

NLCC CADET TRAINING SYLLABUS



***THE NAVY LEAGUE CADET CORPS
“A SET COURSE TO BETTER CITIZENSHIP”***

Revised March 2007

*Advancement and Training syllabus
for the
Navy League Cadet Corps*



*A Navy oriented youth program sponsored by the Navy
League of the United States*

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United States Naval Sea Cadet Corps

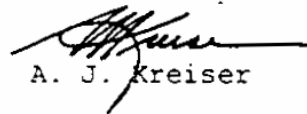
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13 January 1995

NSCC ACTION LETTER 3-95

From: Executive Director, U. S. Naval Sea Cadet Corps
To: Distribution
Subj: NLCC ADVANCEMENT AND TRAINING SYLLABUS
Ref: (a) NLCC Advancement and Training Syllabus, 1992
(b) NSCC/NLCC Advancement and Training Manual
Encl: (1) NLCC Advancement and Training Syllabus, 1995

1. **BACKGROUND.** The information contained in reference (a) has been revised and updated. The revised syllabus is forwarded as enclosure (1).
2. **DISCUSSION.** Enclosure (1) contains text material for training and advancement requirements for all NLCC ranks, as outlined in reference (b). It is arranged in "Parts" appropriate to each rate level. Unit commanding officers may copy these training materials, and issue them to instructors, cadets, and parents upon request, retaining the master syllabus in unit files.
3. **ACTION.** Enclosure (1) supersedes reference (a), and is effective upon receipt.
4. This action letter is canceled on 31 December 1995.


A. J. Kreiser

Distribution:
NSCC National Chairman (w/o encl)
NSCC National President (w/o encl)
NLCC/NLCC Regional/Associate Regional Directors
NSCC/NLCC Unit Commanding Officers.
NSCC Field Representatives

PREFACE

The Navy League Cadet Corps is a non-profit youth organization whose objectives are to give young people, ages 11 to 13, mental, moral and physical training through the medium of naval and other instruction. This training is to foster principles of patriotism, disciplines of duty, self-respect, respect for others and to build and develop the individual cadet's self esteem.

Sea Cadet training has been conducted for centuries by other nations under the auspices of the country's Navy League. In 1958, the Navy League of the United States and the Department of the Navy jointly inaugurated a cadet program for American youth, the Naval Sea Cadet Corps, offering a nautically oriented training program for young Americans, age 13 through 17. The Navy League formed the Navy League Cadet Corps as a junior program for younger people interested in the sea and the maritime services, including the U.S. Coast Guard under the Department of Transportation. Enrollment is voluntary and there is no obligation to join the Armed Forces at any future date.

This syllabus is intended for use by officers, instructors, and cadets. It presents information to assist participating cadets to advance through knowledge and experience. While it is not intended as a personal textbook for each person in the program, unit commanding officers may copy any or all parts to issue to cadets to assist in their study.

This training syllabus is effective upon receipt and replaces all previous editions of the Navy League Cadet Corps syllabus. Units and cadets who are using previous editions of the NLCC Training Syllabus should complete their chapters and convert to this manual if the cadet is less than one-half finished on the old manual. Cadets who are more than half way finished in old manuals have the option of converting to this syllabus or finishing their existing syllabus.

This manual was developed by an extremely dedicated group of NSCC officers who possess in-depth knowledge of the NLCC program, and have professional backgrounds in education and business. Most are former or present commanding officers that significantly added to their expertise in putting together this training syllabus. This manual has been reviewed and edited by present and former commanding officers on a national basis.

This training syllabus is a compilation of previous NLCC training manuals as well as other Navy material. It is a complete training syllabus and includes necessary lesson plans and tests for cadets. Also included are learning games that will provide the cadets with a fun learning experience and add to the interest of drills. Units are encouraged to use the games.

The following conditions and requirements are to be kept in mind when using this training syllabus.

- Passing grade of all promotion tests is 2.5
- The instructional materials in this syllabus are meant to be presented as classroom instruction, not assigned as a self study course.
- Individual cycles may be reproduced for cadet use.
- Individual lessons may be taught out of sequence to meet needs.
- Units are encouraged to use the Extended Learning/Hands On Training and to schedule extra lessons for outside presenters and shipboard training to attain lesson objectives.
- This syllabus is the first edition of the revised training program for NLCC Cadets. Please keep records of any additions, deletions or corrections you develop as you use the materials. These recommendations will be used for updating the second editions. We will notify you when we are ready for your input.

The initial feedback has been most positive on this manual. We wish you much success on your training program and wish to hear from you on your recommendations for improvement.

**NOTE TO NLCC COs
AND
NLCC TRAINING OFFICERS**

There are several special features of the revised NLCC Syllabus not in the old syllabus that we would like to draw to your attention. These features are intended to extend learning and provide hands on experiences that will raise the level of mastery of basic skills by NLCC Cadets. We hope you will find them useful.

1. This syllabus is a combination of the 1995 NLCC Syllabus and the NSCC/NLCC Advancement and Training Manual.
2. There are review questions at the end of each lesson. Some of them are on each Promotion Exam. As in the old manual answers are not provided for review questions at the end of each lesson. It is intended that the instructors will answer the questions as they prepare the lessons. Because this manual is to be printed on the web, answers to the exam questions are not included. The exams are a nearly the same as the 1995 manual and the old answer key is the same. NHQ will have the new answer key if your unit does not have one.
3. As before at the end of each lesson is the Extended Learning/Hands On page which lists activities that will raise the level of learning. It also has a space to list activities that you have used before.
4. The masters and for overhead transparencies for certain lessons has been removed. In the age of computers they are not necessary.
5. The Board games section has been kept. It is an excellent way to give cadets an opportunity to practice skills they have learned. Cadets should also be encouraged to develop their own games.
6. The Glossary section was also kept which we encourage you to use when developing vocabulary for each lesson.

NLCC ADVANCEMENT REQUIREMENTS

Attached is a graphic from the NSCC/NLCC Advancement and Training Manual. This is the manual to check for the latest information on advancement.

NLCC ADVANCEMENT REQUIREMENTS

Rank	Time in Rate	Time in NLCC	Training Syllabus	Exam
Recruit	----	----	----	----
Apprentice	4 Mo.	4 Mo.	Part I	Part I
ABLE	4 Mo.	8 Mo.	Part II	Part II
PO 3	4 Mo.	12 Mo.	Part III	Part III
PO 2	6 Mo.	18 Mo.	Part IV	Part IV
PO 1	6 Mo.	24 Mo.	Part V	Part V

FIG 3-2

1. CO's may waive Time In Grade/Time in NLCC requirements for cadets who join at age 12, excel in the path of advancement, and demonstrate good leadership qualities.
2. Although summer training is available for NLCC cadets, it is not a requirement for advancement.

NLCC ORIENTATION AND ENROLLMENT FOR PARENTS AND PROSPECTIVE CADETS

The Unit Commanding Officer or designated representative must personally interview the parent/guardian (friends and relatives cannot sign the forms) of each applicant for membership to make sure that they understand the aims and objectives of the program, the obligations of both parents/ guardians and cadets, and the training opportunities. (Give them a list of general responsibilities and the Unit Code of Conduct, if there is one).

1. When there are no more questions and the cadet decides to join the NLCC, parents must sign the Cadet Application and the Standard Release forms on the back of the application. They must be witnessed by a designated adult leader, and pay the required fees as the first step to enrollment. Be sure to give the parents/ guardians a receipt for money received and keep a copy for the unit files.

REFERENCE:

- a) NLCC Regulations
- b) NSCC Administrative Manual
- c) The latest Action Letter which outlines the fees

SUGGESTED OUTLINE FOR THE INTERVIEW AND PROCEDURES FOR ENROLLMENT

THE INTERVIEW

By applying for membership in the Navy League Cadet Corps, (NLCC), you express your wish to learn about the Navy and Coast Guard, their history and their traditions. During your time as a Navy League Cadet, you will have the opportunity to learn and experience many things about these services.

The NLCC is a voluntary youth program whose objectives are to provide young people between the ages of 11 and 14 mental, moral and physical training through Navy and Coast Guard oriented experiences. The training serves to develop principles of patriotism and discipline, and to instill a sense of duty, respect for others and self esteem.

Navy League cadets have many opportunities for different types of training, from classroom instruction to hands on activities as knot tying, Morse Code and Semaphore. Cadets may visit Navy and coast Guard ships and installations as well. During the summer, cadets attend Navy League Orientation. Navy League Orientation is a one week training activity, usually held on a Navy or Coast Guard installation, which gives cadets a chance to experience barracks living, eating in the mess hall, marching, and classes about many aspects of the sea services. They interact with cadets from other units and learn to work together as a team. Cadets who have attended Navy League Orientation can attend Advanced Training the next summer. Advanced training gives cadets the opportunity to take the Coast Guard Boating course or at other locations such as aboard Sea Cadet ships such as the "Grayfox" located in Michigan.

REGULATIONS

When you become a Navy League Cadet, you agree to obey the rules and regulations of the Navy League Cadet Corps. Imagine a football or baseball game with no rules, each player doing only what he or she wished. Before long, everyone would be very confused and it would be impossible to continue the game. The NLCC is really a large team of cadets and leaders in Training Ships and Companies throughout the nation. To make sure that everyone gets fair treatment and the same chance to advance, there are rules and regulations that everyone must follow.

ENROLLMENT

1. **AGE:** You must be at least 11 years of age and not yet 14. Cadets who are 13 may consider enrolling in the Sea Cadets. This decision, however, should take into account the maturity of the cadet and when his 14th birthday is. If the Cadet is planning to attend Sea Cadet Recruit training the following year he may be 14 before the training starts. If he can't attend Sea Cadet training the following it may be best to remain a League Cadet until his 14th birthday. The final decision is up to the Commanding Officer of the NSCC unit.
2. **SCHOOL:** You must be enrolled in school and must make satisfactory grades as established by local school authorities.
3. **UNIT VISIT:** Cadet applicants and their parents or guardians should visit at least one NLCC drill (meeting) together. This allows them to see the activities provided and to talk to some of the cadets and officers about the program before they decide whether to enroll.

FORMS

When you decide to enroll, there are several forms which you and your parents must complete. The most important are:

- 1) Cadet Application form which has a release form on the back. It provides your name, address and other important information. The release form authorizes military and private medical facilities to treat you for minor illness and injury that may occur during authorized training and ensures that parents will not sue the NLCC or any other sponsor/ support organization in such cases.
- 2) Medical forms: You must have a physical exam to ensure that you can participate in NLCC training, especially the outdoor activities and one week of Navy League Orientation. This exam is like those you take at the beginning of each school year or when you sign up for sports. Note the reverse side of the medical form lists conditions that will disqualify the young person from joining the program.
- 3) Before you take the physical exam, you and your parents must complete a medical history form that gives the doctor a record of your medical history. When you are enrolled, these forms become an important part of your service record.

SPECIAL NOTE: MEDICATION

Prospective cadets who must take any medication, either prescription or over the counter, must be informed that as long as they are on medication they are not allowed to attend NLCC Orientation or Advanced Training. While attending NLCC Orientation or Advanced Training is not a requirement for NLCC promotion, not attending does seriously limit a cadet's opportunity to participate fully in the NLCC program. Taking a cadet off all medication for the duration of the summer training is not advised without a doctor's permission, as it may pose a health hazard. Parents of cadets, who have to take medication, should be advised to give serious consideration to other youth organizations, whose programs are not so physically demanding, before making a decision to enroll their child in the Navy League Cadet Corps.

FEES

Applicants must pay the administrative and insurance fees established by NSCC National Headquarters (NHQ). These fees cover the cost to administer the NSCC and NLCC programs and provide the insurance for medical treatment as necessary. (Tell parents the cost of the enrollment fee and any expenses for uniforms or other costs that the unit assesses. This is also a good time to mention fees for NLCC Orientation and Advanced Training so parents can plan ahead.)

INSURANCE COVERAGE

MOST IMPORTANT (NOTE TO INTERVIEWER)

(Parents/Guardians must also understand the nature and coverage of the mandatory insurance program and the amount of deductible that they must pay if medical treatment is required during authorized training activities.) It is also a good idea for the parents to sign a copy of the insurance coverage. Keep this form in the units records incase there is a question if they understood their obligations in case of a claim.

SPECIAL NOTE TO UNIT COs

It is most important that enrollment forms, along with a unit check, be forwarded to NHQ within 10 days of receipt. Cadets are not covered by insurance unless NHQ has received a check and processed the cadet's application. When you get the cadet's ID card back from NHQ, you have proof that they have the insurance in effect.

The same rule applies for re-enrollment. Cadets whose enrollment has expired are not covered by insurance. It is important to send in re-enrollment fees in a timely manner, before the expiration date if possible. Cadet's who drill while uninsured are the liability of the local unit.

UNIFORMS

The Commanding Officer will provide you with a “seabag list”, the types of clothing needed for the NLCC uniform. When possible, certain items will be provided from unit supplies. If supplies are not available, in most cases the clothing may be obtained at local discount stores at reasonable prices. Many units charge a fee for use of NLCC uniforms provided for cadets.

It is your responsibility to keep your uniform neat and to wear it correctly whenever you participate in NLCC activities. You will learn how to wear and care for your uniform properly during class instruction.

HAIR

NLCC cadets, while in uniform, are expected to wear their hair in a manner which meets Navy grooming standards. Males should wear their hair trimmed neatly, tapered at the back and along the sides. Female cadets should arrange their hair so that it touches, but does not fall below, the collar at the back. Hair for either males or females may not cover the ears or appear below the front brim of the cover. (hat)

NLCC ID CARD

Upon receipt of your enrollment fees, NHQ will issue your NLCC ID card and forward it to your commanding officer. This card, which you must carry with you whenever you participate in NLCC activities, identifies you as a properly enrolled member of the NLCC and affords you special privileges not available to other youth programs. You must sign your ID as soon as you receive it and you must observe the following rules.

1. Should you lose or misplace your NLCC ID card, or should it become damaged, you must report it at once to your commanding officer, following the chain of command. You will not be in trouble, but the CO must order a replacement for you right away so that you don't miss any activities. Some units charge a fee for replacing the ID card.
2. Never loan your NLCC ID card to anyone for any reason. Your card is the property of the NSCC and is issued to you so that you may enjoy the opportunities and privileges it affords. From time to time someone in authority may request to see your NLCC ID card for official purposes, but will return it to you in a few minutes.
3. When you aren't carrying your NLCC ID card with you, keep it in a safe place so that you can find it when you need it. Be careful to check your clothing before you put it in the laundry! Many ID cards are destroyed or damaged when they are left in pockets and go through the washer and dryer.

THE NLCC PROMISE

1. Upon acceptance in the NLCC, you will make the following promise that you will do your very best to live up to the standards of the NLCC, and to obey all the rules and regulations, no matter how strict they may seem at times. You will usually recite the NLCC promise in ceremonies with your unit.
2. Many units administer the NLCC Promise to a cadet when the ID card arrives. This is done at a unit muster and parents are invited to attend and participate in the ceremony.

“I, (STATE YOUR NAME) PROMISE TO SERVE GOD, HONOR OUR FLAG, ABIDE BY THE NAVY LEAGUE CADET CORPS REGULATIONS, CARRY OUT THE ORDERS OF THE OFFICERS APPOINTED OVER ME, AND SO CONDUCT MYSELF AS TO BE A CREDIT TO MY SHIP, THE NAVY LEAGUE CADET CORPS, THE NAVY AND MY COUNTRY.”

Congratulations, and WELCOME ABOARD!

INTEGRATING THE NLCC RECRUIT CADET

Since the main objective of this section is orientation and integration, the following suggestions are directed at making sure new cadets feel included and are integrated into the unit. All of the suggestions are important because the first three months are crucial to getting the new cadet settled comfortably into the unit.

1. Assign a “Buddy” to show the new cadet around, introduce him to everyone, and give him information about unit SOP’s. The assigned Buddy should follow through for at least 2-3 meetings.
2. Have the new cadet’s Squad Leader or LPO call the cadet before the next meeting to remind the cadet about the meeting; answer any questions and make sure the cadet knows he is part of the unit and you are looking forward to his attendance.
3. Have an officer in the unit call cadet’s parents and answer any questions (especially those concerning uniform) they might have.
4. Invite parents to observe parts of the drill activities.
5. Plan “inclusion” activities that give cadets a chance to interact in a different environment. Some examples: team games, partner learning, one on one instruction (facing movements), etc.

SPECIAL NOTE:

There is a book called Tribes that has many activities that help build a team or group spirit. There are many “inclusion” activities in this book. It can be found in most stores that sell materials to teachers. Look under materials for self-esteem.

CORE Training for NLCC Cadets

Note: This instruction is meant to be taught, not assigned as a self study course. There are questions for review and discussion at the end of each lesson and Promotion Exams are located in the appendix

In accordance with Navy policy, this manual endorses the following statement;

Although the words “he,” “him” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor affront or discriminate against anyone reading this text.