

Naval Sea Cadet Corps and Navy League Cadet Corps

Columbus Ironclad Division

Welcome Aboard, Orientation, and Indoctrination Package

Purpose: To introduce cadets, volunteers, and junior officers to the United States Naval Sea Cadet Corps (NSCC), the Navy League Cadet Corps (NLCC), and teach the *basic* operations and organization of the COLUMBUS IRONCLAD DIVISION.



Table of Contents:

Page 1 Cover Sheet: Purpose and Contents

Page 2 Admin: Chain of Command & Identification

Page 3 Admin: Drill Schedule (ensure latest copy) & attendance & Physical Training

Page 4-5 Training: NSCC Rank Structure and Advancement Requirements

Page 6 Enrollment, Training and Costs

Page 7 11 General Orders, Oath of the Sea Cadet Corps, & Sailors Creed

Page 8 Military Courtesies

Page 9-11 Uniform Guidelines & Regulations Revised: 03 MAR 10

Other information may be available on the following websites:

<http://www.IroncladDivision.com>

<http://www.seacadets.org>

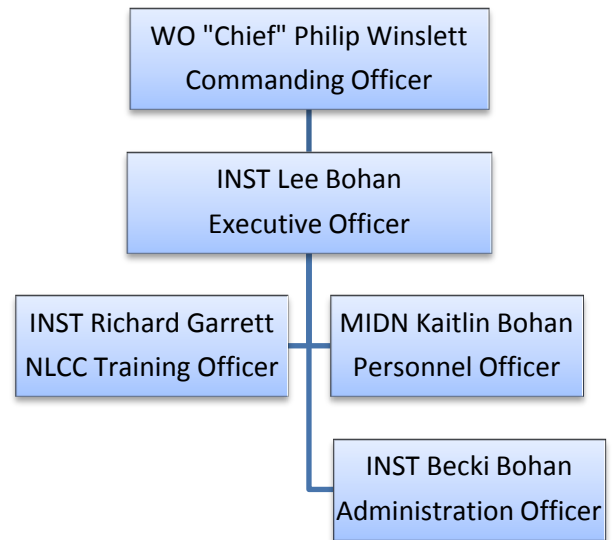
<http://www.compass.seacadets.org>

<http://www.resources.seacadets.org>

Chain-Of-Command

The Chain of Command is the organization of the unit. Everyone reports to his/her immediate supervisor. The Commanding Officer (CO) is ultimately responsible for the actions of the command and all the personnel under his responsibility.

The Columbus Ironclad Division's Commanding Officer also has a supervisor. The Regional Director is the unit CO's supervisor. Above the Regional Director and his staff are the Headquarters representatives.



Identification Card and Information:

Your identification card is your proof or evidence that you are a member of the Naval Sea Cadet Corps. It is also a part of your uniform. You should always have it in your possession. Be careful not to lose it!

You must safeguard your Identification Card and the information contained on it. Your card contains sensitive information about yourself, specifically part of your Social Security Number and your date of birth. If your card is lost or stolen, the information on your card could be used to steal your identity.

SAFEGUARD YOUR INFORMATION!

Often times, the last four numbers of your Social Security Number will be used for identification or verification purposes. You need to memorize and know the last four numbers of your Social Security Number, if not the entire number.

It is also recommended that you learn your blood type.

Blood is not always interchangeable, and you need to know what type blood you have, e.g. A+, A-, O+, AB-, etc.

Facility Location and Directions:



The Columbus Ironclad Division meets in the Navy Operational Support Center (NOSC) on Victory Drive (Hwy 280) in Columbus, GA in front of the Civic Center (near Golden Park). We work closely with the Navy Reservists and Active Duty to obtain great training and broad experiences.

To find the NOSC, just search for 414 4th St in Columbus, GA.

There is a big black anchor on the corner at the traffic light.

Parking is available in the Civic Center's parking lot.

Drill Schedule

The Ironclad Division usually drills with the Navy Reservists. The current schedule can be found on our unit website: www.IroncladDivision.com

Attendance: The Ironclad Division meets one weekend of the month. The weekend actually consists of 4 drill periods, one on Saturday morning, another Saturday afternoon, the third on Sunday morning and the last on Sunday afternoon. The Advancement and Training Manual (Chapter 2) indicates that units **must** conduct at least 40 drills per year. We normally have 48 drills. Of the drills scheduled, each cadet must attend at least 75% to maintain satisfactory attendance. Occasional absences for valid reasons *may* be excused **ONLY** by the unit Commanding Officer (CO). Valid reasons may be illness, family emergency, etc. If you **must** miss a scheduled drill, you should contact the unit Commanding Officer (CO) to report the reason and request that your absence be excused.

Physical Training: (also may be called Physical Fitness Assessment or Physical Fitness Test)
Physical Fitness is an important part of everyday life, and the Ironclad Division is committed to promoting healthy lifestyles. The NSCC has determined that cadets must meet the following Physical Training standards in order to advance in rank and complete advanced trainings. If a cadet is not able to pass these standards initially, it is set as a goal.

Don't lose hope if you cannot meet these requirements initially.

The minimum requirements are provided:

MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS

AGE	SIT-UPS/CURL-UPS	V-SIT REACH (INCHES)	SHUTTLE RUN (SECONDS)	ONE-MILE RUN (MINUTES:SECONDS)	PUSH-UPS
10	28	+1.0	14.5	11:40	12
11	29	+1.0	13.5	11:25	14
12	32	+1.0	12.4	10:22	15
13	34	+0.5	12.2	9:45	20
14	36	+1.0	11.9	9:30	20
15	38	+2.0	11.7	9:15	25
16	40	+3.0	11.4	9:00	25
17	40	+3.0	11.4	8:45	30

MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS

AGE	SIT-UPS/CURL-UPS	V-SIT REACH (INCHES)	SHUTTLE RUN (SECONDS)	ONE-MILE RUN (MINUTES:SECONDS)	PUSH-UPS
10	26	+3.0	14.2	13:00	9
11	28	3.10	13.4	12:42	7
12	30	+3.5	12.9	12:24	5
13	32	+3.5	13.1	12:15	7
14	32	+4.5	13.2	12:00	7
15	31	+5.0	13.0	11:45	10
16	30	+5.5	12.9	12:15	10
17	29	+4.5	13.0	12:15	12

Cadets are also able to achieve special recognition and can be awarded the **NSCC Physical Fitness Ribbon and "E" appurtenance.** for satisfying the **National and/or Presidential Physical Fitness standards.** Those requirements are available upon request or can be viewed at the NOSC

NLCC and NSCC Ranks

OFFICERS			CADETS			
WO	Warrant Officer	WO	L e a n e	LC1	League Recruit	LR
				LC2	Apprentice Cadet	ApC
O1	Ensign	ENS		LC3	Able Cadet	AbC
O2	Lieutenant Junior Grade	LTJG		LC4	Petty Officer Third Class	PO3
O3	Lieutenant	LT		LC5	Petty Officer Second Class	PO2
O4	Lieutenant Commander	LCDR		LC6	Petty Officer First Class	PO1
	Adult Volunteers ages 18-21 With prior NSCC experience Can be a Midshipman (MIDN)			LC7	Ship's Leading Petty Officer	SLPO
	Adult Volunteers who do not Have Sea Cadet rank are called Instructors (INST).		S e a	E1	Seaman Recruit	SR
				E2	Seaman Apprentice	SA
				E3	Seaman	SN
				E4	Petty Officer Third Class	PO3
				E5	Petty Officer Second Class	PO2
				E6	Petty Officer First Class	PO1
				E7	Chief Petty Officer	CPO

League Cadets (ages 10-13) use a training syllabus, one part at a time. The text contains pertinent training with in-text questions to be completed. After answering the in-text questions, each League Cadet is given a closed book exam consisting of 20 questions. Passing the exam is one requirement for advancement. The syllabus (plural=syllabi) should be brought to drill each month for studying.

Sea Cadets (ages 13-18) use computer based Adobe Acrobat formatted files for study. The files are the actual Correspondence Courses used by the U. S. Navy. The course has assignments (questions) at the end of the text. The assignment questions should be answered on an Answer Sheet, which can be printed from the CD or photocopied from an original sheet. When the text is read and the assignments are completed (questions answered), turn in the completed assignments to a unit representative. The assignments will be entered online with the Center for Naval Education and Training (CNET) and graded. If the cadet enters military service after graduation from High School, the cadet will already have credit for the courses completed.

To advance in rank from E3 to E4 and thereafter, a closed book computer Advancement Exam is also required. These exams are derived from actual exams previously taken by the United States Navy for Advancement.

ADVANCEMENT REQUIREMENTS

L E A U E	Rank	Time in Rate/Rank	Time in NLCC	Training Syllabus	Exam	
		LC1	Every League Cadet's Rank upon	affiliation is LC-1, Recruit		
	LC2	4 months	4 months	Part I	Part I	
	LC3	4 months	8 months	Part II	Part II	
	LC4	4 months	12 months	Part III	Part III	
	LC5	6 months	18 months	Part IV	Part IV	
	LC6	6 months	24 months	Part V	Part V	
	LC7					
S e a	Rank	Time in Rate/Rank	Correspondence Course Required	Exam	Training Required	
		E1	Every Sea Cadet's Rank upon	affiliation is E-1, Recruit		
		E2	3 months	BMR	None	Recruit Training Instruction
		E3	6 months	Seaman (SN)	None	Advanced Training
		E4	6 months	PO3 & 2	PO3	Advanced Training
		E5	6 months	-	PO2	POLA
		E6	6 months	PO1	PO1	Advanced Training
	E7	6 months	CPO	None	Staff RT after POLA	



ADVANCEMENT TO PETTY OFFICER in the COLUMBUS IRONCLAD DIVISION



Cadets in the Columbus Ironclad Division desiring to advance to the rank of Petty Officer Third Class, in either the League Cadet Corps or the Sea Cadet Corps, must satisfy the following requirements:

Sea Cadet and League Cadet Regulations and Manuals require:

- 1) Time in Rank as an E-3 (6 months as a SN for Sea Cadets)
or LC-3 (4 months as an Able Cadet for League Cadets)
- 2) Completion of the PO3 & 2 Correspondence Course (Sea Cadets)
or Part III of Syllabus (League Cadets)
- 3) Satisfactory score on the written test
- 4) (For Sea Cadets ONLY) completion of an Advanced Training

In addition, the Columbus Ironclad Division will require completion of these two additional requirements before advancement to Petty Officer Third Class or beyond:

- 5) Completion of the E-2 PQS (that was previously supplied or will be provided to everyone)
- 6) Successful demonstration of basic knowledge and skills during a review board.

The concepts of PQS [Personal Qualification Standards] and Oral Review Boards are well known in the military branches. Before special watch qualifications are assigned in the military a PQS must be completed. Before a military person earns warfare qualification, like Air Warfare, Submarine Service, Surface Warfare, or Seabee Combat Warfare, they must successfully pass a review board.

The Review Board for our Sea Cadets will be mainly oral and will ask you to demonstrate your basic knowledge and skills that should be held by a Petty Officer. Examples of such knowledge could be the; knowledge of the 11 General Orders and the Sailor's Creed; knowledge of how and where to find resources pertinent to the Naval Sea Cadet Corps (such as the Uniform Manual, Awards Manual, Training and Administration Manual); Advancement requirements; Award requirements; Uniform Regulations; Officer and Enlisted Rank Recognition in both the Navy and Sea Cadet Corps, a plan for your Sea Cadet career. Skills may include ability to shine your shoes or boots, operation of a fire extinguisher, procedure for crossing the quarterdeck, facing and marching movements, and the ability to take charge and be dependably and reliably in control of a situation. Any part of your previous training is subject to review at the board. For Sea Cadets, anything in the BMR and SN course, plus anything covered at Recruit Training should be known. For League Cadets, any information in Parts I through III of the syllabus should be known. Any topics or information covered in the classroom or field at our monthly drills is eligible.

You will have to demonstrate your knowledge or skills in front of a panel of review board members. Those members will be comprised of higher ranking Sea Cadet and US Navy personnel. These boards will take some time and coordination to set up, so it is important that you give the CO ample time to coordinate and organize these boards for you. DO NOT expect to show up at drill one month and say that you are ready for your board and expect to have it that weekend. It will not happen.

ENROLLMENT PROCEDURES

To enroll, please fill out the following forms which can be found on our website: www.ironcladdivision.com:

(1) Cadet Application; (2) Report of Medical History; (3) Medical Exam; (4) Parental Agreement

ADVANCED TRAININGS

After joining Ironclad Division and attending monthly drills, the first Advanced Training cadets attend is Recruit Training (RT). National Headquarters recommends that cadets be enrolled six (6) weeks before attending RT. That time allows us to issue you the appropriate uniforms and ensure your skills and knowledge are adequate to ensure success at Recruit Training. Ironclad Division is hosting RT at Fort Benning in June. After RT, you can choose from other trainings offered nationally. Weekend trainings between now and your RT will help prepare you for RT and any other training you attend next summer. The current cost for a two-week training is \$260. This includes all expenses except transportation to/from the training site. This fee is set by Headquarters and is subject to change. You can go to www.compass.seacadets.org to view the National Training Schedule and to find out what the requirements are. When you choose a training let your Commanding Officer and Administrative Officer know your choice so they can get your paperwork together.

OVERVIEW OF COSTS

The cost to join the US Naval Sea Cadet Corps is \$53 annually. This covers the cost of insurance, ID cards and all other costs to Headquarters. This payment is due UPON ENROLLMENT and before the end of your enrollment each year and must be in the form a money order.

UPON ENROLLMENT (first year only) cadets are to pay a \$100 *non-refundable* uniform rental fee to help cover the costs of uniforms, training materials, unit administrative processing, and other incidentals. This may be split into two \$50 payments or whatever combination is needed to accommodate you (arrangements must be made with the CO). As cadets outgrow their uniforms, they can trade them in for uniforms that fit. All uniforms must be returned upon disenrollment from the Sea Cadet Corps. If a cadet loses uniform pieces or ribbons, they have to pay for replacements.

For any drill weekend cadets must have 2 lunches, 1 dinner and 1 breakfast. In an effort to keep chow organized, the Staff will transport the cadets to Fort Benning or a local restaurant for meals. We make every effort to keep the total cost to \$20 to cover the cost of these meals (\$5 per meal). Because we need the funds immediately available to pay for the meals, we ask that you pay cash each drill weekend. Cost of meals is subject to change. Read the POM for further information.

Currently, the cost of advanced trainings to cadets is \$260 for two-week training, \$190 for a ten-day training and \$140 for one-week training. All fees will be paid with a money order and will be sent to the COTC with required paperwork. These fees DO NOT include transportation, which is the sole responsibility of the cadet. National Headquarters supplements the cost of these trainings which is why the fees are so low. Some trainings may have additional fees attached which are the responsibility of the cadet. For example, FAA ground school may offer the cadet a chance to fly and would require an additional fee to cover the cost of the flight.

The 11 General Orders of a Sentry

- 1) To take charge of this post and all government property in view.
- 2) To walk my post in a military manner, keeping always on the alert and observing everything which takes place within sight or hearing.
- 3) To report all violations of orders I am instructed to enforce.
- 4) To repeat all calls from posts more distant from the guard house than my own.
- 5) To quit my post only when properly relieved.
- 6) To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch.
- 7) To talk to no one except in the line of duty.
- 8) To give the alarm in case of fire or disorder.
- 9) To call the Officer of the Deck in any case not covered by instructions.
- 10) To salute all Officers and all Colors and Standards not cased.
- 11) 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.

Oath of the Naval Sea Cadet Corps

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

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.

MILITARY COURTESY AND OPERATIONS

Saluting: When covered, bring the tip of the index finger of your right hand to the brim of your cover, bringing your right upper arm parallel to the deck (floor) and forming a 45 degree angle with your right arm. There are only rare occasions when Navy personnel salute inside or when not covered (wearing a cover, hat, or cap). When uncovered and required to salute, bring the tip of your right index finger to the outside edge of your eyebrow.

As the 10th General Order states, personnel in uniform are “to salute all Officers and all Colors and Standards not cased.”

When in formation, the person in charge of the formation salutes for the entire formation.

Military Time:

Midnight is referred to as 0000, “zero hundred hours.” Each hour after that is referred to as “hundred hours.”

Ex: 7:00 a.m. is 0700 (Zero Seven Hundred or O’ Seven Hundred).

During each hour, count the minutes up to 60, which is the next hour.

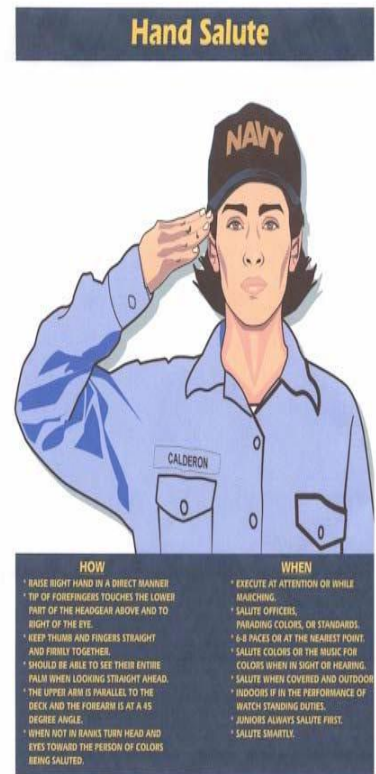
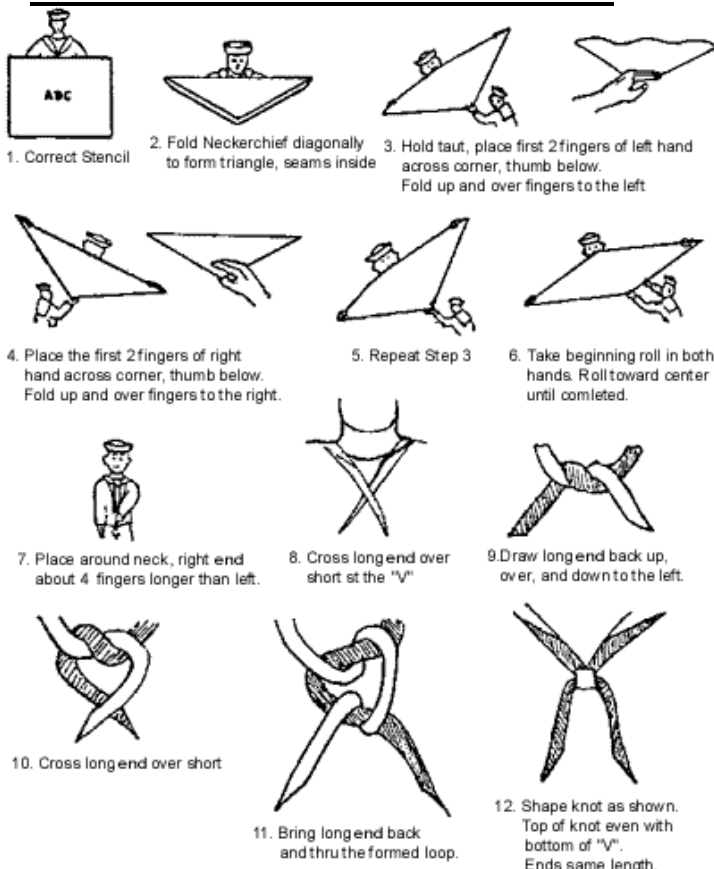
Ex: 9:30 a.m. is 0930 (Zero Nine Thirty or O’ Nine Thirty).

As the hours are counted after noon, add 12 to the hour.

Ex: 3:00 p.m. is 1500 (fifteen hundred).

As you get back to midnight, count up to 2400, which is 0000.

ROLLING YOUR NECKERCHIEF



Military Days:

When identifying a day, personnel typically use the day of the month first, then the month, then the year.

Typically a 2 digit day and 2 digit year are used with a three letter abbreviation (the first 3 letters of the month) for the month with no spaces between.

When using the full month name, use the 4 digit year, with spaces between each.

Example, July 4, 2008 should be written 04JUL08 or 04 JULY 2008

Colors:

The Flag of the United States of America is commonly referred to as the National Ensign or Colors. The act of raising or lowering the Ensign is also called Colors.

Morning Colors is held at 0800 in the military.

Evening Colors is observed at Sunset.

When in formation, do not salute at Colors. The person in charge salutes for the entire formation.

If not in formation, stand at attention and salute until the command or bugle call for “Carry On” is given.

Uniforms: Regulations and Requirements

We understand that Uniform wear and preparation and grooming standards are new to a lot of cadets. The following pages should answer a lot of questions about these issues. If you have any other questions, please ask!

Uniform Regulations

CHAPTER TWO GROOMING STANDARDS

2101: GENERAL INFORMATION

3. SMARTNESS

c. Articles (1) NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, or similar items (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations). Communication devices issued for official business may be worn on the uniform in the manner prescribed.

d. (2) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

2201. PERSONAL APPEARANCE. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is key to enforcement of Navy grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

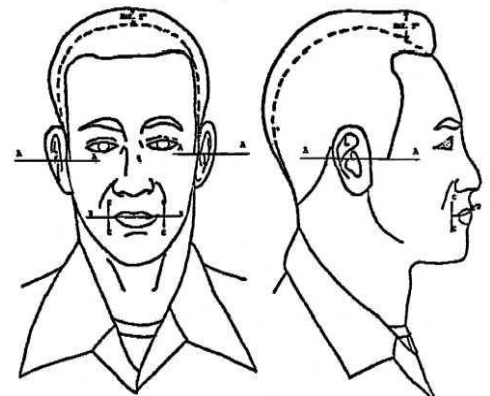
1. HAIR

a. Men. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line.

b. Women. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtailed, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Multiple braids are authorized. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized.

GROOMING STANDARDS FOR MEN

Figure 2-2-1



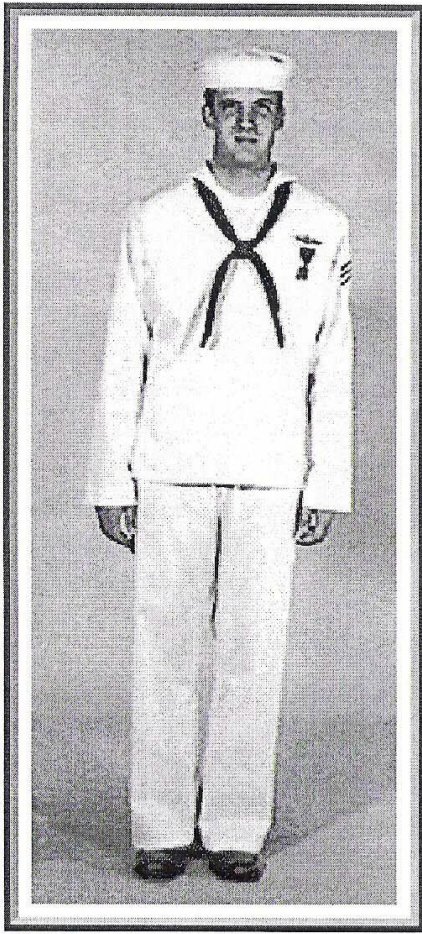
Additional regulations are available on the

Sea Cadet **Resources Portal** at: <http://resources.seacadets.org>

Training instructions, assistance, and guidance are available on the

Sea Cadet **Training Portal** at: <http://compass.seacadets.org>

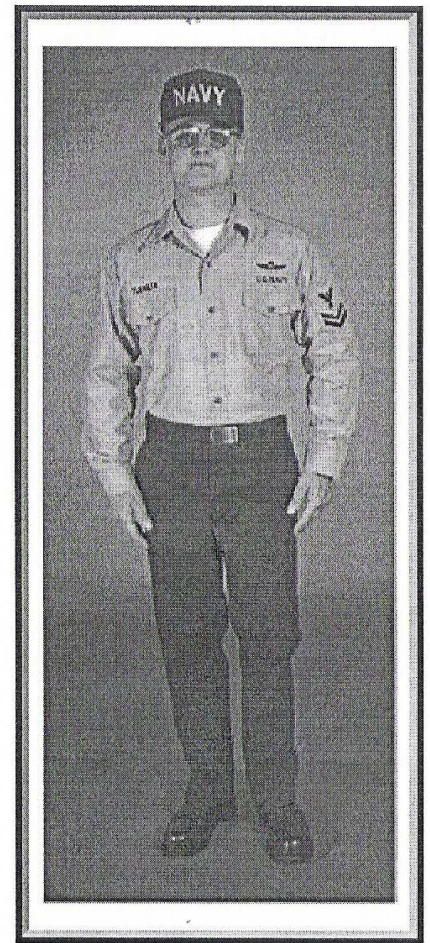
Uniform Regulations



Dress Whites



Dress Blues



Dungarees or Utilities

**THE ABOVE PICTURES ARE THE NAVY'S VERSION OF THESE UNIFORMS.
THE SEA CADET RANK PATCHES GO ON THE RIGHT SLEEVE!
(See the next page)**

When the **Dress Uniforms** are pressed, make sure the uniforms are inside out so that the creases are inverted when you put it on. Wear your white hat and Dress Shoes with the Dress Uniforms.

With your **Utilities** or **Dungarees**, wear your ball cap and work boots. Make sure your Gig Line is straight.

Socks should be black for Dress and Utility uniforms and white for PT gear.
The color of the socks should match the color of the shoes.

Instructions for Name Tapes:

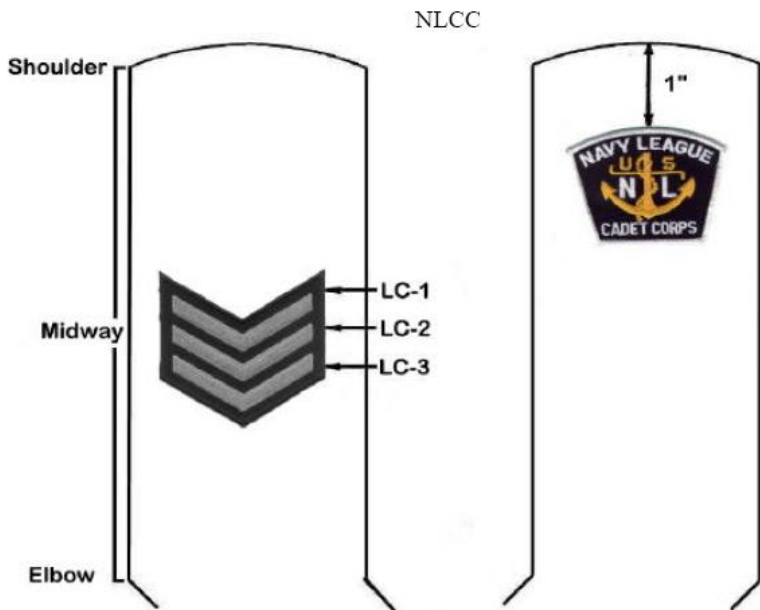
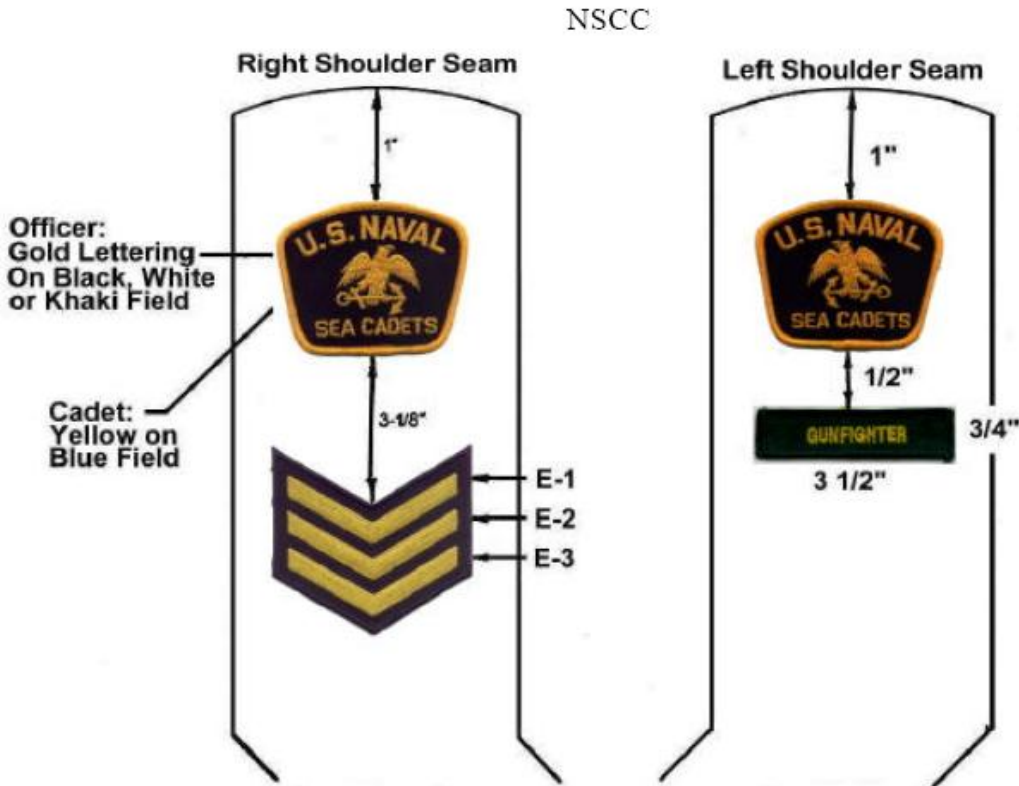
The light blue name tape should be sewn above and flush with the top of the wearer's right pocket.

The "USNSCC" tape should be sewn above and flush with the top of the wearer's left shirt pocket.

The dark blue surname tape should be sewn above and flush with the top of the right rear trouser pocket.

The black name tape should be sewn on the jacket in the same spot as the shirts (on the right breast).

This page illustrates how to attach patches to the NSCC or NLCC uniform.



SEA CADET SHOULDER FLASHES

Note that a Sea Cadet patch (flash) goes on both sleeves, centered on the sleeve and one inch below the shoulder seam.

Make sure that the

EAGLES ARE FACING FORWARD!

LEAGUE CADET SHOULDER FLASH

Note that only one League Cadet patch (flash) goes on the uniform sleeve. Attach it to the **LEFT** sleeve, centered on the sleeve and one inch below the shoulder seam.

Creases should run right through the middle of the patches.

Things to remember:

- Your name is always right, even if it is mis-spelled. [Your name always goes on your right side]
- Your rank is always right, for both League and Sea Cadets. [Your rank always goes on your right sleeve]
- The Eagles always face front. The Chief will watch your back, so your Eagles don't need to.
- Your ribbons are always left, but never left behind. [Your ribbons always go over your left pocket]