

# ORION

## SQUADRON



# NLCC Recruit Guide

*Your first four months in the Naval League Cadet Corps*

Updated: 29 October 2019



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

ORION SQUADRON  
NAVAL AIR STATION WHIDBEY ISLAND  
OAK HARBOR, WASHINGTON

**MEMORANDUM**

From: Commanding Officer, ORION Squadron

To: Recruit Cadet

Subj: WELCOME ABOARD

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

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

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

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

E. N. TORRES

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## Your Recruit Binder

Binder requirements:

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



Binder options

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

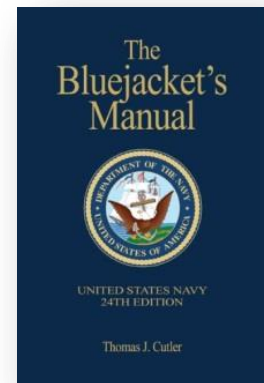
## When do I need my binder?

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

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

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

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





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**CADET NAME**



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

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

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

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

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

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

**These are the CORE VALUES of the United States Navy.**

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## What will the first four months of Navy League Cadets look like?

You will be learning the basics of being a cadet, which is guided by the Navy League Cadet Corps Syllabus. You will hear this referred to as the “NLCC Syllabus.”

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

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

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

## What is Recruit Division?

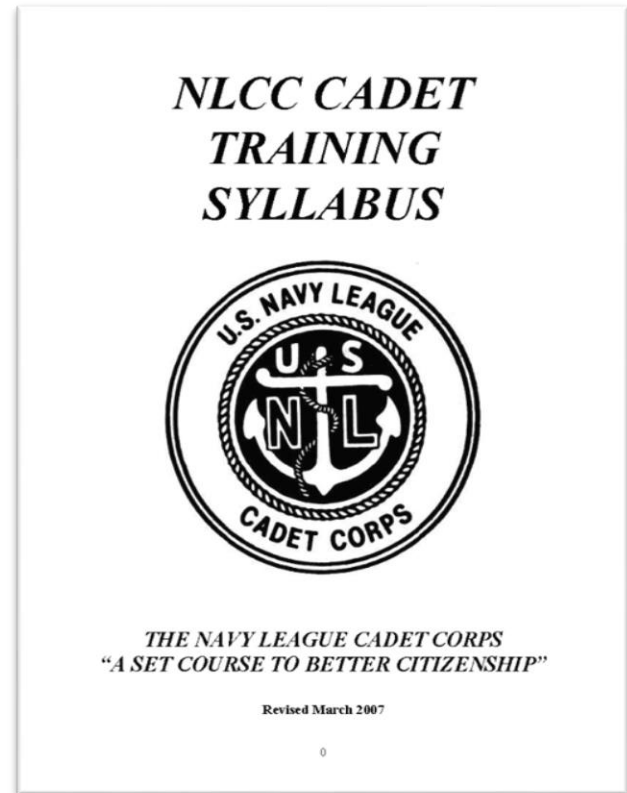
Recruit Division is the Orion Squadron recruit orientation company. All new personnel are assigned to Recruit Division for the first four months of membership.

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

If you complete all the requirements to advance to Apprentice Cadet (LC-2), which includes passing your NLCC Syllabus - Part I Lessons, the Apprentice Cadet Advancement Examination, and passing the physical readiness test, you will be eligible for promotion and graduation out of the Recruit Division. Most cadets graduating out of the Recruit Division will be promoted to Apprentice Cadet.

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

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



## What do I need for my first meeting?

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

## How does the NLCC Syllabus work?

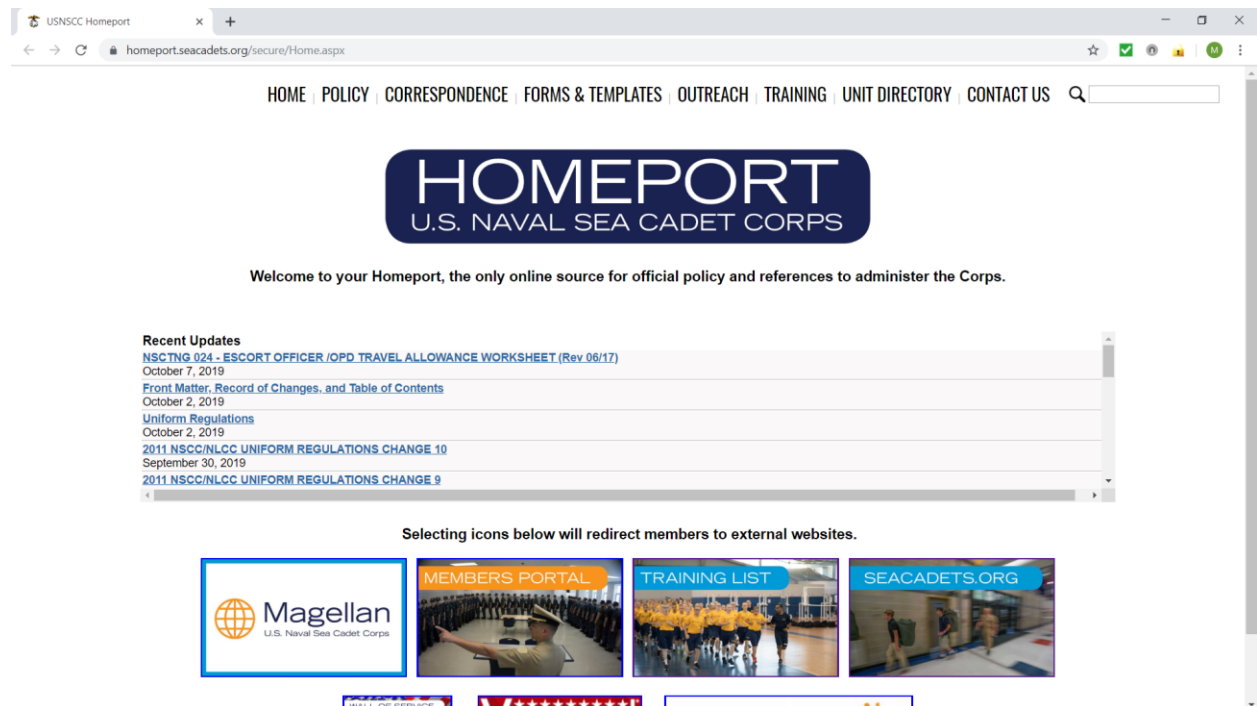
The NLCC Syllabus is organized by subjects and each subject is broken down into easy to accomplish pieces of required knowledge. You demonstrate or fulfil the particular requirements, by completing short quizzes for each lesson.

You will complete the NLCC Syllabus two ways, either by completing the lessons at home and turning the in to the Training Officer, or through participating in regular classes during drill, and completing the quizzes at that time. This gives you the option of skipping ahead in the NLCC Syllabus, if you choose to seek out the information on your own.

## Where do I find the information needed to study the NLCC Syllabus?

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

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



## What is my rank?

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

*Example: RC John P. Jones, NLCC*

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

## What are the advancement requirements?

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

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

RATING	RATE/ GRADE	TIME IN RATE	TIME IN SERVICE	COURSE	EXAM
RECRUIT CADET	RC/LC-1	NONE	NONE	NONE	NONE
APPRENTICE CADET	APC/LC-2	4 MO	4 MO	NLCC SYLLABUS PART II	APC
ABLE CADET	ABC/LC-3	4 MO	8 MO	NLCC SYLLABUS PART III	ABC
PETTY OFFICER THIRD CLASS	PO3/LC-4	4 MO	12 MO	NLCC SYLLABUS PART IV	PO3
PETTY OFFICER SECOND CLASS	PO2/LC-5	6 MO	18 MO	NLCC SYLLABUS PART V	PO2
PETTY OFFICER FIRST CLASS	PO1/LC-6	6 MO	24 MO	NLCC SYLLABUS PART VI	PO1
SHIP'S LEADING PETTY OFFICER	SLPO/LC-7	6 MO	30 MO	BMR, ASSIGNMENTS 1-6	NONE

***You can find Navy League Cadet advancement requirements on Homeport under:  
Policy > NSCC/NLCC Administration Manual > Chapter 1***

## What are the physical fitness standards?

You must meet the minimum physical fitness standard once every six months in order to (1) advance in rate and (2) participate in recruit and advanced training. These requirements are for all cadets.

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

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

2. MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS			
AGE	EXERCISE #1 SIT-UPS (1 MINUTE)	EXERCISE #2 PUSH UPS (NO TIME LIMIT)	EXERCISE #3 ONE-MILE RUN (MINUTES:SECONDS)
10	28	12	11:40
11	29	14	11:25
12	32	15	10:22
13	34	20	09:45
14	36	20	09:30
15	38	25	09:15
16	40	25	09:00
17/18	40	30	08:45
3. MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS			
10	26	9	13:00
11	28	7	12:42
12	30	5	12:24
13	32	7	12:15
14	32	7	12:00
15	31	10	11:45
16	30	10	12:15
17/18	29	10	12:15

**You can find fitness standards and test descriptions on Homeport under:  
Policy > PHYSICAL READINESS MANUAL**

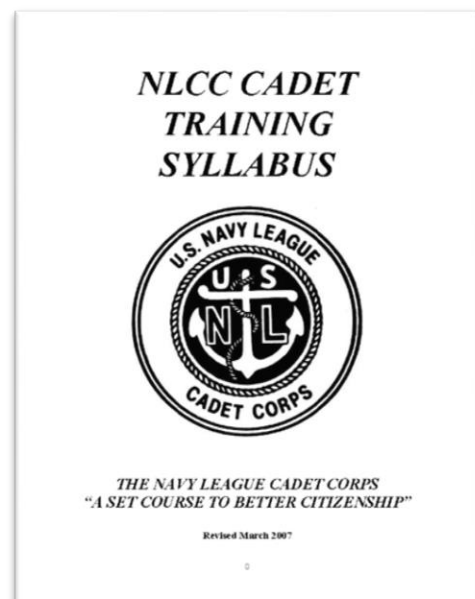
## Getting started with the NLCC Syllabus.

The Navy League Syllabus is the academic program for the NLCC. Your first course will be Apprentice Cadet (Part I).

You will have to complete a course for each rate.

Each course in the NLCC Syllabus consists of 5-8 lessons with between 5 and 10 questions at the end of each.

**You can find the Syllabus on Homeport under:  
Training > Cadet Advancement > NSCC & NLCC  
Courses**



The NLCC Syllabus has six parts. There are between 5 and 8 open-book assignments that you should start working on as soon as possible. Part 1 has been provided as Appendix A to get your started.

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

### How do I turn in my course work?

You will submit your completed assignments to the training officer (TO) using the correspondence course answer sheet (NSCC Form, NSCTNG 029) at the start of drill or by emailing them to [orion@seacadets.org](mailto:orion@seacadets.org).

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

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

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

You must also have the NLCC Syllabus – Part 1 completed prior to attending recruit orientation. This means if you plan on attending recruit orientation prior to your fourth drill, you will need to finish the book early.

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

### What should I try learning first?

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

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

Other required knowledge includes:

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

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

## Getting started with your uniforms.

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

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

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

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

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



*NWU*

*Winter Dress*

*Summer Dress*

## How do I take care of my uniforms?

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

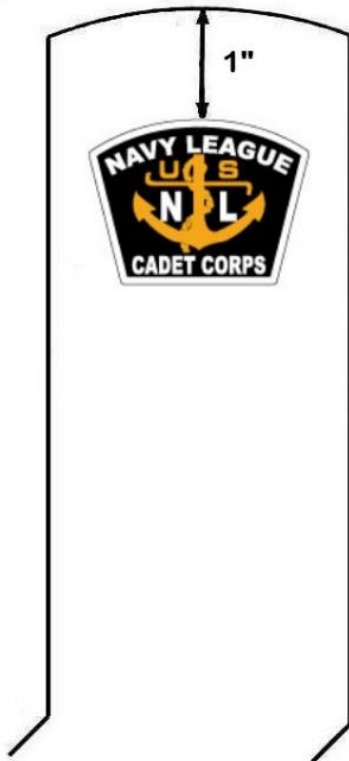
- Quick Tips
  - NWU – DO NOT dry clean, starch, chlorine bleach or use fabric softener
  - Winter dress – Dry clean suggested, but may be machine washed and ironed.
  - Summer Dress – Dry clean suggested, but may be machine washed and ironed.
  - NWU Parka –DO NOT dry clean, starch, chlorine bleach or use fabric softener

## How do I put the insignia on my uniform?

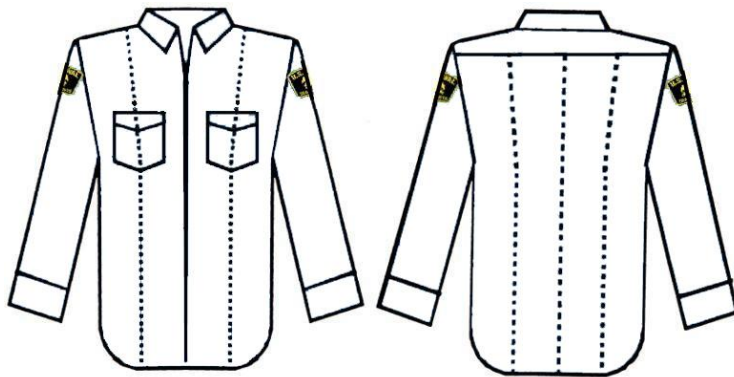
You should have received a detailed guide from the supply officer. If you didn't, please contact the supply officer as soon as possible. All insignia needs to be sewn on.

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

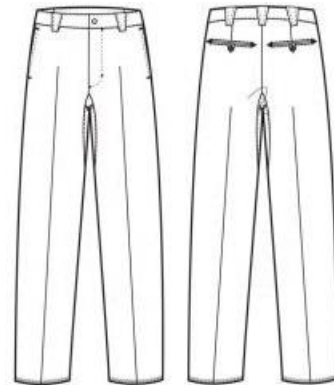
- Quick Tips
  - Flashes (NLCC patches) – There is only one patch.
    - Dress Uniform Sleeves: Left Sleeve Only
    - NWU Pocket: Centered on the Right Breast Pocket



## How do I press my dress uniform?



Shirt (Two on Front, Three on Back)



Trousers (Fore and Aft on Each Leg)

## How do I alter my uniform to fit?

Alterations are permitted, at your own expense.

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

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

## How do I shine my shoes?

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

**Spit shine instructions:** [http://en.wikipedia.org/wiki/Bull\\_polishing](http://en.wikipedia.org/wiki/Bull_polishing)



## How short does my hair need to be?

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

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

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

**Visit [http://www.navy.mil/ah\\_online/um/femalehair.html](http://www.navy.mil/ah_online/um/femalehair.html) for illustrations of female hair styles**

## Can I wear earrings or other jewelry?

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

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

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

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

One single strand necklace may be worn.

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

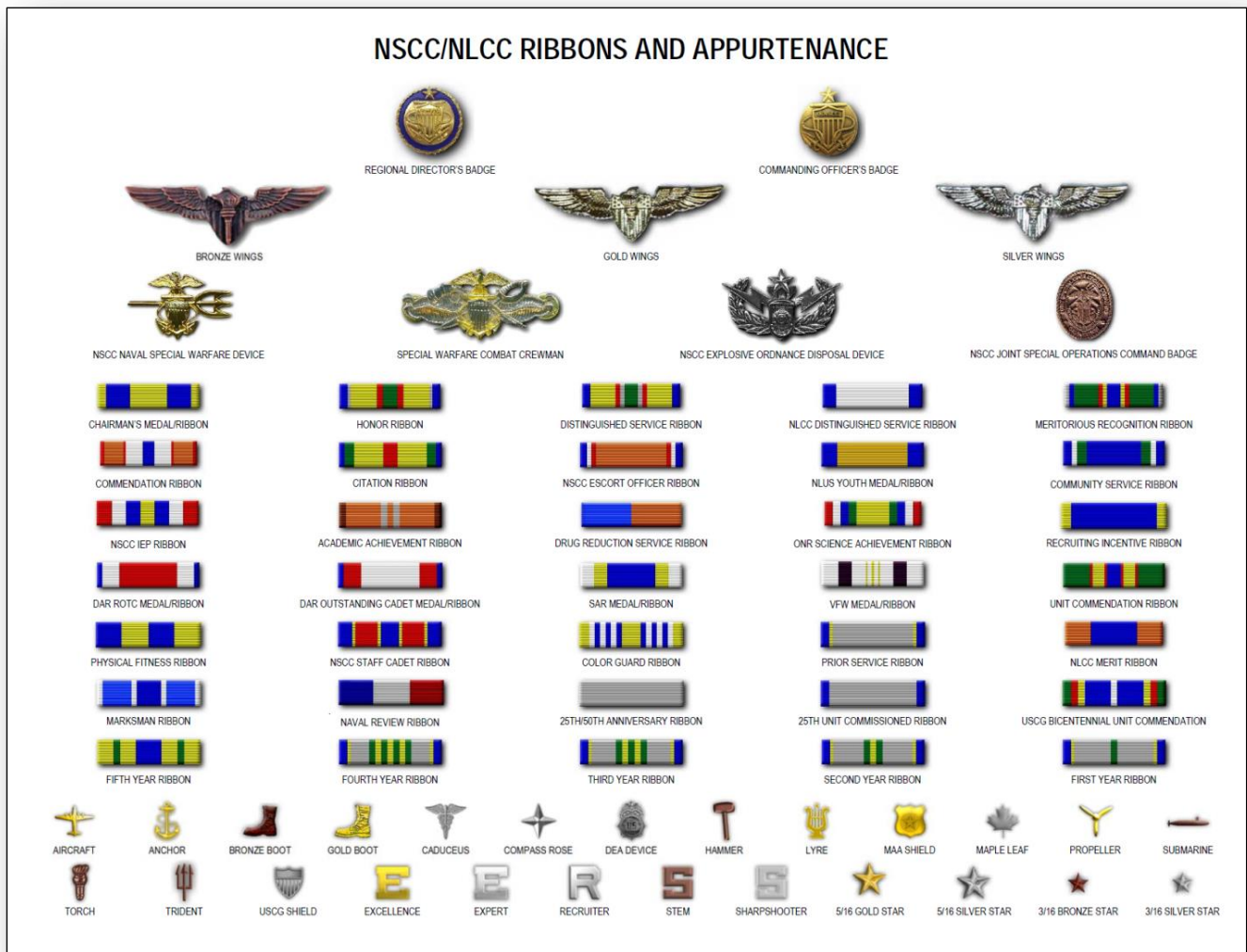
## How do I earn ribbons?

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

**You can find NSCC award requirements on Homeport under:  
Policy > NSCC Policy > NSCC/NLCC AWARDS MANUAL**

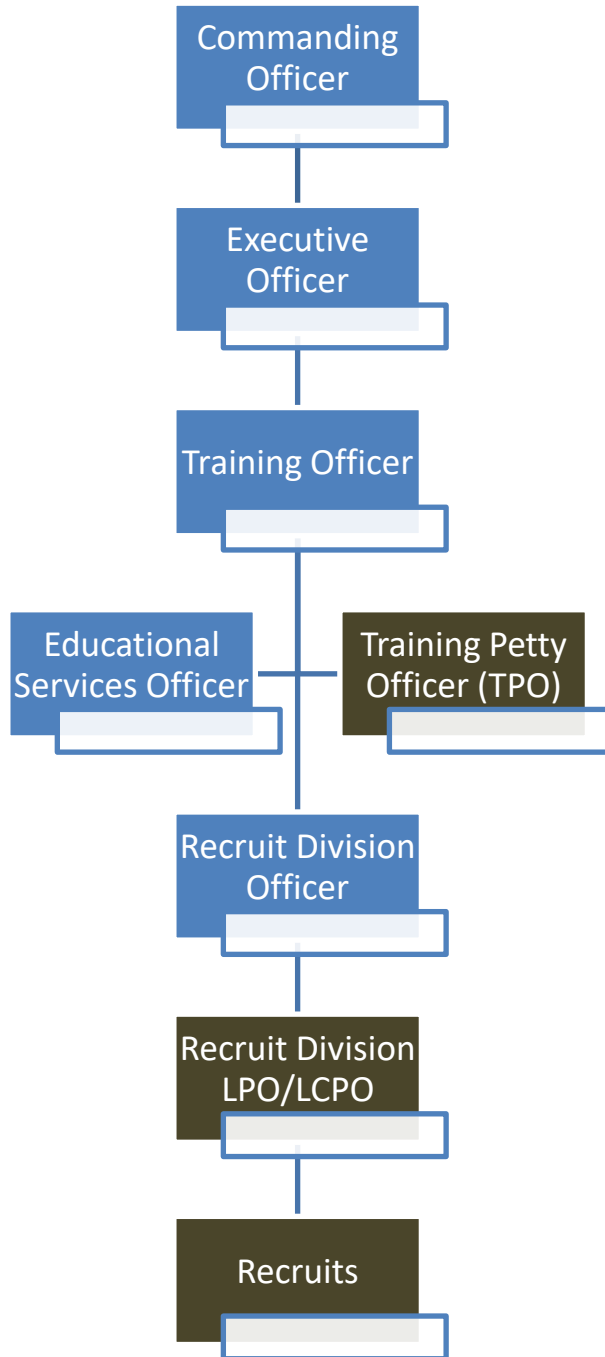
## Can I wear my JROTC awards on my uniform?

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



## What is my chain of command?

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



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

## What is the attendance policy?

The Orion Squadron attendance policy is outlined in ORIONINST 1080.1. You are expected to participate in 85-percent of regular unit activities. You can be dropped from the program if you fall below a 75-percent attendance rate.

## What is the plan of the month (POM)?

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



**Public Page:** <https://www.facebook.com/OrionSquadron>

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

## What is Muster?

Orion Squadron uses electronic monthly musters. Members are required to muster with their Squad Leader and/or Leading Petty Officer (LPO) via the unit website to indicate if they will be attending or not attending drill.

<https://sites.google.com/a/seacadets.org/orion/operations/muster-sheet?authuser=0>

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

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

Your Squad Leader is:      Name: \_\_\_\_\_ Email: \_\_\_\_\_

Your LPO is:                Name: \_\_\_\_\_ Email: \_\_\_\_\_

Your Division Officer is:      Name: \_\_\_\_\_ Email: \_\_\_\_\_

## What are the conduct standards?

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

**You can find the NSCC Regulations on Homeport under:  
Policy > NSCC Policy > REGULATIONS**

- **Following orders**

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

- **General conduct**

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

- **Hazing**

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

- **Mistreatment**

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

- **Sexual harassment**

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

## Suggestion form

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

### MEMORANDUM

From: \_\_\_\_\_  
*(print your name)*

To: Training Officer

Subj: RECRUIT DIVISION PROGRAM SUGGESTION

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

2. I recommend the following solution(s):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Attach additional pages as needed*