITARY DRILL (WITHOUT ARMS)**

1. Upon which command may cadets leave ranks?
 - a. REST
 - b. FALL OUT
 - c. AT EASE
 - d. PARADE REST

2. Unless otherwise ordered, cadets dress right at:
 - a. reduced interval
 - b. close interval
 - c. normal interval
 - d. extended interval

3. In a column or file, cadets stand:
 - a. side by side
 - b. back to back
 - c. one behind the other
 - d. in a circle

4. To cancel a preparatory command, the instructor orders:
 - a. CANCEL MY LAST
 - b. CARRY ON
 - c. FALL OUT
 - d. AS YOU WERE

5. The _____ causes cadets to perform a desired movement.
 - a. Preparatory Command
 - b. Command of Execution
 - c. Command of Preparation
 - d. Preparation of Execution

FLANKING COMMANDS

These commands are used to move the formation in a desired direction without changing the directional orientation of the unit. In these commands, all members of the unit execute the movements at the same time.

Right (Left) Flank, MARCH – The executing command will be given as the right (left) foot strikes the ground, every one in the formation pivots 90 degrees to the right (left) foot and continues marching in the new direction.

Right (Left) Oblique, MARCH – This command is similar to the flank command except that you pivot 45 degrees in the ordered direction.

To the Rear, MARCH – The executing command will be given as the right foot strikes the ground. You take one more step with the left foot and pivot 180 degrees to the right on the left foot and resume marching in the opposite direction.

COLUMN COMMANDS

These commands are used to change both the direction of march and the directional orientation of the column. In these commands the leaders of each file execute the command first. The remaining members of each file follow in the steps of their leaders.

Column Right (Left), MARCH – The executing command will be given when the right (left) foot strikes the ground. The unit takes one more step, with the left (right) foot. The right (left) guide of the front rank when pivots 90 degrees to the right or left, takes one normal step with the right (left) foot and then marches at half step.

As the right (left) guide pivots, the leaders of each of the other files execute a right (left) oblique, march until they are even with their new line of march and execute a second oblique. Then they march until they are abreast of the right (left) guide and then march at half step. When all persons in the rank are in position, the rank resumes normal step.

Column Half-Right (left), - This command is similar to the command above except that the right (left) guide of the front rank pivots 45 degrees in the ordered direction and the other members of the front rank execute only one oblique turn.

Counter, MARCH – The executing commands will be given as the right foot strikes the ground. The leader of the center file will take one step with the left foot, pivot 180 degrees to the right and march alongside the center file.

The leader of the right file will take one more step after the executing command and then execute a series of four left obliques and march between the left and center files.

The leader of the left file will take three more steps after the executing command and then execute a series of four right obliques and march to the right of the right file.

As the leader of the center file emerges from the formation, he will march at half step until the other two leaders are abreast and then all will resume full stride, reversing the direction of march.

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 7
BASIC MARCHING AND DRILL

1. Close-order drill
2. Drill – Squad practice
3. Drill down (Like Simon Says)
4. .
5. .
6. .
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 7 QUESTIONS
BASIC MARCHING AND DRILL**

1. Normal cadence, or “quick time”, is _____ steps per minute.
 - a. 120
 - b. 140
 - c. 100
 - d. 130
2. Which foot do you start out with for all marching commands?
 - a. left
 - b. right
3. Unit marching in formation is one of the best examples of:
 - a. comradery
 - b. assertiveness
 - c. teamwork
 - d. management
4. Each member of the unit performs the movements in step with:
 - a. the Commanding Officer
 - b. NLCC directives
 - c. Road guards
 - d. The other members of the unit
5. The overall marching image presented is that of _____ body moving rather than several individuals.
 - a. seven
 - b. one
 - c. two
 - d. five
6. “Mark Time, MARCH” is the command given to:
 - a. stop marching
 - b. fall out
 - c. march in place
 - d. march forward
7. “Cadence” means:
 - a. a change in course
 - b. a change in step
 - c. marching at a set pace
 - d. stomping with one foot
8. Given the command “Counter, MARCH”, the unit ultimately reverses its direction.
 - a. true
 - b. false

Each of these coulter helps us form our opinions and feelings about other people.

PREJUDICE

When we judge others simply because of their race, religion, or other cultural factors without learning more about the person or group, prejudice appears. We base our opinions on rumors and stories, but little else.

DISCRIMINATION

People who favor one group over another, whatever the reason, practice discrimination. Quite often they discriminate without really realizing it by trying to be “nice” to someone.

OPRESSION

People who discriminate openly and deliberately, threaten others, or deny them equal opportunity, practice oppression.

HARASSMENT

Prejudice, discrimination, oppression and harassment take many forms. Among the most common are ethnic jokes and slurs. People of all races and cultures tell jokes about the others, or have nicknames for special groups. As funny as they may seem to the speaker (and a few listeners), they offend the other person, and cause bad feelings between the two.

Harassment may take many forms, including (but not limited to) rude gestures, name calling, unwanted teasing and hazing.

Sexual harassment is an infringement of the right of a cadet or officer to work in an environment free from unwanted sexual attention or pressure. Sexual harassment may take the form of verbal abuse, including teasing, whistling or insults; posters or decorations; pressure for sexual activity; sexual remarks about another’s clothing or body; touching, leaning over, cornering, pinching, patting or brushing against another’s body in a sexual manner.

In determining whether an incident is actually defined as “sexual harassment”, one must look at the intent of the perpetrator. Intentional harassment causes humiliation, discomfort or embarrassment; unintentional harassment will stop when the victim confronts the perpetrator (and the victim may even receive an apology). The impact of harassment on the victim can be emotionally devastating.

NLCC POLICY

The Declaration of Independence states that “...all men are created equal...” At a glance we see that this isn’t quite true. Among ourselves we vary not only in size, shape and color, but in ability, interest, and skills. We find tall and short mechanics, fat and thin musicians, black, brown and white specialists and technicians in all fields.

The Navy, NLCC and NSCC forbid oppression, discrimination and harassment, in any form, and strongly discourage prejudice. Regardless of culture, everyone has the same chance to succeed in the NLCC. Each cadet receives the same encouragement and guidance, and each leader seeks to promote self-confidence by emphasizing the person’s worth. Realizing that people are different, leaders work

to develop strong points and improve the weak. The key goals are to eliminate prejudice, discrimination, and oppression. To accomplish these goals, the NLCC stresses teamwork. Stated simply, it means that cadets help one another to accomplish tasks and get ahead, without regard to cultural factors.

Harassment is strictly prohibited within NLCC and NSCC, as well as by National Laws of the Federal Government. Verified instances will result in disciplinary action up to and including disenrollment from the Corps. It should be reported immediately to an officer, whether the cadet is the victim OR a witness to such behavior.

RIGHTS AND RESPONSIBILITIES

In spite of good efforts and intentions, prejudice, discrimination, oppression and harassment will appear from time to time. Witnesses who simply ignore such instances actually promote them within the unit, helping to lower morale. Prejudice, discrimination, oppression and harassment must be reported at once, through the Chain of Command, to the Commanding Officer, who will then take proper action.

Throughout history, philosophers from every land have stressed the idea “treat others as you would like to have them treat you”, (also known as the Golden Rule.) Navy League Cadets practice this rule in many ways:

- (a) Ask yourself how you feel about other groups, and how much you really know about them. Seek out facts; become more aware of backgrounds and more sensitive to feelings. Avoid jokes and comments that might offend others.
- (b) Make new recruits feel welcome in the unit. Introduce them to their new shipmates and help them to learn about the unit and the NLCC. Explain how they fit into the team and why they are important.
- (c) Set a good example of attendance, involvement in unit activities and good appearance
- (d) Always remember that the NLCC is a large team of young people like yourself who are interested in the sea. With your shipmates, work to make it the greatest, strongest, and most interesting team, one that makes you and them proud to be Navy League Cadets.

CONFERENCE WITH THE COMMANDING OFFICER

At times, cadets have problems that they wish to discuss in private with the Commanding Officer. Through the Chain of Command, anyone may request a conference whenever necessary; the Commanding Officer will then arrange a time and place for the conference as soon as possible after the request.

SUGGESTED EXTENDED LEARNING/HANDS ON TRAINING
PART I LESSON 8
PERSONAL RELATIONS

1. Discuss instances of oppression, discrimination, prejudice and harassment and what each cadet can do to prevent such actions.
2. Role play, trade places with others.
3. Video by Coast Guard on harassment in the workplace
4. .
5. .
6. .
7. .
8. .
9. .
10. .

**NLCC APPRENTICE CADET
PART I LESSON 8 QUESTIONS
PERSONAL RELATIONS**

1. Judging others only because of race or religion is:
 - a. oppression
 - b. discrimination
 - c. prejudice
 - d. culture
2. The group which helps us most to fit into our society is our:
 - a. parents and relatives
 - b. religious leaders
 - c. school teachers
 - d. neighborhood friends
3. Knowledge which helps us behave in certain ways is our:
 - a. education
 - b. habit
 - c. culture
 - d. goal
4. Discrimination means to:
 - a. favor one person or group over another
 - b. promote equal opportunity
 - c. threaten someone because of his/her culture
 - d. dislike another person because of his/her culture
5. Most people have only one specific culture
 - a. true
 - b. false
6. People are not really “equal” because they have different backgrounds, interests & abilities.
 - a. true
 - b. false
7. People often discriminate against others without realizing it
 - a. true
 - b. false
8. If you see an instance of discrimination, you must:
 - a. tell your shipmates
 - b. quit the NLCC
 - c. ignore it
 - d. report it to the CO
9. In the NLCC, _____ in any form is strictly forbidden.
 - a. discrimination
 - b. harassment
 - c. oppression
 - d. all of the above
10. Anyone may request a private conference with the Commanding Officer whenever he/she feels it necessary.
 - a. true
 - b. false