

From: Commanding Officer, NCBC

Subj: ISSUANCE OF THE STANDARD OPERATING PROCEDURES (SOP) FOR NCBC:

1. **Purpose:** To promulgate the 1st edition of the SOP to provide guidelines to personnel assigned to NCBC;
2. **Scope:** The SOP is primarily concerned with matters of internal organization; it shall not be construed as contravening, altering or amending any provisions of the US Naval Sea Cadet Corps (USNSCC) or US Navy League Cadet Corps (USNLCC) regulations.
3. **Compliance:** A thorough knowledge of the SOP by all hands is essential to the proper execution of duties and efficient operation of the battalion. All hands are expected to abide by these policies at all drills, cadet activities, training evolutions and on personal time unless activities or items are authorized by higher authorities. Personnel shall not violate USNSCC or USNLCC regulations or act in an unprofessional or unmilitary like manner.
4. **Custody:** The Executive Officer is the designated custodian of the SOP. He/she is responsible for distribution and revision to the SOP as they may occur. He/she shall ensure the most recent version is made available to all personnel assigned to NCBC.
5. **Changes and Additions:** Changes or additions to the SOP will be promulgated through action letters. Personnel in possession of a printed copy of the SOP are responsible for making any changes or additions. Changes and additions should be recorded on the "Record of Changes" page.
6. **Professionalism and Judgment:** The SOP provides a basis for good order and discipline expected of all hands. All hands must always use mature and responsible judgment when faced with situations not specifically addressed. No manual or set of regulations will ever substitute for prudent and sound judgment. Failure to abide by these policies, or in their absence, to exercise good judgment will bring discredit to you, NCB, Sea Cadets and U.S. Navy.

J. Taboada
LTJG. USNSCC
NCBC Commanding Officer

Table of Contents

<u>Chapter 1: General Information</u>	PAGE
101 History of the US Naval Sea Cadet Corps	6
102 Cadet Creed	6
103 Cadet Oath	6
104 Cadet Prayer	6
105 Esprit de Corps	7
106 Personal Pride	7
107 Values	7
108 Chain of Command	7
109 Medical Treatment/Medications	9
110 Fire Alarm and Fire Bill	9
111 Plan of the Day	9
112 Plan of the Month	10
113 Recruiting	10
<u>Chapter 2: Administration</u>	
201 Enrollment Procedures	11
202 Enrollment Fees	12
203 Reenrollment	13
204 Transfers	13
205 Disenrollment Procedures	13
206 Change of Information	13
<u>Chapter 3: Advancement</u>	
301 NSCC Advancement Requirements	14
302 NLCC Advancement Requirements	15
303 Physical Fitness Standards for Advancement	16
304 Evaluations	17
305 NCBC Division Personnel Qualification Standards	17
306 Correspondence Courses	17
307 Petty Officer Examinations	18
308 League Cadet Syllabus	18
<u>Chapter 4: Uniforms</u>	
401 General	19
402 Military Bearing	19
403 Uniform of the Day	21
404 Grooming Standards	21
405 Personal Hygiene	23

406	Physical Training Gear	23
407	Civilian Clothing	24
408	Sea Bag Requirements	24
409	Supply Requisition Procedures	25
410	Uniform Alternations	25
411	Nametapes/Tags	25
<u>Chapter 5: Training</u>		
501	NSCC/NLCC, Recruits	26
502	Regional Training	26
503	National Training	26
504	International Training	27
505	Motivational/Extra Military Instruction	27
506	Request Procedures for International/National Training	27
507	Physical Training (PT)	28
508	Physical Readiness Test (PRT)	28
509	Presidential Physical Fitness Test	28
<u>Chapter 6: Personal Conduct</u>		
601	Standards of Conduct	29
602	Sexual Harassment	29
603	Supervisory Actions	30
604	Hazing	30
605	Fraternization	30
606	Discrimination	31
607	Tobacco	32
608	Alcohol	32
609	Controlled Substances	32
610	Marriage/Parenthood/Pregnancy	32
611	Prohibited Financial Activity/Gambling	33
612	Honor Code	33
613	Conduct/Discipline System	33
<u>Chapter 7: Watch Standing and Station Bill</u>		
701	Introduction & Positions	36
702	Watch & Station Bill	36
703	Cleaning Stations Bill	36
704	Quarterdeck Procedures	37
705	Drill Procedures	37
706	Eleven General Orders	38

Chapter 8: Absences and Leave

801	Attendance Policy	39
802	Reporting an Absence	40
803	Early Departure from Drill or NSCC Evolution	40
804	Athletics/Extra Curricular Activities	40
805	Leave of Absence	40
806	Absence/Leave Request	41

Chapter 9: Ribbons and Awards

901	Perfect Attendance	42
902	Cadet of the Quarter	42
903	Cadet of the Year	42
904	Community Service Ribbon	42
905	Academic Achievement Ribbon	42
906	Year Ribbons	43

Chapter 10: General Regulations

1001	Report Cards	44
1002	Commercial Agents	44
1003	Computer Policy	44
1004	Social Media	45
1005	Addressing and Use of emails	45
1006	Facebook Page	46
1007	Guests	46
1008	Inappropriate Behaviors	46
1009	Valuables	46
1010	Identification Cards	46
1011	Cell Phones/Electronic Devices/Watches	47
1012	Weapons	47
1013	Vehicles	48

Chapter 11: Customs and Courtesies

1101	General	49
1102	Attention on Deck	49
1103	Office Entry/Exit Procedures	49
1104	Saluting and Greetings	50
1105	Colors	50
1106	Addressing Officers and Cadets	51
1107	Visitors/Guests	51

Chapter 12: Drill Routine

1201	Drill Cancellation	52
1202	Arrival	52
1203	Morning Quarters	52
1204	Inspections	53
1205	Musters	53
1206	Company Time	53
1207	Chow	54
1208	Departure	54
1209	Drill Locations	54

Chapter One

General Information

101 History of the United States Naval Sea Cadet Corps

The Navy League of the United States established the Cadet Corps in 1958, at the request of the Department of the Navy. The Corps was well received and grew rapidly. In 1962, Congress federally chartered the Corps under *public law 87-655* as a non-profit civilian organization with specific objectives and purposes for the training of American boys; this training was to be accomplished through organization and cooperation with the Department of the Navy. The law established the Corps as a lone entity, separate from the Navy League, set forth the corporate powers and other enabling details for function of the Corps. In 1974, *public law 87-655* was amended by *public law 93-504* to permit the enrollment of females in the Corps. The objectives and purposes of the U.S. Naval Sea Cadet Corps, as set forth by *public law* are as follows:

“Through organization and cooperation with the Department of the Navy, to encourage and aid American youth to develop an interest and skill in basic seamanship and its naval adaptations, to train them in sea going skills, and to teach patriotism, courage, self-reliance, and kindred virtues.”

102 Cadet Creed

“A Cadet shall not lie, cheat or steal nor tolerate those who do. I shall not boast my accomplishment, for I know my actions speak louder than my words.”

103 Cadet Oath

“I promise to serve God, honor our flag, abide by the Naval Sea Cadet Corps regulations, and to carry out the orders of the officers appointed over me, and to conduct myself as to be a credit to myself, my unit, the corps, the Navy, and my country.”

104 Cadet Prayer

Cadet Prayer

“Make us choose the harder right instead of the easier wrong, and never to be contented with half-truth when whole truth can be won. Endow us with courage that is born of loyalty to all that is noble and worthy, that scorns to compromise with vice and injustice and knows no fear when right and truth are in jeopardy.”

105 Esprit de Corps

Every person as a member of NCBC shall reflect pride in belonging to the United States Naval Sea Cadet Corps. The fact that you have volunteered to be part of this program indicates that you believe in this program and its goals. The corps is not only an effective program for helping young people become responsible citizens. It also provides those of us who love this country to counter apathy, irresponsible dissent and elements that would see the American Dream fail. Believe in the corps, believe in the division, believe in your country, reflect this in your action and words, and show 110% in everything you do.

106 Personal Pride

As a new officer or cadet, you must have pride in yourself as well as in your uniform, the division, and the United States Naval Sea Cadet Corps. Your shipmates will notice the attitude that you present towards your personal grooming, uniform appearance, the division and the corps, and the cleanliness of your living and working spaces. You will be judged by those you lead and those you follow.

107 Values

NCBC stresses such concepts as HONOR, COURAGE, COMMITMENT, INTEGRITY, and RESPONSIBILITY. All personnel are expected to embrace and live by these values; not only while at Sea Cadet evolutions, but also in their day-to-day lives. One of the most effective ways to embrace these concepts is to practice and display good military bearing. Cadets should refrain from using foul language, shall conduct themselves in a military and seamanlike manner as to reflect honor upon themselves, the battalion, and the corps.

108 Chain of Command

- A. Every effective organization has a hierarchy where everyone has a designated responsibility and accountability. All hands, from the commanding officer to the newest recruit has responsibilities someone to whom they are accountable;
- B. Billets will be assigned by ability. Anyone unable to execute his/her duty shall be relieved;

Officer Chain of Command

**Commanding Officer:
Executive Officer (XO)
Operations Officer
Administrative Officer
Training Officer
Supply Officer**

- C. All personnel are required to use the “chain of command”. Failure to do so shall result in disciplinary action. Personnel may “jump” the chain of command if:
1. The next person in the chain of command is not present and the matter is urgent and cannot wait;
 2. If the matter is not urgent and you have not received a response within seven-days;
 3. It involves sexual harassment, bullying, hazing, discrimination, fraternization or other unwanted behavior and the next person in the chain of command is involved; or
 4. It is a medical emergency.

NCBC Cadet Chain of Command

**Chief Petty Officer (CPO)
Leading Petty Officer (LPO)
Assistant Leading Petty Officer (ALPO)
Division Petty Officer (DPO), Alpha, Bravo, Charlie, T.S. Boll**

109 Medical Treatment/Medications

- B. Personnel who need medical attention are to report it immediately to the chain of command, even if it is minor and you do not think you need treatment;
- C. Personnel needing medical attention will be treated to the extent possible at the drill location. Treatment shall depend upon the following:
 - 1. The level of training and certification of NSCC personnel present;
 - 2. The equipment and supplies available to the certified personnel.
- D. If treatment of an injury or illness is not possible at the drill location, outside medical assistance will be requested. The CO or designated commanding officer will make the final determination for the level of assistance that is needed;
- E. One of the following options will be exercised based on the seriousness of the injury or illness:
 - 1. Next of kin will be called to pick up the individual;
 - 2. 911 will be called and the individual will be transported to an area hospital by ambulance;
 - 3. The individual will be transported by an officer to an area hospital or treatment center.
- F. No personnel shall treat any injuries or sickness that they are not trained and certified to treat;
- G. For any treatment rendered, no matter how minor, an NSCC Accident & Illness Report (**NSCADM 022**) shall be filled completed filed. The original is to be filed in the individual's service record and a copy is to be given to the individual, prior to leaving for treatment;
- H. Cadets are not permitted to self-medicate themselves at drill or other evolutions. All medications that are brought to a drill or activity shall hand-in the medication which is to be disbursed by the Medical Officer or designee;
- I. All hands are required to submit an updated *Report of Medical History* (**NSCADM020**) when there are any changes to a member's medical history.

110 Fire Alarm and Fire Bill

- A. Upon activation of the fire alarm, all personnel are to immediately evacuate the building by means of the nearest exit, unless otherwise directed;
- B. All personnel are to make themselves familiar with the fire bills posted throughout the Reserve Center and be aware of any changes to them;
- C. At no time are personnel to re-enter the building until instructed by competent authority;
- D. Upon evacuating the building, all personnel form up at the direction of the Leading Petty Officer (LPO). The Master-at-Arms will take muster of all cadets and report this to the LPO. The LPO will report this to the OOD who will report to the Executive Officer (XO). The XO will take muster of all officers. The XO will make a final report to the Commanding Officer;

- E. Personnel are to maintain proper military bearing during any drill or actual emergency;
- F. Personnel are not to use firefighting equipment unless it is an actual emergency, they have been properly trained and its use is required to save a life.

111 Plan of the Day

- A. The Plan of the Day (POD) is to be published weekly, no later than 7-days prior to the date of the drill;
- B. It is the responsibility of the LPO and Training Department to prepare the POD with input from other officers and staff cadets;
- C. The POD shall be published by the CO to the NCBC website and emailed;
- D. All personnel are charged with the knowledge of and compliance with the POD;

112 Plan of the Month

- A. The Plan of the Month (POM) will be approved and published no later than the first day of the respective month;
- B. It is the responsibility of the Training Department to prepare and forward the POM to the XO for approval;
- C. The XO shall forward the approved POD to the CO who shall publish it to the NCBC website and emailed;
- D. All personnel are charged with the knowledge of the contents of the POM;

113 Recruiting

- A. All officers, cadets and parents have the authority to promote the NSCC, NLCC and NCBC;
- B. Cadets and parents are the best recruiting tool we have;
- C. If you need recruiting pamphlets or information, or have recruiting ideas please contact the Public Affairs Officer.

Chapter Two

Administration

201 Enrollment Procedures

- A. All personnel enrolling in NCBC are required to meet all requirements as set forth by National Headquarters in the US Naval Sea Cadet Corps and US Navy League Cadet Corps Regulations. These manuals are available at:
<http://homeport.seacadets.org/display/Manuals/Manuals+and+Publications+Home>
- B. All personnel are required to be enrolled with National Headquarters prior to participating in any evolution, including weekend drills and fun night activities;
- C. The following steps are to be taken with all prospective Cadets
1. Attend a drill to see how the program works and if they like it. Prospective Cadets must be accompanied by a parent or guardian at drill. During the drill the prospective Cadet will be assigned a running mate during their time at drill. The parents will meet with the Commanding Officer to cover paperwork, fees, policies, procedures, etc.
 2. If the prospective Cadet is interested, they will be sent home with a Welcome Aboard Package with all the necessary paperwork.
 3. The Prospective Cadet will return to the next drill with the completed paperwork at which time the Commanding Officer will interview the prospective Cadet and sign the paperwork. The paperwork and fee will be handed in to the ADMIN Department.
- D. The following forms are required prior to an applicant enrolling:
- Cadet Application & Agreement (NSCADM 001)
 - Parental Support Questionnaire (NSCADM 004)
 - Report of Medical History (NSCADM 020)
 - Report of Medical Exam (NSCADM 021)
 - This form must be completed and signed by a licensed physician.
 - School or sports physicals that are less than six months old will be accepted if they contain the same information and indicate that they may participate in sports unrestricted.
 - The top portion of the form will still need to be completed for the service record even if using a school or sports physical.
 - Request for Accommodation (NSCADM 015)
 - This is to be filled out and signed even if no accommodations are being requested;
 - This is used to request accommodations for physical or mental disabilities;

- There are a series of steps to this process that may delay enrollment and participation in the program. All accommodations will be discussed with the commanding officer prior to enrollment.
- E. Prospective adults that would like to volunteer, either as uniformed or non-uniformed, instructors will follow the below steps:
 1. The unit must have a need for your help and/or expertise.
 2. The ratio of officers to cadets will be taken in to account to determine need;
 3. A meeting with the CO and other staff officers for an interview;
 4. Successful completion of all paperwork, a Bureau of Criminal Record Check, and a Criminal Offender Records Inquiry (CORI);
- F. The following forms are required prior to any Officer/Midshipman/Instructor being enrolled;
 1. Adult Leader Application (NSCADM 003)
 2. (3) Request for References (NSCADM 005)
 - Prospective adults are not to send these to their references. Hand them in to ADMIN with the name and address of references.
 3. Report of Medical History (NSCADM 020)
 4. CORI information release form.
- G. Once all forms are properly completed, signed by the commanding officer and submitted to the ADMIN Department, the applicant will be allowed to participate in the program.

202 Enrollment Fees

- A. Enrollment fees are established to cover insurance costs and off set administrative costs of the unit;
- B. Enrollment fees will not be returned if personnel decide to leave the unit or program;
- C. Enrollment fees change from time to time as insurance costs and other expenses increase;
- D. The current enrollment fee will be given to prospective cadets and officers during their interview with the commanding officer.

203 Reenrollment

- A. Two-months prior to the expiration of enrollment of all personnel, ADMIN will send a written notice home indicating the expiration date, reenrollment deadline and reenrollment fee;
- B. The member is to have the reenrollment fee submitted to ADMIN by the deadline or they will not be allowed to participate in the program;
- C. Once the fee is received, ADMIN will process the enrollment.
- D.

204 Transfers

- A. All transfers shall be made in accordance with chapter 10 of the NSCC regulations;
- B. Personnel requesting a transfer shall submit their request to the CO in writing, explaining their reason;
- C. Once the commanding officer receives the request, he/she shall contact the prospective unit to verify transfer and arrange to have the service record forwarded;
- D. ADMIN will ensure the record is current and is forward to the prospective unit;
- E. ADMIN will follow the NSCC Regulations in notifying NHQ of the transfer.

205 Disenrollment Procedures

- A. When a cadet or officer is disenrolled from the unit for any reason, including transfers, all items belonging to the unit (uniforms, training courses, ... etc.) must be returned;
- B. The unit will pursue all available means to recover the unit's property or the replacement cost of said items;
- C. Disenrollment may be voluntary or involuntary. Involuntary will occur when a member fails to abide by regulations or infraction that is otherwise harmful of detrimental to NSCC. All involuntary dis-enrollments will be approved by the CO;
- D. For voluntary disenrollment, personnel are to submit a written request to the CO requesting disenrollment and state the reason;
- E. ADMIN will update the member's service record and provide it to the cadet when the unit's property is returned;
- F. ADMIN will ensure the NSCC Regulations are adhered to in notifying National Headquarters of a disenrollment.

206 Change of Personal Information

- A. Personnel with a change in personal information are to inform ADMIN of the updated information;
- B. ADMIN will notify Headquarters;
- C. Personal information includes address, email, phone number, etc.

Chapter Three

Advancement

301 NSCC Advancement Requirements

- A. The table below shows the requirements set forth by National Headquarters in the Training & Advancement Manual for Sea Cadets;
- B. Minimum "Time in Rate" is the time served in the previous rate'
- C. Annual training (AT) must be listed on the National Summer or Winter Training Schedule or other preapproved training;
- D. Petty Officer Leadership Academy (POLA) may be completed anytime between Seaman Apprentice and Petty Officer 3rd Class. It is required for advancement to Petty Officer 2nd Class;
- E. As a tool for motivation, former NLCC cadets and highly motivated NSCC cadets who complete the BMR prior to NSCC Recruit Training will be promoted to Seaman Apprentice (Temporary). Time in Rate for Seaman starts on the date a cadet is advanced to Seaman Apprentice (Temporary);
- F. Advancements from Seaman Recruit through Petty Officer 2nd Class are made by the Commanding Officer. Petty Officer 1st Class and Chief Petty Officer are made by the Executive Director at the recommendation of the Commanding Officer.

Rank	Minimum Time in Rate	Correspondence Course	Exam	Training Requirement
Seaman Recruit	None	None	None	None
Seaman Apprentice	3 Months	BMR	None	Recruit Training (RT)
Seaman	6 Months	Seaman	None	1 AT
Petty Officer 3 Class	6 Months	MRPO 3 rd Class	ML PO3	1 AT
Petty Officer 2 Class	6 Months	MRPO 2 nd Class	ML PO2	1 AT/POLA*
Petty Officer 1 Class	6 Months	MRPO 1 st Class	ML PO1	1 AT
Chief Petty Officer	6 Months	MRPO CPO	None	Company Staff @ RT

302 NLCC Advancement Requirements

- A. Below are the requirements set forth by National Headquarters in the Training & Advancement Manual for League Cadets;
- B. The Time in Rate (TIR) for how long a League Cadet was in the previous rank;
- C. Leading Petty Officer (LPO) is a billet reserved for highly motivated PO1 League Cadets. They are appointed at the discretion of the CO.

Rank	TIR	Time in NLCC	Syllabus	Exam
LC-1	None	None	None	None
LC-2	4 Months	4 Months	Part 1	Part 1
LC-3	4 Months	8 Months	Part 2	Part 2
PO3	4 Months	12 Months	Part 3	Part 3
PO2	6 Months	18 Months	Part 4	Part 4
PO1	6 Months	24 Months	Part 5	Part 5
SLPO	None	None	None	None

303 Physical Fitness Standards for Advancement

- A. Cadets are required to meet the below physical fitness standards to advance in rank. The minimum standards must also be met to attend advanced trainings. Some trainings may have higher standards.
- B. Cadet must pass a Physical Readiness Test (PRT) within six months of promotion to advance;
- C. Accommodations will be made for cadets with an accommodation plan outlined on form NSCADM 015 (Request for Accommodation);
- D. Cadets who need a short-term medical waiver may request one in writing from the Training Officer. Supporting documentation from an attending physician must be included. Terms of the waiver will be discussed once all paperwork is received.

2. MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS					
AGE	EXERCISE #1 SIT-UPS (1 MINUTE)	EXERCISE #2 SIT & REACH (INCHES)	EXERCISE #3 SHUTTLE RUN (SECONDS)	EXERCISE #4 ONE-MILE RUN (MINUTES/SECONDS)	EXERCISE #5 PUSH-UPS (NO TIME LIMIT)
10	28	+0.5	14.5	11:40	12
11	29	+0.5	13.5	11:25	14
12	32	+0.5	12.4	10:22	15
13	34	+0.25	12.2	9:45	20
14	36	+0.5	11.9	9:30	20
15	38	+1.0	11.7	9:15	25
16	40	+1.5	11.4	9:00	25
17/18	40	+1.5	11.4	8:45	30
3. MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS					
10	26	+1.5	14.2	13:00	9
11	28	+1.5	13.4	12:42	7
12	30	+1.75	12.9	12:24	5
13	32	+1.75	13.1	12:15	7
14	32	+2.25	13.2	12:00	7
15	31	+2.5	13.0	11:45	10
16	30	+2.75	12.9	12:15	10
17/18	29	+2.25	13.0	12:15	12

304 Evaluations

- A. Cadets will be evaluated semi-annually. An overall score of 3.0 and recommendation for promotion are needed to advance;
- B. Officers will be evaluated annually;
- C. Officers will be evaluated by the XO.
- D. Cadets will be evaluated by the LPO.

305 NCBC Personnel Qualification Standards

- A. In addition to the minimum advancement requirements set by National Headquarters, NCBC has established additional Personnel Qualification Standards (PQS) for advancement to Seaman through Chief Petty Officer. These standards are not designed to ensure cadets have a basic military foundation and can succeed in their new rank;
- B. Cadets can only complete the PQS for their next rank. They cannot “bank” PQS for future ranks;
- C. The Training Officer will establish training periods to ensure proper instruction of the PQS;
- D. PQS can be administered by anyone that has completed the PQS themselves.
- E. A current copy of the PQS for each rank can be obtained from the Training Department.

306 Correspondence Courses

- A. Cadets are required to complete (read and answer questions) the required correspondence course for each rank prior to advancement. These are the same courses used by the US Navy;
- B. Cadets can complete the courses as quickly as they want and “bank” courses for future advancements. Courses must be done in order;
- C. Cadets must complete at least one correspondence course per calendar year until all required courses have been completed. Cadets are encouraged to do additional courses;
- D. Cadets are required to answer all questions associated with the correspondence courses on the standard answer sheet and submit them to the Training Department;
- E. Failure to complete one course per year will automatically place a cadet on probation, unless there are extenuating circumstances;

307 Petty Officer Examinations

- A. For promotion to Petty Officer 3rd Class to Petty Officer 1st Class a closed book multiple choice exam is required for each promotion;
- B. It is the cadet's responsibility to notify, in writing, the Training Department they are ready for the exam. A minimum of one-week notification is required as these tests are only produced upon our request to the US Navy and are associated specifically with a cadet;
- C. Tests will normally be given at the next drill following the request. This may not always be possible due other scheduled events or lack of exam proctors. Cadets will be informed of the test date;
- D. Cadets failing an exam will be required to wait 30 days prior to retesting.

308 League Cadet Syllabus

- A. League cadets are required to complete the five-part syllabus to advance. There is one part for each rank;
- B. League cadets will be given the part needed for their next advancement to work on. There are questions at the end of each section that must be answered and turned in to the Training Department;
- C. Once all answer sheets have been turned in, League Cadets will be scheduled take the closed book exam for advancement—70% is required to advance;
- D. League Cadets who fail the test must wait one drill to retest.

Chapter Four

Uniforms

401 General

- A. Uniforms shall be issued to all cadets in accordance with the current sea bag lists and NCBC uniform Agreement;
- B. Footwear: one pair of boots will be issued; dress shoes are the responsibility of each cadet. Dress shoes shall comply with NSCC/NLCC Uniform Regulations (Section 3904.4) and undergarments are not issued, but can be purchased through the unit.
- C. All uniforms and gear issued by NCBC remain the property of the battalion;
- D. If sizes for certain items are unavailable, parents will be responsible for obtaining these items. Please refer to the current sea bag list;
- E. Additional or optional items can be purchased through the unit's Supply Department;
- F. Uniforms, uniform items and gear that do not comply with NSCC/NLCC Uniform Regulations shall not be worn or used and may prohibit the cadet from participating in NSCC drills and activities until compliance.

402 Military Bearing and Appearance

- A. Sea Cadet personnel are authorized by the Secretary of the Navy to wear certain U.S. Navy uniforms appropriately modified to indicate Sea Cadet affiliation;
- B. All personnel are charged with the knowledge of the uniform regulations and are to adhere to the uniform regulations. This includes on the way to and from drills or other NSCC drills and events;
- C. All personnel must set and maintain the highest standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniform is a key element in the public's image and perception of the Sea Cadet program;
- D. Uniforms shall be kept clean, with all appropriate devices and insignia worn and free from tarnish or corrosion;
- E. All footwear shall be properly shined. Boots shall be polished but do not require a spit-shine. Dress shoes shall be spit-shined. This to ensure that all personnel adhere to uniform standards and present a smart military appearance;
- F. No articles such as pens, pencils, watch chains, jewelry, handkerchiefs, combs, keys or similar items shall be worn or carried exposed on uniforms;
- G. While in uniform only one chain/necklace/pendant may be worn, and it may not be visible;
- H. It is inappropriate for NSCC personnel, while in uniform, to walk or stand with their hands in their pockets, use any tobacco products, consume beverages or food, or wear headphones while walking in uniform;

- I. The wearing of wristwatches and/or bracelets is permitted with all uniforms. These items shall be in good taste and appropriate to the occasion of which the prescribed uniform is worn:
 - 1. Bracelets may not have dangling pendants or similar objects and must be worn opposite the wristwatch;
 - 2. Only one bracelet may be worn at any time. Only one wristwatch may be worn at any time;
 - 3. Rope bracelets, live strong and similar type bracelets are not authorized for wear in uniform;
 - 4. Ankle bracelets are not authorized.
- J. Conservative and not overly flashy rings are authorized for wear in uniform. Males are authorized one ring per hand. Females are authorized one ring per hand in addition, to a wedding and engagement ring set. Rings are not authorized for wear on the thumbs;
- K. Prescription glasses and sunglasses are the only glasses authorized for wear in uniform.
 - 1. Prescription glasses cannot be eccentric or faddish in design, color or style;
 - 2. Conservative sunglasses are permitted, except in military formations;
 - 3. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head;
- L. The wearing of earrings or other piercings by males is not authorized while in uniform or at cadet activities;
- M. Females may wear one earring per ear (centered on earlobe). Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with a brushed matte finish screw-on or with posts, gold for Officers, Midshipman, uniformed instructors and CPOs, and silver for cadets E6 and below. Small single pearl earrings are authorized for wear at formal occasions (dinners, balls, etc.). No other piercings may be worn while in uniform or at cadet activities;
- N. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform:
 - 1. White underwear will be worn with white uniforms.
 - 2. A crew neck tee shirt, appropriate in color, will be with all uniforms.
- O. Hosiery shall be worn with skirts. They shall be made of nylon material, which shall match the individual's flesh tone, and be free from decorations, seams or runs;
- P. Cadets are not permitted to have tattoos, body art or branding. For Officers, tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the NSCC are prohibited. Tattoos cannot be visible in summer uniforms;
- Q. This section cannot cover all aspects of the uniform regulations. All personnel shall comprehend and follow all uniform regulations.

403 Uniform of the Day

- A. The uniform of the day is the prescribed uniform/uniforms that all personnel are required to wear or bring with them for the drill or evolution;
- B. The uniform of the day may be found in the Plan of the Day (POD) and Plan of the Month (POM);
- C. All hands are required to arrive in the complete uniform of the day as listed under the prescribed uniform/uniforms, unless otherwise directed. Items on the POD or POM listed as optional are items that may be worn in addition to the prescribed uniform of the day. Recruits shall arrive in PT gear until they are issued uniforms.
- D. In addition to the uniform listed on the POD and POM, cadets are to bring the Standard Operating Procedures (this book), one black pen, a three-ring binder, and notebook paper.
- E. For weekend, local, regional or national trainings the arrival uniform will be specified in the instructions associated with the training.

404 Grooming Standards

- A. All personnel are to refer to the NSCC/NLCC Uniform Manual for complete grooming standards.
- B. Male standards, officers and cadets, is as follows:
 - 1. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least $\frac{3}{4}$ of an inch and outward no greater than $\frac{3}{4}$ of an inch to blend with the hairstyle;
 - 2. The unique quality and texture of curled, kinked, waved, and straight hair is recognized, and in some cases $\frac{3}{4}$ taper at the back of the neck may be difficult to attain. In those special cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck;
 - 3. The "block out" is permitted as long as a tapered appearance is maintained;
 - 4. The length of hair shall not be greater than 4 inches and bulk shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed, as opposed to the length of the hair;
 - 5. Hair shall be groomed so that it does not touch the ears, the collar, extend below the eyebrows when headgear is removed, or interfere with the proper wearing of military headgear;
 - 6. Varying hair styles, including Afros, are permitted provided these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform. Faddish and outrageous, including non-natural colored, hair is not

authorized. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized;

7. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has, with 4 inches' length and 2 inches bulk the maximum under any circumstances;
8. Sideburns (if worn) shall be neatly trimmed in the same manner as the haircut. Sideburns shall not extend below the middle of the ear, shall be even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain" or similar grooming modes are merely elongated sideburns and thus are not authorized;
9. Hair pieces or wigs, if worn while in uniform or duty status, shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, not present a safety hazard and shall conform to the grooming standards;
10. Cadets must be clean-shaven. Officers, midshipmen, and instructors may wear a mustache. If worn, a mustache will not go beyond a horizontal line extending across the corner of the mouth and no more than $\frac{1}{4}$ of an inch beyond a vertical line drawn from the corners of the mouth. The wearing of a beard is not authorized unless required for a medical reason, in which case a waiver must be requested from NHQ;
11. Fingernails shall not extend past fingertips and shall be kept clean;
12. Cologne and cosmetics may not be worn; aftershave is permitted.

C. Female standards, officers and cadets, is as follows:

1. Hair will be clean and neatly arranged while in uniform. Hair in the back hair must be neatly fastened, pinned or secured to the back of the head with inconspicuous pins. Conspicuous rubber bands, pins or hair ornamentation of any kind is not authorized. A maximum of two barrettes may be worn;
2. Hair in the back may touch but not fall below the lower edge of the collar;
3. Ponytails, pigtails, or plaiting of hair is not permitted;
4. No hair shall show under the front brim of military headgear.
5. Afro, natural, bouffant and other similar hairstyles are permitted but exaggerated styles, including those with excessive fullness or extreme height, are not authorized;
6. In no case, shall the bulk of the hair interfere with the proper wearing of military headgear;
7. Faddish, outrageous, non-naturally colored hair is not authorized;
8. Hair pieces or wigs, if worn while in uniform or duty status, shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, not present a safety hazard and shall conform to the grooming standards;

9. Cosmetics shall be applied in good taste so that colors blend with the natural skin tone. Lipstick shall be conservative. Long false eyelashes and finger nails are not authorized;
10. Fingernails shall not extend more than 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

405 Personal Hygiene

- A. The nature and proximity of military, especially naval lifestyles, requires good personal hygiene to prevent the spread of disease and germs;
- B. All personnel are to brush their teeth a minimum of twice per day;
- C. All personnel are to wash their hands prior to eating chow;
- D. All personnel are to shower after conducting physical training;
- E. All personnel are to shower after a day's work/training prior to hitting the rack;
- F. All personnel should change their socks and undergarments as necessary during hot weather to avoid rashes and foot funguses;
- G. All personnel should apply foot and body powder during hot weather to prevent rashes and foot funguses.

406 Physical Training Uniform

- A. The Physical Training Uniform (PTU) is the same for all personnel and will consist of the following:
 1. Plain navy-blue PT shorts/sweatpants (depending on weather)
 2. Plain navy blue or yellow t-shirt.
 3. Plain navy-blue sweatshirt (weather dependent)
 4. White socks (at least ankle high);
 5. Running or an appropriate sneaker for running;
- B. Cadets and officers that have completed trainings may wear t-shirts from those trainings;
- C. Cadet and officers may wear t-shirts purchased through the unit or the Sea Cadets Ship's Store once they have completed INDOC;
- D. Cadets and officers may wear sweatshirts and sweatpants purchased through the Sea Cadets Ship's Store or the unit once they complete INDOC. This may be restricted at times;
- E. Military personnel, to include ROTC programs and Maritime Academies, may wear their authorized PT gear in place of the unit PTU;
- F. PT gear shall project a proper military appearance. Spandex, yoga pants cut-offs, bare midriffs, shorts shorter than mid-thigh, words or letters on the buttocks of clothing, or overly tight clothing are not expectable;
- A. Other acceptable examples of PT gear include:
 1. Sea Cadet or military t-shirts;

2. Sea Cadet or military logo sweatshirts;
3. Sea Cadet or military logo shirts/sweatpants; or
4. Plain (no design other than manufacturer's logo) shorts, t-shirts, or sweats.

407 Civilian Clothing

- A. Civilian clothes are authorized for unit fun nights or other times as designated by the CO;
- B. Civilian clothes may also be worn on liberty during training evolutions at the discretion of the Commanding Officer Training Contingent (COTC);
- C. When authorized, civilian clothing must be appropriate, clean, pressed and conservative for a proper appearance;
- D. Examples of inappropriate clothing include, but are not limited to:
 1. Ripped jeans;
 2. Half shirts, belly shirts, short shorts, mini-skirts;
 3. Shirts with profanity, drug or alcohol references, or racist comments; and
 4. Undergarments, except for undershirts showing around the neck. Undergarments are not to be worn as outer clothing.
- E. Belts are to be worn;
- F. Shirts shall be tucked-in;
- G. Shirts/t-shirts (not an undergarment) may be worn, tucked-in and shall not contain inappropriate language or images;
- H. Sandals may be authorized for certain occasions. Flip flops/shower shoes are not authorized to be worn on liberty.

408 Sea Bag Requirements

- A. Cadets will be issued a complete sea bag (uniforms and components), in accordance with the Uniform Use Agreement, upon enrollment and successful completion of the prerequisite Indoctrination;
- B. Cadets will be required to maintain a complete sea bag in good repair and properly fitting. If items do not fit or become worn, the requisition procedures in section 411 must be followed:
 - a. Additional uniforms may be needed for trainings from time to time, for example Battle Dress Uniforms (BDUs). These uniforms are issued as part of a cadet's sea bag.
- C. Officers are required to purchase their uniforms and components in accordance with the NSCC/NLCC Uniform Regulations manual upon enrollment.
- D.

409 Supply Requisition Procedures

- A. Periodically, new uniforms or additional uniform items may be needed;
- B. Personnel who need new uniforms or additional uniform items (i.e. ribbons, rank insignia, blousing straps) are required to inform the supply officer. Cadets will be notified of the cost, if any. Items will not be issued until payment is received;
- C. Personnel who need to replace uniform items because they out grew them or are worn from normal wear and tear shall be required to clean the item/s being returned prior to being issued replacements. No fee will be charged unless the item is damaged or needs to be cleaned;
- D. Personnel who need replacement items due to neglect or premature wear will be required to purchase the worn item from the unit prior to being issued a new one;
- E. Gear that is not in stock will be ordered and issued upon arrival and payment of any required fees;
- F. Parents/guardians will be required to sign a **Uniform Issue Form** upon issuance or the replacement uniforms/items.

410 Uniform Alterations

- A. Any alterations to uniforms, including the attaching of flashes and nametapes, are the responsibility of the Supply Department—unless authorized, cadets may not make or have alterations made;
- B. All alterations are to be in accordance with NSCC and US Navy regulations to provide an appropriate fit.

411 Nametags/Nametapes

- A. Personnel shall wear a nametag/nametape on all uniforms as indicated by the uniform regulations;
- B. Personnel are only authorized to wear nametags issued by the command;
- C. If a member loses their nametag they will be required to purchase a replacement from the unit's Supply Department.

Chapter Five

Training

501 NCBC

- A. All personnel when first enrolled in the unit will be required to successfully complete the unit indoctrination program before moving onto other training;
- B. Sea Cadets shall study and complete the BMR during INDOC;
- C. Those cadets that have not completed the BMR during INDOC shall be required to complete it within six-months or Professional Review Board (PRB).
- D. League Cadet training will follow the national syllabus.

502 Regional Training

- A. In addition to unit training activities there are several regional trainings throughout New England. These trainings can range from Officer Professional Development (OPD) courses to shipboard training weekends.
- B. These training evolutions, except for OPD, are not mandatory, but participation is highly encouraged. They are a great learning experience and a great way to meet other Cadets from around New England.
- C. These trainings do not count towards promotions. OPDs count for Officers solely as completion of the required professional development course for promotion, not the escort training required for promotion.
- D. Officers are required to attend OPD 101, 201 and 301.

503 National Training

- A. National trainings (advanced trainings) occur during summer break and winter break. These are the trainings that set the Sea Cadets apart from other youth programs. This is when cadets can spend a week or two or even three weeks doing nearly anything the Navy or Coast Guard does.
- B. All personnel are required to attend at least one advanced training (AT) per calendar year, per NSCC Regulations. Personnel that cannot attend an AT due to financial difficulties, school commitments, family commitments, etc., MUST request a waiver for their annual AT in WRITING to the Training Officer. The CO will let the cadet know, in writing, the decision on the waiver. ONLY THE CO CAN APPROVE A WAIVER. Those failing to attend at least one training per year without a waiver will go before a PRB.
- C. Cadets must complete Recruit Training prior to attending any other AT.
- D. The winter and summer training schedules, listing available ATs, are posted on the Sea Cadets' training website, <http://magellan.seacadets.org/Public/Training.asp>.

- E. . The summer schedule is typically posted in April and the winter schedule in November. All hands are instructed to go to this website once the summer training schedule is posted, and check it often for updates.
- F. The training schedule lists the trainings, locations, dates, costs, and requirements and the number of billets (male & female) for the training.
- G. There may also be opportunities with local Coast Guard shore stations or ships. If this is of interest to a cadet, contact the Training Officer to see if there are any open billets;
- H. From time to time some locally arranged trainings may count as an AT for advancement.

504 International Training

- A. The US Naval Sea Cadet Corps is a member of the International Sea Cadet Association and as such participates in exchanges with other member countries;
- B. Cadets and officers can travel aboard to countries such as Australia, Ghana, Iceland, Russia, and Bermuda or host foreign guests at the Naval Station Newport,
- C. There is a lengthy application process. For complete details and a list of eligibility requirements at <https://iep-seacadets.squarespace.com/>.

505 Motivational/Extra Military Instruction

- A. Motivational training is designed to encourage positive behavior of cadets and officers. It is not to abuse, punish or humiliate personnel. Examples of acceptable behavior include cheering on shipmates, running with a shipmate, helping a shipmate overcome a challenge, ... etc.;
- B. Extra Military Instruction (EMI) is designed to correct deficiencies in performance by providing additional training. EMI must not be abusive, humiliating or degrading and must be appropriate to and work towards achieving the desired end- result. For example, having a cadet re-clean a space after failing to do it properly or cleaning an additional space to the required standards, additional marching tours, or review of NSCC regulations, or reading the Blue Jackets Manual;
- C. All personnel are reminded of the NSCC's zero tolerance policy on hazing;
- D. Good judgment is to be used by all personnel in assigning EMI. EMI.

506 Request Procedures for International/National Training

- A. These procedures apply to both requests for National and International trainings.
- B. Cadets and officers desiring to attend an AT must submit a Request for Training Authority, NSCTNG 001 for cadets and NSCTNG 002 for officers. Requests are to be completed and submitted to the Training Department who will review the form, to ensure all requirements are met and the member will represent the unit well. They will then pass it up the chain of command for approval;
- C. All requirements must be met before submitting a request for orders.

- D. Once the request is signed by the Commanding Officer it will be returned to the applicant. It is then the applicant's responsibility to submit the training request (NSCTNG 001/002), training fee and any other required information/documentation to the Commanding Officer, Training Contingent (COTC) in accordance with their instructions and the training schedule;
- E. Requests must be submitted at least **30 days** prior to the start of training to allow for processing. Submitting a request does not guarantee a billet.
- F. The applicant must provide a copy of any additional information or waivers sent by the COTC to the Training Department.
- G. All personnel are required to read and comply with any Action or Information Letters associated with the training.

507 Physical Training (PT)

- A. All Cadets will be required to participate in all scheduled physical training (PT) evolutions;
- B. A letter from a parent will excuse a cadet from one PT session. For any further PT sessions, within a three-month period, a physician's note will be required. A physician's note will also be required to participate again in PT if a Cadet was excused with a physician's note.

508 Physical Readiness Test

- A. The Physical Readiness Test (PRT) is conducted semiannually, once in the spring and once in the fall;
- B. Cadets are required to pass the PRT to attend ATs and to advance;
- C. Cadets who failed a PRT will be given counseling on ways to pass and a second try at the test;
- D. Sea Cadets failing to pass two PRTs in one year will be reviewed for separation, unless they have a medical waiver in place in accordance with the ADA;

509 Presidential Physical Fitness Test

- A. The Presidential Physical Fitness Test (PPFT) is conducted concurrently with the semiannual PRT as the exercises are the same;
- B. Cadets meeting the National Standards will be awarded a certificate and the Physical Fitness Ribbon;
- C. Cadets meeting the Presidential Standards will be awarded a certificate and the Physical Fitness Ribbon with an "E";
- D. Officers may participate in the PPFT for ribbon awards.

Chapter Six

Personal Conduct

601 Standards of Conduct

- A. Exemplary standards of conduct apply both on and off duty, in personal behavior and in relations with others. All hands represent NCBC, the Sea Cadets and the U.S. Navy, whether on vacation, at school or out shopping, etc.;
- B. Personnel must comply with the spirit and intent of all lawful orders, rules, regulations, directives and instructions;
- C. Personnel shall avoid conduct that might reflect discredit upon the Sea Cadets or is in violation of local, state or federal laws;
- D. Personnel found to be unsatisfactory in conduct may be disenrolled if it is decided that their retention will not be in the best interest of the program;
- E. Personnel will refrain from the use of vulgar or derogatory language.

602 Sexual Harassment

- A. Sexual harassment is the influencing, offering to influence, or threatening the career, position, or job of another person in exchange for sexual favors. It can also be telling "dirty jokes," deliberate or repeated offensive comments, gestures, or physical contact of sexual nature in a work-related environment;
- B. The United States Navy and the United States Naval Sea Cadet Corps does not condone or tolerate sexual harassment. It is an unprofessional and unmilitary form of discrimination. It adversely affects morale, discipline, and ultimately, the mission of the unit and the program;
- C. Personnel who feel they are being sexually harassed should report the situation through the chain of command. Supervisors will examine the matter and pass it up to the Executive Officer for action to ensure the environment is free from sexual harassment;
- D. Sexual harassment must be unwanted, sexual in nature and occur in the Sea Cadet program;
- E. The NSCC has a zero-tolerance policy for sexual harassment and for retaliation for reporting sexual harassment;
- F. Personnel who make false allegations of sexual harassment are subject to the same punishment as those that commit sexual harassment.

603 Supervisory Actions

- A. Personnel are expressly prohibited from touching other personnel, directly or by means of an object, except at such times they are acting within the scope of their authority and for:
 - i. Correcting a position or movements;
 - ii. Fitting or correcting the wear or appearance of uniforms or fit of equipment;
 - iii. Conducting an inspection;
 - iv. Conducting a demonstration incident to training.

604 Hazing

- A. Hazing is strictly forbidden;
- B. Hazing is defined as any activity expected of someone joining a group, or to maintain full status in a group, that humiliates, degrades or risks emotional and/or physical harm, or any willful or reckless behavior that endangers the mental or physical health of a person by means of beating, forced consumption of food, beverages, drugs or other substances, unnecessary exposure to weather or forced physical activity. A person's willingness to participate is not a defense;
- C. No person shall be subjected to oppression by one of higher rank or position;
- D. NSCC has a zero-tolerance policy for hazing. If anyone hazes someone they will be counseled. Depending on the nature of the infraction, the member may be dismissed from the program;
- E. All personnel are to report suspected incidents of hazing;
- F. Common misconceptions of hazing:
 - 1. As long as there's no malicious intent, a little hazing should be alright;
 - 2. Hazing is an effective way to teach respect and develop discipline;
 - 3. If someone agrees to participate in an activity, it cannot be considered hazing.

605 Fraternalization

- A. Professional relationships are essential to the effective operation of all organizations, but the nature of the maritime service and other professional organizations requires absolute confidence in command and unhesitating adherence to orders. This distinction makes the maintenance of professional relationships in the Sea Cadets more critical than in other youth organizations;
- B. The personal relationships between members are normally matters of individual choice and judgment. They become matters of concern when they adversely affect or have the potential to adversely affect NSCC by eroding morale, good order, discipline, respect for authority, unit cohesion or mission accomplishment;
- C. Professional relationships are those interpersonal relationships consistent with integrity, service before self and excellence in all we do. Personnel need to

- understand that the needs of the unit and program at times need to outweigh personal desires. This guidance focuses on personal relationships and their impact on the interest of NCBC and NSCC;
- D. Fraternalization is a personal relationship between cadets, officers, or cadets and officers that violates the customary bounds of acceptable behavior, prejudices good order and discipline, discredits the program or operates to the personal dishonor of those involved. Cadets will not form personal relationships with other cadets, those more junior or senior in their chain of command;
 - E. Officers will not form personal relationships with cadets beyond mentorship or that of an adult role model;
 - F. The custom is gender neutral. Fraternalization can be inter-gender (male-female) or intra-gender (male-male, female-female). Because of the potential damage fraternalization can cause to morale, good order, discipline and unit cohesion, the offense of fraternalization will result in substantial disciplinary action;
 - G. Professional relationships are those that contribute to the effective operation of the unit. NCBC encourages personnel to communicate freely regarding their careers and duties within the program, school performance, mission of the program and personal issues that affect their participation. This type of communication enhances morale and discipline and improves the operational environment while at the same time reserving proper respect for authority and focus on the mission;
 - H. Relationships are unprofessional when they detract from the authority of superiors, or result in, or reasonably create, the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. An unprofessional relationship is more commonly a personal relationship between a superior and a junior. A personal relationship could result in actual or perceived favoritism, unfairness, or partiality that are detrimental to the good order and discipline within the unit and program;
 - I. Cadets and officers must avoid personal relationships. Specifically, senior cadets must not date or be involved with junior cadets, and officers shall not be involved with or date cadets or form unduly familiar relationships. A direct-senior-subordinate relationship is very inappropriate and prejudicial to good order and discipline.
 - J. A Cadet may date another cadet if one of them is not in NCBC;
 - K. Relationships must remain professional on and off duty.

606 Discrimination

- A. Discrimination is a violation of law and NSCC regulations. It involves making decisions that are typically negative, based on someone's race, religion, ethnicity, nationality, disability, gender, sexual orientation or another identifiable characteristic;
- B. Personnel suspected of discrimination will be brought before Captain's Mast.

607 Tobacco

- A. Cadets are prohibited from using tobacco products at any time while at a drill, training evolutions, liberty, or in uniform. This also applies to cadets 18 years of age;
- B. Officers are permitted to use tobacco products in accordance with local and military regulations, in an off-duty status and while not in uniform. Officers may smoke while on duty in designated areas that are out of sight of cadets. Tobacco products may not be visible in uniform;
- C. Violations of this policy may result in disciplinary action.

608 Alcohol

- A. Officers shall not consume alcohol when cadets are present or at NSCC drills, training, evolutions or functions. Officers shall not consume alcohol within eight (8) hours of contact with cadets or participation in cadet events;
- B. Alcohol use by cadets is prohibited, including during personal time away from NSCC events;
- C. Violation of this policy shall result in disciplinary action, including dismissal.

609 Controlled Substances

- A. Personnel shall not use, sell or possess any controlled substance at any time. NSCC maintains a zero-tolerance policy;
- B. This includes other substances (i.e. spice, bath salts, glue, spray paint, etc.) where the intention is to gain a high or similar affect;
- C. Prescription medications are exempt. Personnel shall not attend drills, training, functions or authorized NSCC activity while under the influence of prescriptions that affect their abilities or behavior without prior approval;
- D. Those found in violation of NSCC policy shall be counseled, and may be dismissed from the program.

610 Marriage/Parenthood/Pregnancy

- A. Cadets are prohibited from getting or being married while in the program. Failure to comply shall result in disenrollment;
- B. Cadets who become pregnant or are responsible for a pregnancy shall be disenrolled from the program.

611 Prohibited Financial Activity/Gambling

- A. Personnel are prohibited from selling any property belonging to NCBC/NSCC;
- B. Personnel are prohibited from using their status as a member of NSCC for personal or financial gain;
- C. Personnel are prohibited from conducting any sales or profit gains (i.e. books sales, cookie sales, etc.) while at NSCC evolutions without written permission from the commanding officer;
- D. Officers may not enter financial or business transactions with cadets unless expressly permitted by the commanding officer. Financial transactions are authorized for official NSCC purposes (i.e. purchase health care items at trainings, training fees, unit pictures, etc.);
- E. Personnel may not solicit or accept gifts from personnel unless expressly permitted by the Commanding Officer; and
- F. Personnel shall not gamble while at NSCC events; playing cards and other games is permitted.

612 Honor Code

- A. NCBC has developed a concept known as the “Honor Code”. It is based on the Cadet Creed;
- B. The Honor Code is: “I shall not lie, cheat or steal”;
- C. Those found guilty of any of the three concepts shall be disenrolled.

613 Conduct/Discipline System

- A. NCBC’s disciplinary system consists of “Gigs” for infractions/violations of orders, rules, regulations, policies, standards or conduct. The system is designed to enforce the battalion’s “standards of conduct”. The goal of the system is to strengthen a cadet’s character through personal development, self-discipline and self-control;
- B. One gig is awarded per each infraction. The Infraction must be in accordance with rules, regulations, NCBC or NSCC policies or standards of conduct. The gig shall be in writing and signed by the LPA, ALP, and DPO and entered into the cadet’s personal file. All gigs shall be verbally explained to the cadet. The gigs system is structured as follows and may change at the discretion of the CO:
 - 1) Professional Review Board—10 gigs (5 gigs results in a verbal warning; 7 gigs shall result in a written warning);**
 - 2) Conduct Review Board--15 gigs;**
 - 3) Executive Officer’s Screening Mast/XO’s Mast--20 gigs;**
 - 4) Captain’s Mast--20 or more gigs.**

C. Professional Review Boards

- a. Professional review boards are conducted for failure to meet minimum requirements, not for conduct issues. A PRB will be conducted for one of the following:
 1. Failure to complete the BMR;
 2. Failure by League cadets to complete correspondence courses;
 3. Failure to complete one advanced training per year;
 4. Failure to complete one correspondence course per year;
 5. Failure to meet promotion requirements; or
 6. Failure to meet 75% attendance rate unless excused.
- b. PRBs for cadets shall be conducted by the training officer (voting) and chief petty officer (voting), Leading Petty Officer (voting) and the person's immediate DPO (non-voting).
(Recommendations from the board shall be forwarded to the commanding officer for approval).
- c. The purpose of the PRB is to determine if continued participation is in the best interest of the unit and the individual. If it is decided to allow the individual to continue in the program, then guidelines establishing goals, along with a time frame to achieve those goals, will be established for continued participation. Failure to meet the guidelines will result in separation from the program.

D. Conduct Review Boards (CRB)

- a. Conduct Review Board (CRB) shall be convened for violations of rules, regulations or policies for minor infractions. For example, arriving late to drill/evolution, unexcused absence, uniform violations, poor conduct, grooming standards, improper watch standing, etc.
- b. Maximum punishment: 1 gig per infraction; extra military instruction/extra duty (EMI/ED), or reinstruction in a subject matter.
- c. CRBs for cadets will be conducted by the CPO, (decision-maker), Leading Petty Officer (observer) and Master-At-Arms (observer). CRBs for officers shall be conducted by the executive officer and a senior officer. Results will be reported to the XO. A written appeal may be submitted to the XO within 30 days. The CO shall make the final decision.

E. Executive Officer's (XO) Mast

Will be held for three (3) or more recorded violations that constitute a CRB. XO's Mast shall be held for severe violations of NSCC and NCBC policies, regulations, procedures or conduct. For example, Tobacco violations, gross insubordination,

improper watch standing with major affect or intentional improper watch standing, alcohol violations, etc. (This list is not all inclusive).

- a. Maximum punishments: 10 demerits; EMI/ED; restriction from evolutions; one-year probation; recommendation for disenrollment; rank reduction; delayed promotions.
- b. XO's Mast will also be held as pre-Captain's Mast action to determine if a Captain's Mast is required;
- c. XO's Mast will be conducted by the executive officer for all personnel. A written appeal must be submitted to CO within 30 days.

F. Captain's Mast

Will be held for severe violations of NSCC and NCBC policies, rules, regulations or conduct. For example, Honor Code violations, assault, sexual harassment, sexual assault, drug violations, public discredit to NCBC or the Sea Cadet program, etc. This list is not all-inclusive. The punishment for a guilty verdict will be dismissal from the program.

- a. Captain's Mast shall only be conducted after XO's Screening;
- b. Captain's Mast shall be conducted by the CO who will make the final decision. Appeals shall be submitted to the Regional Director in writing;
- c. When a female cadet is placed on report and brought to mast, a female officer shall be present;
- d. Probation may be assigned following the determination of a CRB, XO's Mast or Captain's Mast. Personnel placed on probation will be given the terms of their probation and expectations in writing by the CO. Probation may be up to one-year. At the end of probation, if the expectations are not met, the CO shall counsel the cadet. The cadet/officer may be dis-enrolled. Personnel on probation cannot be advanced or hold leadership positions;
- e. While on probation, personnel are not eligible for advancement and cannot "bank" or accrue time in rate for advancement. They may also be restricted from NSCC authorized or sponsored events.

Chapter Seven

Watch Standing and Station Bill Overview

701 Introduction & Positions

- A. All cadets will stand watch. During INDOC formal training will be provided on watch standing procedures.
 - a. Proper military bearing is required while on watch;
 - b. All cadets are required to know their 11 General Orders.
- G. Watch at NCBC consists of the following positions:
 - a. Officer of the Deck/Day (OOD)
 - b. Master-At-Arms (MAA),
 - c. Messenger of the Watch (MOW).
- H. When assigned to watch this is the chain of command to be followed with watch;
- I. Refer to the latest edition of the Standing Orders for complete watch standing procedures.

702 Watch & Station Bill

- a. The Watch & Station Bill (WSB) indicates which personnel are assigned to watch and other duties or assignments;
- b. It is produced by the Mater-At-Arms (MAA) on a weekly basis and approved by the Leading Petty Officer and CO.
- c. The WSB will be included in the weekly POD;
- d. If a cadet will not be at a drill or evolution, or if there is a problem, they shall contact the MAA.

703 Cleaning Stations Bill

- A. The DPOs are responsible for posting a cleaning stations bill at the beginning of every drill;
- B. The bill will list cadets assigned to cleaning duties when sweepers occur at the end of the drill.
- C. Duties shall be rotated equally;
- D. DPOs s are responsible for executing the cleaning station bill. If there is an issue with the bill, notify the ALPO.

704 Quarterdeck Procedures

The Quarterdeck is the official entry and exit of a command. All official greetings and watch functions are conducted on the quarterdeck.

- i. There will be no loitering, horseplay or any unofficial business conducted on the quarterdeck at any time;
- ii. It is the responsibility of the CMAA and watch personnel to enforce quarterdeck etiquette;
- iii. Except for entry and exit, personnel shall avoid crossing the quarterdeck;
- iv. It is the responsibility of the watch to set-up the quarterdeck, in accordance with the standing orders, in the morning, prior to the arrival of the cadets;
- v. It is the responsibility of the watch to breakdown and stow quarterdeck gear at the end of drill;
- vi. When entering, all personnel will stop, salute the National Ensign, turn, salute the watch, present their ID and request permission to come aboard;
- vii. When exiting personnel will salute the watch, request permission to go ashore, turn and salute the National Ensign.

705 Drill Procedures

1. Cadets assigned to watch are to report to drill **15 minutes** early. (This will provide time to set up the quarterdeck and receive instructions prior to the arrival of the rest of the unit);
2. Watch personnel will be stationed on the quarterdeck 15 minutes prior to the start of drill. During muster watch personnel will prepare for morning colors under the direction of the MAA.
3. While on the quarterdeck, watch personnel will check in all Sea Cadet personnel and direct them to the area;
4. It is the responsibility of the OOD to remain in possession of and to update the logbook throughout the drill;
5. At the securing of the drill, watch personnel will report to the quarterdeck or other assigned location to check personnel out as they leave.
6. Watch personnel are not permitted to leave until relieved by the Officer of the Deck. This will typically be around 1600.

706 Eleven General Orders

- A. All cadets are required to memorize the eleven general orders and be able recite them upon command.

Chapter Eight

Absences and Leave

801 Attendance Policy

- A. All personnel are required to attend a minimum of 75% of regularly scheduled drills;
- B. Cadets are required to attend drills at least twice per month.
- C. Cadets are required to attend drill at NCBC drill locations (Quonset yacht club, Camp Fogerty, Newport Naval Station and Coast Guard Station Castle Hill) and are not allowed to miss drill due to distance from their residence;
- D. Cadets shall arrive on time to drill; failure may result in a gig;
- E. Cadets shall arrive at the drill in the proper uniform, shall have all required gear as specified on the POD or by email; failure to bring the required gear may result in a gig;
- F. Excused absences do not count against attendance;
- G. Excused absences will be approved on a case-by-case by the Commanding Officer, through the chain of command, and obtained prior to the scheduled drill;
- H. Excused absences may be requested for one of the following categories:
 - i. **Religious observations;**
 - ii. **Medical or health related event or concern;**
 - iii. **Academic event or concern;**
 - iv. **Family related event or concern; or**
 - v. **Team sporting commitment.**
- I. Academic events and concerns are defined as related or pertaining to a cadet's educational institution and must involve a required academic course for graduation;
- J. In the case of academic or schoolwork cadets are expected to attend drill as soon as they have finished the activity. Cadets should bring documentation from a teacher or coach to support their claim;
- K. In the case of medical concerns, cadets shall bring documentation from a parent or doctor, indicating that they may participate in drill and to what degree;
- L. Cadets attending drill shall participate fully; if a medical condition or concern exists it shall be brought to the attention of the XO and documented;
- M. Cadets attending drill that do not fully participate, without a note from a doctor or parent for a valid reason may be dismissed from drill;
- N. Personnel with numerous excused absences shall be evaluated for continued participation in the program as recommended by the XO;
- O. Cadets that fall below 75% drill attendance during a calendar year shall be placed on probation and evaluated for continuance in NSCC;
- P. Personnel with three (3) or more consecutive unauthorized absences shall be reviewed by the XO for continuation in the NSCC program. All recommendations for separation will be forwarded to the Commanding Officer for approval.
- Q. The following are not considered academic events or concerns:

- i. JROTC programs
 - ii. Young Marines
 - iii. Civil Air Patrol
 - iv. Boy/Girl Scouts
 - v. Organized sports not meeting the above criteria
 - vi. Any other program similar in nature
- R. Attendance at unit activities outside normal drill cannot be substituted for missed drills to obtain **75%**. These activities are privileges and may at times be used as rewards and are not intended to allow personnel to avoid regularly scheduled drills.

802 Reporting an Absence

- A. If a cadet cannot make a drill or other scheduled all hands event, they are to report it to the Executive Officer, as soon as they know, unless it is an emergency; all absences must be reported no less than 72 hours prior to the scheduled drill, evolution or public event. The cadet will report their absence to the following: www.riseacadets.org homepage. Click on the tab on the right-hand side of the page that say's SCHEDULE. This will bring you to the Battalion's calendar of drills and events for the entire Sea Cadet Academic year. (Cadets should be checking this calendar weekly) Below the calendar is a link that states, Attention: if you need to be excused from a drill or event, please make your request here (Click here). This will redirect you to the absence request form, fill out the form and send.
- B. Officers shall inform the XO prior to the 72-hour window with a reason why.
- C. The XO shall forward all reported absences to the CO. The CO is the only officer who can excuse an absence. Unless an emergency exists, all absences must be reported no less than 72 hours prior to the drill;
- D. Failure to contact the chain of command within 72- hours shall result in an unexcused absence even if there is a valid reason. Personnel who fail to contact the XO shall be considered AWOL which will result in a gig;
- E. Personnel with an emergency must inform the XO.

803 Early Departure from Drill or NSCC Evolution

- A. Cadets are not permitted to leave the drill location or event location without an officer's permission;
- B. Cadets that need to be dismissed early must submit their request signed by a parent;
- C. This is especially important if a cadet drives himself or herself to drill. An exception is for an emergency; a phone call to command notifying of a pending pick up is sufficient;
- D. All personnel must attend at least 50% of drill hours, per drill, to be counted as present. Continued early dismissals will be reviewed by the XO.

804 Athletics/Extra Curricular Activities

- A. Cadets and officers who participate in athletic or other extra-curricular activities must submit a schedule of practices/games/events;
- B. Submitting a schedule will not make absences excused, unless meeting the criteria in section 801;

805 Leave of Absence

- A. From time to time Cadets or Officers may need to take time off to deal with personal issues, academic issues or other concerns. In these circumstances an individual may request a Leave of Absence (LOA);
- B. LOA requests must be submitted in writing to the CO via the chain of command. The request must include date(s) of the requested LOA, reason(s) for LOA and any change in contact information during the LOA;
- C. The CO has final say in approval of an LOA. An LOA may not exceed 12 months.

806 Absence/Leave Request

- A. All personnel must submit a request in writing, signed by a parent for any absences/leave that is known in advance. The request will be submitted to the LPO who will route through the chain of command. The CO will inform the cadet if the request is acceptable.
- B. A request is required for the following:
 - i. Vacation;
 - ii. School or athletic events;
 - iii. Family events;
 - iv. Planned medical events;
 - v. Athletic/extra-curricular activities.
- C. Requests assist the command in planning events and tracking minimum participation accurately;
Requests are also used for obtaining waivers for annual training requirements, correspondence course completions, or other requests that are required in writing and do not already have another form. Requests may not be used for LOA;
- D. Requests must be submitted prior to the execution in accordance with any established guidelines;
- E. Failure to submit a Requests may result in disciplinary action;

Chapter Nine

Awards

901 Perfect Attendance

- A. Awarded to officers and cadets for 100% attendance during a quarter;
- B. Authorized absences are still considered absences for the purposes of this award;
- C. Personnel will be awarded a certificate and a copy will be filed in their record.

902 Cadet of the Quarter

- A. Selection for the award will be based on a cadet's drill attendance, participation in parades and community service events, performance evaluations, training completion, AT's attended, staff assignments and academic grades, accomplishments;
- B. The CO will make a final determination for the "Cadet of the Quarter".
- C. Cadets are awarded a certificate and a small token. Notation is made in their service record book.

903 Cadet of the Year

- A. Selection for the award will be based on a cadet's participation in parades and community service events performance evaluations, training completion, AT's attended, staff assignments and academic grades, accomplishments;
- D. The CO will make a final determination for the Cadet of the Year.
- E. Cadets are awarded a certificate and a small token. Notation is made in their service record book.

904 Community Service Ribbon

- A. Personnel participating in community service, either organized through the unit or on their own, are eligible for the NSCC/NLCC Community Service Ribbon;
- B. Refer to the current NSCC/NLCC awards manual for hour requirements and events considered community service;

- C. Letters are required for service performed outside the unit. The letter must include service performed, number of hours and a contact person;
- D. Letters are to be submitted to the XO via the chain of command.

905 Academic Achievement Ribbon

- A. Cadets earning no grade lower than a B- are eligible for the NSCC/NLCC Academic Achievement Ribbon;
- B. Report cards must be submitted to qualify;
- C. Only two awards are authorized per school year.

906 Year Ribbons

- A. Officers and cadets are awarded year ribbons based on length of service. (Refer to the NSCC/NLCC Awards Manual for ribbon requirements).

Chapter Ten

General Regulations

1001 Report Cards

- A. All cadets are required to submit their report cards to the Training Officer for review (copies are permitted);
- B. Report cards are required to ensure cadets maintain minimum academic standards as required by NSCC regulations;
- C. One or two grades below the minimum will not mean a removal from the program. Counseling will be provided by the Training Officer to determine if there the command can help;
- D. If command determines that temporary leave of absence from the unit is necessary to improve grades, the cadet will be placed on temporary leave;
- E. Cadets who continue to fall below the minimum will have the option to be placed of a leave of absence until grades improve or be disenrolled from the program. These are last resort options.

1002 Commercial Agents

- A. No personnel shall act as an agent for NCBC or the Sea Cadets without prior command approval;
- B. No personnel shall act as an agent for firms or individuals or engage in any activity from which personal or firm benefit may be derived without command approval. (This includes wearing the uniform for unauthorized events/activities);
- C. The command encourages a positive public image of the program, however not all activities bring the desired public image;
- D. Personnel desiring to act as agents (i.e. fundraising, wearing their uniform at school or other locations, etc.) need to request, in writing, command approval prior to the activity.

1003 Computer Policy

- A. Cadets are prohibited from bringing electronic devices (i.e. laptops, iPods, MP3 players, iPads, etc.) to drill without prior approval from the command;
- B. Cadets who bring a laptop or other device to drill shall turn it in to the XO until drill is secure. If the cadet's parent is present, the laptop/device shall be given to the parent;
- C. The following is always prohibited on Sea Cadet computers and is prohibited on personal computers while at Sea Cadet activities:
 - i. Viewing obscene or pornographic materials.
 - ii. Instant messaging services or chat rooms.
 - iii. Viewing, downloading, or sending illegal or harassing materials.
 - iv. Use of private emails unless pertaining to Sea Cadets.
 - v. Playing games unless authorized by competent authority.
 - vi. Use of MySpace, Facebook, Twitter, Instagram or other social networking sites. Facebook may be authorized from time to time by competent authority.

1004 Social Media

- A. Social networking sites have become very popular in recent years. The command does not discourage the use of social networking sites;
- B. Personnel, by being a member of the Sea Cadets, who have profiles on social networking sites have higher standards to live by;
- C. Personnel are cautioned that anyone can potentially see what you post, even with privacy settings;
- D. Personnel can identify themselves as members of the Sea Cadet program. As such, any postings and pictures must represent the high standards of the program and NCBC. No posting or picture should show incomplete or improper uniforms or unauthorized activities. Personnel should not be participating in unauthorized activities;
- E. Personnel discovered, on their social networking sites, to be violating rules, regulations or policies will face disciplinary action. Punishments will be based on the violations identified. Remember is also about perception, as perception is what the public bases its opinions of the program and you on;
- F. Personnel are to never complain, denigrate, or belittle any personnel, NCBC or NSCC;
- G. Officers and staff cadets are held to higher standards regarding posts by their billet. Remember you are setting the example for those you lead. Superiors and subordinates will make judgments based on what they read and see;
- H. Once it is out there, it is out there, even if you delete it.

1005 Addressing and Use of Emails

- A. Email is the main form of communication within the unit;

- B. All personnel are to have their own email address. If parents/guardians who do not wish for their ward to have their own email address or would also like to be included on all emails need to submit your email address to the Administrative Officer;
- C. Personnel are highly encouraged to check their emails at least once a day as all important communications will be sent via email;
- D. Personnel are reminded to use proper customs and courtesies when composing and responding to emails;
- E. All emails shall start with the persons rank and last name;
- F. Emails will be closed with either R/, for respectfully, or V/R, for Very Respectfully. R/ is used when addressing subordinates and V/R for addressing superiors;
- G. All email signatures will have a standard format among the command and shall at a minimum contain the following:
 - i. Ranks and full name followed by NSCC or NLCC
 - ii. Billet, if assigned
 - iii. NCBC

1006 Facebook Page

- A. The unit maintains a Facebook which contains announcements, forms, PODs and POMs along with other important information;

1007 Guests

- A. Cadets are permitted to bring a guest(s) to drill who is interested in joining the unit;
- B. Cadets must notify the XO for prior authorization before bringing a guest(s) to drill;
- C. Upon reporting to drill, guests will either need to be with a parent or have a waiver signed by the parent authorizing them to be at drill and assuming responsibility for any injuries. The waiver can be obtained from ADMIN;
- D. If personnel want to bring a guest(s) for ceremonies or other events, please inform the chain of command of the number of people attending;
- E. All guests, including former cadets, are to report to the Quarter Deck and sign-in upon arrival and sign-out at departure.
- F. All guests shall have an escort while attending drill;
- G. Parents may attend drill, but command must be informed prior to the drill.

1008 Inappropriate Behaviors

- A. All personnel are prohibited from horseplay, and practical jokes to provide a safe environment and present a professional appearance to on lookers;
- B. This applies to all Sea Cadet evolutions;
- C. This applies whenever wearing a Sea Cadet uniform.

1009 Valuables

- A. Personnel are cautioned against bringing unnecessary valuables to any Sea Cadet evolution;
- B. The command is not responsible for missing or lost personal valuables.

1010 Identification Cards

- A. All personnel will be issued a USNSCC or USNLCC identification card (ID) upon enrollment and receipt of the ID from national headquarters.
- B. All personnel are to keep this ID on their person at all times while at any Sea Cadet evolution. ID's are to be carried in the left breast pocket.
- C. Personnel are required to memorize all information on their ID.
- D. Personnel are advised to keep track of their ID expiration date and submit the appropriate enrollment fee to the Administrative Officer no later than 30 days before the expiration.
- E. Personnel losing or mutilating their ID will be required to replace it. There is a fee associated with this.

1011 Cell Phones/Electronic Devices

- A. The use of cell phones or personal electronic devices should never interfere with the ability to render a proper salute, interfere with operations security, or personal safety;
- B. Per national headquarters, cadets are not permitted to be in physical possession and or use cell phones at Sea Cadet drills or trainings unless expressly permitted by the CO for emergencies;
- C. NCBC understands the concerns of parents and the desire for them to have cell phones. Cadets who bring cell phones to drill will be required to turn them off and store them in their gear. The command is not responsible for lost or stolen phones.
- D. Cadets found in violation will have their phones confiscated and returned to the parent/guardian at the end of drill. Disciplinary action will occur, including possible removal from leadership positions;
- E. Cadets found to have violated the policy previously will be required to hand in their cell phone at the beginning of every drill to the XO. The Executive Officer will place the phone in a bag with the Cadet's name on it. The Cadet can retrieve it at the end of drill;
- F. Officers are permitted to carry cell phones if required for the performance of their duties for Sea Cadets. If carried they will be worn in accordance with US Navy and Sea cadet uniform regulations;

1012 Weapons

- A. Personnel are prohibited from bringing any weapon to drill or other Sea Cadet evolution without prior approval from the CO, even if duly licensed;
- B. Weapons include guns, knives, batons, mace or similar, martial arts weapons, airsoft/CO2 guns, fireworks, paintball guns, etc.;
- C. Small pocket knives may be authorized from time to time for certain evolutions and must remain in a member's pocket until needed;
- D. There is a ZERO TOLERANCE for violations. Violations will be dealt with swiftly and reported to authorities if required.

1013 Vehicles

- A. Officers are permitted to bring their vehicles to drill and other Sea Cadet evolutions. Passes may need to be obtained for access to certain bases. Pass requirements are up to base security personnel;
- B. Cadets are permitted to drive their own vehicles to drills or evolutions. Due to insurance requirements, cadets may not drive any other cadet to drill unless that cadet is an immediate family member;
- C. Cadets will not be permitted to use their cars during drill;
- D. Cadets may drive their cars to trainings at the discretion of the Commanding Officer, Training Contingent.

Chapter Eleven

Customs and Courtesies

1101 General

- A. Personnel shall receive instruction on all customs and courtesies during Indoctrination.
- B. All personnel are required to follow all Navy customs and courtesies while at Sea Cadet evolutions, even if not in uniform;
- C. Personnel are to use proper customs and courtesies when communicating with one another when not at Sea Cadet activities (i.e. emails, phone conversations, etc.).
- D. Cadets shall not interrupt officers' conversations;
- E. Cadets shall not approach officers unless they have been instructed to do so.
- F. Cadets shall be respectful towards all officers and staff;

1102 Attention on Deck

- A. Attention on Deck will be called for the commanding officer every time he/she enters a room. Attention on Deck will also be called for officers senior in rank to the CO.
- B. Attention on Deck is called for any officer O-4 (Lieutenant Commander or equivalent) and above upon entering a room, when not under instruction or at chow;
- C. Attention on deck is called for an officer instructing a class regardless of rank during the Indoctrination Period;
- D. The first person to see someone rating attention on deck will sound off "Attention on Deck." All personnel in the room will snap to attention and remain there until instructed otherwise.

1103 Office Entry/Exit Procedures

- A. Upon reporting to an office space, personnel will approach in a military manner and knock three times, stand at attention and state their business. The cadet shall wait to be told to enter;
- B. When told to enter the member will proceed in the most direct route to a position about three feet from the person authorizing entry and state one of the following:
 - i. When reporting as ordered, “sir/Ma’am, cadet: _____ reporting as ordered.”
 - ii. When asking a question or inquiring, “Sir/Ma’am and ask your question”;
- C. Personnel shall remain at attention unless directed otherwise;
- D. If there is more than one person in the room, greet the senior member in the space regardless of whether the member is the intended contact;
- E. Upon completion of your conversation, you will exit the office space only when dismissed. Upon being dismissed you snap to attention, reply with “Aye, sir/ma’am/chief/petty officer,” and execute the proper facing movement to face the door and exit in the most direct route.

1104 Saluting & Greetings

- A. All personnel will adhere to proper naval customs and courtesies when rendering salutes;
- B. Salutes are only rendered while outside or indoors during formations or ceremonies and covered;
- C. The Commanding Officer is saluted upon each meeting;
- D. Officers senior to the Commanding Officer are saluted upon each meeting;
- E. All other officers are saluted once each;
- F. Officers, regardless of rank, are saluted if you are reporting to them upon request and upon dismissal;
- G. Personnel acting in official capacities during ceremonies or formations are saluted regardless of rank;
- H. Personnel will receive instruction on proper techniques and all situations when salutes should be rendered during Indoctrination;
- I. Instructors are not saluted, unless acting in an official capacity during ceremonies or formations;
- J. All salutes are accompanied by a greeting, i.e. “Good morning sir/ma’am”. The greeting changes based on the time of day.

1105 Colors

- A. Colors is the ceremonial raising and lowering of the National Ensign (American Flag);
- B. Cadets assigned to the watch will be responsible for conducting colors in accordance with instructions from the master-at-arms.

- C. Personnel not in formation are required to stop, turn and face the flag/music (if played) during colors;
- D. Personnel in formation do not need to salute as the person in charge will salute for you;

1106 Addressing Officers and Cadets

- A. Addressing Officers:
 - i. Address by rank and last name.
 - ii. All written correspondence, including emails shall contain proper decorum.
- B. Addressing Cadets:
 - i. E-1 and E-2: address by last name
 - ii. E-3: address by rank (Seaman, Fireman, Airman) and last name
 - iii. E-4 to E-6: address as Petty Officer and last name.
 - iv. E-7: address as Chief and last name.

1107 Guests/Visitors

- A. All guests, (including former cadets) shall report to quarterdeck and log-in upon arrival and log-in at departure;
- B. All adult guests or visitors to the NCBC drills/events shall be addressed as “sir” or “ma’am”, unless they are an enlisted member of the military, in which case you will address them by their rank;
- C. Personnel shall be respectful to all guests during NCBC drills/events.

Chapter Twelve

Drill Routine

1201 Drill Cancellation

- A. Drill can be cancelled because of inclement weather or other reason determined by command;
- B. If the CO makes the decision to cancel a drill or evolution an email will be sent, and notification will be posted on NCBC's Facebook (FB).
- C. Parents/Cadets may sign up for NCBC weather-related TEXT ALERTS via the RAINED OUT APP.

1202 Arrival

- A. Cadets are to arrive to drill at least ten minutes early. Officers and staff cadets are to arrive in time for scheduled meetings. All hands must arrive on time unless there is a valid excuse approved by the CO;
- B. **Cadets parents shall remain at drill for fifteen minutes to allow staff cadets time to inspect their gear to ensure they have all required uniforms and items needed for drill;**
- C. After rendering proper courtesies to the National Ensign and quarter deck watch, personnel will be required to present their ID to the watch and be logged aboard;
- D. Personnel with expired ID's will be report DIRECTLY to ADMIN;
- E. The watch team will inform you of the location to stow your gear if there are changes. Neatly stow all your gear in the designated area;
- F. After stowing their gear, cadets are to proceed to their designated classroom/training space with the SOP and classroom materials;
- G. Officers and staff cadets will proceed to their respective work spaces;

- H. Cadets are to standby in their respective classroom/space for directions from their DPO;
- I. If a cadet is missing or needs uniform items or gear, or has other business inform the DPO.

1203 Morning Quarters

- A. All personnel shall fall-in to their designated company, Alpha, Bravo, Charlie, or Delta;
- B. DPOs shall inspect each cadet's uniform in their company. The DPO shall ensure that boots are polished, uniforms are clean and pressed, trousers are bloused, male cadets are clean-shaven and have proper haircuts.
- C. CPO/LPO shall take attendance prior to captain's call;
- D. The CPO/LPO shall have the battalion stand-by for the CO;
- E. The CPO will carry out the POD.

1204 Inspections

- A. All cadets are subject to inspection, both formal and informal;
- B. Cadets are to report for inspections as directed in the complete uniform of the day as indicated on the POD;
- C. Inspections shall include proper grooming, good personal hygiene, clean, crisp and proper uniform;
- D. At least one inspection each drill will be graded and used for evaluations. Graded inspections are to be recorded on the Uniform Inspection Sheet;
- E. Cadets will typically fail an inspection with 3 or more gigs, considering rank, time in the program and the gig. Failures will result in either the individual being placed on report or counseling;
- F. All personnel should check their shipmates prior to falling-in to formation.

1205 Muster

- A. Musters are extremely important and will be conducted as needed to ensure accurate accountability of all personnel;
- B. It is the responsibility of the DPOs to take muster except at fire drills or actual fires/emergencies;
- C. LPOs and DPOs shall conduct musters as needed or directed throughout the day. Personnel missing from these musters, if unaccounted for, shall be reported to the LPO who will report to the OOD;
- D. At a minimum, musters will be completed for the following:
 - i. Morning Quarters;
 - ii. Fire Drills/Fires/Emergencies;

- iii. After personnel have been able to transit freely from one location to another;
- iv. Afternoon Quarters/Securing from drill.

1206 Company Time

- A. Company time is for the LPO/DPO to provide training or other useful military of instruction;
- B. Company time may be used to address individual issues. For example, supply, correspondence courses, help with subject matters; and
- C. Company time may be structured at the discretion of officers, LPO or another leading cadet or officer.

1207 Chow

- A. All personnel are responsible for providing their own meals at drill and evolutions unless otherwise informed;
- B. Depending on the drill location, food may be ordered out. Any cadet who has vehicle may drive to order lunch but not with another cadet unless he/she is immediate family, and must obtain the CO's permission.

1208 Departure

- A. At the end of drill, all personnel will muster for dismissal. All personnel are required to attend final muster unless excused by the CO or XO;
- B. Muster will be taken and reported to the OOD in the same manner as morning quarters;
- C. Announcements will be made, information handed out, awards and promotions presented, and then the unit will be dismissed;
- D. Personnel will gather their gear then report to the watch, so they can log you out. Cadets will not be permitted to leave unless their parent or legal guardian is present or prior arrangements have been made and approved by the CO;
- E. Parents are highly encouraged to attend final muster as important information is passed on and awards and promotions are presented. Parents/guardians are asked to pick up their Cadets promptly at the conclusion of drill;
- F. Watch personnel shall remain for approximately an extra 15 minutes to sign out all cadets leaving, finish the logbook and have the logbook signed by the OOD and XO. DO NOT LEAVE UNTIL THE OOD AUTHORIZES YOU TO DO SO.

1209 Drill Locations

- A. NCBC is privileged to have the privilege of drilling at three military installations: Naval Station Newport, Camp Fogarty and, Castle Hill Coast Guard Station for its drills and other activities;
- B. Personnel are to conduct themselves with highest levels of military bearing while at these locations;
- C. Cadets are not to enter any space that is not authorized for use by NCBC;
- D. Government property is not to be moved or removed from any area or location without authorization;
- E. Personnel providing a negative image for NCBC shall be disciplined;
- F. Destruction of or defacing of property at the drill locations shall result in mast.