



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

RECRUIT HANDBOOK

For use with RT Phase I, Summer 2020

Version 2020.2.0

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This Manual is the property of:

Recruit: _____

Virtual Division: _____

Virtual Squad: _____

Home Unit: _____

WELCOME ABOARD!

You are now a member of one of the finest youth organizations in the nation, the United States Naval Sea Cadet Corps. This manual will help guide you during recruit training. Please note:

- This Recruit Manual contains policies, procedures, and other essential information that you will be required to know during and after Recruit Training.
- Always carry your Recruit Manual with you, unless directed otherwise by your Recruit Division Commander.
- Leaving your Recruit Manual adrift will result in disciplinary action.

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1.a. Virtual Recruit Training Chain of Command

President of the United States	
Vice President of the United States	
Secretary of Defense	
Secretary of the Navy	
Chief of Naval Operations	
– Master Chief Petty Officer of the Navy	
Executive Director, USNSCC	RDML Robin Graff
Deputy Director, USNSCC	DAVID I. HULL
NHQ Representative, Northeast Southwest	HMC Vahan Managoogian
Commanding Officer of the Training Contingent	N/A
Commanding Officer	EQCM (SCW) Craig Norton, USNR, Ret
Executive Officer	BMC (SW) Andrew Truelson, USN, Ret
Training Officer	Inst Gordon
Division Officer	N/A
Command Chief Petty Officer	CPO Sydney Lin
Recruit Division Commander	N/A
Assistant Recruit Division Commander	N/A
Assistant Recruit Division Commander	N/A
Assistant Recruit Division Commander	N/A
Assistant Recruit Division Commander	N/A

1.b. Classroom Etiquette and Expectations

1. You must change your screen name to RCT and your last name.
2. You must always have your camera on and be visible.
3. Upon entering the virtual classroom, recruits shall remain standing at attention until they are told to sit by the instructor.
4. Recruits shall call “attention on deck” and snap to attention when an instructor enters or exits the classroom.
5. Recruits shall stand at attention when speaking during online classes.
6. Recruits shall take notes during online class sessions.
7. Recruits are encouraged to participate and ask questions during class sessions.
8. Recruits are forewarned that there will be a Final Exam at the end of the training. A passing score on this exam is required to graduate.
9. Recruits are forewarned that they may not fall asleep during classes. If you feel like you may fall asleep, stand up quietly. You will never be penalized for standing up, but you (and your division) will be gigged if you fall asleep.

2.c. ONLINE ETIQUETTE & SAFETY:

We appreciate that for many of you, this will be the first time you are engaging in online training with the U.S. Naval Sea Cadet Corps. We want to ensure the safest and healthiest environment for our cadets and volunteers. In addition to the prohibited behavior outlined in the next few pages of this handbook, you (and your parents) were asked to review and sign the USNSCC regulations surrounding personal conduct and internet usage (sample included as an attachment). Please refer to it and remember the important steps for staying safe online that you also learned in your digital wellness course.

Notes:

1.d. Course Evaluation and Requirements for Passing

You will be evaluated throughout this training. Your Recruit Division Commander will submit an evaluation at the end of Phase I, scoring you on the following criteria:

Performance	Your skill & efficiency at assigned tasks
Military Bearing	Your personal behavior, attention to instructions and orders, maturity, and self-discipline
Personal Appearance	Neatness in person and dress; conformity with NSCC Uniform Regulations and grooming standards
Teamwork	Your prioritization of team over self; willingness to help others
Motivation	Your drive, enthusiasm, and esprit de corps
Adaptability	Your mental agility; your ability to respond to the pressures of RT

You will be evaluated on each criteria on a 4.0 scale.

- 4.0 = perfection; sets the example for all hands; exceedingly rare
- 3.5 = outstanding; far above average; far exceeds expectations; rare
- 3.0 = good; above average; exceeds expectations
- 2.5 = meets standards; average; satisfactory; a typical score**
- 2.0 = below standards; needs improvement
- 1.5 = far below standards; unsatisfactory; needs remedial training, rare
- 1.0 = failing; unsatisfactory; needs significant remedial training, exceedingly rare
- 0.0 = disruptive; disciplinary problems; refuses to participate

You will be required to pass a written exam on the subjects you learn in virtual the classroom (including the general knowledge topics covered in this manual) to graduate Recruit Training.

1.e. Performance-based Topics

During this virtual Phase I, we will review many topics. Many topics (examples listed below) will be taught (or taught in more detail) during the in-person RT Phase II. Be sure to take notes so you'll be ready for the in-person training.

- Military Drill
- Personnel Inspections/Barracks Inspections
- Uniform Wear & Care
- Knot Tying & Line Handling
- Fitness, Health and Personal Hygiene
- First Aid/Basic Medical
- Fire Fighting and Damage Control

2.a. Cadet Code of Conduct



**U.S. NAVAL
SEA CADET CORPS**
CHART YOUR COURSE

I PROMISE TO

SERVE FAITHFULLY

HONOR OUR FLAG

**ABIDE BY U.S. NAVAL
SEA CADET CORPS
REGULATIONS**

**CARRY OUT THE ORDERS
OF THE OFFICERS
APPOINTED OVER ME**

**AND SO CONDUCT MYSELF
AS TO BE A CREDIT TO
MYSELF, MY UNIT, THE U.S.
NAVAL SEA CADET CORPS,
THE NAVY, THE COAST
GUARD, AND MY COUNTRY**

CADET CODE OF CONDUCT

I WILL

- put others before self
- participate with enthusiasm
- meet or exceed all advancement requirements

- wear my uniform with pride
- follow our Navy's customs and courtesies

- know the rules and follow them
- do the right thing, even when it's not popular
- stay away from alcohol, drugs, and gangs

- perform each task with maximum effort
- earn the trust of my superiors and the respect of my subordinates

- strive to become a leader of character
- treat others with dignity and respect
- stand up against bullying, hazing, harassment, discrimination, gossip, and all other forms of prohibited conduct

2.b. Recruit Code of Conduct

1. Recruits shall conduct themselves in a military manner, so as to bring credit to themselves, their Recruit Division, their Training Command, the Naval Sea Cadet Corps, and the Navy.
2. Recruits shall wear the Navy's uniform with pride, and in accordance with all NSCC uniform regulations.
3. Recruits shall put forth their maximum effort at all times and in all tasks.
4. Recruits shall put their Division before themselves.
5. Recruits shall not threaten or attempt bodily harm to any other person.
6. Recruits shall not lie, cheat, or steal.
7. Recruits shall not prejudge, discriminate, bully, haze, or harass.
8. Recruits shall not use racial or ethnic epithets; or vulgar, obscene, or profane language.
9. Recruits shall not solicit, collect, or distribute money.
10. Recruits shall not vandalize, damage, or destroy NSCC, US Government, or private property.
11. Recruits shall not fraternize with each other or with staff.
12. Recruits shall not possess or use alcohol, tobacco, or drugs of any kind.
13. Recruits shall not tolerate those who violate these rules, and shall report violations of the Code of Conduct to the chain of command.
14. Recruits will follow all Online Etiquette while participating in any virtual or online training.

2.c. Disciplinary Policy: Violations of this code of conduct will be grounds for disciplinary action, including Extra Military Instruction, Captain's Mast, termination from Training, and/or recommendation for disenrollment. See USNSCC regulations 5.08 (disciplinary action) or 5.09 (termination).

Notes:

2.d. Policies on Harassment, Fraternalization, Hazing, Drugs & Alcohol, Diversity and Inclusion

The following behavior is prohibited in person and online.

Hazing is any action taken or situation created to intentionally cause embarrassment, harassment, or ridicule, or to intentionally risk emotional and/or physical harm. It's still hazing even if the victim is a "willing" participant. At its core, hazing is the act of embarrassing someone primarily for the purpose of embarrassing them.

Bullying is unwanted, aggressive behavior among peers that involves a real or perceived power imbalance. Bullying generally involves a pattern of behavior repeated over time. Bullying includes, but is not limited to, such actions as: making threats, spreading rumors, assaulting someone physically or verbally, or intentionally excluding someone from a group.

Discrimination is unjustly making distinctions in the treatment of different categories of people. Prejudice is pre-judgment, bias, or partiality; it is a preconceived opinion not based on actual experience. The USNSCC is a meritocracy – here, you will be judged solely on your performance. There is no place for ignorant biases, bigotry, or pre-judgment based upon race, color, sex, gender, age, ethnicity, national origin, religion, sexual orientation, or disability.

Sexual Harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with an individual's performance, or creates an intimidating or hostile training environment. This policy is gender neutral, and applies the same way to males or females at the training. There is no place for off-color jokes, teasing about sex or sexuality, inappropriate behavior in the showers, flirting, requests for dates, or any form of physical or sexual contact.

Fraternalization is an unduly familiar relationship between superiors and subordinates that is prejudicial to good order and discipline. Fraternalization weakens the integrity of the chain of command by creating the appearance of favoritism in our training environment.

Recruit to Recruit Contact. Keep your hands to yourself. And no one at this training may touch you without your permission.

Improper use of the internet or social media applications. Every member who chooses to use Internet-based social media applications is accountable for posting content that is compatible with USNSCC core values. No person will distribute any image of an identifiable person engaging in sexually explicit conduct or that depicts at least one of his or her private areas. No person will distribute any image of conduct that brings disrepute upon the USNSCC or its members.

Drugs and Alcohol. No member will use illegal drugs or any recreational drugs—even those considered to be legal under state law—at any time. No member will abuse prescription drugs at any time. It is illegal for a minor to possess alcohol; therefore, no cadet or volunteer under the age of 21 will do so at any time.

2.e. DIVERSITY & INCLUSION. Diversity fuels innovation. Being different is a good thing – it's what helps us think differently and make better decisions. An inclusive culture mitigates negative effects of bias, meaning we treat everyone equally. Inclusion & diversity increases our success! USNSCC regulations state that no person will be subjected to discrimination at any time on the basis of race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.

3.a. THE ELEVEN GENERAL ORDERS OF A SENTRY (abstracted from the BMR, Ch. 3, p. 8)

Sir/Ma'am, my First General Order is –

To take charge of this post and all government property in view, Sir/Ma'am.

Sir/Ma'am, my Second General Order is –

To walk my post in a military manner, keeping always alert and observing everything that takes place within sight or hearing, Sir/Ma'am.

Sir/Ma'am, my Third General Order is –

To report all violations of orders I am instructed to enforce, Sir/Ma'am.

Sir/Ma'am, my Fourth General Order is –

To repeat all calls more distant from the guardhouse than my own, Sir/Ma'am.

Sir/Ma'am, my Fifth General Order is –

To quit my post only when properly relieved, Sir/Ma'am.

Sir/Ma'am, my Sixth General Order is –

To receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and petty officers of the guard only, Sir/Ma'am.

Sir/Ma'am, my Seventh General Order is –

To talk to no one except in the line of duty, Sir/Ma'am.

Sir/Ma'am, my Eighth General Order is –

To give the alarm in case of fire or disorder, Sir/Ma'am.

Sir/Ma'am, my Ninth General Order is –

To call the Petty Officer of the Guard in any case not covered by instructions, Sir/Ma'am.

Sir/Ma'am, my Tenth General Order is –

To salute all officers, and all colors and standards not cased, Sir/Ma'am.

Sir/Ma'am, my Eleventh General Order is –

To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority, Sir/Ma'am.

Notes:

When receiving you may drop the Sir/Ma'am

3.b. U.S. NAVY TERMINOLOGY

Part of recruit training is to familiarize you with long-standing Naval terminology. We feel it is important to maintain traditions of the past, as well as express ourselves with appropriate terms and nomenclature. It is our desire to have each of you familiarize yourselves with the terms and conditions listed below, and to use these terms here at recruit training as well as back home at your unit or division.

Abaft	To the rear of
Adrift	Scattered about; not in proper stowage
All Hands	All those aboard ship or at station
As you were	Command meaning resume former activity or formation
Beach	Slang: The shore
Belay	To make fast or secure, OR to cancel, as "belay my last" Downward,
Below	below decks, downstairs
Boondockers	Slang for field boots
Break Out	Take out of storage, to prepare for use
Bulkhead	Walls or partitions
Bunk	Bed or Rack
Chow	Food
Cumshaw	To obtain supplies or equipment by whatever means available
Deck	Floor of ship or building or the ground
Deep Six	Slang: To throw an object away or overboard
Ditty Bag	Small canvas bag to stow odds and ends of gear
Fair Weather	When quarters or formation is to be held on a weather deck or outside of a building
Field Day	Cleaning day
Foul Up	Slang: To get into trouble or confusion
Galley	Kitchen
Gear	General term for equipment, material, supplies or baggage
Geedunk	Slang: Ice cream, soda, chips, candy, etc. GI
Can	Trash can
Gun Deck	To fake or falsify something, such as a report
Head	Toilet or washroom
Hit the Deck	Get up (as in morning reveille) OR drop to the deck in an emergency
Hit the Sack	Slang: Go to bed
Joe Pot	Slang: Coffee Pot
Keelhaul	Slang: To reprimand severely
Knock Off	To stop or cease
Ladder	Stairs
Line	General term for rope
Lucky Bag	Container or stowage for articles found adrift
Mae West	Pneumatic life jacket
Mail Buoy	An ancient sailors' joke: the mid-ocean buoy in which mail would be kept for delivery to passing ships
Mess	To eat, or a group of people eating together. Crews mess is called the General Mess
Mustang	Slang: Officer who was formerly an enlisted person
Muster	Roll Call
Muster on Stations	Roll Call taken while at work or drill

Overhead	Ceiling
Parade	To display (usually the ensign) by passing in formation
Pass the Word	Broadcast the information
Pipe Down	Reduce the noise, be quiet or silent
Port	Opening in the side of a ship OR the left side of a ship (facing the bow)
Quarterdeck	Ceremonial area of the main deck, kept especially neat and clear – The specific domain of the OOD (Officer on Deck)
Rack	Slang: Bunk or bed
Red Lead	Slang: Catsup
Reefer	Refrigerated compartment OR a coat worn by officers and CPOs
Reveille	Awakening the ships' Division for work or breakfast
Sack	Bunk or bed
Scuttlebutt	Drinking fountain OR slang: rumors or gossip
Secure	To make fast, to cease or stop, to quit, give up or knock off
Stores	Supplies
Stow	To put away, or store
Swab	To mop
Sweepers	Those who sweep down
Turn To	Go to work
Wardroom	The compartment where officers gather to eat or lounge
Watch	Normally four hours in length. The day watches are: 1st watch 2000 to 2400 Mid watch 0000 to 0400 Morning watch 0400 to 0800 Forenoon watch 0800 to 1200 Afternoon watch 1200 to 1600 1st Dog watch 1600 to 1800 2nd Dog watch 1800 to 2000

These terms are but a fraction of all that are a part of Naval Culture. Many originated in the past and have been handed down to us.

Notes:

4. Physical Fitness Requirements

(a) **Satisfactory (Minimum Passing Standards)**

MALE CADETS				FEMALE CADETS			
AGE	CURL-UPS	PUSH-UPS	1 MILE RUN	AGE	CURL-UPS	PUSH-UPS	1 MILE RUN
10	28	12	11:40	10	26	9	13:00
11	29	14	11:25	11	28	7	12:42
12	32	15	10:22	12	30	5	12:24
13	34	20	9:45	13	32	7	12:15
14	36	20	9:30	14	32	7	12:00
15	38	25	9:15	15	31	10	11:45
16	40	25	9:00	16	30	10	12:15
17/18	40	30	8:45	17/18	29	10	12:15

(b) **Good -Ribbon**

MALE CADETS				FEMALE CADETS			
AGE	CURL-UPS	PUSH-UPS	1 MILE RUN	AGE	CURL-UPS	PUSH-UPS	1 MILE RUN
10	35	14	9:48	10	30	13	11:22
11	37	15	9:20	11	32	11	11:17
12	40	18	8:40	12	35	10	11:05
13	42	24	8:06	13	37	11	10:23
14	45	24	7:44	14	37	10	10:06
15	45	30	7:30	15	36	15	9:58
16	45	30	7:10	16	35	12	10:31
17/18	44	37	7:04	17/18	34	16	10:22

(c) **Excellent -Ribbon and "E"**

MALE CADETS				FEMALE CADETS			
AGE	CURL-UPS	PUSH-UPS	1 MILE RUN	AGE	CURL-UPS	PUSH-UPS	1 MILE RUN
10	45	22	7:57	10	40	20	9:19
11	47	27	7:32	11	42	19	9:02
12	50	31	7:11	12	45	20	8:23
13	53	39	6:50	13	46	21	8:13
14	56	40	6:26	14	47	20	7:59
15	57	42	6:20	15	48	20	8:08
16	56	44	6:08	16	45	24	8:23
17/18	55	53	6:06	17/18	44	25	8:15

5.a. SEA CADET CORE VALUES AND MISSION

The U.S. Naval Sea Cadet Corps is a national youth leadership development organization. We are the official youth program of the United States Navy and the U.S. Coast Guard. We are not a recruiting program for the military; however, after graduating from high school many cadets choose to pursue a career in the military either by enlisting or becoming an officer through attending an ROTC program in college or attending one of the military academies then commissioning in the armed services.

Core values: Our national program teaches youth the values of honor, respect, commitment, and service.

Mission: The mission of the U.S. Naval Sea Cadet Corps is to build leaders of character.

5.b. U.S. NAVY CORE VALUES AND MISSION

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

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

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

Mission: The Department of the Navy will recruit, train, equip, and organize to deliver combat ready Naval forces to win conflicts and wars while maintaining security and deterrence through sustained forward presence.

Notes:

6.a. Courtesies and Forms of Address

1. Recruits shall render the appropriate courtesies to all military members, NSCC staff cadets, officers, and instructors.
2. Recruits shall sit at attention when addressing military members, staff cadets, officers, and instructors.
3. Recruits shall address officers, midshipmen, and instructors by their rank, or as "sir" or "ma'am." When addressing officers, midshipmen, and instructors, the first and last words in any sentence spoken will be "sir" or "ma'am."
4. Recruits shall address staff cadets by their rank. When addressing staff cadets, the first and last words in any sentence spoken will be the staff cadet's rank. For example, "Chief, aye, aye, Chief."
5. Recruits shall address their fellow recruits as "shipmate" or "recruit."

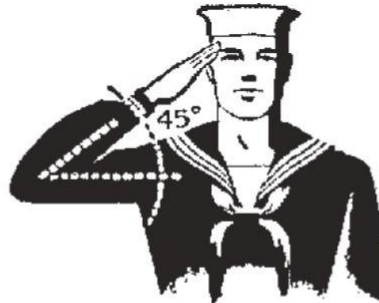
Notes:

6.b. Salute

The Salute is the most common form of military courtesy.



AT ATTENTION



FOREARM INCLINED
AT 45°



TIP OF INDEX FINGER TOUCHING
SLIGHTLY TO RIGHT OF EYE



UPPER ARM PARALLEL
TO DECK, ELBOW
SLIGHTLY FORWARD



HAND AND WRIST IN A
STRAIGHT LINE, PALM
SLIGHTLY INWARD



Present
Arms

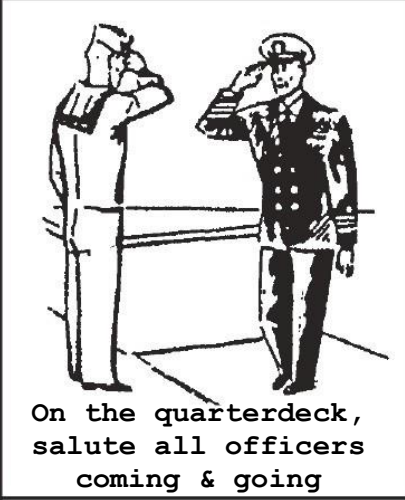
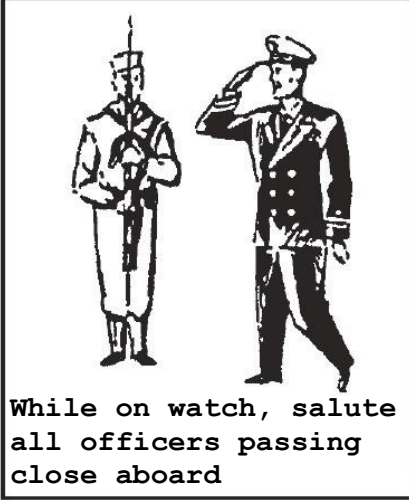
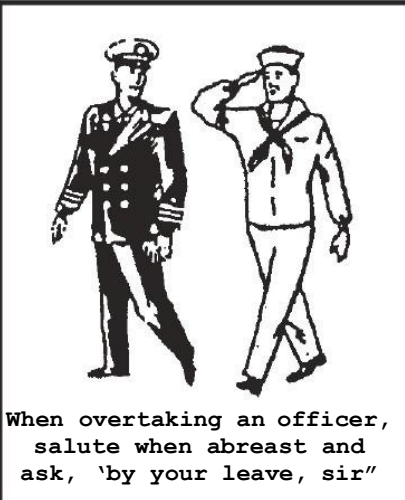
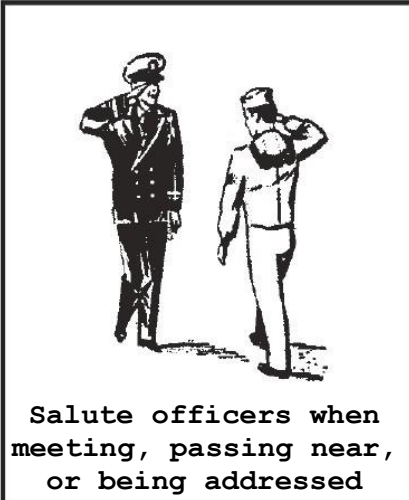


At Order Arms

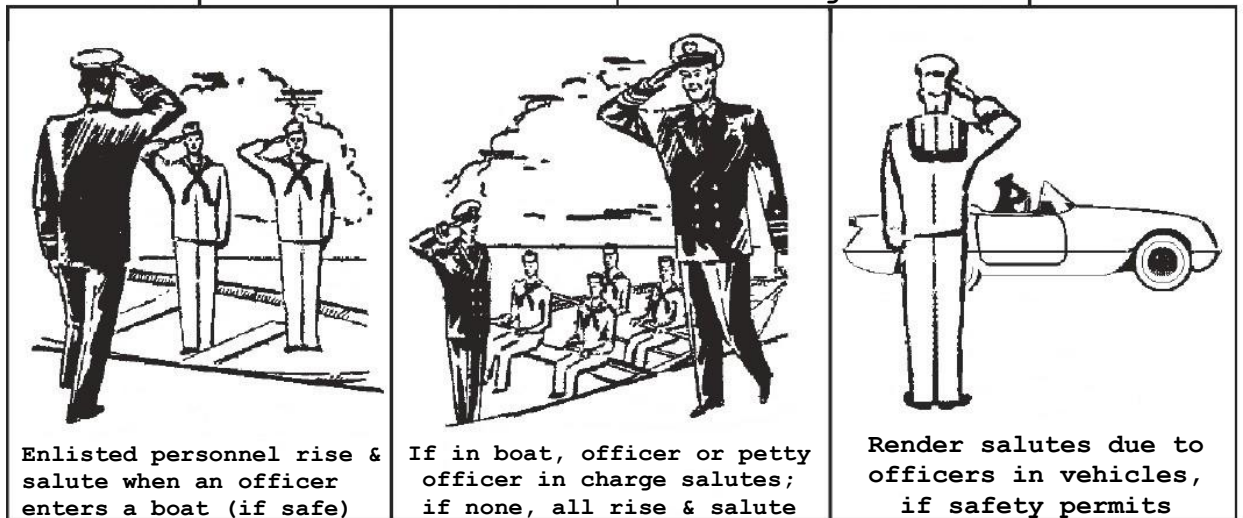


At Right
Shldr Arms

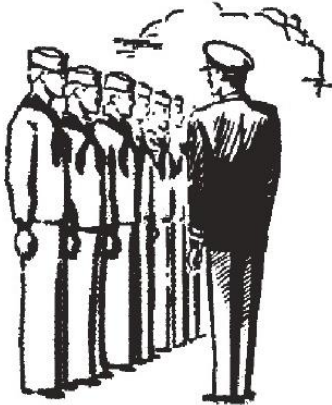
WHEN TO SALUTE



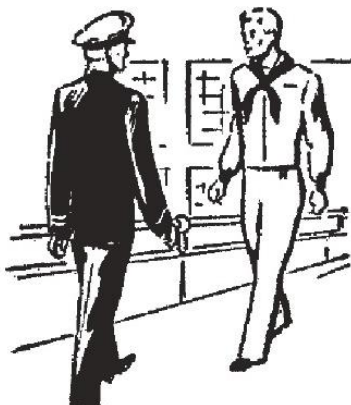
WHEN TO SALUTE (CONT'D)



WHEN *NOT* TO SALUTE



When in ranks
(if addressed, snap to
attention)



When uncovered, but
acknowledge with an
appropriate greeting



On public
transportation



When part of a working
party or detail at work



During training
simulations, and during
actual combat



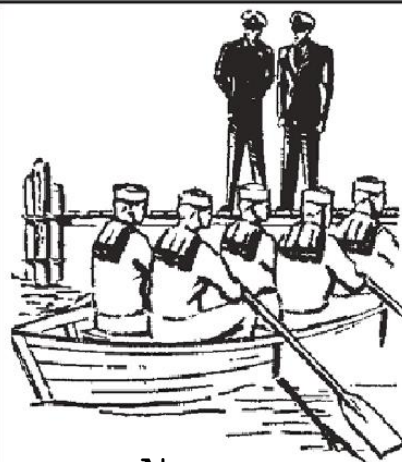
When engaged in sports
or athletics



At mess, if addressed by an
officer, sit at attention



When carrying articles
in both hands



At oars

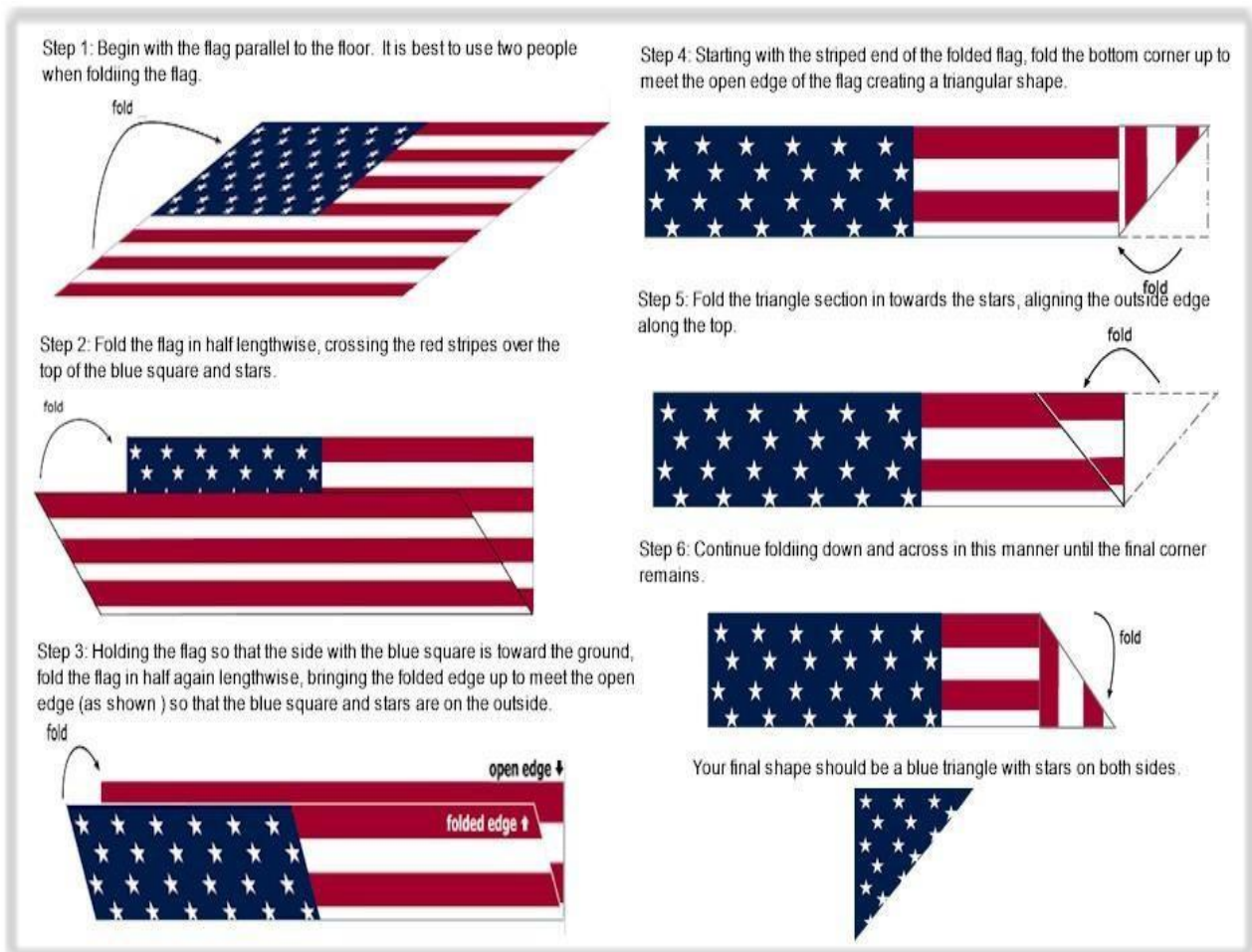
6.c. Flag Etiquette

The National Ensign is raised every morning at 0800 on all naval shore stations and ships. It is raised smartly and quickly to the sound of the bugle call "To the colors" and is lowered slowly to every night at sunset to the bugle call "retreat."

Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night. This custom of special folding is reserved for the United States Flag alone.

Members of the US Armed Forces and the US Naval Sea Cadet Corps render honors to the flag for what it represents. When and how to render honors are discussed in Customs and Courtesies.

HOW TO FOLD THE FLAG



7. Naval History, Watchstanding and Military Time

Some Early Naval Heroes

John Barry – “Father of the American Navy.” In charge of outfitting the Continental Navy. Commanded Lexington, Raleigh and Alliance. Fought at Battles of Trenton and Princeton with Washington during the Revolution. Received Commission #1 in the Navy, 1794. Commanded frigate United States on its launching. Author of Navy Signal Book. Trained many heroes of the early Navy.

John Paul Jones – While a lieutenant aboard Alfred, was the first to hoist the American ensign. Commanded Ranger when France became one of the first nations to officially recognize the “Stars and Stripes.” Raided England and landed in Whitehaven, England. Commanded Bonhomme Richard and defeated the HMS Serapis. While Bonhomme Richard was severely damaged and sinking, one of its crew began to lower its ensign. Serapis’s captain asked if Jones had struck his colors (surrendered). Jones replied, “Struck, sir? I have not yet begun to fight!” Upon his return to America, Jones helped to organize the Navy. He later went on to lead and organize the Russian Navy. He is considered the “Father of our highest Naval traditions.”

Edward Preble – After serving as a lieutenant during the Revolution, Preble took command of the Constitution and the Mediterranean squadron 1803-04. Preble used his command to train officers and sailors, while treating them fairly and caring for them. He taught his own officers the need for absolute obedience, courage and continued readiness. Preble’s “Boys,” as his trained officers became known, became leaders in the Navy and would win 17 of 18 American Naval victories in the War of 1812.

Thomas Truxton – Commander of the frigate Constellation. Captured during Quasi-War with France, 1799. His leadership through concern produced good followers.

Isaac Hull – Commanding officer of the frigate Constitution in famous battle against HMS Guerriere during the War of 1812. Guerriere’s shots bounced harmlessly off the Constitution, earning her the nickname “Old Ironsides.”

Stephen Decatur – During the war with the Barbary pirates, the Tripolitans captured the frigate Philadelphia. Decatur volunteered to destroy the captured frigate, which had been commanded by his father, and built in his hometown. Decatur led 74 sailors to the harbor in a small boat. Within minutes, they boarded the Philadelphia, subdued her crew and set her afire, and escaped with only one sailor wounded. Decatur took command of the frigate United States during the War of 1812. He praised his crew rather than flogging them as punishment and practiced gunnery. It paid off. Seeing that his guns had a longer range than the ship he faced (HMS Macedonia), his well-trained crew maneuvered the United States to prevent the Macedonia from getting close, while United States’ gunners rapidly and accurately fired over 100 shots into Macedonia.

William Bainbridge – Commanding Constitution when it captured Java in 1812.

Oliver Hazard Perry - Built and commanded the America Fleet of the Great Lakes. From his flagship Niagara, he flew the flag “Don’t Give Up the Ship” – the last words of Captain Lawrence of the frigate Chesapeake. Defeated the British in the Battle of Lake Erie, 1813, saving the Great Lakes area for the U.S. Sent messages to Congress notifying them of his victory saying, “We have met the enemy, and they are ours.”

Some Important Ships

Turtle – First submarine used in action (1776). Attempts to sink British prison ship failed.

USS Constitution – One of the first 6 American frigates commissioned in 1794. “Old Ironsides.” Still in commission at the Boston Navy Yard.

Princeton – First ship fitted with a screw propeller that eliminated vulnerable paddlewheels and permitted engines to be placed below decks.

CSS Hunley – first submarine to “successfully” attack and sink a vessel. Although Hunley sank Housatonic, every member of Hunley’s crew died in the attack.

Monitor and CSS Virginia (Merrimack) – These ironclad vessels fought to a draw off Hampton Roads, VA opening the era of the ironclads.

Olympia – Cruiser commanded by Admiral George Dewey (graduate of Norwich University, the Military College of VT) at the Battle of Manila Bay during the Spanish-American War. This ship is still in existence.

Ranger (CV-4) – First aircraft carrier designed and built from the keel up as a carrier.

USS Arizona (BB-39) – Battleship sunk at Pearl Harbor, HI. Still on duty.

Nautilus (SSN-571) – First nuclear-powered submarine.

Outline of Major Naval Events:

American Revolution:	1775-1783
Navy Birthday:	13 October 1775
Quasi-War with France:	1798-1801
War of 1812:	1812-1814
Mexican War:	1846
Opening of Japan:	1854
Civil War:	1861-1865
Spanish-American War:	1898-1899
World War I:	1917-1918
World War II:	1941-1945
Korean War:	1950-1953
Vietnam War:	1963-1975
Persian Gulf War:	1987-1989 & 1991
Global War on Terror:	7 October 2001 to present

7.b. Watchstanding

Recruits may be required to stand watch during RT Phase II.

Watchstanders

Command Duty Officer – the CDO exercises command authority when both the CO and XO are unavailable to perform their duties, and is thus empowered to advise, supervise, and direct the OOD in the performance of his/her duties. The CDO shall stand a 24-hour watch, starting at 0700 each day.

Officer of the Watch – the OOW is the supervising officer for the Quarterdeck, Fire, & Security Watches. As such, the OOW is directly responsible to the Commanding Officer (or CDO) for the safety of the personnel and the security of the facilities and equipment at RTC-NE, and the maintenance of an accurate logbook. During the training day, the OOW billet will be filled by the Security Officer. The CDO on duty will also serve as the OOW during the last ten hours of their tour (2100 – 0700). During the 2100-0700 OOW watch, the CDO will be available to the watchstanders, either by staying on or near the quarterdeck, or by providing the watchstanders with their room number and cell phone number.

Petty Officer of the Watch – the POOW is responsible to the OOW for overseeing the Quarterdeck, Fire, & Security Watches, for ensuring compliance with the 11 General Orders, for supervising the Messenger, for maintaining an accurate log book, for training recruits in watchstanding during the 2100-0500 watches, and other duties as assigned by the OOW.

Messenger of the Watch – the MOOW is responsible to the POOW for carrying important communications to and from the quarterdeck, for roving patrol of the barracks and grounds used at RTC-NE, and other duties as assigned by the POOW. The MOOW must be familiar with Officer's Country. Recruits will stand two-hour MOOW watches between taps and reveille.

Watches

Quarterdeck Watch – a watch designed to control access to the barracks and to keep a contemporaneous official logbook of the activities of RTC-NE. The Quarterdeck Watch shall challenge all persons not recognized as members of the training contingent, and not permit them to pass until their status is confirmed by visual inspection of an NSCC ID or authorization from the OOW, CDO, XO, CO, or COTC. VIPs are to be escorted directly to the COTC or CO. The Quarterdeck Watch shall not permit recruits to enter or exit the barracks unescorted.

Fire Watch – watches and roving patrols designed to increase the safety of the personnel, by detecting fire, fire hazards, and other dangerous situations in their nascent stages.

- A fire watch shall be posted whenever the barracks is occupied.
- Fire watch personnel are charged with remaining alert and attentive.
- The POOW shall dispatch the MOOW at least three times per hour to conduct roving patrols. Between taps and reveille, the MOOW will patrol only the barracks to inspect for fire or other dangerous conditions. During the training day, the MOOW will patrol the barracks, grounds, and facilities to inspect for fire or other dangerous conditions.
- If such conditions are detected, the MOOW will raise the alarm immediately, and then contact the POOW/OOW.

- Only male watchstanders will be permitted in male recruit spaces, and only female watchstanders will be permitted in female recruit spaces.

Security Watch – watches and roving patrols designed to increase the security of the personnel, equipment, and facilities, by detecting unauthorized personnel, unsecured gear, and theft.

While performing roving fire watch patrols, the MOOW shall also remain alert for unauthorized personnel, unsecured gear, and signs of theft or damage to property, and will report such to the POOW.

Fire

Upon detecting a fire or similar dangerous conditions, watchstanders shall:

- Remain calm & act quickly
- Raise the alarm – pass the word by shouting “Fire! Fire! Fire!” Before moving on, ensure that others are passing the word and that evacuation has begun.
- Once others are passing the word, contact emergency services via 911 if you can. Once you have relayed details of the emergency (or if you are not able to call 911), contact the POOW and/or OOW to give specific details about the location, type, and size of the fire so that they can continue to raise the alarm and/or call 911.
- If the fire is small enough and adequate equipment is on hand, attempt to extinguish the fire. ALWAYS raise the alarm before attempting to extinguish a fire.
- Never risk your life or the lives of others in attempting to gain information about a fire or attempting to extinguish a fire. Your top priorities are to raise the alarm and begin evacuation.
- If trapped in a smoke-filled area, drop to the deck and make your way out of the building by any means necessary.

Logbook

Additional security patrols may be assigned by the Security Officer or OOW. The quarterdeck logbook is the official and legal record of what happened at RTC-NE and can be used as evidence at any criminal or civil trial regarding events within the training command.

The logbook shall be maintained accurately and completely by the POOW.

The logbook shall be maintained chronologically – that is, in the order that the entries/events took place.

Entries in the logbook shall:

be printed – no cursive or short-hand.

be made only in black ink.

be neat and legible.

use standard Navy terminology.

be succinct, clear, and concise.

be accompanied with the time the information was reported to the quarterdeck/OOW/POOW/MOOW. Always record the time that you are making the entry, but if you are entering information after it has been reported,

begin your entry with "LATE ENTRY: [time of event]".

Entries in the logbook may not be erased. When you make a mistake, draw a single line through the error (such that it is still legible), make the correct entry, and place your initials at the end of the correction.

The POOW is expected to exercise their initiative in deciding which entries are to be made in the logbook. Instances that always require an entry include:

- Injuries, accidents, and/or the transport of any member of the training contingent to the hospital.
- Fire, accidents, or loss of or damage to property.
- Convening of investigations, fact-finding bodies, or Captain's Mast.
- The arrival and departure of COTC, CO, and XO, expected return time, and mobile phone number while off-site.
- Official visits
- Inspections held, including personnel, barracks, or administrative
- Reports made to the OOW or POOW.
- The comings and goings of entire Recruit Divisions.
- Changes in watch-standers.
- If you have any doubt about whether to include an entry in the logbook – *include it!*

Upon being relieved, the POOW shall make one last entry on the page: "I HAVE BEEN PROPERLY RELIEVED BY [rank] [name] AS POOW", draw a single diagonal line through the remaining portion of the page, enter "NO FURTHER ENTRIES THIS PAGE" and sign & date along the diagonal line.

The oncoming POOW shall begin a new page in the logbook, starting with "I, [rank] [name], HAVE ASSUMED THE DUTIES OF POOW. I HAVE CONDUCTED TURNOVER WITH THE OFF-GOING POOW [and OOW, if applicable]."

Notes:

SAMPLE LOGBOOK PAGES

12 JULY 2016

0052 I, SN C. BRONSON, HAVE ASSUMED THE DUTIES OF POOW. I HAVE CONDUCTED TURNOVER WITH OFF-GOING POOW SN C. EASTWOOD AND CDO/OOW LTJG S. MCQUEEN.

0054 SR S. STALLONE AND SR B. WILLIS RELIEVED AS MOOW BY SR L. MARVIN AND SR C. NORRIS.

0105 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0123 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0150 (LATE ENTRY: 0140) MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. DISCOVERED FIRE^{CB} SMOKE COMING FROM INSIDE ROOM 208 IN BUILDING 693. RAISED THE ALARM, EVACUATED BUILDING, CALLED 911 AND CDO/OOW. AWAITING FIRE DEPARTMENT PERSONNEL.

0152 (LATE ENTRY: 0142) CDO/OOW, XO, CO, AND COTC ON SCENE.

0154 (LATE ENTRY: 0147) DEPARTMENT HEADS REPORT TO CO THAT ALL HANDS ARE ACCOUNTED FOR AT MUSTERING STATIONS OUTSIDE BUILDING 693.

0156 FIRE DEPARTMENT ARRIVED.

0215 (LATE ENTRY: 0210) FIRE DEPARTMENT HAS DECLARED BUILDING 695^{CB} 693 IS SAFE. THERE IS NO FIRE.

0217 FIRE DEPARTMENT HAS DEPARTED.

0220 ALL HANDS RETURNED TO BARRACKS.

0225 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0242 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0250 SR L. MARVIN AND SR C. NORRIS RELIEVED AS MOOW BY SR T. CREWS AND SR J. STATHAM.

0302 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0323 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0345 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0404 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0425 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0445 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0450 I HAVE BEEN PROPERLY RELIEVED BY SN A. GUINNESS AS POOW.

NO FURTHER ENTRIES THIS PAGE.

SN Charles Bronson, NSCC 12JUL16

[NEW PAGE]

12 JULY 2016

0453 I, SN A. GUINNESS, HAVE ASSUMED THE DUTIES OF POOW. I HAVE CONDUCTED TURNOVER WITH OFF-GOING POOW SN C. BRONSON.

0454 SR T. CREWS AND SR J. STATHAM RELIEVED AS MOOW BY SN H. FORD.

0502 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0522 MOOW CONDUCTED TOUR OF ALL BARRACKS SPACES. ALL SECURE.

0545 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0552 ALL RECRUIT DIVISIONS DEPARTED FROM BUILDING 693 FOR TRAINING DAY.

0603 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0628 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0635 (LATE ENTRY: 0620). SHIP'S OFFICER REPORTS TO CDO/OOW THAT SR M. HAMMIL SUFFERED A HAND INJURY AT MORNING PHYSICAL TRAINING. SR HAMMIL WAS ESCORTED TO SICK BAY BY CORPSMEN.

0645 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0705 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0715 COTC LCDR HULL DEPARTING RTC-NE FOR THE DAY. EXPECTS TO RETURN 1600^{AG} 1400. CELL PHONE: 555 555 5555

0725 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0743 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0747 LT. COL. E. GLENDY ESCORTED TO COMMANDING OFFICER'S OFFICE.

0801 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0804 LT. COL. E. GLENDY DEPARTED BUILDING 693.

0808 ALFA AND BRAVO DIVISIONS RETURNED TO BUILDING 693.

0815 EXECUTIVE OFFICER CONDUCTS BARRACKS INSPECTION OF ALFA AND BRAVO RECRUIT DIVISION SPACES.

0822 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0840 CAPTAIN'S MAST CONVENEED REGARDING PO3 D. LUNDGREN WITH COMMANDING OFFICER, EXECUTIVE OFFICER, MILITARY TRAINING OFFICER, AND SHIP'S OFFICER.

0844 MOOW CONDUCTED TOUR OF ALL RTC-NE FACILITIES, GROUNDS, AND SPACES. ALL SECURE.

0850 I HAVE BEEN PROPERLY RELIEVED BY PO3 S. AUSTIN AS POOW.

NO FURTHER ENTRIES THIS PAGE. SN Alec Guinness, NSCC 12JUL16

7.c. MILITARY TIME

To avoid confusion with AM & PM, the armed forces express time in the following manner. Recruits are required to know and use this method of expressing time.

Military Time	Pronounced	Civilian Equivalent
0000*	Zero-zero-zero-zero	12:00AM (midnight)
0100	zero-one-hundred	1:00AM
0200	zero-two-hundred	2:00AM
0300	zero-three-hundred	3:00AM
0400	zero-four-hundred	4:00AM
0500	zero-five-hundred	5:00AM
0600	zero-six-hundred	6:00AM
0700	zero-seven-hundred	7:00AM
0800	zero-eight-hundred	8:00AM
0900	zero-nine-hundred	9:00AM
1000	Ten-hundred	10:00AM
1100	Eleven-hundred	11:00AM
1200	Twelve-hundred	12:00PM (noon)
1300	Thirteen-hundred	1:00PM
1400	Fourteen-hundred	2:00PM
1500	Fifteen-hundred	3:00PM
1600	Sixteen-hundred	4:00PM
1700	Seventeen-hundred	5:00PM
1800	Eighteen-hundred	6:00PM
1900	Nineteen-hundred	7:00PM
2000	Twenty-hundred	8:00PM
2100	Twenty-one-hundred	9:00PM
2200	Twenty-two-hundred	10:00PM
2300	Twenty-three-hundred	11:00PM

Note that the minutes don't change – only the hours from 1PM to 1AM.

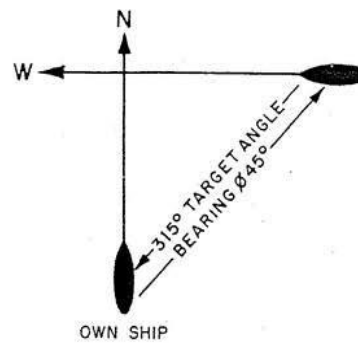
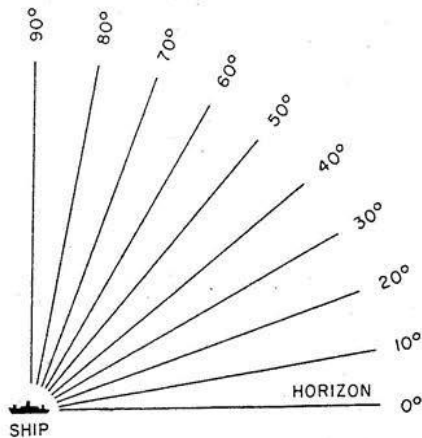
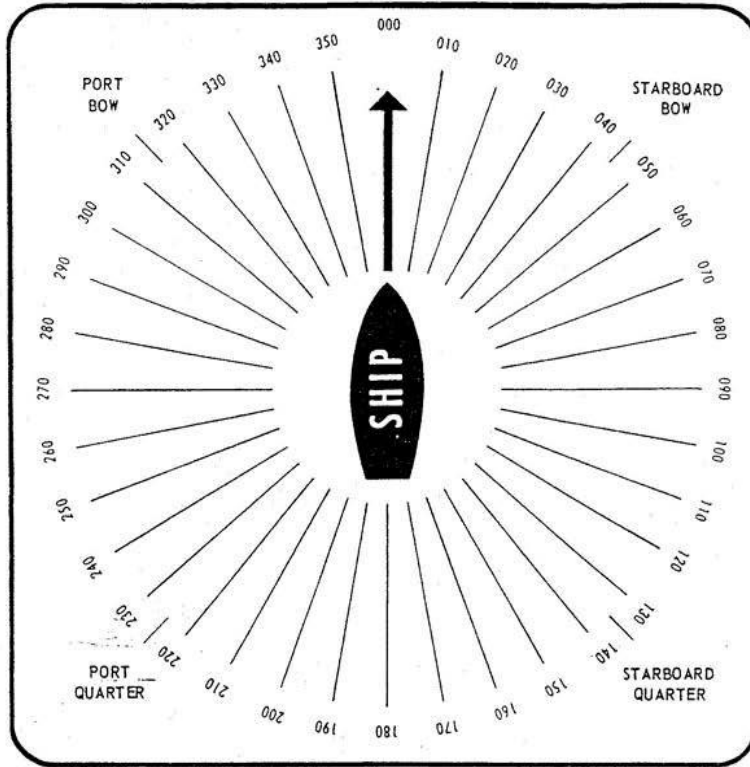
* Midnight can be referred to as either 0000 or 2400.

Military Time	Pronounced	Civilian Equivalent
0001	Zero-zero-zero-one	12:01AM
0010	Zero-zero-ten	12:10AM
0045	Zero-zero-forty-five	12:45AM
0105	zero-one-zero-five	1:05AM
0130	zero-one-thirty	1:30AM
0545	zero-five-forty-five	5:45AM
0715	zero-seven-fifteen	7:15AM
1205	Twelve-zero-five	12:05PM
1550	Fifteen-fifty	3:50PM
1630	Sixteen-thirty	4:30PM
1708	Seventeen-zero-eight	5:08PM
1820	Eighteen-twenty	6:20PM
2002	Twenty-zero-two	8:02PM
2222	Twenty-two-twenty-two	10:22PM
2307	Twenty-three-zero-seven	11:07PM
2359	Twenty-three-fifty-nine	11:59PM

On old sailing ships, bells were used to mark the time (in large part because sailors couldn't afford personal timepieces). To mark time with bells, the sailor would have to know approximately what time of day it was, but then would use the following system to tell time. Bells are struck in groups of two. The end of a watch is struck as eight bells, hence the expression "eight bells and all is well."

Midwatch	Morning Watch	Forenoon Watch	Afternoon Watch	Dog Watches	First Watch
0030 1 bell	0430 1 bell	0830 1 bell	1230 1 bell	1630 1 bell	2030 1 bell
0100 2 bells	0500 2 bells	0900 2 bells	1300 2 bells	1700 2 bells	2100 2 bells
0130 3 bells	0530 3 bells	0930 3 bells	1330 3 bells	1730 3 bells	2130 3 bells
0200 4 bells	0600 4 bells	1000 4 bells	1400 4 bells	1800 4 bells	2200 4 bells
0230 5 bells	0630 5 bells	1030 5 bells	1430 5 bells	1830 5 bells	2230 5 bells
0300 6 bells	0700 6 bells	1100 6 bells	1500 6 bells	1900 6 bells	2300 6 bells
0330 7 bells	0730 7 bells	1130 7 bells	1530 7 bells	1930 7 bells	2330 7 bells
0400 8 bells	0800 8 bells	1200 8 bells	1600 8 bells	2000 8 bells	0000 8 bells

7.d. INFORMATION FOR LOOKOUTS and NAVIGATION



Number of Yards	Spoken
44	Fo-wer fo-wer
90	Niner zero
136	Wun-tree-six
500	Fife hundred
1,400	Wun fo-wer hundred
1,478	Wun fo-wer seven ate
7,000	Seven thow-zand
16,500	Wun six fife hundred
16,000	Wun six thow-zand






8. Grooming & Hygiene





- ✓ Because many recruits have not yet received a uniform, the "uniform" of the day for Virtual RT, Phase I will be a solid blue Polo or other collared shirt with khaki pants.
- ✓ No shorts or pajama bottoms.
- ✓ If gym clothes (PT gear) are prescribed, cadets will wear a crew-neck T-shirt and shorts (sweats are optional). The hem of the shorts must reach the tip of the middle finger when standing with arms straight down and hands flat against your sides.
- ✓ A ballcap will be required for certain classes.
- ✓ All articles of clothing will be appropriate and contain nothing controversial, vulgar, or demeaning. This includes the ballcaps.
- ✓ Females shall wear appropriate undergarments when wearing T-shirts and shorts; sports bras are required.
- ✓ Recruits will abide by the current relaxed hair standards due to COVID-19 restrictions. Males who have noticeable facial hair shall still shave as necessary.

Notes:

9. Rates and Ranks


ENLISTED RATES OF THE UNITED STATES NAVAL SEA CADET CORPS

Rate	SDB/SDW Sleeve Insignia	NWU Collar Insignia
E-1 Seaman Recruit (SR)	n/a	n/a
E-2(T) Seaman Apprentice (Temporary) (SA-T)		n/a
E-2 Seaman Apprentice (SA)		n/a
E-3 Seaman (SN)		n/a
E-4 Petty Officer Third Class (PO3)		

Rate	SDB/SDW Sleeve Insignia	NWU Collar Insignia
<p data-bbox="354 520 529 667">E-5 Petty Officer Second Class (PO2)</p>		
<p data-bbox="354 957 529 1104">E-6 Petty Officer First Class (PO1)</p>		


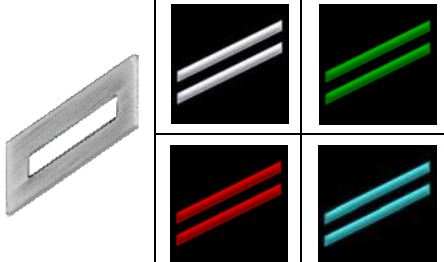
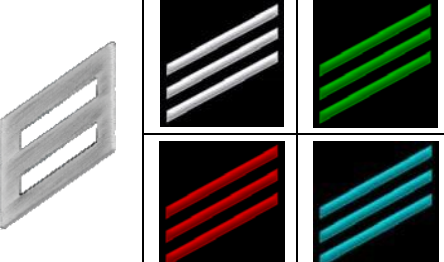








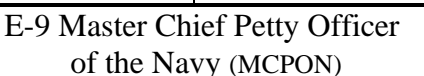




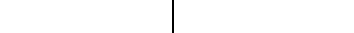
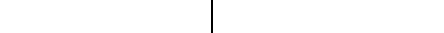


Rate	Dress Blue Sleeve	Khakis/Whites Collar	NWU Collar
<p data-bbox="245 1476 342 1654">E-7 Chief Petty Officer (CPO)</p>			

**OFFICER RANKS OF THE
UNITED STATES NAVAL SEA CADET CORPS**

Rank	Dress Blue Sleeve Insignia	Shoulder boards	Collar Insignia	NWU Collar Insignia
Instructor (INST)		n/a		
Midshipman (MIDN)				
Warrant Officer (WO)				

Rank	Dress Blue Sleeve Insignia	Shoulder boards	Collar Insignia	NWU Collar Insignia
O-1 Ensign (ENS)				
O-2 Lieutenant Junior Grade (LTJG)				
O-3 Lieutenant (LT)				
O-4 Lieutenant Commander (LCDR)				

ENLISTED RATES OF THE UNITED STATES NAVY

E-1 Seaman Recruit (SR)	E-2 Seaman Apprentice (SA/AA/FA/CA)	E-3 Seaman (SN/AN/FN/CN)	E-4 Petty Officer Third Class (PO3)
			
E-5 Petty Officer Second Class (PO2)	E-6 Petty Officer First Class (PO1)	E-7 Chief Petty Officer (CPO)	E-8 Senior Chief Petty Officer (SCPO)
			
			
E-9 Master Chief Petty Officer (MCPO)	E-9 Command Master Chief (CMDM)	E-9 Fleet/Force Master Chief (FLTCM/FORCM)	E-9 Master Chief Petty Officer of the Navy (MCPON)
			
			

United States Navy Midshipman Class & Rank Insignia

Class Insig. **Shoulder Marks** **Blue Coat Sleeve** **Collar Device**

MIDN 4/C

No stripes with fouled anchor

No stripes

Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat

No collar device

NROTC: Naval Reserve Officers Training Corps

USNA: United States Naval Academy

MIDN 3/C

One diagonal stripe with fouled anchor

NROTC: One stripe

USNA: One diagonal stripe, left sleeve only

Right Anchor only

MIDN 2/C

Two diagonal stripes with fouled anchor

NROTC: Two stripes

USNA: Two diagonal stripes, left sleeve only

Right and Left Anchors

MIDN 1/C

One horizontal stripe with fouled anchor

NROTC: Three stripes

USNA: One stripe on both sleeves

Right and Left Anchor & Eagles

NOTE: Marine-Option NROTC Midshipmen wear a gold Marine Corps eagle, globe and anchor insignia in place of collar anchors and on shoulder boards in place of the fouled anchor.

Rank Insig. **Shoulder Marks** **Blue Coat Sleeve** **Collar Device**

MIDN ENS

One horizontal stripe with star

NROTC: One stripe with star

USNA: One stripe with star

One gold bar (left & right)

Rank Insig. **Shoulder Marks** **Blue Coat Sleeve** **Collar Device**

MIDN LTJG

Two horizontal stripes with star

NROTC: Two stripes with star

USNA: Two stripes with star

Two gold bars (left & right)

MIDN LT

Three horizontal stripes with star

NROTC: Three stripes with star

USNA: Three stripes with star

Three gold bars (left & right)

MIDN LCDR

Four horizontal stripes with star

NROTC: Four stripes with star

USNA: Four stripes with star

Four gold bars (left & right)

MIDN CDR

Five horizontal stripes with star

NROTC: Five stripes with star

USNA: Five stripes with star

Five gold bars (left & right)

MIDN CAPT
















Six horizontal stripes with star

NROTC: Six stripes with star





























USNA: Six stripes with star

Six gold bars (left & right)




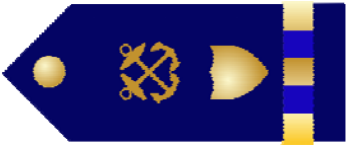






















OFFICER RANKS OF THE UNITED STATES NAVY

<p>W-2 (CWO2) Chief Warrant Officer 2</p> 	<p>W-3 (CWO3) Chief Warrant Officer 3</p> 	<p>W-4 (CWO4) Chief Warrant Officer 4</p> 	<p>W-5 (CWO5) Chief Warrant Officer 5</p> 
<p>O-1 (ENS) Ensign</p> 	<p>O-2 (LTJG) Lieutenant Junior Grade</p> 	<p>O-3 (LT) Lieutenant</p> 	<p>O-4 (LCDR) Lieutenant Commander</p> 
<p>O-5 (CDR) Commander</p> 	<p>O-6 (CAPT) Captain</p> 	<p>O-7 (RDML) Rear Admiral Lower Half</p> 	<p>O-8 (RADM) Rear Admiral Upper Half</p> 
<p>O-9 (VADM) Vice Admiral</p> 	<p>O-10 (ADM) Admiral</p> 	<p>O-10 (FADM) Fleet Admiral</p> 	

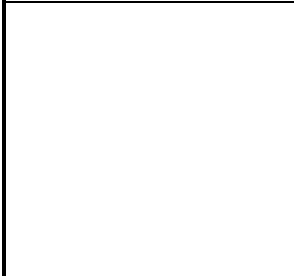











ENLISTED RATES OF THE UNITED STATES COAST GUARD

E-1 Seaman Recruit (SR)		E-2 Seaman Apprentice (SA/AA/FA)		E-3 Seaman (SN/AN/FN)		E-4 Petty Officer Third Class (PO3)	
							
							
							
E-5 Petty Officer Second Class (PO2)		E-6 Petty Officer First Class (PO1)		E-7 Chief Petty Officer (CPO)		E-8 Senior Chief Petty Officer (SCPO)	
							
							
							
E-9 Master Chief Petty Officer (MCPO)		E-9 Command Master Chief (CMDM)		E-9 Area / Reserve Forces Master Chief		E-9 Master Chief Petty Officer of the Coast Guard (MCPOCG)	
							
							
							

OFFICER RANKS OF THE UNITED STATES COAST GUARD

W-2 (CWO2) Chief Warrant Officer 2		W-3 (CWO3) Chief Warrant Officer 3		W-4 (CWO4) Chief Warrant Officer 4	
 		 		 	
O-1 (ENS) Ensign	O-2 (LTJG) Lieutenant Junior Grade	O-3 (LT) Lieutenant	O-4 (LCDR) Lieutenant Commander		
 	 	 	 		
O-5 (CDR) Commander	O-6 (CAPT) Captain	O-7 (RDML) Rear Admiral Lower Half		O-8 (RADM) Rear Admiral Upper Half	
 	 	 		 	
O-9 (VADM) Vice Admiral			O-10 (ADM) Admiral		
 			 		

ENLISTED RANKS OF THE UNITED STATES MARINE CORPS






E-1 (Pvt) Private	E-2 (PFC) Private First Class	E-3 (LCpl) Lance Corporal	E-4 (Cpl) Corporal
			
E-5 (Sgt) Sergeant	E-6 (SSgt) Staff Sergeant	E-7 (GySgt) Gunnery Sergeant	E-8 (MSgt) Master Sergeant
			
E-8 (1Sgt) First Sergeant	E-9 (MGySgt) Master Gunnery Sergeant	E-9 (SgtMaj) Sergeant Major	E-9 (SgtMajMarCor) Sergeant Major of the Marine Corps
			



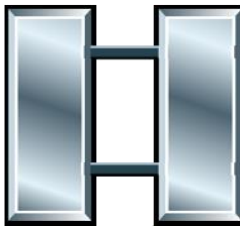







E-2s may be addressed as “PFC”.

E-3s are addressed as “Lance Corporal” – never “Corporal”.













“Sergeant” is not an acceptable form of address for Marines E-6 and up. Address Marine NCOs by their full rank!

OFFICER RANKS OF THE UNITED STATES MARINE CORPS

W-1 (WO) Warrant Officer	W-2 (CWO2) Chief Warrant Officer 2	W-3 (CWO3) Chief Warrant Officer 3	W-4 (CWO4) Chief Warrant Officer 4	W-5 (CWO5) Chief Warrant Officer 5
				

O-1 (2ndLt) Second Lieutenant	O-2 (1stLt) First Lieutenant	O-3 (Capt) Captain	O-4 (Maj) Major
			
O-5 (LtCol) Lieutenant Colonel	O-6 (Col) Colonel	O-7 (BGen) Brigadier General	O-8 (MajGen) Major General
			
O-9 (LtGen) Lieutenant General		O-10 (Gen) General	
			

















ENLISTED RANKS OF THE UNITED STATES ARMY

E-1 (PV1) Private	E-2 (PV2) Private	E-3 (PFC) Private First Class	E-4 (SPC) Specialist	E-4 (CPL) Corporal
				
E-5 (SGT) Sergeant	E-6 (SSG) Staff Sergeant	E-7 (SFC) Sergeant First Class	E-8 (MSG) Master Sergeant	
				
E-8 (1SG) First Sergeant	E-9 (SGM) Sergeant Major	E-9 (CSM) Command Sergeant Major	E-9 (SMA) Sergeant Major of the Army	
				














PV1, PV2, and PFC may be addressed as "Private." SGT, SSG, SFC, and MSG may be addressed as "Sergeant."

Address 1SG as "First Sergeant" and all E-9s as "Sergeant Major."

OFFICER RANKS OF THE UNITED STATES ARMY



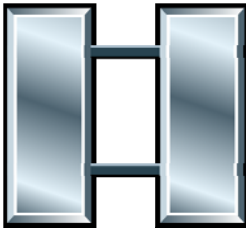








W-1 (WO1) Warrant Officer 1	W-2 (CW2) Chief Warrant Officer 2	W-3 (CW3) Chief Warrant Officer 3	W-4 (CW4) Chief Warrant Officer 4	W-5 (CW5) Chief Warrant Officer 5
				
O-1 (2LT) Second Lieutenant	O-2 (1LT) First Lieutenant	O-3 (CPT) Captain	O-4 (MAJ) Major	
				
O-5 (LTC) Lieutenant Colonel	O-6 (COL) Colonel	O-7 (BG) Brigadier General	O-8 (MG) Major General	
				
O-9 (LTG) Lieutenant General	O-10 (GEN) General		(GA) General of the Army	
				

ENLISTED RANKS OF THE UNITED STATES AIR FORCE

E-1 (AB) Airman Basic	E-2 (Amn) Airman	E-3 (A1C) Airman First Class	E-4 (SrA) Senior Airman	E-5 (SSgt) Staff Sergeant
				
E-6 (TSgt) Technical Sergeant	E-7 (MSgt) Master Sergeant	E-7 First Sergeant	E-8 (SMSgt) Senior Master Sergeant	E-8 First Sergeant
				
E-9 (CMSgt) Chief Master Sergeant	E-9 First Sergeant	E-9 (CCM Sgt) Command Chief Master Sergeant	E-9 (CMSAF) Chief Master Sergeant of the Air Force	
				

Note: First Sergeant is a *duty*, not technically a rank. The First Sergeant at an Air Force command is similar to the role of the Command Chief, Command Senior Chief, or Command Master Chief at a Navy command.

OFFICER RANKS OF THE UNITED STATES AIR FORCE

O-1 (2d Lt) Second Lieutenant	O-2 (1st Lt) First Lieutenant	O-3 (Capt) Captain	O-4 (Maj) Major
			
O-5 (Lt Col) Lieutenant Colonel	O-6 (Col) Colonel	O-7 (Brig Gen) Brigadier General	O-8 (Maj Gen) Major General
			
O-9 (Lt Gen) Lieutenant General	O-10 (Gen) General		(GOAF) General of the Air Force
			

Note: The Air Force is authorized by federal law to appoint warrant officers, but none have been appointed since 1959.

10. UNIFORMS

You can learn a lot about a Navy sailor just by looking at their uniform. You can tell their rate and rank, what awards (ribbons) they have earned, how long they have been in the Navy, and most importantly, how much pride they have in themselves and the Navy.

This is also true in the NSCC/NLCC. You can tell a good cadet by how sharp their uniform looks. A cadet who always needs a haircut, never shines their shoes, and forgets to wear their nametag will not last very long in the corps. A cadet who always looks sharp in uniform, regardless of how long they have been in the corps, will often be looked upon as a leader.

A. NLCC/NSCC NAVY WORKING UNIFORM (NWU) TYPE I & III

Basic Uniform Components Section

- 1) Shirt/Blouse, NWU Type I Type III
NSCC or NLCC flash on right pocket (Type I) NSCC or NLCC flashes on both shoulders (Type III) Name tape over right breast pocket
Branch tape (USNSCC/USNLCC) over left breast pocket
E4-E7 rank on collar (Type I)
E4-E7 rank tab (Type III)
- 2))Trousers, NWU Type I or Type III Name tape over right back pocket
- 3) Cover, 8-point, NWU Type I or Type III NSCC or NLCC flash, centered
- 4) Boots, combat, black
- 5) Socks, boot, black
- 6) T-shirt, blue (Type I) or coyote (Type III), crew neck
- 7) Undergarments
- 8) Belt, black with silver tab and buckle (E1-E6)
Belt, khaki with gold tab and buckle (E7-O4)
- 9) Blousing Straps (Bands)



SLEEVE ROLLING

Video can be found at the following website:

<https://www.slideshare.net/nafmisawa/navy-nwu-sleeve-rolling-instructions>

<https://www.youtube.com/watch?v=bAp5NU9FCk8>

PLACEMENT OF NAMETAPES, BRANCH TAPES AND INSIGNIA NWU TYPE I



PLACEMENT OF NAMETAPES, BRANCH TAPES AND INSIGNIA NWU TYPE III

Shoulder flashes
(velcro) L&R



Cap flash
(Sew on)



Nametape
(Velcro)



Branch tape
USNLCC or USNSCC
(velcro)

Rank tab
(PO3 and
above)

10.b. NLCC DRESS UNIFORMS (males and females)

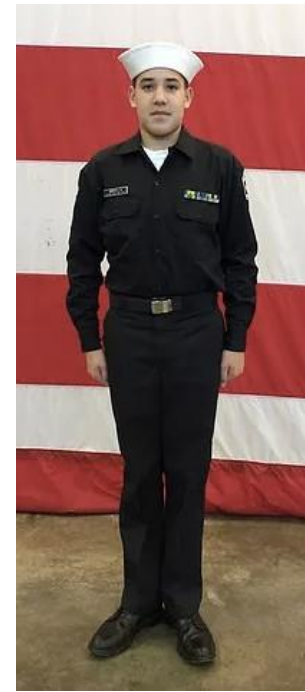


NLCC DRESS WHITES

“Salt & Pepper”

a. Basic Uniform Components

- 1) Shirt, white button-down
- 2) Slacks black
- 3) T-Shirt, white (males)
- 4) Cover, Dixie Cup, white
- 5) Belt, blue
- 6) Buckle, silver
- 7) Shoes, black
- 8) Socks, black
- 9) Underwear
- 10) Flash (1)
- 11) Sleeve Insignia
- 12) Ribbons
- 13) Name tag



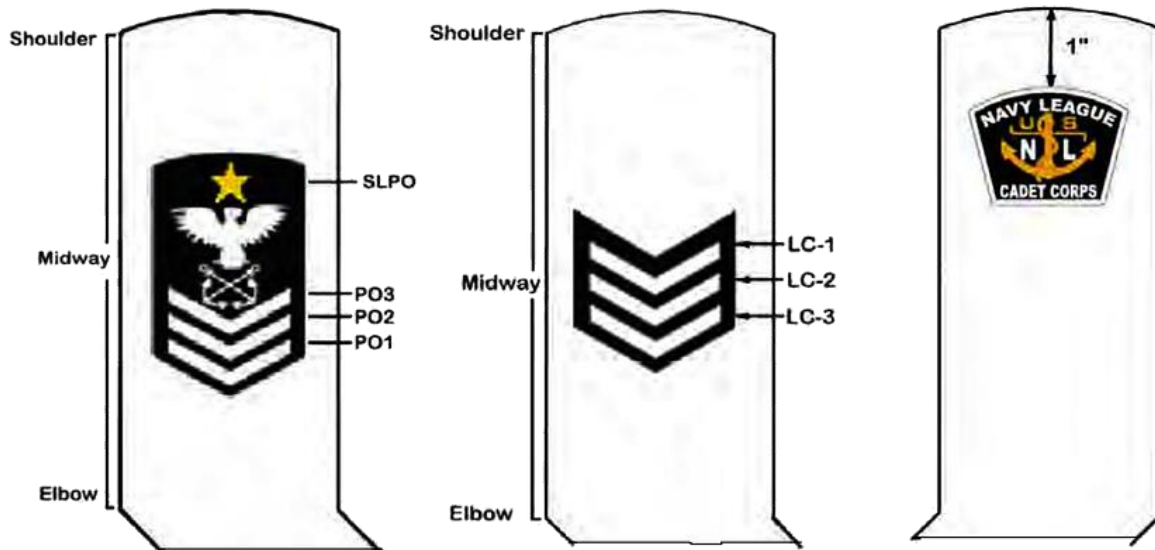
NLCC DRESS BLUES

“Johnny Cash”

a. Basic Uniform Components

- 1) Shirt, long-sleeve, black button-down
- 2) Slacks, black
- 3) T-Shirt, white (males)
- 4) Cover, Dixie Cup, white
- 5) Belt, blue
- 6) Buckle, silver
- 7) Shoes, black
- 8) Socks, black
- 9) Underwear
- 10) Flash (1)
- 11) Sleeve Insignia
- 12) Ribbons
- 13) Name tag
- 14) Optional: Black tie

NLCC DRESS UNIFORM PATCH PLACEMENT



NSCC DRESS UNIFORMS IRONING DRESS UNIFORMS

Fold the jumper in the middle and iron down the back all the way up to the top of the collar flap.

Note the creases turn in along the sleeves and trouser legs

Blues and whites are ironed the same way they are turned in-side-out and ironed. When thurned right-side-out, the creases turn in-ward as seen here.

Trousers are folded (wrong side out) and laid out flat with creases along the seams (not front and back, but side to side). When turned right side out, the creases will be along the sides of the trouser legs and creases going inward, not outward like regular trousers.

NSCC DRESS UNIFORM PATCH PLACEMENT



NSCC DRESS BLUES

Male and Female

a. Basic Uniform Components

- 1) Jumper, Dress, Blue
- 2) Trousers, Jumper, Blue
- 3) Hat, White
- 4) Shoes, Service, Black
- 5) Socks, Service, Black
- 6) Undershirt, White
- 7) Undershorts
- 8) Neckerchief
- 9) Sleeve Insignia
- 10) Ribbons

- 1) Coat, All-Weather, Black
- 2) Earmuffs
- 3) Gloves, Black/White
- 4) Mockneck, Black
- 5) Peacoat
- 6) Scarf, White
- 7) Sweater, Pullover, Black
- 8) Name/Identification Tag
- 9) Medals

c. Occasion for Wear

- 1) May be prescribed for wear year-round to all official functions when civilian equivalent dress is coat and tie.
- 2) Full Dress Blue when worn with large medals.
- 3) Dinner Dress Blue when worn with miniature medals.

d. Notes

- 1) Black gloves will only be worn with outer garments/foul weather clothing.
- 2) White gloves will be worn with Full/Dinner Dress, or for ceremonial reasons.



NSCC DRESS WHITES

Male and Female

a. Basic Uniform Components Section

- 1) Jumper, Dress, White
- 2) Trousers, Jumper, White
- 3) Hat, White
- 4) Shoes, Service, Black
- 5) Socks, Service, Black
- 6) Undershirt, White
- 7) Undershorts, White
- 8) Belt, White, with Silver Clip
- 9) Buckle, Silver
- 10) Neckerchief
- 11) Sleeve Insignia
- 12) Ribbons

b. Optional Components

- 1) Coat, All-Weather, Black
- 2) Earmuffs
- 3) Gloves, Black/White
- 4) Peacoat
- 5) Scarf, White
- 6) Name/Identification Tag
- 7) Medals

c. Occasion for Wear

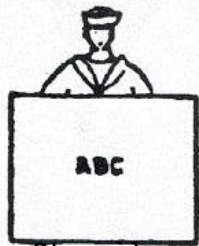
- 1) May be prescribed for summer wear when Formal Dress, Dinner Dress, or Full-Dress uniforms are not prescribed, and civilian equivalent is coat and tie.
- 2) Full Dress White when worn with large medals.
- 3) Dinner Dress White when worn with miniature medals.

d. Notes

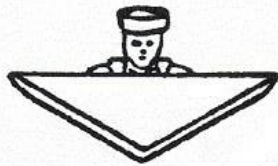
- 1) White gloves will be worn with Full/Dinner Dress, or for ceremonial reasons.



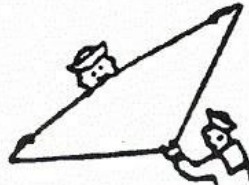
10.c. HOW TO TIE A NECKERCHIEF



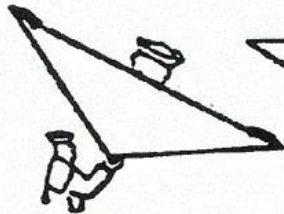
1. Stencil on the inside



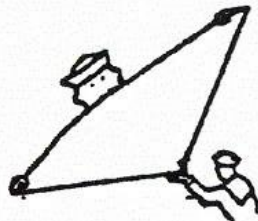
2. Fold diagonally to form triangle, seams inside



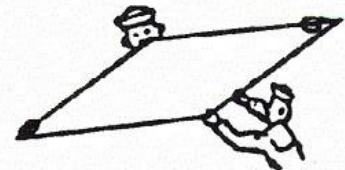
3. Hold taut; to begin roll, place first two fingers of left hand across corner, thumb below. Fold up and over fingers to the left.



4. Place first two fingers of right hand across corner, thumb below. Fold up and over fingers to the right.



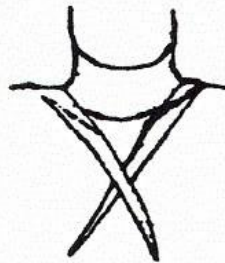
5. Repeat Step 3



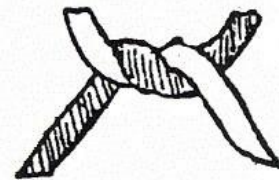
6. Take the beginning of the roll in both hands and roll toward the center until completed



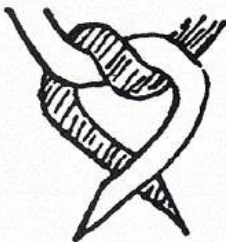
7. Place around neck, right end about 4 fingers longer than left



8. Cross the long end OVER the short end at the "V" of jumper



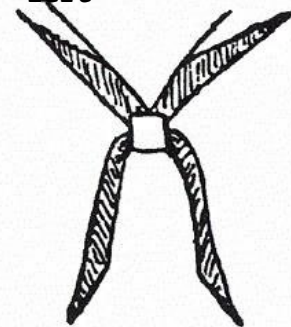
9. Draw long end back up, over, and down to the left



10. Cross long end OVER short end




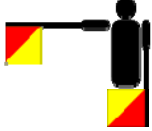







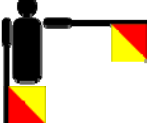

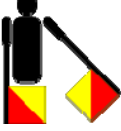







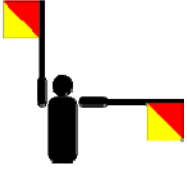







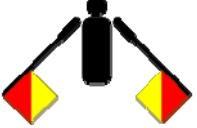


11. Bring long end back and through the formed loop



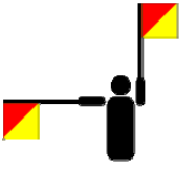
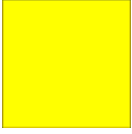







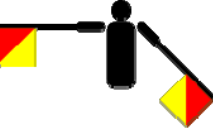



















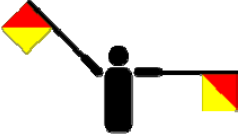


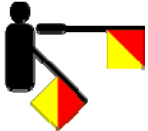
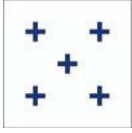







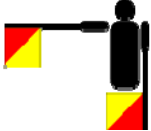






12. Shape knot as shown: square knot, top of knot even with "V", ends same length




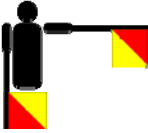

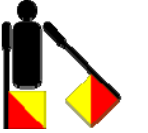




Only iron a neckerchief when completely unfolded, using *low* heat

LETTER/ NUMBER	PHONETIC	SIGNAL FLAG	MORSE CODE	SEMAPHORE
A	ALFA (AL-fah)		—	
B	BRAVO (BRAH-voh)		— ···	
C	CHARLIE (CHAR-lee)		— · — ·	
D	DELTA (DELL-tah)		— ··	
E	ECHO (ECK-oh)		·	
F	FOXTROT (FOKS-trot)		— · ·	
G	GOLF (GOLF)		— — ·	

H	HOTEL (hoh-TELL)		• • • •	
I	INDIA (IN-dee-ah)		• •	
J	JULIET (JOO-lee-ett)		— — —	
K	KILO (KEY-loh)		— —	
L	LIMA (LEE-mah)		— • •	
M	MIKE (MIKE)		— —	
N	NOVEMBER (noh-VEM-ber)		— •	
O	OSCAR (OSS-cah)		— — —	

P	PAPA (pah-PAH)			
Q	QUEBEC (keh-BECK)			
R	ROMEO (ROW-me-oh)			
S	SIERRA (see-AIR-rah)			
T	TANGO (TANG-go)			
U	UNIFORM (YOU-nee-form)			
V	VICTOR (VIK-tah)			
W	WHISKEY (WISS-key)			

X	X-RAY (ECKS-ray)			
Y	YANKEE (YANG-key)			
Z	ZULU (ZOO-loo)			
Ø	ZERO (ZEE-row)			
1	ONE (WUN)			
2	TWO (TOO)			
3	THREE (TREE)			
4	FOUR (FOW-er)			

5	FIVE (FIFE)		• • • • •	
6	SIX (SIX)		— • • • •	
7	SEVEN (SEV-en)		— — • • •	
8	EIGHT (ATE)		— — — • •	
9	NINE (NINE-er)		— — — — •	

11. NAVAL SHIPS



Aircraft Carriers - allowing the mobile projection of Naval Air Power across the globe.



Amphibious Assault Ships - deploy and support U.S. ground forces in remote locations



Cruisers - multi-mission warships capable of engaging multiple simultaneous targets and employed in force support or independent action



Littoral Combat Ships - fast, agile, focused-mission platform designed for operation in near-shore environments yet capable of open-ocean operation.



Destroyers - fast warships providing multi-mission offensive and defensive capability, independently or in fleet support



Submarines - capable of underwater operations and designed to carry out research, rescue, or specific wartime missions

NAVAL AIRCRAFT

Information about all Naval Aircraft can be found at www.navair.navy.mil.

REFERENCES

www.aviatonexplorer.com

www.homeport.com

www.navair.navy.mil

www.navy.mil

www.navygirl.org

www.quizlet.com

NSCC ADVANCEMENT IN RATE

Rate	Rank	Time in Rate	Time in Service	Course*	Exam**	Training†	PRT††
E1	Seaman Recruit	-	-	-	-	-	-
E2(T)	Seaman Apprentice (Temporary)	3 months ^Ω	3 months ^Ω	E-1 & 2 PACS BMR	-	-	-
E2	Seaman Apprentice	3 months	3 months	E1 & 2 PACS BMR	-	Recruit Training	✓
E3	Seaman	6 months	9 months	E3 PACS SN/AN	-	Advanced Training	✓
E4	Petty Officer Third Class	6 months	15 months	PO3/PO2 (1-2)	PO3	Advanced Training	✓
E5	Petty Officer Second Class	6 months	21 months	PO3/PO2 (3-5)	PO2	Advanced Training‡	✓
E6 ^α	Petty Officer First Class	6 months	27 months	PO1	PO1	Advanced Training	✓
E7 ^α	Chief Petty Officer	6 months	33 months ^ζ	CPO	-	Advanced Training§	✓

* The minimum passing score for each correspondence course assignment (and the aggregate correspondence course) is 70. [Admin Manual 0107.4(a)(1)]

** The minimum passing score for each exam is 60% for PO3 and PO2, and 63% for PO1. [Admin Manual 0107.4(b)(1)]

Ω Former NSCC cadets can be transferred to the NSCC as E2(T) if they have ≥ 1 year of NLCC service, transfer to the NSCC with no break in service, have achieved the rate of NLCC PO3 (LC4), and successfully completed NLCC Orientation. [Admin Manual 0107.7(a)(3)]

† To attend Recruit Training, cadets must be 13 years and 270 days old (a “mature” 13-year old NLCC Orientation graduate may attend); be enrolled at least six weeks before RT; pass a PFT prior to attending; and receive training on chapters 1, 5, 6, 9 & 10 of the BMR. Recruits must also pass the PFT during RT, or else must repeat RT. [Training & Operations Manual 0203.7; 0405.8]

Cadets must be E2 and 14 years old to attend any NSCC Advanced Trainings and must pass a PFT prior to attending. Cadets who successfully complete at least five consecutive days of advanced training will be given credit for one “Advanced Training,” regardless of how much longer the training might be. Cadets may “bank” up to 3 advanced trainings per calendar year that can be used towards subsequent advancements. Recruiting Station Duty or similar “internship”-type trainings may only be used once for advancement. [Action Letter 01-07 ¶1(k); Training & Operations Manual 0404.1 & 0501.1(c); Admin Manual 0107.5]

†† In support of the NSCC program goals of healthy lifestyles, all NSCC Cadets must meet the minimum Physical Fitness Test (PFT) scores, in the previous six months, to be advanced to the next rate. [Admin Manual 0107.6]

‡ Petty Officer Leadership Academy (POLA) must be completed for advancement to PO2; training will be completed after being advanced to SN/AN but prior to advancement to PO2. [Admin Manual 0107.5(e), 0107.7(e)(3); Training & Operations Manual 0407.2]

§ Service as a Staff Cadet at NSCC Recruit Training or NLCC Orientation, in a leadership position, must be completed after completion of POLA and prior to advancement to CPO. [Admin Manual 0107.5(e), 0107.7(g)(2)]

ζ Cadets must be at least 16 years of age to be promoted to CPO. [Admin Manual 0107.7(g)(4)]

α Unit Commanding Officer is the advancement authority for promotions from E2(T) through PO2. Promotions to E6 and E7 can only be authorized by the Executive Director after endorsements by the cognizant Regional Director and Field Representative via Magellan. [Admin Manual 0107.8(a) – (d)]

NSSC/NLCC RIBBONS AND APPURTENANCE



REGIONAL DIRECTOR'S BADGE



COMMANDING OFFICER'S BADGE



BRONZE WINGS



GOLD WINGS



SILVER WINGS



NSSC NAVAL SPECIAL WARFARE DEVICE



SPECIAL WARFARE COMBAT CREWMAN



NSSC EXPLOSIVE ORDNANCE DISPOSAL DEVICE



NSSC JOINT SPECIAL OPERATIONS COMMAND BADGE



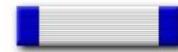
CHAIRMAN'S MEDAL/RIBBON



HONOR RIBBON



DISTINGUISHED SERVICE RIBBON



NLCC DISTINGUISHED SERVICE RIBBON



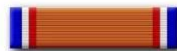
MERITORIOUS RECOGNITION RIBBON



COMMENDATION RIBBON



CITATION RIBBON



NSSC ESCORT OFFICER RIBBON



NLUS YOUTH MEDAL/RIBBON



COMMUNITY SERVICE RIBBON



NSSC IEP RIBBON



ACADEMIC ACHIEVEMENT RIBBON



DRUG REDUCTION SERVICE RIBBON



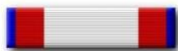
ONR SCIENCE ACHIEVEMENT RIBBON



RECRUITING INCENTIVE RIBBON



DAR ROTC MEDAL/RIBBON



DAR OUTSTANDING CADET MEDAL/RIBBON



SAR MEDAL/RIBBON



VFW MEDAL/RIBBON



UNIT COMMENDATION RIBBON



PHYSICAL FITNESS RIBBON



NSSC STAFF CADET RIBBON



COLOR GUARD RIBBON



PRIOR SERVICE RIBBON



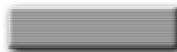
NLCC MERIT RIBBON



MARKSMAN RIBBON



NAVAL REVIEW RIBBON



25TH/50TH ANNIVERSARY RIBBON



25TH UNIT COMMISSIONED RIBBON



USCG BICENTENNIAL UNIT COMMENDATION



FIFTH YEAR RIBBON



FOURTH YEAR RIBBON



THIRD YEAR RIBBON



SECOND YEAR RIBBON



FIRST YEAR RIBBON



AIRCRAFT



ANCHOR



BRONZE BOOT



GOLD BOOT



CADUCEUS



COMPASS ROSE



DEA DEVICE



HAMMER



LYRE



MAA SHIELD



MAPLE LEAF



PROPELLER



SUBMARINE



TORCH



TRIDENT



USCG SHIELD



EXCELLENCE



EXPERT



RECRUITER



STEM



SHARPSHOOTER



5/16 GOLD STAR



5/16 SILVER STAR



3/16 BRONZE STAR



3/16 SILVER STAR

15. Attachment: Online Etiquette



ONLINE ETIQUETTE

We appreciate that for many of you, this will be the first time you are engaging in online training with the U.S. Naval Sea Cadet Corps. We want to ensure the safest and healthiest environment for our cadets and volunteers.

We are issuing the guidance below to remind all members of our program of our regulations surrounding personal conduct and internet usage.

The following passage has been taken directly from the U.S. Naval Sea Cadet Corps Regulations, Section 7.

7.03 Prohibited conduct. Each member will act with military decorum and professionalism while participating in USNSCC activities. Outside of USNSCC activities, a member should act in accordance with USNSCC core values. The following conduct is prohibited, and constitutes abuse or neglect when the prohibited conduct meets either of the definitions in SECTION 7.02:

- (a) *Profanity. No member will use vulgar, obscene, humiliating, offensive, or sexually/ racially/ethnically-slanted language to address or refer to another person.*
- (b) *Discrimination. No member will discriminate against any other member on the basis of that person's race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.*
- (c) *Hazing (bullying). No member will intentionally take any action or create any situation that causes embarrassment, harassment, or ridicule, risks emotional and/or physical harm to a member or members, regardless of a member's willingness to participate.*
- (a) *No member will be subjected at any time to initiation rites, or other activities that are demeaning or harmful in nature.*
- (b) *No person will impose any corporal or physical punishment—including physical training—upon a member as punishment for disobeying an order, failing to carry out an order, or carrying out an order improperly.*
- (c) *No person will engage in any physical contact with a cadet beyond the minimum necessary to adjust a cadet's uniform, or to accomplish authorized training objectives. 34 Rev: June 2019*
- (d) *(iv) No person will engage in cyber-bullying, which is nothing more than the use of digital technology such as computers, smartphones, or software to commit hazing against another person.*
- (d) ***Improper use of the Internet or social media applications. Every member who chooses to use Internet-based social media applications is accountable for posting content that is compatible with USNSCC core values. No person will distribute any image of an identifiable person engaging in sexually explicit conduct or that depicts at least one of his or her private areas. No person will distribute any image of conduct that brings disrepute upon the USNSCC or its members.***
- (e) *Sexual harassment. No member will make any unwelcome (i.e., non-consensual) sexual advances, requests for sexual favors, or engage in verbal or physical conduct of a sexual nature.*

15.b. Hymns

ANCHORS AWEIGH

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

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

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

Note: This is the fight song of the US Naval Academy, but often mistakenly referred to as "Anchors Away." To "weigh anchor" is to bring it aboard a vessel in preparation for departure. The phrase "anchors aweigh" is a report that the anchor is clear of the sea bottom (that the weight of the anchor is on the anchor cable) and, therefore, the ship is officially underway.

NAVY HYMN

Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bid'st the mighty ocean deep
Its own appointed limits keep;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

O Christ! Whose voice the waters heard
And hushed their raging at Thy word,
Who walked'st on the foaming deep,
And calm amidst its rage didst sleep;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

Most Holy Spirit! Who didst brood
Upon the chaos dark and rude,
And bid its angry tumult cease,
And give, for wild confusion, peace;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

O Trinity of love and power!
Our brethren shield in danger's hour;
From rock and tempest, fire and foe,
Protect them wheresoe'er they go;
Thus evermore shall rise to Thee
Glad hymns of praise from land and sea.

Lord, guard and guide the men who fly
And those who on the ocean ply;
Be with our troops upon the land,
And all who for their country stand:
Be with these guardians day and night
And may their trust be in thy might.

Lord, guard and guide the men who fly
Through the great spaces in the sky
Be with them always, in the air
In darkening storms and sunlight fair.
Oh hear us when we lift our prayer
For those in peril in the air.

Lord God, our power evermore
Whose arm doth reach the ocean floor
Dive with our men beneath the sea
Traverse the depths protectively
O hear us when we pray, and keep
them safe from peril in the deep.

Eternal Father, faithful friend,
Be swift to answer those we send
In brotherhood and urgent trust
On hidden missions dangerous
O hear us when we cry to Thee
For SEALs in air, on land, and sea.

Creator, Father, who first breathed
In us the life that we received,
By power of Thy breath restore
The ill, and men with wounds of war.
Bless those who give their healing care,
That life and laughter all may share.

Lord, stand beside the men who build
And give them courage, strength, and skill
O grant them peace of heart and mind
And comfort loved ones left behind.
Lord, hear our prayer for all Seabees
Where'er they be on land or sea.

Eternal Father, grant, we pray
To all Marines, both night and day
The courage, honor, strength, and skill
Their land to serve, Thy law fulfill
Be Thou the shield forevermore
From every peril to the Corps.

Eternal Father, Lord of hosts,
Watch o'er the men who guard our coasts.
Protect them from the raging seas
And give them light and life and peace.
Grant them from thy great throne above
The shield and shelter of thy love.

Eternal Father, King of birth,
Who didst create the heaven and earth,
And bid the planets and the sun
Their own appointed orbits run;
O hear us when we seek thy grace
For those who soar through outer space.

God, who dost still the restless foam,
Protect the ones we love at home.
Provide that they should always be
By thine own grace both safe and free.
O Father, hear us when we pray
For those we love so far away.

THE MARINE'S HYMN

From the Halls of Montezuma
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes,
You will find us always on the job
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

THE STAR-SPANGLED BANNER

O say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there;
O say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

On the shore dimly seen through the mists of the deep,
Where the foe's haughty host in dread silence reposes,
What is that which the breeze, o'er the towering steep,
As it fitfully blows, half conceals, half discloses?
Now it catches the gleam of the morning's first beam,
In full glory reflected now shines in the stream:
'Tis the star-spangled banner, O long may it wave
O'er the land of the free and the home of the brave.

And where is that band who so vauntingly swore
That the havoc of war and the battle's confusion,
A home and a country, should leave us no more?
Their blood has washed out their foul footsteps' pollution.
No refuge could save the hireling and slave
From the terror of flight, or the gloom of the grave:
And the star-spangled banner in triumph doth wave,
O'er the land of the free and the home of the brave.

O thus be it ever, when freemen shall stand
Between their loved homes and the war's desolation.
Blest with vict'ry and peace, may the Heav'n rescued land
Praise the Power that hath made and preserved us a nation!
Then conquer we must, when our cause it is just,
And this be our motto: '[In God is our trust.](#)'
And the star-spangled banner in triumph shall wave
O'er the land of the free and the home of the brave!
And the star-spangled banner in triumph shall wave
O'er the land of the free and the home of the brave!

15.c. Sailor's Creed and Creed of the USCG

THE SAILOR'S CREED

I am a United States Sailor.

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

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

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

I am committed to excellence and the fair treatment of all.

CREED OF THE UNITED STATES COAST GUARDSMAN

I am proud to be a United States Coast Guardsman.

I revere that long line of expert seamen who by their devotion to duty and sacrifice of self have made it possible for me to be a member of a service honored and respected, in peace and in war, throughout the world.

I never, by word or deed, will bring reproach upon the fair name of my service, nor permit others to do so unchallenged.

I will cheerfully and willingly obey all lawful orders.

I will always be on time to relieve, and shall endeavor to do more, rather than less, than my share.

I will always be at my station, alert and attending to my duties.

I shall, so far as I am able, bring to my seniors solutions, not problems.

I shall live joyously, but always with due regard for the rights and privileges of others.

I shall endeavor to be a model citizen in the community in which I live.

I shall sell life dearly to an enemy of my country, but give it freely to rescue those in peril.

With God's help, I shall endeavor to be one of His noblest Works... A UNITED STATES COAST GUARDSMAN.

15.c. RT Phase II

RT Phase II will include instruction in Barracks living and Recruit Life, so save these instructions for that training.

BARRACKS

Your Barracks are your living space. For the most part, it is where you will sleep and keep all your personal gear. Many barracks have standing orders or instructions that govern the use of the space and your conduct there. These usually include:

- Being respectful of others living there.
- Keeping your area neat and clean.
- Not leaving your gear “ADRIFT.”
- Observing Quiet Hours.
- You may be asked to stand a “Barracks Watch” which could include making regular rounds checking for Fire or Security hazards and keeping track of who is in the building.
- Participation in Barracks Field Day. See instructions for a proper Barracks Field Day in this handbook.
- Any others deemed necessary by your Chain of Command.

BARRACKS PROCEDURES & CONDUCT

1. Male recruits are not permitted on the female deck at any time.
2. Female recruits are allowed in the common spaces of the male decks during the training day, when the division is training together.
3. Male and female recruits may not be in a berthing room together for any reason at any time.
4. Recruits are responsible for the good order and cleanliness of their assigned spaces, including their cube, the common passageways, and heads.
5. Recruits are responsible for maintaining their assigned spaces and gear in accordance with this manual and instructions received from their RDCs.
6. Noise shall be kept to a minimum in the barracks, especially between Taps and Reveille.
7. Recruits may only use the Quarterdeck to enter or exit the barracks, except in case of emergency.
8. No loitering is permitted on the Quarterdeck.
9. No recruit shall be allowed outside the barracks without a staff escort.

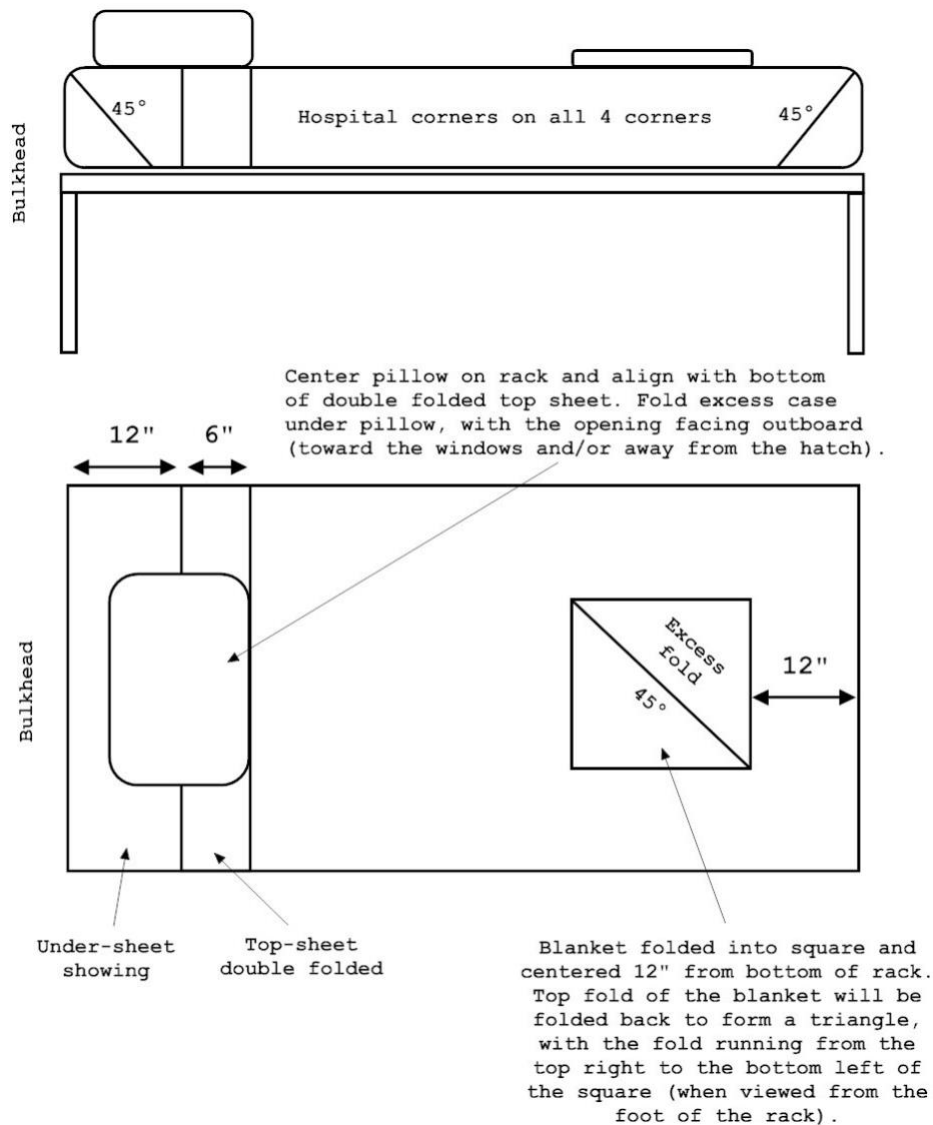
10. No articles shall be hung in, or thrown out of, windows.
11. Doors to recruit cubes shall never be locked. Personal gear must therefore be locked in a locker.
12. Doors to recruit cubes shall be left open 6 inches between Taps and Reveille.
13. *On the Line*: when “on the line” is called, recruits will move with haste and fall in at the position of attention in the passageway outside their cube.
14. *Fall Out*: when the word is passed to “fall out,” recruits will move with haste to the assigned area and fall in. Recruits shall not run in passageways or on ladders in the barracks.
15. *Reveille*: when reveille is sounded in the morning, recruits will immediately fall in on the line at attention, wearing (at a minimum), shorts, a t-shirt, and shower shoes.
16. *Taps*: when taps is sounded in the evening, all recruits shall lie silently in their racks until reveille. Exceptions will be approved by the Recruit Division Commander, who shall notify the OOW.

RACK & CUBE REQUIREMENTS

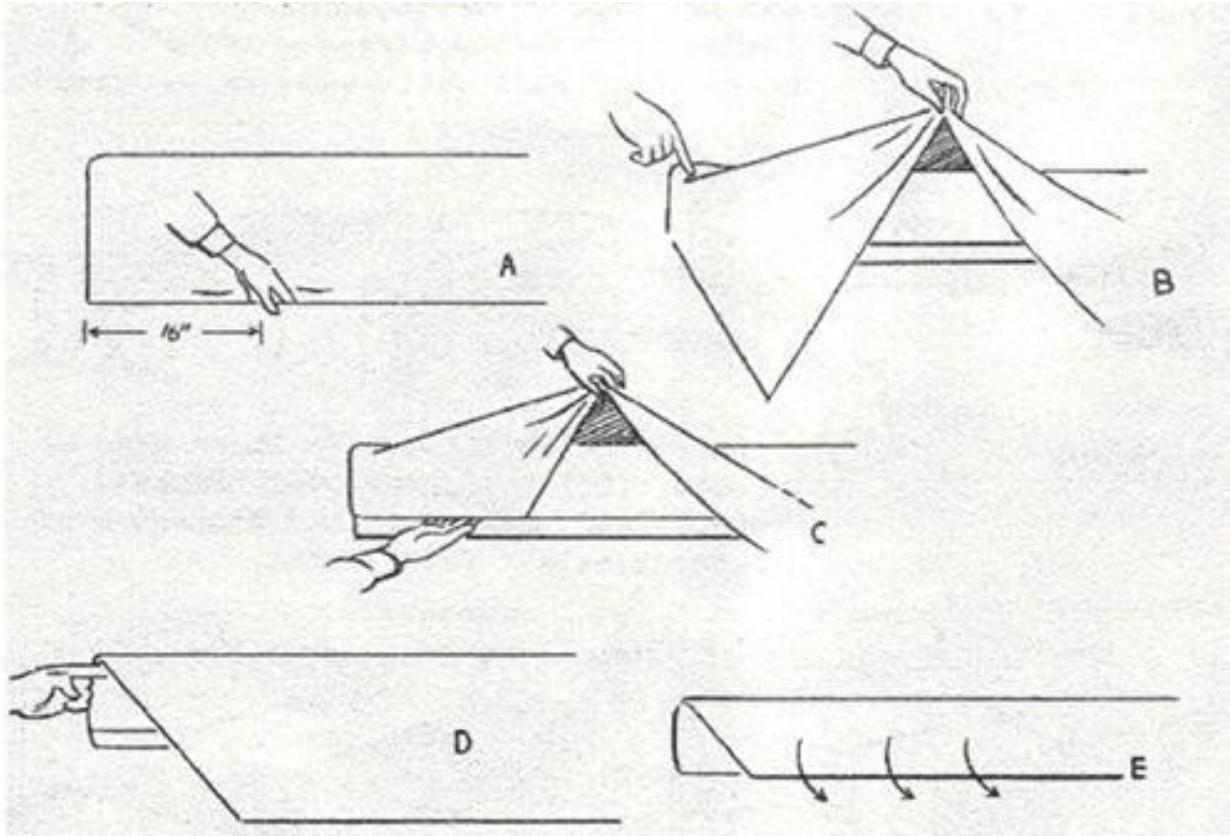
Recruit rooms shall *never* be locked. When recruits are absent from their rooms during the training day, rooms will be left ready for inspection: lights will be off; curtains and blinds will be open; doors will be left unlocked; racks will be made smartly; gear stowed; lockers locked; decks, windows, and furniture dust-free and clean; and wastebaskets clean.

Rack

The recruit rack shall be neatly and smartly made any time the recruit is not sleeping in the rack. Recruit racks shall be made in a 6 & 12 military fashion. Hospital corners will be made at a 45° angle at all four corners. The blanket shall be folded in a square, centered on the mattress, 12 inches from the bottom. The top fold of the blanket shall be folded back to form a triangle with the fold running diagonally from the top right to the bottom left of the square (when viewed from the foot of the rack).



Making Hospital Corners



- A. With the bottom sheet evenly draped over the rack with the bottom edge of the sheet along the bottom edge of the rack, tightly and smoothly tuck the sheet under the head (or foot) of the rack
- B. About 16" from the head (or foot) of the rack, grab and lift the draping sheet
- C. Tightly tuck the triangle-shaped lower drape (x) under the rack
- D. Hold the corner in place with your finger (or a hanger or ruler), and fold the top drape over at a 45° angle.
- E. Tuck in the sheet along the length of the rack.
- F. Drape the top sheet evenly on the rack with the top edge of the sheet even with the top edge of the mattress.
- G. Fold the top edge down 6" then over again for another 6". This should leave 12" from the top edge of the mattress to the top edge of the "collar."
- H. Repeat steps A-D with the bottom corners.
- I. Add the pillow and blanket as indicated above.

Towels

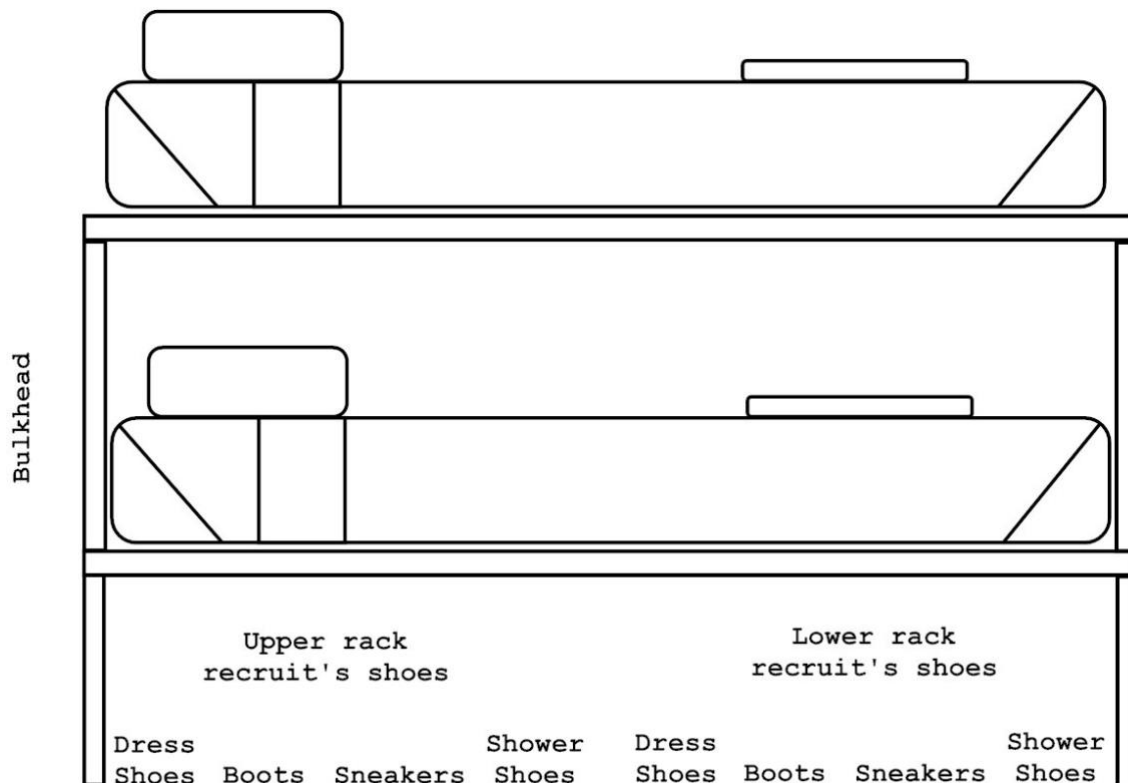
Wet/damp towels may never be locked in a locker. At night, wet/damp towels may be hung in any way which facilitates drying. During the training day, wet/damp towels shall be folded vertically, equally in thirds, then folded in half horizontally and hung over the center of the footboard of the rack, with the open ends facing outboard (toward the window and/or away from the hatch).

Footwear

Recruits' footwear shall be placed under their rack in the following order, from left to right:

Dress Shoes – Boots – Sneakers – Shower Shoes

Shoes shall be positioned along the long axis of the rack, with the shower shoes against the leg at the foot of the rack (if racks are stacked, the lower rack recruit's shoes will be at the foot of the lower rack, and the upper rack recruit's shoes will be at the head of the lower rack). Shoes shall be placed so that the toes face in under the rack, and the heels of all footwear shall be even in an imaginary line drawn from the front leg to the rear leg of the rack. Shoes shall be arranged such that they are touching each other. A space will be left for the footwear a recruit is currently wearing.

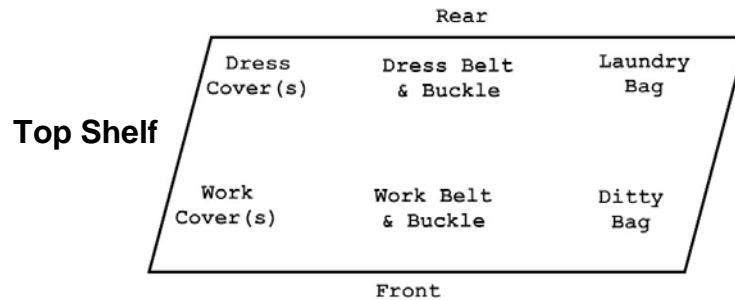


Lockers

Uniforms will be hung (one item per hanger), from left to right:

Dress Uniform Top – Dress Uniform Pants – Work Blouses – Work Pants – Jacket(s)

The *top shelf* of the locker will be arranged as follows:



If lockers have additional shelves, recruits shall neatly arrange their gear on the shelves, keeping like items together, and following specific instructions from their Recruit Division Commander.

If lockers do not have additional shelves, recruits shall neatly arrange their gear on the bottom of the locker as follows:

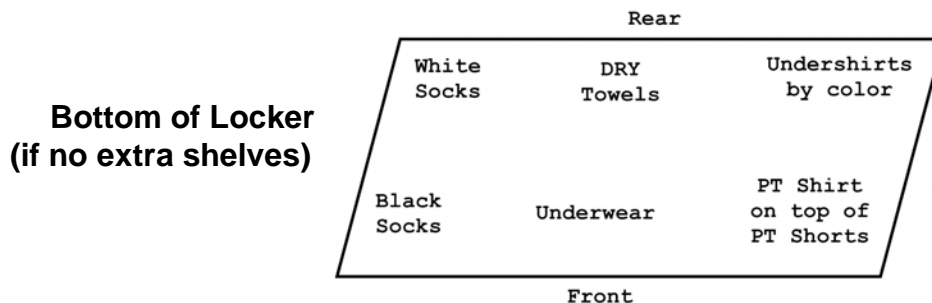
White socks: rolled tightly, placed in the back-left corner
Black socks: rolled tightly, placed in front left corner

Dry towels & facecloths: folded neatly, placed in rear center
Underwear: folded neatly, placed in front center

Undershirts: folded neatly, arranged by color, placed in back right corner

PT gear: folded neatly (PT shirt on top of PT shorts), placed in front right corner

Other gear (sewing kit, shoe-shine kit, stationary): neatly arranged on top of dry towels



Recruits will follow additional instructions from their Recruit Division Commander as to the arrangement of their lockers.

Recruits are responsible for the security of their own property. As such, recruits shall secure their lockers whenever they are not actively using the locker.

Proper Barracks FieldDay

Your Squad Leader should create a cleaning roster which assigns each person to a specific cleaning duty each day during Field Day. When you are finished your assigned duty, take the initiative, and ask what else you can do.

Cubes (rooms) or Squad Bays

Clean from the top down...

- ✓ If required, dust the tops of lockers - using extreme caution; all shelves and surfaces including windowsills and ledges and door frames.
- ✓ Sweep out cubes/squad bays & Heads. Move bunks and other objects (i.e. GI Can) to get behind/under them if necessary.
- ✓ Empty trash and replace liner.
- ✓ Sweep out into passageway.
- ✓ Swab deck of cube/squad bay with clean damp swab (swab bucket should only contain about 8" of clean hot water in it with appropriate amount of cleaning solution and should be changed regularly).
- ✓ Secure cube/squad bay when finished.

Heads

Again, clean from the top down...

- ✓ Using a damp sponge, dust all shelves and surfaces including counter tops, window sills and ledges and door frames.
- ✓ Scrub sinks, toilets (including the seat, rim, bowl & pedestal) and showers with a damp sponge, clean water and appropriate cleaner.
- ✓ Sweep, remove trash, and then swab (swabbing as above).
- ✓ Secure the head.

Passageways

Using a damp sponge, dust any surfaces, door frames, etc. Clean any scuttlebutts. Sweep all dirt to a central location. Remove to trash. Swab as above. Secure the deck.

Heads and Showers

- ✓ The same standards of maintenance required of the rooms pertain to the heads and showers. All are responsible for keeping them clean.
- ✓ Heads and showers will be inspected each night after showers. If they are a mess you will clean them.

A. Messing

1. Recruits shall drink at least two glasses of water at each meal (in addition to water intake from their canteens during the training day). Recruits will not be excused from the Mess Deck until they finish two glasses of water.
2. Recruits can take what they want from the chow line, but must eat what they take.
3. Recruits shall eat with their division, unless excused for medical reasons. If excused, the Medical Department will provide a meal.
4. Unless instructed otherwise, recruits should not begin eating until their entire division has retrieved their meal from the chow line. Recruits shall place their trays at their table and remain standing at attention until instructed to eat by their Recruit Division Commander.
5. Recruits will have approximately 20 minutes to eat each meal. Recruit Division Commanders will give a two-minute warning, and will pass the word when the division is to depart the Mess Deck.
6. At the conclusion of each meal, recruits shall police their table, clear plates and utensils, and push all chairs in.
7. Recruits shall leave the Mess Deck as a division, at the direction of the Recruit Division Commander.
8. Unless instructed otherwise, recruits may not speak during chow.
9. Unless instructed otherwise, recruits may not drink sugary drinks or soda during chow.
10. Unless instructed otherwise, recruits may not take a dessert during chow.
11. Recruits' intake of milk will be limited to avoid sour stomach.
12. Recruits' intake of sugar and caffeine will be limited to avoid sugar crash, upset stomach, and sleepless nights. Note: sweets, soda, desserts, maple syrup, and sugary cereals will all be limited. Recruits may not drink coffee.
13. The Medical Officer will prescribe dietary restrictions as deemed necessary.
14. The Mess Deck is off limits during "closed" hours.
