

# PARENTS HANDBOOK



## **SAN ANTONIO (LPD-17) DIVISION UNITED STATES NAVAL SEA CADET CORPS**

Revised 25 July 2014

This page intentionally left blank

## **WELCOME ABOARD**

Welcome aboard San Antonio (LPD-17) Division. Your son or daughter is embarking on a very important stage in life. Cadets are introduced to naval values, traditions, and customs that we hope they will carry with them for the rest of their lives. They will work with active duty, reserve and Sea Cadet personnel to learn skills in seamanship, aviation, and many other careers. With your help, together we can make this a productive and fulfilling experience for your cadet.

## **COSTS**

The initial enrollment fee at this time is \$250: \$100 for enrollment and \$150 for a uniform deposit.

The re-enrollment fee at this time is \$100. You will be notified 2 months before your cadet's re-enrollment is due. This fee is subject to change if National Headquarters raises this fee.

The costs of meals during drill and on trips are the parents' responsibility. Cadets may bring lunch to drills or order sandwiches from Wawa or Subway. Cadets must bring sufficient money to cover all meals during transportation to and from special events.

The costs of national trainings and Coast Guard trainings are the parents' responsibility. These costs are listed on the COMPASS website.

The costs of unit trainings and trips are the parents' responsibility. All costs associated with travel round trip for trainings are the parents' responsibility. If transportation is provided through the unit, costs will be apportioned among all participants.

Any costs for materials or trainers for special trainings, e.g. CPR, small boat safety training, etc., are the parents' responsibility.

Parents will be notified if there will be opportunities during trainings or trips for a cadet to use spending money, so parents may plan accordingly.

## **UNIFORMS**

### **SEA CADETS**

Sea Cadets will be issued Navy dress uniforms and NWU's (working uniforms) that are modified by wearing the Sea Cadet flash. The Unit also issues rank insignia and awards earned. The Unit does NOT issue ribbon bars but these are available from the Unit at a reduced rate.

### **LEAGUE CADETS**

League Cadets will obtain a white, short-sleeve shirt with two pockets and black dress pants without pleats. They will be issued NWU (working) uniforms. The Unit issues flashes for the shirt, rank insignia and awards earned. The Unit does NOT issue ribbon bars but these are available from the Unit at a reduced rate.

Uniform items issued do **NOT** include underwear, handkerchiefs, watches, shoes, outerwear, gloves, or other items not available through future surplus suppliers. Boots for NWU's are sometimes available through the Great Lakes surplus. Parents are responsible for the shipping charges because of the weight of these items.

**NOTE:** The Unit attempts to provide surplus Sea Cadet uniform items that we can obtain. These uniforms come from the surplus supply at Great Lakes and sizes are limited. If we cannot obtain surplus uniforms, the Unit can sometimes obtain uniform items at reduced cost or suggest places where you may obtain them. If this is not possible, you may have to obtain items through the Navy Exchange for which you will have to pay full price.

## FLASHES

**MAKE SURE THE FLASHES ARE SEWN ON AND NOT GLUED TO THE UNIFORM!!!**

### SEA CADETS – DRESS UNIFORMS

Sea Cadets wear flashes on both sleeves one inch below the seam and centered on the outside of the sleeve. **NOTE:** There are different flashes for right and left sleeves. The eagle on the flash must face forward on each sleeve.



RIGHT SIDE



LEFT SIDE

### LEAGUE CADETS – DRESS UNIFORMS

League Cadets wear one flash on the left sleeve one inch below the seam and centered on the outside of the sleeve.

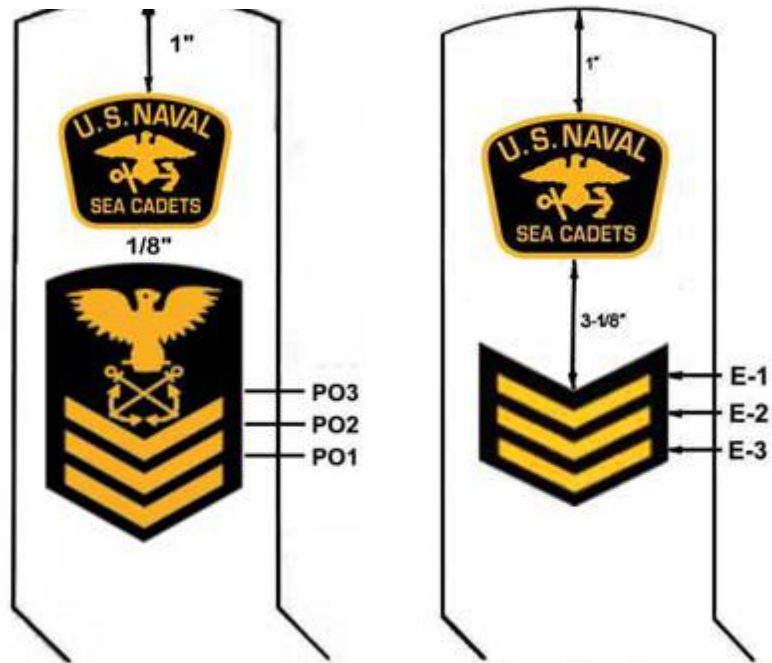
### NAVY WORKING UNIFORMS (NWU)

All Cadets wear a right side flash on the right breast pocket of the shirt. All cadets wear a small flash centered on the front of the NWU cover.

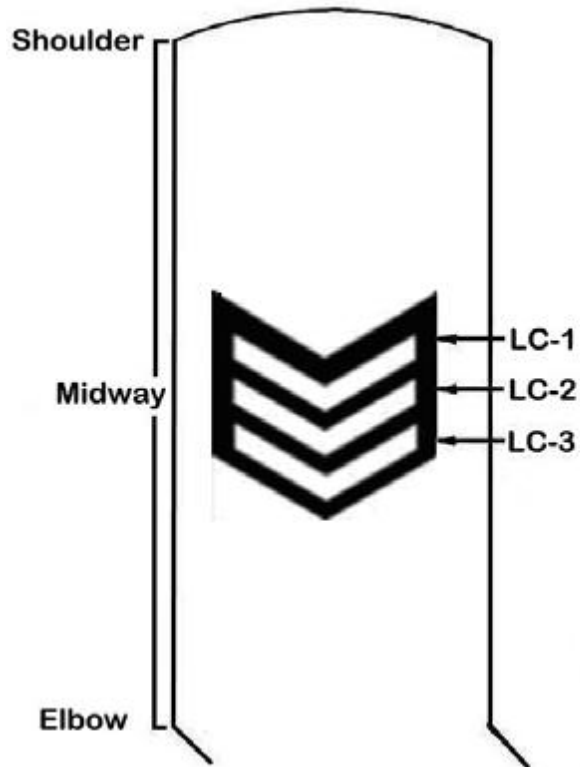
## RANK INSIGNIA

**MAKE SURE THE RANK INSIGNIA ARE SEWN ON AND NOT GLUED TO THE UNIFORM!!!**

Sea Cadets: Rank insignia are worn on the right sleeve as shown below:



League Cadets: Rank insignia are worn on the right sleeve as shown below:



Navy Working Uniforms (NWU): Rank insignia for Petty Officer Third Class and above are worn on the left collar as shown below:



## NAME TAPES/PLATES

### **MAKE SURE THE NAME TAPES ARE SEWN ON AND NOT GLUED TO THE UNIFORM!!!**

Dress Uniforms: Each cadet wears a name plate with his/her last name on the right breast of the uniform blouse. The bottom of the name plate is even with the bottom of the ribbon bar on the left breast. To obtain the name plate, here is the link:

<http://www.1800nametape.com/usnsc.html#PLASTIC>.

Navy Working Uniforms (NWU): Each cadet needs two name tapes and two branch (NSCC or NLCC) tapes for each NWU uniform. One name tape with his/her last name, embroidered in SILVER, is worn one inch above and centered above the right breast pocket. One branch(NSCC or NLCC) tape, embroidered in SILVER thread, is worn one inch above and centered above the left breast pocket. The second name and branch tapes are worn in the same position above the pants pockets. To obtain the name tape, here is the link:

<http://www.1800nametape.com/usnsc.html#NWU>. Just scroll down on the same page to find the branch tapes.

### **DO NOT BUY TAPES WITH VELCRO!!**

Iron-on Labels: Each cadet must have EVERY article of clothing marked with his/her name prior to attending any training. Clothing is collected from each Company and washed together so any clothing not marked will NOT BE RETURNED. Clothing may be marked by stencil with last name, first name, last 4 numbers of SSN, or you may obtain iron-on labels here:

<http://www.1800nametape.com/usnsc.html#LABELS>.

## GROOMING STANDARDS

The following sections are from the NSCC Uniform Regulations:

### **2200 PERSONAL APPEARANCE**

**2201 GENERAL.** Hair, grooming, and personal appearance while in uniform shall present a neat and professional 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 the key to enforcement of NSCC grooming policy.

### **2202 HAIR**

#### **1. Males**

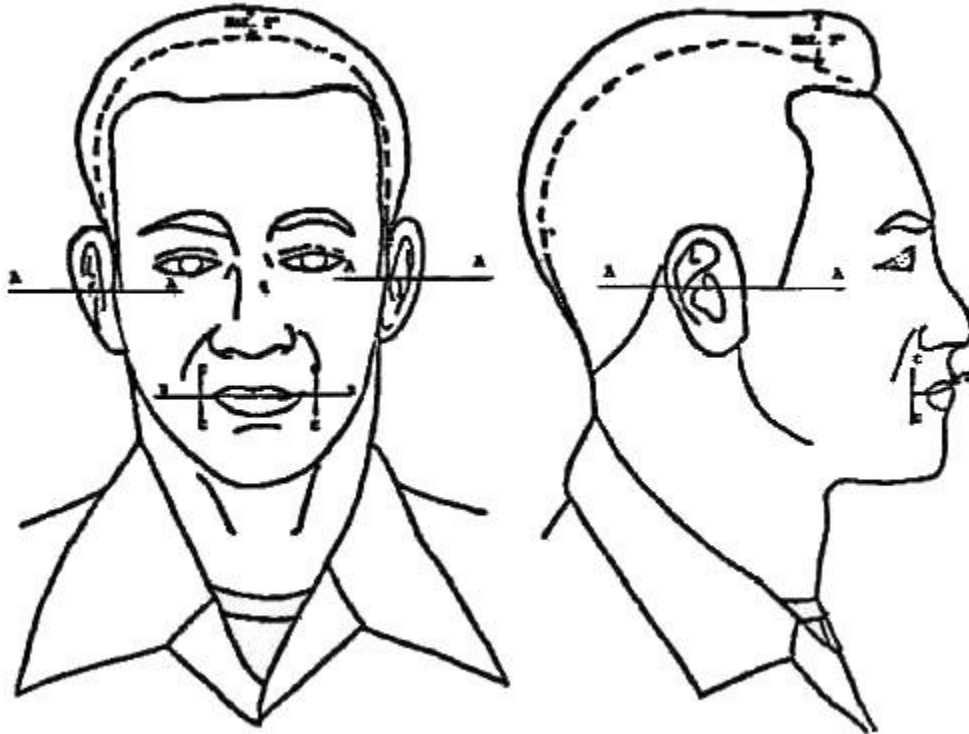
- a. **General.** Hair will be neat, clean and present a well-groomed appearance. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch



and outward no greater than 3/4 inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. The “blocked neckline” is permitted as long as a tapered appearance is maintained. Hair shall be no longer than 4 inches and groomed so that it does not touch the ears or collar, extend below the eyebrows when headgear is removed, show below the front edge of the headgear, nor interfere with the proper wearing of military headgear. Bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to the length of the hair). Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has, with 4 inches length and 2-inch bulk the maximum under any circumstances.

- b. **Bulk.** Military headgear shall fit properly and in no case shall the bulk or length of hair interfere with the proper wearing of any military headgear.
- c. **Taper.** The unique quality and texture of curled, kinked, waved and straight hair is recognized, and in some cases the 3/4-inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck.
- d. **Part.** One (cut, clipped or shaved) natural, narrow, fore-and-aft part is authorized.
- e. **Styles.** Varying hair styles, including afro, are permitted provided these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform. Faddish and outrageous multi-color hair is not authorized. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.

f. **Sideburns.** Sideburns (if worn) shall be neatly trimmed and tapered in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain" or similar grooming modes are considered to be merely elongated sideburns and thus are not authorized.



- INDICATES SCALP LINE. Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A". When a mustache is worn it shall not:
- Go below a horizontal line extending across the corner of the mouth as indicated by line "B".
  - Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C".
  - Protrude below the lip line of the upper lip as indicated by line "D".

**FIGURE 2-2-1 MALE GROOMING STANDARDS**

## 2. Females

a. **General.** Hair will be clean and neatly arranged.

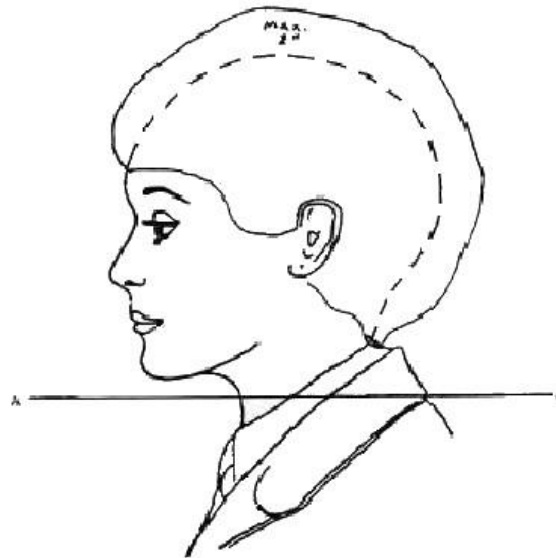
- 1) No outrageously multicolored or faddish hairstyles, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.
- 2) Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized.
- 3) Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized.
- 4) Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimensions, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore-and-aft rows (corn rowing), which minimize scalp exposure. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.
- 5) 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 cap, ball caps, or 8-point utility covers. 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.
- 6) 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 ½ inches below the top of the jumper collar.

b. **Bulk.** Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.

c. **Hair Ornaments.** Conspicuous rubber bands, pins or ornamentation of any kind is not authorized. A maximum of two small barrettes, combs or clips, similar to the 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. Hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Hairnets shall not be worn unless authorized for a specific type of duty.



COVERED



UNCOVERED

----- INDICATES SCALP LINE. Hair shall not extend below a point level with the lower edge of the collar, as indicated by line "A".

**FIGURE 2-2-2 FEMALE GROOMING STANDARDS**

2203 **SHAVING AND MUSTACHES.** Male cadets shall be clean-shaven. Discretion should be used with younger cadets or those with religious convictions. The wearing of mustaches and beards is not authorized for Sea Cadets

2204 **HAIRPIECES.** Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not present a safety or FOD hazard.

1. **Males.** Male cadets should only wear a hairpiece when it is a medical necessity.
2. **Females.** Female cadets should only wear a wig or hairpiece when it is a medical necessity.

2205 **COSMETICS.** Cosmetics shall be applied in good taste so that colors blend with natural skin tones and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized. Lipstick colors shall be conservative and complement the individual. Long false eyelashes are not authorized. Male personnel are not authorized to wear cosmetics unless for medical reasons.

#### 2206 **FINGERNAILS**

1. **Males.** Fingernails shall not extend past fingertips. They shall be kept clean.
2. **Females.** Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

#### 2207 **JEWELRY**

1. **Rings.** While in uniform, only one ring per hand is authorized. Rings are not authorized for wear on thumbs.
2. **Earrings**
  - a. **Males.** Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.
  - b. **Females.** One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm – 6mm ball (approximately 1/8 – 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for officers, midshipmen, instructors, and chief petty officers, and silver for NSCC/NLCC cadets PO1 and below.
3. **Body Piercing.** Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.

4. **Necklaces/Choker.** While in uniform, only one single-strand necklace, conservative in nature, may be worn and shall not be visible; choker necklaces and necklaces that are the large multi-strand or gel-type branded collar variety are not authorized.
5. **Wristwatch/Bracelets.** While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

**2208 TATTOOS, BODY ART & BRANDING.** Tattoos, body art, or brandings on cadet personnel are strictly prohibited.

**2209 MUTILATION.** Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to: A split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched out holes in ears (other than a normal piercing), intentional scarring on neck, face, or scalp; or intentional burns creating a design or pattern. Personnel should not be allowed admittance to the NSCC with any form of body mutilation. NSCC personnel will be separated immediately for cause in all cases.

**2210 DENTAL ORNAMENTATION.** The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

## CADET ADVANCEMENT

### SEA CADETS:

RANK	MIN. TIME IN RATE	CORRESPONDENCE COURSE	EXAM	REQUIRED TRAINING
E-2 APPRENTICE	3 MONTHS	BMR	NONE	NSCC RECRUIT
E-3 SN	6 MONTHS	SN	NONE	ADVANCED TRNG
E-4 (PO3)	6 MONTHS	COURSE 14504 PO3/PO2	PO3	ADVANCED TRNG
E-5 (PO2)	6 MONTHS	COURSE 14504 PO3/PO2	PO2	** POLA
E-6 (PO1)	6 MONTHS	COURSE 14145 PO1	PO1	ADVANCED TRNG
E-7 (CPO)	6 MONTHS	COURSE 14144 CPO	NONE	** RTC STAFF CADET

### LEAGUE CADETS:

RANK	TIME IN RATE	TRAINING SYLLABUS	EXAM
LC-2 (SEAMAN APPRENTICE)	4 MONTHS	PART I	PART I
LC-3 (ABLE SEAMAN)	4 MONTHS	PART II	PART II
LC-4 (PO3)	4 MONTHS	PART III	PART III
LC-5 (PO2)	6 MONTHS	PART IV	PART IV
LC-6 (PO1)	6 MONTHS	PART V	PART V

## CADET SUMMER AND WINTER TRAINING

Cadets must participate in at least one training a year. Trainings are available during June through August and during the winter school holiday. The most recent training schedule can be found on the Sea Cadet Homeport and will be sent to you when it is available.

Cadets are expected to attend Recruit Training during the first available training period. Cadets must be enrolled at least three months prior to the training period to be eligible for Recruit Training; i.e., cadets must be enrolled by April to be eligible for summer training and must be enrolled by October to be eligible for winter training. Cadets must complete the BMR prior to attending a 9 or 10 day recruit training.

After attending recruit training, cadets may attend any advanced training as long as they meet any prerequisites. Cadets **MUST** attend Petty Officer Leadership Academy (POLA) prior to advancement to Petty Officer Second Class (PO2). Cadets **MUST** staff a recruit training or recruit orientation prior to advancement to Chief Petty Officer (CPO).

The procedure for scheduling your cadet's training follows:

1. You will be notified by email when the most recent training schedule becomes available. **It is your responsibility to check the training(s) for which your cadet is eligible and discuss the preferred training(s) with your cadet.**
2. Contact the Unit officer responsible for making training arrangements to apply for the preferred training(s). You will be told who this officer is when the training schedule comes out.
3. The officer will obtain a billet for your cadet and notify you. **Make sure you tell the officer if your cadet is on any regular medication so we may prepare the extra form necessary for the cadet's doctor to sign.** You will make arrangements with the officer to meet at a mutually convenient time and place for signatures on the Request for Training and give the officer a money order for the training fee, and to receive the Medical History Supplemental if necessary. All money orders are made out to "USNSCC."  
**NOTE: IT IS IMPERATIVE THAT YOU MAKE TIME TO DO THIS AS SOON AS POSSIBLE BECAUSE THE BILLET IS HELD ONLY TEMPORARILY UNTIL THE REQUEST FOR TRAINING AND MONEY ORDER IS RECEIVED BY TRAINING COMMAND THROUGH THE MAIL!**
4. **If your cadet needs a Medical History Supplemental, the cadet's doctor MUST complete fully and sign the form.**
5. The Administrative Officer will contact you by email and let you know when you will need to complete and sign a new Medical History form. (Trainings require a Medical History be completed within 30 days of the training.) If your cadet is participating in more than one training during the summer, only one Medical History will be required for all trainings.
6. You will be contacted by the Commanding Officer or Officer in Charge of the Training to make arrangements for a mutually convenient time and place to give you the cadet's service jacket when the training authorization is received.



When your cadet returns from training, contact the officer in charge of setting up the training and make arrangements for a mutually convenient time and place to return the service jacket. If your cadet is scheduled for additional training(s), the CO will again contact you when the Training Authorization is received and you will receive the service jacket back.

**NOTE:** The service jacket must be returned to the Unit between trainings to rearrange and add paperwork for the next training. All Units are scored on the preparation of cadet service jackets for trainings and it contributes to the Unit annual inspection score.

## WEB RESOURCES

The most important website for parents is the Unit website: <http://www.sanantoniodiv.org/>. This website contains all the information you will need about unit operations, upcoming events, meetings and other information. This is the primary way you will get ongoing information. Please pay particular attention to notices on the home page and the calendar. Your cadet must print out the POM (Plan of the Month) and have you read and sign it. The signed POM must be submitted by the Cadet on the first day of each drill. There is a private link for parents on the home page. You will receive the login information separately. Please do not share this login information.

Another important website is <http://homeport.seacadets.org/category/training>. This is where all national training information is posted. It also contains the correspondence courses that each cadet studies.

Another useful website is <http://www.1800nametape.com/usnsc.htm>. This is where we suggest you obtain the name tapes and name badges for your cadet. The items on this web site are explained in the uniform portion of this manual. If you have any questions, a Unit officer will be happy to help you with what to order.

## DRILLS

Most drills will be conducted at the Naval Support Activity – Philadelphia. Occasionally, drills or parts of drills will take place at different locations, e.g., swim qualifications, field trips, etc. Most drills will occur on the second weekend of each month except to accommodate schedules of facilities we need to use and holidays. The drill schedule may be found under the “Calendar” section on the Unit website.

## SPECIAL EVENTS

Throughout the year cadets are expected to attend special events, e.g., parades, veterans’ events, community events, etc. Notice of these events will be given as soon as they are available. Parents will be notified of transportation needs.

## **TRAININGS**

There are two types of trainings available to cadets: National and Unit. National Trainings are posted on Homeport (<http://homeport.seacadets.org/category/training>) and parents will be notified as soon as these are available. Each cadet will receive a form to list first, second, and third choices for these trainings. We recommend that advanced trainings are chosen and submitted to the Training Officer quickly because billets fill quickly. The cost for each training is listed on the website.

Unit trainings may be anything from weekend to week long trips that include only San Antonio (LPD-17) Division or a few Units. Costs for these trainings will be distributed as soon as they are available.

## **PARENTS MEETING/AWARD CEREMONIES**

Parents meetings are held quarterly. The purpose of the meetings is to discuss upcoming events and special trainings for the upcoming quarter and to promote open communication among the parents and Commanding Officer.

When appropriate, each parents meeting will be followed by an awards ceremony. This is when cadets will receive ribbons, cadets will be advanced and prior advancements will be announced. Cadet advancements will not be delayed if there is no awards ceremony scheduled for that month.

## **CADET AWARDS**

Each cadet has the opportunity to earn awards during their Sea cadet career. The requirements for most awards are in the Awards Manual and the cadets are taught these requirements during drills.

The Unit Cadet of the Year Award can be earned once by each cadet. The criteria by which this cadet is chosen includes: attendance at drills and special events, correspondence course assignments completed, trainings completed, physical training scores, military bearing and respect, uniform inspection and initiative/leadership. This award is presented annually by the Philadelphia Council of the Navy League at a dinner.

## **PARENTS AUXILIARY TASK (PAT) FORCE**

All parents are part of the PAT Force. PAT Force is responsible for supplying refreshments for award ceremonies and parties. They are also requested to assist the Unit with providing transportation for cadets for offsite trainings or events when necessary, acting as chaperones for

some trips or events, and other requests as necessary. Mrs. Mary K, Meisner is the PAT Force coordinator. She can be contacted at 267-471-0346 or snappygranny@comcast.net.

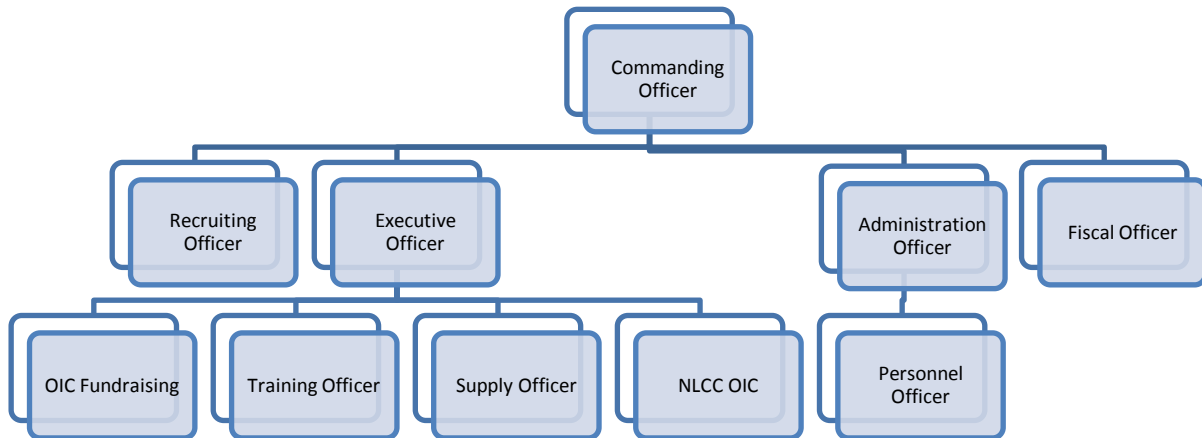
## **PARENTS AS ADULT STAFF**

In addition to the PAT Force, those parents who would like to participate more fully in Unit activities may request to enroll as adult staff. If you wish to become involved in this way, please contact the Commanding Officer.

Parents who become Instructors or Officers will maintain proper military customs and courtesies with regard to all cadets, especially any of their own children that are enrolled.

## CHAIN OF COMMAND

The Chain of Command for San Antonio (LPD-17) Division is as follows:



Contact information for Unit Officers may be found on the Unit website.

Parents are requested to contact the Officer in Charge of the function for which they have a question:

- **Administration Officer** – Re-Enrollments, training forms, medical forms
- **Training Officer** – Correspondence courses and exams, annual Summer and Winter trainings, awards for Sea Cadets
- **NLCC Officer in Charge** – Syllabus courses and exams, annual summer and winter trainings, awards for League Cadets
- **Supply Officer**- Uniforms, placement of flashes and rank insignia
- **Commanding Officer** and **Executive Officer** – Matters other than above

There will be times that an Officer contacts the parents for a specific event or training. Parents should address all questions to the originating Officer because that Officer will have the most recent information about the event.

If parents are unable to obtain information from the Officer in Charge, they should contact the Executive Officer or Commanding Officer.

## **CADET BIRTHDAYS AND PERSONAL EVENTS**

San Antonio (LPD-17) Division does not celebrate cadet birthdays or other personal events. Parents are requested to NOT bring in cakes or otherwise celebrate these occasions at drill. The Officers of San Antonio (LPD-17) Division regret that they will be unable to attend cadet personal events, e.g., graduations, sports ceremonies, etc.