

NEW CADET HANDBOOK



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

Revised 20 March 2015

This Book Belongs To

This page intentionally left blank

WELCOME ABOARD

You are joining one of the finest youth organizations in the Nation, the United States Naval Sea Cadet Corps (NSCC). The NSCC, or just Sea Cadets, is actually two programs:

The Naval Sea Cadet Corps (NSCC) is for American Youth ages 14 to 17 that have a desire to learn about the Navy, Marine Corps, Coast Guard, and Merchant Marine. Sea Cadets are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with the Sea Cadet Corps insignia. The objectives of the Sea Cadet program are to introduce youth to naval life, to develop in them a sense of pride, patriotism, courage, and self-reliance, and to maintain an environment free of drugs and gangs.

The Navy League Cadet Corps (NLCC) is for boys and girls, at least 11 but not yet 14 years old, who are interested in the sea and ships, and our nation's seagoing services. The Navy League program is designed to introduce young people to maritime and military life, and to prepare them for later entrance into the Naval Sea Cadet Corps.

This handbook will help guide you into the Unit. WELCOME ABOARD!!!

YOUR UNIT

Your unit of the Sea Cadets is called San Antonio (LPD-17) Division. It is named after the USS San Antonio, whose home port is Naval Station Norfolk, VA. You are expected to learn about the ship and its sailors.

Sea Cadet units are divided into three types.

- DIVISIONS – NSCC Divisions train primarily in the field of seamanship
- SQUADRONS – NSCC Squadrons train primarily in the field of aviation
- BATTALIONS- NSCC Battalions train primarily in the field of naval construction

ENROLLMENT PROCEDURES

Your enrollment must be renewed on an annual basis. You should let your parents know three months in advance of your expiration date listed on your ID card. Your enrollment fee must be submitted during the drill month prior to your expiration.

PLAN OF THE MONTH (POM)

Every good team must know how to communicate. The way San Antonio (LPD-17) Division communicates with you and your parents each month is the Plan of the Month (POM). The POM lists the drill dates, the uniform of the day for each day of drill, a schedule for each day, and special information you and your parents need to know for that drill, events, and special notices.

The POM is posted on the Unit's website <http://sanantoniodiv.org/> approximately one week before each drill. You are required to print the POM, have your parents read and sign it, sign it yourself, and bring the signed copy into drill each Saturday morning.

It is very important that you read the POM as soon as it is posted to be prepared for drill. There is no excuse for not knowing what is in the POM!

UNIFORMS

You can learn a lot about Navy sailors just by looking at their uniforms. You can tell their rank and rate, what awards (ribbons) they earned, how long they have been in the Navy, and, most important, 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 the uniform looks. Cadets who always need a haircut, never shine their shoes, and forget to wear their nametags will not last very long in the corps. Cadets who always look sharp in uniform, regardless of how long they have been in the corps, will be looked upon as a leader.

You will be issued aseabag with the following:

SEA CADETS

Sea Cadets will be issued Navy dress uniforms (white for summer and blue for winter) 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, a black, long-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.

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.

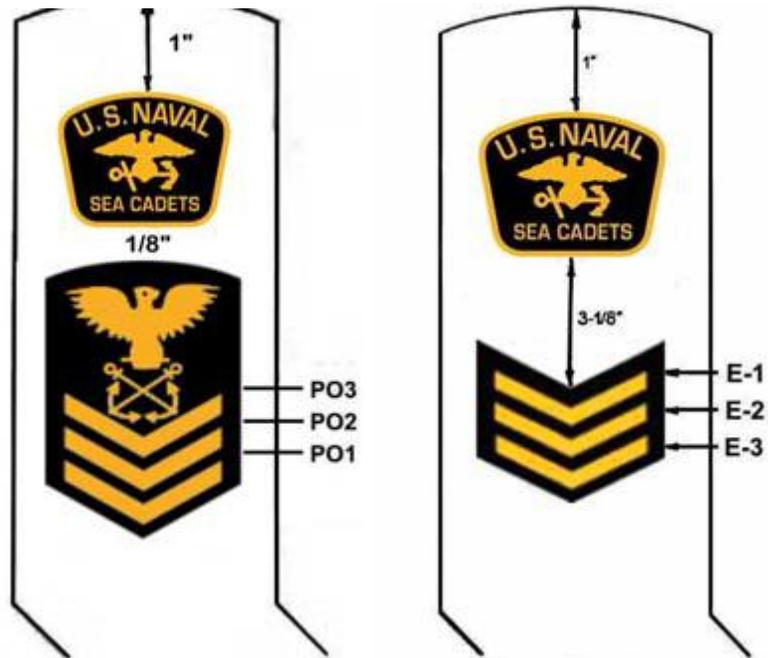
NAVY WORKING UNIFORMS (NWU)

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.

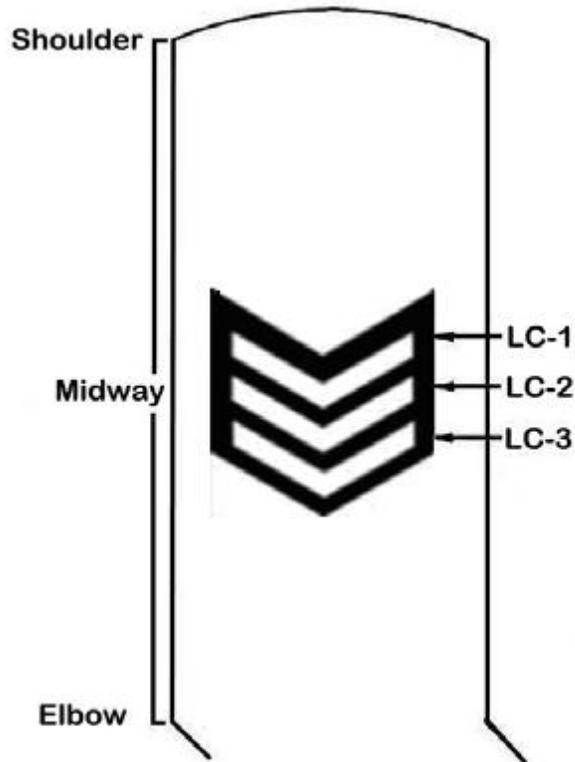
RANK INSIGNIA

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.htm#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.htm#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.htm#LABELS>.

HOW TO TAKE CARE OF YOUR UNIFORMS

Navy uniforms are not very difficult to take care of; common sense is often the key. When you are first issued your dress uniforms, it is advised that you take them to a tailor/drycleaner to have the flashes sewn on and the garment cleaned and pressed.

There are some special situations of which you must be aware:

MALE DRESS BLUES: DO NOT WASH! Dry clean these uniforms only. Male dress blues are pressed and folded inside out. The pants have the creases on the side not in the front and back. The jumper is also pressed and folded inside out with the front crease facing out and the back crease facing in, and the back collar creased in three equal portions, facing out. You will be shown how this should be done by a senior cadet. Use a lint roller or tape to remove lint and dust.

FEMALE DRESS BLUES: DO NOT WASH! Dry clean the blazers and pants only. Females wear a long sleeved white shirt with one breast pocket under the blazer. There are two creases facing out in the middle of both sides of the front of the shirt and three equally spaced creases facing out on the back. The pants are pressed with front and back creases facing out. Use a lint roller or tape to remove lint and dust.

MALE AND FEMALE DRESS WHITES: These may be washed and are pressed and folded like the male dress blues.

NWU: These uniforms are the easiest to care for as they are wash and wear and are not pressed.

NECKERCHIEF: This is a **DRY CLEAN ONLY** item. It is pressed flat on a low, no steam setting. Roll the neckerchief as shown on the next page.

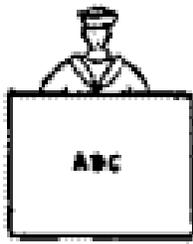
SHOES: If the Unit cannot obtain your size, you will be required to purchase plain toed black oxfords. The style must match Bates men's or women's leather uniform oxford. **DO NOT PURCHASE CORFAMS OR PATENT LEATHER SHOES!**

BOOTS: : If the Unit cannot obtain your size, you will be required to purchase 9" black boots with steel toes. The style must match Bates men's or women's 9" US Navy DuraShocks® Steel Toe Boot.

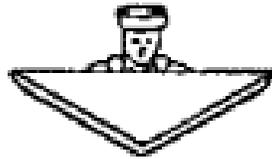
NOTE: These shoes and boots can usually be found on EBay or other websites less expensively than new on the Bates website (<http://www.batesfootwear.com/>)

SHOE SHINE: Dirt and other debris can easily embed into leather. Therefore, your shoes need to be cleaned before polishing. Use a damp cloth to remove excess dirt and debris. To polish your shoes effectively, always remove the shoelaces from your shoes to clean the tongue of the shoe and avoid staining the laces. Apply the polish in a light coat with a soft cloth and wait for it to dry thoroughly. Then buff to a brilliant shine with another soft cloth or sheepskin buffer.

It may take several times shining new shoes to make them shiny enough.



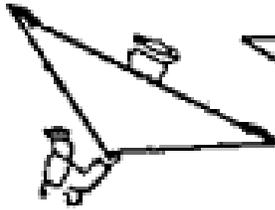
1. Correct Stencil



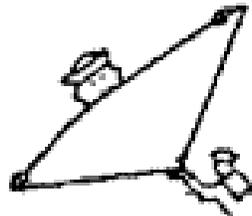
2. Fold Neckerchief diagonally to form triangle, seams inside



3. Hold taut, place first 2 fingers of left hand across corner, thumb below. Fold up and over fingers to the left



4. Place the first 2 fingers of right hand across corner, thumb below. Fold up and over fingers to the right.



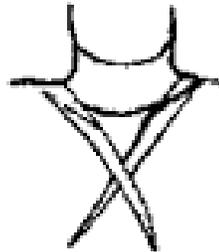
5. Repeat Step 3



6. Take beginning roll in both hands. Roll toward center until completed.



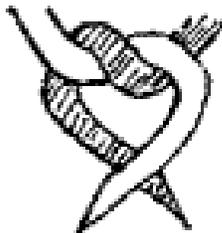
7. Place around neck, right end about 4 fingers longer than left.



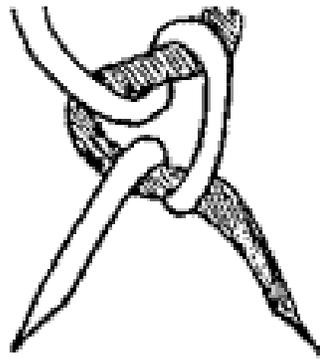
8. Cross long end over short at the "V"



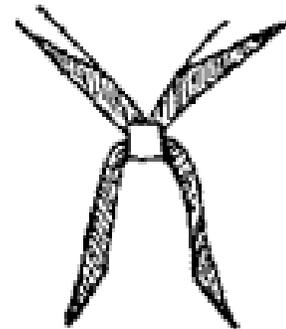
9. Draw long end back up, over, and down to the left.



10. Cross long end over short



11. Bring long end back and thru the formed loop.



12. Shape knot as shown. Top of knot even with bottom of "V". Ends same length.

GROOMING STANDARDS

The following sections are from the NSCC Uniform Regulations:

2200 PERSONAL APPEARANCE

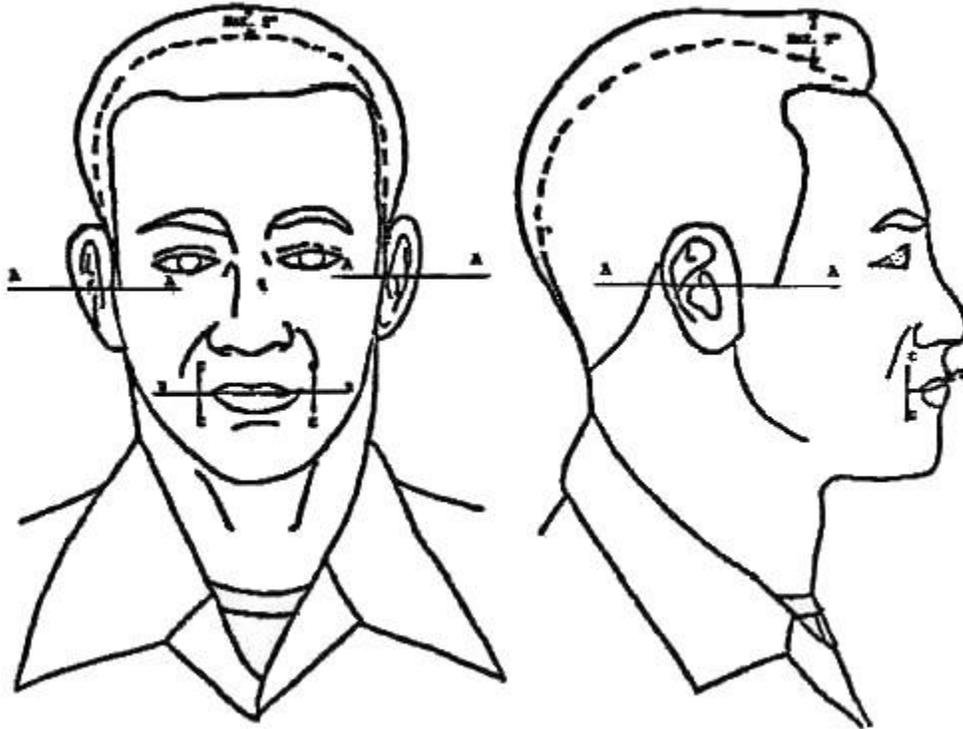
2201 **GENERAL.** Hair, grooming, and personal appearance while in uniform shall present a neat and professional appearance. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment 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.

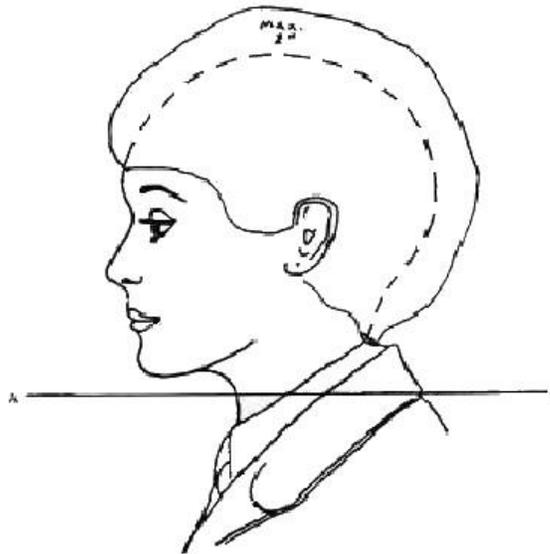
- 1) No outrageously multicolored or faddish hairstyles, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.
- 2) Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided 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

HOW TO COMPLETE CORRESPONDENCE COURSES

1. Go to: <http://homeport.seacadets.org/display/CadetAdvance/Cadet+Advancement+Home> and click on the plus sign (+) next to “Correspondence Courses.”
2. Click on the Correspondence Course you wish to take. First course is Basic Military Requirements (BMR).
3. Complete as many chapters as there are in each assignment. As you do the assignment, put your answers on a piece of paper.
4. Go to: <http://sanantoniodiv.org/> and click on “Training.”
5. On the Training webpage, hover over, “BMR” and click on the Assignment number you are completing.
6. Type in your full name, your email address or your parent’s email address where the score will be sent, your rate (new enrollees are E-1.), and transfer the answers you wrote down on the paper to the answer sheet on the screen.
7. When you are sure you have entered all the answers, click the “Submit Answers” button.

The answer sheet will be sent to the Training Officer for submission to National Headquarters. You will usually receive your score in 1-2 days. If you do not hear from the Unit within 3 days, email the Training Officer to make sure the email with the answer sheet was received.

HOW TO FIND NATIONAL TRAININGS

1. Go to: <http://magellan.seacadets.org/public/training.asp> and click in the circle next to how you wish to view the trainings at the top of the screen.
2. Choose the selection you wish to view.
3. Check the prerequisites for the training you want to take. **GET YOUR PARENTS’ PERMISSION TO ATTEND THE TRAINING!!!**
4. Have a parent notify the Officer in Charge of submitting trainings (This officer may change from season to season so check first) which training you want to register for as soon as possible so a billet may be reserved for you.
5. Your parents will be notified when the billet is secured and advised what they need to do next.

NAVAL CUSTOMS AND COURTESIES

The military in general, and the Navy specifically, relies on many traditions. Passed on from one generation of recruits to the next, these customs, courtesies, and ceremonies help foster discipline and good military order. **Customs** are usual ways of acting in a given situation. A custom is a long established practice that carries the force of law. **Courtesies** are acts or words that express consideration and respect for another person. Due to the close quarters experienced by sailors, knowing and using proper courtesies is very important. The salute is one of the required acts of military courtesy.

Regulations covering the salute are deeply embedded in military tradition and custom. The salute shows respect and is a sign of comradeship. There are several types of salutes, including the gun salute and rifle salute, but the most common and, possibly, the most important is the hand salute. The hand salute is a simple, dignified gesture that is rendered to the National Anthem, the U.S. flag, and officers. Unless you are walking, the hand salute should be rendered while standing at attention.

Follow these simple guidelines:

- Raise the right hand and bend the arm at the elbow.
- Bring the tip of your forefinger to the lower part of your cover or forehead just above and to the right of your right eye.
- Fingers are extended and aligned with the thumb.
- With the elbow slightly in front of your body, your upper arm should be parallel with the deck or ground.
- The hand and wrist must be held in a straight line and the forearm should be at a 45° angle.
- When the salute is returned, returning your arm to its normal position at your side, completing the salute. This motion is done in one sharp, clean motion.

When saluting, you should salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is the mark of a sharp sailor. Always use your right hand. Use your left hand only if the right hand is injured. Use your left hand to carry objects and leave your right hand free to salute. Accompany your salute with a cheerful greeting, e.g., “Good morning, Sir,” “Good afternoon, Instructor Smith,” “Good evening, Lieutenant.”

Always salute from the position of attention. If you are walking, you need not stop, but hold yourself erect and square. If double timing, slow to a walk when saluting. Look directly into the officer’s eyes as you salute. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name, but make sure he/she is wearing the uniform of an officer. An exception is that a Medal of Honor recipient is always saluted.

Render a verbal greeting if you are carrying something in both hands and cannot render a hand salute. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting from the officer.

WEB RESOURCES

The most important website for you 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. You must print out the POM (Plan of the Month) and have your parents read and sign it. The signed POM must be submitted on the first day of each drill. There is a private link for Sea and League Cadets on the home page. You will receive the login information separately. Please do not share this login information.

This is also the website where you will submit answer sheets to your correspondence courses to the Training Officer for scoring.

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 you will complete.

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://magellan.seacadets.org/public/>). 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.

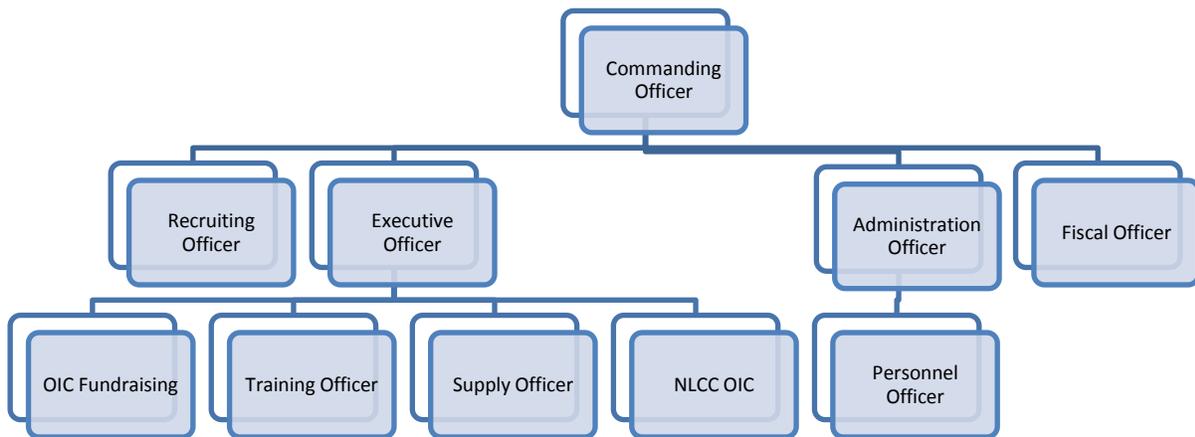
CADET AWARDS

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

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 by the Philadelphia Council of the Navy League at a dinner.

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.

**APPENDIX A
SEA CADET ADVANCEMENT RECORD**

Date Enrolled: _____

CORRESPONDENCE COURSE	TRAINING	ADVANCED
BMR _____		E-2T: _____
BMR _____	Loc _____ Date: _____	E-2: _____
Seaman _____	Loc _____ Date: _____	E-3: _____
PO3 _____ Exam _____	Loc _____ Date: _____	PO3: _____
PO2 _____ Exam _____	Loc _____ Date: _____	PO2: _____
PO1 _____ Exam _____	Loc _____ Date: _____	PO1: _____
CPO _____	Loc _____ Date: _____	CPO: _____

**APPENDIX A
LEAGUE CADET ADVANCEMENT RECORD**

Date Enrolled: _____

NLCC SYLLABUS	EXAM	ADVANCED
Part I Grade _____ Date _____	Part I Grade _____ Date: _____	LC-2: _____
Part II Grade _____ Date _____	Part II Grade _____ Date: _____	LC-3: _____
Part III Grade _____ Date _____	Part III Grade _____ Date: _____	PO3: _____
Part IV Grade _____ Date _____	Part IV Grade _____ Date: _____	PO2: _____
Part V Grade _____ Date _____	Part V Grade _____ Date: _____	PO1: _____
Appointed SLPO _____		