

**United States Naval  
Sea Cadet Corps  
Houston Division**

*Patriots Before It was Cool*



# **Potential Cadet Information Packet**

## **Houston 083 Division**



## **SEA CADETS MISSION STATEMENT**

"...through organization and cooperation with the Department of the Navy, to encourage and aid American youth to develop, train them in seagoing skills, and to teach them patriotism, courage, self-reliance and kindred virtues."

- NSCC Charter - 36 USC 1541

Recognizing the value of these organizations in educating youth in maritime matters, the Department of the Navy requested the Navy League of the United States to establish a similar program for

American youth. The United States Navy League agreed to do so and formally established the Naval Sea Cadet Corps (NSCC) and Navy League Cadet Corps (NLCC) in 1958. Recognizing the importance and benefits of the NSCC, Congress on September 10, 1962 federally incorporated the Naval Sea Cadet Corps under Public Law 87-655 (36 USC 1541).

## **HOUSTON 083 DIVISION - WHO ARE WE?**

For over 40 years the Naval Sea Cadet Corps- Houston Division has been committed to providing area youth with a drug and alcohol free environment while teaching leadership abilities, broadening their horizons through hands-on military training, and guiding them to becoming mature young adults. We drill 2 days a month at JRB Ellington Field, in congruence with the Navy Operational Support Center's (NOSC) drill schedule. Cadets are in Navy uniform and are expected to learn and maintain Navy etiquette while advancing in rank via Navy rank exams and required summer trainings conducted on military bases throughout the U.S and cooperating countries. There are a multitude of summer training opportunities, beginning with Boot Camp, that a cadet may choose to attend in order to facilitate rank advancement. Some of those include Aviation, Marksmanship, Port Operations, EOD, SEALs, Joint Special Operations Command (JSOC), Electronics, Merchant Marine Operations, Naval Intelligence, Submarine Seminars, among several others. Many of our cadets have been accepted to our country's military academies, attended colleges on ROTC scholarships, and enlisted in one of the branches upon graduation from high school. Successful graduation from the USNSCC program or achieving the rank of Eagle Scout will afford a Navy recruit advancement to the rank of Seaman (E-3) upon graduating from Navy Boot Camp in Great Lakes, IL.

## **CHECK US OUT!**

We can make a difference in a young person's life. Think you're ready for a challenge? Send us an email at [houston\\_division@seacadetshouston.org](mailto:houston_division@seacadetshouston.org). for more details. **The next opportunity for visitation is posted on our website.** If you wish to visit us during our drills, please provide the names and phone numbers of all visitors, including drivers, in your email to us for base security clearance. **This email is required a minimum of (1) week in advance of drill dates. Access list is submitted on the Saturday prior to the next drill weekend.**

# Houston Division – Unit Specific Information

It is the responsibility of each cadet to be aware of all Unit activities and Drill weekends. This can be access on the Unit's website: <http://www.seacadetshouston.org/>

The image shows a screenshot of the website for the United States Naval Sea Cadet Corps Houston Division. The website has a dark blue navigation bar with the following links: Home, Announcements & Calendar, Plan of the Day, Ward Room, Photo Album, and Resources. Below the navigation bar is a large blue banner with the text "United States Naval Sea Cadet Corps Houston Division" in white. To the right of the banner is a photograph of a group of people in white uniforms, likely cadets, standing on a field with an American flag. Five callout boxes with colored borders and lines pointing to specific website elements provide instructions on how to find information:

- Red box:** Go **HERE** to find general announcements and the calendar of Drill weekends for the year. (Points to the "Announcements & Calendar" link.)
- Green box:** Go **HERE** to find specific details about the next Drill weekend- including times, location, and uniform requirements. (Points to the "Plan of the Day" link.)
- Yellow box:** Go **HERE** to view names and the chain-of-command for Staff & Administration. (Points to the "Ward Room" link.)
- Purple box:** Go **HERE** to find links to HOMEPORT for forms, policy, correspondence courses, & training information. (Points to the "Resources" link.)
- Blue box:** (Points to the "Home" link.)

# **NSCC/NLCC CADET ENROLLMENTS**

## **Medical Requirements for Enrollment**

"A medical examination similar to a high school sports physical is required for all cadet applicants to the Naval Sea Cadet Corps (NSCC) or Navy League Cadet Corps (NLCC). The exam results must be completed on the authorized NSCC form and signed by the attending physician. No one will be denied admission to the NSCC/NLCC due to a medical disability. Where a medical condition precludes full, unlimited participation, a Request for Accommodation (NSCADM 015) may be presented by the parent or guardian for review so the cadet may participate in NSCC activities to the maximum extent possible.

## **Documents**

The Cadet Application and Agreement packet (NSCADM 001) is the basic documentation required to be completed prior to enrollment, and serves as the core of the USNSCC Cadet Service Record. It is primarily the parent or guardian's responsibility to read, complete, and sign these forms, and it is the unit commanding 1-3 officer's responsibility to ensure that they are complete, and to ensure they remain updated.

You can access ALL required documents on Homeport → forms and templates:

<http://homeport.seacadets.org/secure/home.aspx>



### **Member Information (Page 1 and 2)**

### **Report of Medical History (Page 3 and 4)**

The Report of Medical History must be updated:

- a) annually upon re-enrollment;
- b) upon any change to physical or mental health history; and
- c) within 30 days of reporting to any NSCC or NLCC training.

### **Report of Medical Examination (Page 5 and 6)**

MUST be updated annually upon renewal

### **Medical History Supplemental (Pages 7 and 8)**

### **Request for Accommodation (Pages 9 and 10)**

### **Proof of Medical Insurance**

### **Record of Immunizations**

### **Report Card**

### **3 References (NOT family members)**

## **UNIT REQUIREMENTS- no documents required to download from Homeport**

**Written Reflection – Why I want to be in the Navy Sea Cadet Program**

**Enrollment fee \$150**

**Uniform Deposit \$100**

# **Cadet Honorable Discharges, Separations, and/or Terminations**

The following are additional guidance for knowing when and under what conditions to separate a cadet.

**a. Reaching 18th Birthday.**

Eighteen-year-old cadets may stay enrolled in the NSCC, provided that they have been briefed on the increased liabilities they face as an adult, have signed the NSCADM 001 Page 2A, and remain enrolled in good standing in a state-approved public, private, or home school. Sea Cadets may not remain enrolled (as a cadet) beyond their 19th birthday, regardless of their status as a student. Qualified 18-year old cadets should be encouraged to apply to become a Midshipman upon graduation from high school.

**b. Graduating High School.**

Sea Cadets may stay enrolled until August 31 of the year they graduate high school, provided they have not yet reached their 19th birthday.

**c. Enlisting in the Armed Forces.**

Sea Cadets who have enlisted in the armed forces prior to high school graduation through the Delayed Entry Program or an analogous program, may maintain their enrollment in the NSCC. If, however, the cadet attends the Recruit or Basic Training of one of the armed forces (or some portion thereof) while still enrolled in the NSCC, he or she shall be honorably discharged (if eligible) or separated as a cadet on or before their "ship date."

**d. Drill Attendance.**

A cadet may be separated or terminated for failure to maintain a minimum 75% attendance rate at all scheduled drills.

**e. Academic Standing.**

A cadet who fails to advance to the next school grade should be separated from the USNSCC. The unit CO may invite the cadet to re-enroll once academic performance improves.

**f. Other Causes**

Cadets may be separated or terminated from the USNSCC for other cause or conduct, as specified in USNSCC Regulations, Section 5.09 and USNSCC Regulations, Chapter 7.

## **PERSONAL APPEARANCE**

Hair, grooming, and personal appearance while in the military (Navy-style) or Alternate 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. The provisions of this section apply to all enrolled NSCC personnel (adults and cadets).

## ***HAIR***

### **Males**

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.

## **Females –**

Please see THIS LINK for Navy regulation image examples:

[https://www.navy.mil/ah\\_online/um/femalehair.html](https://www.navy.mil/ah_online/um/femalehair.html)

1. Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated 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. Hairstyles will not interfere with the proper wearing of headgear, protective masks or equipment. When headgear is worn, hair shall not show from under the front of the headgear. Hair is not to protrude from the opening in the back of the ball cap, except when wearing a bun hairstyle. All buns shall be positioned on the back of the head to ensure the proper wearing of all headgear.
2. Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance. Hair length, when in uniform, 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. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions).
3. Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured. Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair.
4. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

### **Hairstyles Requirements**

Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure.

While this list shall not be considered all inclusive, the following hairstyles are authorized:

<http://homeport.seacadets.org/HomeportDownloads/Library/110/New%20Hair%20Standards%20Women.pdf>

### **Unauthorized Hairstyles**

While this list shall not be considered all inclusive, the following hairstyles are not authorized: Pigtails; braids that are widely spaced and/or protrude from the head.

## ***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.

# EARRINGS

**Males.** Not authorized while in uniform.

**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.

## CHAPTER THREE - UNIFORM COMPONENTS - SECTION 7: NSCC/NLCC CADET UNIFORMS

All cadets are required to maintain and wear their NSCC/NLCC uniforms, in good condition, as directed by the POD. Some reference images are below, but do not replace the cadet's responsibility for understanding detailed specifics, as outlined in the uniform manual. (Homeport -> Policy -> Uniform Regulations Manual)

4207 **CADET SHOULDER FLASHES**

- NSCC Cadets (Pair).** The NSCC cadet shoulder flash, embroidered yellow lettering on a navy blue field will be worn on all NSCC uniforms. For all NSCC members on the camouflage utility uniform, the embroidered black on olive drab shoulder flash will be worn.
  - Manner of Wearing.** Shall be worn on both sleeves of all uniform coats, sweaters, outer garments (except raincoats and NWU), and on all uniforms not having a coat prescribed.
  - Position.** The shoulder flash will be centered on the outer face of each sleeve, with the top edge of the shoulder flash 1 inch below the shoulder seam, and the eagle facing forward.
  - Chief Petty Officers.** NSCC Chief Petty Officers wear officer shoulder flashes as described in Section 4103.
  - Navy Working Uniform.** A single right side shoulder flash is worn on the right breast of the Navy Working Uniform.



FIGURE 4-2-11 NSCC CADET SHOULDER FLASHES (BOTH SLEEVES)

- NLCC Cadets (Single).** The NLCC cadet shoulder flash, embroidered white lettering with a gold fouled anchor on a navy blue field will be worn on all NLCC uniforms.
  - Manner of Wearing.** Shall be worn on the left sleeve of all uniform coats, sweaters, outer garments (except raincoats and NWU), and on all uniforms not having a coat prescribed.
  - Position.** The shoulder flash will be centered on the outer face of the left sleeve, with the top edge of the shoulder flash 1 inch below the shoulder seam.
  - Navy Working Uniform.** A single shoulder flash is worn on the right breast of the Navy Working Uniform.



FIGURE 4-2-12 NLCC CADET SHOULDER FLASH (LEFT SIDE ONLY)

3105 **NAME TAPES (CONTINUED)**



FIGURE 3-1-2 NAME TAPE PLACEMENT



FIGURE 4-3-17 NSCC/NLCC BALL CAPS

4203 **COLLAR INSIGNIA (CONTINUED)**

RANK	METAL COLLAR	NAVY WORKING UNIFORM	CAMOUFLAGE UTILITY
NSCC CHIEF PETTY OFFICER (CPO)			
NLCC SHIPS LEADING PETTY OFFICER (SLPO)	NO INSIGNIA		
NSCC/NLCC PETTY OFFICER FIRST CLASS (PO1)	NO INSIGNIA		
NSCC/NLCC PETTY OFFICER SECOND CLASS (PO2)	NO INSIGNIA		
NSCC/NLCC PETTY OFFICER THIRD CLASS (PO3)	NO INSIGNIA		

FIGURE 4-2-5 NSCC/NLCC CADET COLLAR DEVICES

9. **Military Creases**



Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. For shirts which do not have a yoke seam across the back as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

FIGURE 2-1-1 MILITARY CREASES

2102 **SMARTNESS (CONTINUED)**

9. **Neckerchief.** The black silk neckerchief is worn by NSCC male and female cadets with all jumper-style tops. Wear the rolled neckerchief with a large square knot, tied at the bottom of the V-neck opening of jumper, with ends of the neckerchief even. The upper edge of the knot should be even with point where the collar opens.

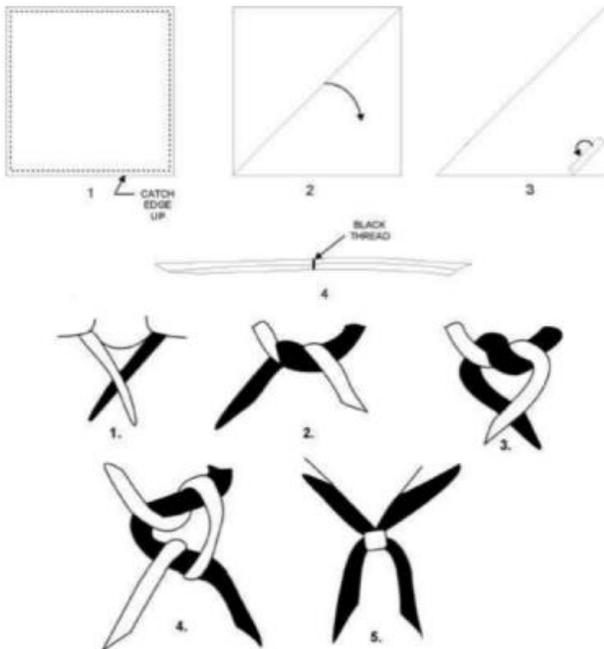


FIGURE 2-1-2 TYING OF THE NECKERCHIEF

b. **Navy Working Uniform.** Sleeves may be rolled up at the option of local commanders. When authorized, sleeves will be rolled with the inside out, with the cuff folder over, forming a roll approximately 3 inches wide, and terminating at a point approximately 2 inches above the elbow.

- 1) Lay the uniform on a flat surface, face up and sleeves extended out, with the button at the end of the sleeve unbuttoned.
- 2) Flip the sleeves inside-out by folding the cuffs of the sleeve up towards the armpit area. Pull it up until it almost touches the inside seam of the armpit region.
- 3) Roll the bottoms of the inside-out sleeves in three inch rolls upwards until you reach the cuffs.
- 4) Fold the end of the cuff down over the rolled portion of the sleeve.
- 5) Secure the button and flap. Repeat on opposite sleeve.



CAMOUFLAGE UTILITY UNIFORM

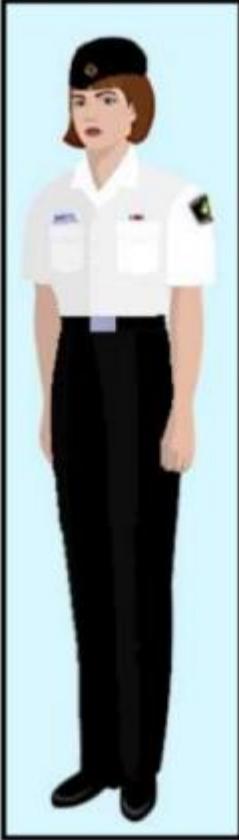
NAVY WORKING UNIFORM

FIGURE 2-1-4 SLEEVE ROLLING

# NLCC

NLCC CADET SUMMER DRESS

2. Female



NLCC CADET WINTER DRESS

2. Female



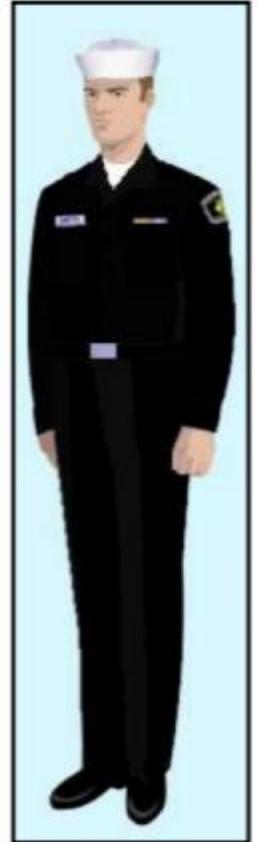
NLCC CADET SUMMER DRESS

1. Male



NLCC CADET WINTER DRESS

1. Male



NSCC CADET DRESS WHITE

1. Male



NSCC CADET DRESS BLUE

1. Male



NSCC CADET NAVY WORKING DRESS

1. Male



# NSCC

# All cadet NWU's

# **COURSEWORK FOR RANK ADVANCEMENT- NSCC**

## **Correspondence Courses**

Referred to as Non-Resident Training courses, these are courses that CNET has authorized for use by members of the Naval Sea Cadet Corps for advancement and training. All available courses can be downloaded from the NSCC Homepage. No other NRTC's are authorized for NSCC use. Refer to the NSCC/NLCC Training and Operations Manual for additional guidance

## **Required Courses- NSCC SEA CADETS**

The following is a list of required courses for progression in the Sea Cadet program. These courses must be completed in order beginning with the BMR.

- a. Military Requirements, Basic (NAVEDTRA 14325)
- b. Seaman (NAVEDTRA 14067)
- c. Military Requirements, PO3 (NAVEDTRA 14504-1 Assignments 1 & 2)
- d. Military Requirements, PO2 (NAVEDTRA 14504-2 Assignments 3, 4 & 5)
- e. Military requirements, PO1 (NAVEDTRA 14145)
- f. Military Requirements, CPO (NAVEDTRA 14144)

## **Required Courses- NLCC LEAGUE CADETS**

The following is a list of required courses for progression in the Navy League Cadet program. This list is subject to change as advancement requirements are modified:

- a. NLCC Apprentice Cadet (NLCC Syllabus - Part One)
- b. NLCC Able Cadet (NLCC Syllabus - Part Two)
- c. NLCC Petty Officer Third Class (NLCC Syllabus - Part Three)
- d. NLCC Petty Officer Second Class (NLCC Syllabus - Part Four)
- e. NLCC Petty Officer First Class (NLCC Syllabus - Part Five) 0302

## **COURSE GRADING**

Each cadet may only be enrolled in one course at a time. Assignments may be graded in any order, but all assignments are required to be entered prior to a final grade being issued. The minimum passing score for each assignment is 70%, and the overall combined/aggregate minimum passing score for each course is 70%. If the cadet failed the assignment, make a note on the hard copy answer sheet. Answers cannot be resubmitted for failed assignments until answers for ALL lessons have been entered. After all, assignments, have been entered and graded, and IF the overall score for the course is less than 70%, inform the cadet of the status concerning the failed assignment(s), and instruct the cadet to redo those that assignments that received a failing score.

## **FAILED ASSIGNMENTS**

After entering answers for ALL assignments, if the overall score for the course is less than 70%, the cadet will resubmit the failed assignments in the same manner as the initial assignment. The maximum score that can be received for a failed assignment is 70%. If the cadet fails the overall course after resubmission, they will be locked out of the course for 30 days. Cadet are to be reenrolled in the course after 30 days and be required to resubmit all assignments.

# What can YOU do with Houston Division?



**DON'T WAIT FOR THE REST-  
TRAIN WITH THE BEST!**

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Sea Cadet Corps  
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