

**DAVID MCCAMPBELL BATTALION/ TRAINING SHIP LASSEN  
PERSONNEL QUALIFICATION STANDARDS  
FOR UNIT INDOCTRINATION**

**INTRODUCTION**

This Personnel Qualification Standards (PQS) form has been adapted from the United States Naval Sea Cadet Corps Training Manual published in September 2007 by Naval Sea Cadet Corps National Headquarters. It is to be used by all personnel in charge of training and maintaining the Indoctrination Company (INDOC) of David McCampbell Battalion/Training Ship Lassen, and each class passing through this evolution as of 18 August, 2008. This form is open to revision with approval of the Command Officer of David McCampbell Battalion/Training Ship Lassen and has been created to better serve all personnel in close coordination with INDOC, including the Officer in Charge (OIC), all Petty Officer’s in Charge (POIC), staff cadets, and administrative persons. The PQS for David McCampbell Battalion/Training Ship Lassen was constructed from the experiences of staff and cadets alike and encompasses a number of various elements which have been deemed crucial to the overall success of new members proceeding into both the unit and the United States Naval Sea Cadet Corps.

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UNIFORMS: (Utility and Dress Whites)	STAFF INITIALS AND COMMENTS
Has been issued all components of dress uniform as needed for NSCC/NLCC (including flashes, name badge, rank, dress cover, black belt with silver tip/buckle, neckerchief and properly sized dress shoes); Last name and last four digits of SSN are written on the <i>INSIDE</i> bill of dress cover (where the cover would meet the back of the head); All applicable uniform items are labeled with name and last four digits of SSN, and appear to be in good working condition	
Has been instructed on and has demonstrated proper care and storage of all uniform items (which includes removal of stains, proper and improper washing/handling techniques)	
Has satisfactorily demonstrated proper ironing techniques including pressing and proper creasing; Cadet has been briefed on safely using irons to avoid damage to uniforms, self, or others in the area; Uniform is <i>continuously</i> wrinkle-free, creases are straight, sharp, and all present as required	
Utility uniform is continuously free of Irish Pennants (IP's); Gig Line is maintained and "Eyelet" of belt buckle is not showing; Utility shirt is always neatly tucked in and is tight on the body (Shirt Stays optional) and trouser waistline is above hips; Shoulder flashes are facing forward and are properly creased; Rank (as applicable) is appropriately placed and is ironed properly; Belt tip is facing correct direction (varies between male and female); Unit ball cap is worn smartly on the cadet's head	
Dress shoes are properly shined and a glossy appearance is present over the <i>entire</i> shoe, not just the tip; Black dress socks are always worn with the dress shoe	

UNIFORMS: (Battle Dress) *NSCC ONLY	STAFF INITIALS AND COMMENTS
Has been issued all components of battle dress uniform (including flashes, name tapes, and rank) **Cadet has been informed that Eight-Point cover with small USNSCC flash and combat boots may need to be purchased at cadet's expense; each applicable item is labeled with last name and last four digits of SSN, and cadet has stated each item to be worn with this uniform; all uniform items appear to be in good working order	
Uniform is <b>NOT</b> creased or starched, but does continuously appear to be ironed and wrinkle-free; No "iron-rings" are present on the uniform from an iron being pressed against pocket buttons; Pockets are all buttoned and name tapes are in correct positions	
Black combat boots are well cleaned and are continuously shined with a glossy appearance among the entire shoe, not just the tip; Black or OD Green socks are always worn with this footwear; BDU trousers are sharply bloused over <i>second</i> "eyelet" of each boot, using OD green elastic blousing	
Sleeves are sharply rolled in the "Marine Roll" pattern and are four finger-lengths from the elbow; The sleeve roll is also four finger-lengths in size, is free of wrinkles or creases, and is always tightly secured to the bicep area of the cadet's arm	
Eight-Point Cover is worn sharply and prominently on the cadet's head, is free of starch and any markings other than the small USNSCC logo in the center of the cover and last name/SSN on back of inside bill	

**\*Cadet has been informed that any and all uniform items they have lost, deliberately misused, damaged, or destroyed will be covered at their OWN expense and is expected to be replaced by that person; Failure to do so may result in disciplinary action, immediate expulsion from the unit and the USNSCC, and/or legal action to recover lost revenues due to negligence.**

PERSONAL CONDUCT	STAFF INITIALS AND COMMENTS
Has been instructed on Unit Standard Operating Procedures (SOP) applicable to the cadet and has demonstrated proper knowledge of <i>exactly</i> where to find these policies upon request or in time of need	
Demonstrates the utmost respect for <i>all persons</i> (including, but not limited to, all officers, instructors, adult volunteers, guest speakers, fellow cadets, visitors of the unit, and all persons not associated with the unit or the USNSCC/USNLCC)	
Uses language that is constructive in manner and is free of profanity; Cadet never ridicules, intimidates, or by any means demoralizes any member of the unit or USNSCC/USNLCC	
<i>Never</i> discriminates, harasses (including <i>any</i> sexual manner), fraternizes, hazes, or by any means devalues <i>any</i> person's race, gender, religion, nationality, personal beliefs, or ways of living	
Has been fully instructed on fraternization and sexual harassment policies adopted by the unit from those of the United States Navy; Has demonstrated sufficient knowledge of the "Red Light" and "Yellow Light" concepts of sexual harassment, and has stated <b>THREE</b> examples of each topic	
Is always acting as a <i>team player</i> and in a manner which supports the overall mission and objectives of their team and the unit	

MILITARY DISCIPLINE AND BEARING	STAFF INITIALS AND COMMENTS
Has been instructed on the meaning of military discipline and bearing, as well as the expectations of the cadet both in a setting conducive to military training, as well as in the general public; Cadet is aware that their actions must be in accordance of the highest traditions of the USN and USNSCC at <i>all</i> times while in uniform, whether they may be on or off duty at the current time	
Cadet follows all reasonable orders given without question or attitude, in an efficient and timely manner	
<i>Always</i> refers to fellow officers, cadets, and personnel by their proper rank and title within the organization (this also applies for all branches of the Armed Services); <i>Always</i> addresses each civilian present with the title "Ma'am" or "Sir"	
Wears uniform with the utmost respect at all times, with all components always present; Cadet understands that wearing the authorized uniform is a <i>privilege</i> and not a right, and disciplinary action can occur at any time if uniform is misused or misrepresented for any reason	

ACADEMICS AND ATTENDANCE	STAFF INITIALS AND COMMENTS
Cadet has been informed of "2.0 GPA policy" as outlined by unit's SOP; NCOIC has verified academic performance and well-being of cadet during the INDOC evolution	
Has been instructed of the assignments they are <b>required</b> by unit policy to complete for advancement in rank and progression in the USNSCC; Cadet has demonstrated knowledge that a <u>minimum of 2 BMR</u> assignments are to be completed and submitted to proper staff during each drill, and a <u>minimum of 1 Advanced Correspondence Course</u> <i>every</i> meeting after completion of BMR; Cadet is also aware that disciplinary action (including, but not limited to EMI) may result for failure to submit course work each meeting	
Understands that their attendance to every drill is <i>mandatory</i> , unless relieved from duties by proper authorities; Cadet demonstrates knowledge that their unexcused absence from drill may result in immediate dismissal from the unit and USNSCC	

STRUCTURE OF UNIT	STAFF INITIALS AND COMMENTS
Has been extensively informed of the structure, and usage of chain of command within the unit and each branch of the Armed Services; Has been informed of and demonstrated knowledge of terms such as “LPO, ALPO, DPO, CC, CO, XO, ADMIN, etc” and what their roles entail	
Has demonstrated knowledge of how to properly use their chain of command and is aware that any problem needing clarification or instruction is <b>NOT</b> to be presented directly to the OIC, but rather the cadet’s shipmates and POIC in command at the current time (Excluding any medical emergency requiring <i>immediate</i> treatment by proper personnel)	
Has been made aware of the “Open Door” policy currently in effect within the unit and has demonstrated knowledge of proper procedures of handling these type of situations	
Has been extensively informed of the NSCC’s national chain of command and has demonstrated proper knowledge of those in charge of operating and maintaining the USNSCC and USNLCC; Cadet has properly named the positions of <u>each OIC</u> currently holding positions within the unit; Has correctly indentified the <u>region</u> in which the unit is attached to and its current <u>Regional Director</u> ; Has correctly indentified the current officer holding the position of <u>Executive Director and National Chairman</u> , and what their roles mean	

RANKS AND DRILL	STAFF INITIALS AND COMMENTS
Has been instructed on ranks and ratings of each branch of the Armed Service; Cadet has demonstrated extensive knowledge of the command system of the United States Navy by properly stating <b>ALL</b> ranks (enlisted/commissioned) of the USN	
<p>Has been instructed on all basic marching procedures and demonstrates adequate ability to perform every marching command given while in ranks; Cadet has successfully performed maneuvers of:</p> <ul style="list-style-type: none"> <li>• Attention</li> <li>• At-Ease</li> <li>• Parade Rest</li> <li>• Dress Right Dress (including Close Arm Interval)</li> <li>• Left Face</li> <li>• Right Face</li> <li>• About Face</li> <li>• Forward March</li> <li>• Halt</li> <li>• Guide March</li> <li>• Double-Time March</li> <li>• To the Rear March</li> <li>• Column Left</li> <li>• Colum Right</li> <li>• Immediate Column Maneuvers</li> <li>• Half Right (Face/March)</li> <li>• Half Left (Face/March)</li> <li>• Open Ranks</li> <li>• Close Ranks</li> <li>• Hand Salute</li> </ul>	
Is generally free of secondary movements while in ranks and does not “Eyeball” environment; Cadet maintains self discipline in ranks and makes <i>no</i> movements unless specifically instructed or properly relieved; Marching ability is adequate to meet the standards of both the unit and the USNSCC	

MILITARY KNOWLEDGE AND MILITARY COURTESY	STAFF INITIALS AND COMMENTS
<p>Has been extensively instructed on General Orders, USNSCC/USNLCC Oath, Sailor's Creed, Anchors Away, and all procedures involved in Basic Watchstanding; Demonstrates knowledge of each concept by stating <b>EACH</b> General Order and <b>ALL</b> of Sailor's Creed and Anchor's Away; Has demonstrated ability to effectively stand on watch duty, implement General Orders, and properly <b>maintain a watch/quarterdeck log</b></p>	
<p>Has been instructed on proper procedures to execute when National Anthem is played while cadet is uniform (include procedures for when in ranks); Demonstrates proper knowledge of this concept by turning toward National Emblem and immediately snapping to attention; Has been instructed on proper procedures for saluting officers (both within and not in ranks) and demonstrates knowledge of executing these tasks; Treats superior officers and all those accompanying them with the utmost respect and courtesy at <i>all</i> times</p>	
<p>Has been instructed on and understands that covers/caps are to <i>always</i> be removed when entering any building/structure, unless on official duty ordered by a superior or physically incapable of doing so (*Covers will always be removed when entering a <b>flight line</b> regardless of orders, as listed by official safety procedures); Understands that <i>no weapons</i> of any kind will ever be introduced into a religious facility or sick bay of any kind for respect and safety of these sensitive areas and all personnel within them</p>	

PHYSICAL FITNESS AND AWARDS	STAFF INITIALS AND COMMENTS
<p>Has been instructed on importance of proper diet, exercise, and healthy living habits (including personal hygiene); Has been extensively instructed on proper stretching techniques and the importance of completing these tasks; Cadet has been instructed on, extensively prepared, and has <b>met at least the minimum</b> expectations as outlined by USN/USNSCC for physical fitness standards set for their specific age group  <b>*OIC will be present to properly document PRT scores for each cadet</b></p>	
<p>Has been extensively instructed on the procedures for receiving awards and <b>EACH</b> of the awards/ribbons given with the USNSCC, and their proper placement on the cadet's uniform; Cadet has demonstrated <b>basic knowledge of each award</b>, how it was obtained, regulations for wearing ribbon/medal awards, and its position among other awards given within the USNSCC</p>	

# INDOCTRINATION RELEASE CONTRACT

NAME \_\_\_\_\_ RANK \_\_\_\_\_

This section of the PQS is to be used by specific personnel within this particular unit to properly certify that the cadet listed above has met all requirements of the PQS and is adequately prepared to exit the Indoctrination Company of the unit. In addition to being granted access to the normal ranks of this unit, this cadet will also verify by signature that they understand the following criteria outlined by unit policies:

- **This form is only valid within this particular battalion/training ship, and the cadet *may* need to undergo additional requirements or instruction in the event that they transfer to another operational unit.**
- **The cadet listed above will be never be denied access in reviewing this form or any administrative remarks listed by senior staff (including OIC/POIC) about the cadet. The cadet must make a voluntary appointment with both the POIC and OIC to evaluate their performance during the INDOC phase, and is free to question *any* remark noted on the PQS.**
- **This cadet understands that THEY are responsible for *every* uniform item issued to them. Any uniform article that is lost, deliberately misused, damaged, or destroyed will be covered at their OWN expense and is expected to be replaced by that person; Failure to do so may result in disciplinary action, immediate expulsion from the unit and the USNSCC, and/or legal action to recover lost revenues due to negligence. The cadet also understands that they may be responsible for purchasing certain uniform items necessary, only after the unit and its command has exhausted every means possible of issuing this item to the cadet and is unable to do so.**
- **The cadet will be required to attend *one* “Mini Recruit Training” session and successfully graduate from this evolution, or attend an actual USNSCC Recruit Training/ NLCC Orientation, which ever is assigned first. Those passing at least the minimum requirements for Mini-RT or an actual Recruit Training will not be required to complete either of these evolutions again (unless deemed necessary by Commanding Officer and leadership team to further ready cadet for success in this program).**
- **Those in the ranks of the NLCC having reached the rank of LC-4 (Petty Officer Third Class) or higher while attached to Training Ship Lassen and having been enrolled in the NLCC no less than one year, will be given the option to challenge the required INDOC course. If option is selected, this cadet will have *TWO* opportunities to complete all sections listed within the unit’s PQS by the minimum standards. If the cadet is unsuccessful in completing the PQS on the second attempt, he or she will be required to attend the full course of the INDOC evolution and meet all of its objectives. (This may also apply to any cadet transferring to David McCampbell Battalion from another operational unit who has not reached the rank of E-4 while in the NSCC; \*\*\*This option stated above will ultimately be left to the discretion of the Commanding Officer and leadership team, and may be overruled at any time)**

This cadet is certifying that they have read the above criteria and understands what is expected of them upon entering the ranks of David McCampbell Battalion/ Training Ship Lassen. The current POIC has verified all components of this cadet’s PQS, has ensured that all required course work (BMR/NLCC Syllabus) has been completed, has overseen this cadet’s successful completion of all objectives required in the INDOC evolution and is recommending this cadet for advancement into the unit

SIGNATURE (Cadet) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (POIC) \_\_\_\_\_ DATE \_\_\_\_\_