



Public Service Leadership Academy

Navy National Defense Cadet Corps CADET HANDBOOK

**PSLA NNDCC
227 MAGNOLIA STREET
SYRACUSE, NY 13207**

From: Navy National Defense Cadet Corps Instructor, PSLA
To: PSLA NNDCC Cadets and Parents/Guardians

Subject: CADET STANDARD OPERATING PROCEDURES (SOP) HANDBOOK

1. As members of the PSLA NNDCC Unit, you are expected to conform to high standards of military bearing, appearance, customs, and courtesies. These standards are higher than those expected of the general PSLA population and are, in part, what makes this a distinctive organization. Your willingness to conform to these standards will directly affect your success and the overall success of the unit.

2. This handbook contains general rules, regulations and procedures that apply to our unit. It cannot possibly provide detailed instructions for every situation, but rather should serve as a guide or set of minimum requirements. If/when situations arise that are not covered by this document, cadets are expected to use initiative, good judgment, common sense, or question: Is it safe? Is it ethical? Is it legal?

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PSLA NNDCC
CADET CREED

I am a Navy National Defense Cadet.

I strive to promote patriotism and become an informed and responsible citizen.

I respect those in positions of authority.

I support those who have gone before me to defend freedom and democracy around the world.

I proudly embrace the Navy's core values of HONOR, COURAGE, and COMMITMENT.

I am committed to excellence and the fair treatment of all.

ELEVEN GENERAL ORDERS OF A SENTRY

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from posts more distant from the guard house than my own.
5. Quit my post only when properly relieved.
6. Receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post and to allow no one to pass without proper authority.

CLASSROOM PROCEDURES (RITUALS AND ROUTINES)

DISCUSSION. These rituals and routines are designed to:

- Enhance the learning experience and classroom environment.
- Stress the teaching of self-discipline, self-confidence, teamwork, leadership, and organization.
- Contribute to achieving and maintaining high standards of discipline, citizenship, and self-respect demanded of students in this program.
- Aid cadets in developing positive personal behavior habits and characteristics.

WEEKLY CLASS ROUTINE. Generally, the weekly (six-day week) routine will consist of three (3) academic days, one (1) physical fitness day, one (1) uniform inspection day and one (1) lab/study hall day.

1. Prior to ringing of the “class start” bell, cadets will stand at “parade rest” by their desk. In order to be considered “on time”, cadets must be standing at parade rest behind their desk prior to the “class start” bell.
2. When the period commences, the senior cadet will call, "Attention to Muster" and, under supervision of the NNDCC instructor, take muster. If the senior cadet is not present, the next highest-ranking cadet will ensure a proper muster is taken. Cadets will stand at attention and maintain silence during muster. When a cadet's name is called the proper response is a loud "here, sir" or “here, ma' am". The senior cadet will lead in the Cadet Creed, followed by the daily Do It Now (DIN) exercise. The senior cadet may delegate mustering duties to a junior cadet.
3. Following a formal muster and DIN, the senior cadet will call “Seats” all cadets will respond with “Seats eye, sir or ma’am” and all cadets will diligently sit in their assigned seats. Cadets are expected to sit straight, head and eyes to the front, feet firmly on the deck.
4. Cadets are to sit properly in their assigned seat. Chairs/Desks will always remain with all four legs on the deck. Cadets' feet will remain on the deck, not on chairs and/or desks. Books and supplies are to be stowed under the seats. Food and drinks will be allowed unless poor conduct or a lack of cleanliness causes that privilege to be revoked by the NNDCC instructor (NNDCCI).
5. Cadets are responsible for providing all needed classroom supplies. Don't report for class without black pens, paper, planner/calendar, etc.
6. Sleeping is not allowed in class at any time. If your head is down on the desk, you are considered sleeping. If you need to, stand up in back of the room to stay awake.
7. Cadets are required to attend academic sessions, complete reading assignments/homework, and complete tests and quizzes on the naval science curriculum. It is each cadet’s responsibility to make-up missed course materials and evaluations due to absences during academic days.
8. Each cadet is fully capable of receiving a "100" each marking period. Whether cadets earn a "100" in NNDCC is up to the individual! Grades are constantly updated by the school’s computer grading software (SchoolTool) in the NNDCCI’s computer. Grades are further discussed in the Grades section of the handbook.

Everything discussed, lectured, practiced, or viewed is testable. A failing final grade in NNDCC will result in denial of enrollment in NNDCC for the following years.

9. In addition to the computed grade, if a cadet does not wear his/her uniform correctly (the entire day) on inspection day, he/she will receive a "zero" for that weeks' inspection grade.

10. NNDCC cadets must maintain proper grooming standards in order to receive a passing grade. The NNDCC program requires cadets to wear the prescribed uniform and meet specific grooming standards. Failure to comply with these standards will result in a failing grade. Additionally, cadets are expected to set the example for proper dress and standards on non-uniform days in accordance with the PSLA dress code.

11. The NNDCCI's office is "OFF LIMITS" to all cadets. Cadets may enter the office only on official business or when requested by the NNDCCI. To enter the office, **KNOCK 3X; MAKE YOUR REQUEST; ENTER ONLY WHEN DIRECTED**. The Commanding Officer (CO), Executive Officer (XO), and Senior Enlisted Advisor (SEA) will only request permission to enter the NNDCCI's office the first time each day. This will prevent numerous interruptions.

12. Administrative and supply spaces (including uniform/color guard storage areas) are for official business only. Only Unit Staff members may be present unless asked to enter for the purpose of conducting unit business. There will be no admittance of non-NNDCC students in these spaces without prior permission from an instructor. There will be **NO EATING OR DRINKING in these NNDCC spaces**.

13. Except for lecture sessions, when any school administrator or the PSLA NNDCC Commanding Officer enters the classroom, the first cadet who sees the individual will call, "Attention on deck", loud and clear. All cadets will come to "Attention" and remain until told to "carry on."

14. All rules contained in this PSLA NNDCC Student Handbook will be strictly enforced. All differences of opinion regarding interpretation of specific rules will be referred to the NNDCCI for resolution. NNDCC can make rules more stringent than set forth by PSLA but will never relax a rule set forth by PSLA.

15. The following are expected of all cadets in the NNDCC Program. Failure to comply will result in disciplinary action. **All cadets shall:**

- a. Follow all school rules and regulations throughout the day. We lead by example.
- b. Refrain from profanity, sexual innuendo, obscene material, smoking, drugs, alcohol, and other similar types of activities.
- c. Sitting on desktops or resting feet on furniture is prohibited.
- d. Do not leave personal items in any NNDCC space without instructor approval. This includes NNDCC books and notebooks.

- e. Avoid fraternization, overt displays of affection, boisterous language, “horseplay,” and other inappropriate or childish antics in and around NNDCC spaces. This is especially important when in uniform.
- g. Meet deadlines promptly. Missing deadlines causes severe problems for the unit and may affect a cadet’s ability to participate. Missing deadlines will also have an adverse effect on grades, promotion, and/or awards.
- h. Be a role model to all PSLA students in anti-drug, anti-bullying, and anti-hazing behavior.
- i. Recite, with my class, the Cadet Creed daily.
- j. Be mindful of all social media interactions so as not to bring discredit to myself, PSLA NNDCC, or my community. The NNDCC Instructor is NOT to be included in any photos that are placed on social media without the prior permission of the instructor.
- k. Actively participate in annual Memorial Day, St. Patrick’s Day, and Veteran’s Day Parades. These parades provide positive recognition to the school, the unit and yourself.

UNIFORM REGULATIONS

1. Cadet uniforms are to be worn with pride. It is the uniform of the greatest Navy the world has ever known. When in uniform, your actions reflect upon yourself, your unit, and the United States Navy. If you cannot wear the uniform properly or conduct yourself in an appropriate manner while in uniform, you should reconsider your decision to be a part of this unit.
2. All cadets are subject to the Uniform Regulations as prescribed in the Cadet Field Manual.
3. Cadets will be expected to wear their uniform once per six-day cycle as prescribed by the NNDCCI. Uniform wear is a graded evolution. The following applies to the issue, wear, and responsibility for NNDCC uniforms:

a. Uniform Issue:

Each cadet will be loaned, without charge, all uniform articles except underclothing. Cadets will be issued a clean uniform and are expected to maintain this uniform in a clean and neat condition. Any cadets not returning must return all uniform items by the end of the last day of school. Each cadet will sign an issue form upon receipt of uniform articles. Each cadet will ensure that this form is an accurate inventory of what they have; the Cadet Supply Officer will keep it on file and the individual cadet will be responsible for all items (or the cost of same) issued. Each cadet is responsible for approximately **\$610.00** worth of uniforms.

b. Proper Wear:

- Always wear a **complete** uniform.
- Uniform will be worn the entire day.
- Covers will not be worn while in classrooms except for NNDCC personnel inspection.
- No articles such as pens, combs, and buttons shall be exposed when in uniform.
- Jewelry, watches, rings, earrings, hairstyles, and haircuts shall conform to those specified in the Cadet Field Manual.
- No facial hair is authorized.
- Keep hands out of your pockets.

IF A CADET IS ABSENT FROM SCHOOL ON UNIFORM DAY, HE/SHE MUST WEAR HIS/HER UNIFORM WITHIN THREE SCHOOL DAYS AFTER RETURNING TO SCHOOL TO GET CREDIT, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE NNDCCI. UNIFORM MAKE UP DAYS WILL NOT BE PERMITTED FOR UNEXCUSED ABSENCES.

UNIFORM CARE INSTRUCTIONS

The uniform will always be worn in a meticulously clean condition. Your good care of all uniform items will ensure future cadets access to clean uniforms in excellent condition.

- A. Black Pants: Machine wash in warm water on permanent press cycle. DO NOT BLEACH. Dry on permanent press cycle, remove immediately and hang up. Iron on low heat. Should be hung on hanger with a cardboard ring. Fold at creases and over hanger. Should be hung never folded. Wash after each wearing. May be dry cleaned. SOME PANTS MUST BE DRY CLEANED. Check clothing tag before washing. The poly/wool blend pants must be dry cleaned.
- B. Khaki Shirts: Machine wash in warm water on permanent press cycle. DO NOT BLEACH. Dry on permanent press cycle. Iron on low heat. Should be hung on hanger, never folded. Keep always hung up. The shirt may have military creases in it. Do not crease NNDCC patch on khaki sleeve.
- C. Ties, Dress Coats and Relaxed Fit Jackets: dry clean only and keep hung up at all times.
- D. Combination Covers White: Machine washable or hand wash in warm water with bleach. Dry in dryer on low setting. Iron to remove wrinkles. The female hat cover can be taken out of washer and placed on top of a lamp shade. Turn on the lamp and wait until dry. Make sure the bulb does not contact the hat. Or place hat cover in washing machine and spin dry. Iron to remove wrinkles.
- E. Shoes: There is nothing like a pair of well shined shoes to set off one's personal appearance and enhance an outstanding uniform. But this does not come automatically. There must be some personal effort on the part of every cadet to produce an excellent shoeshine. The most popular paste-wax polish available today is "KIWI", but any brand paste-wax will work. A soft cloth like an old T-shirt is ideal to apply polish or use cotton balls or cotton disks available at most drug stores. Wrap cloth tightly around your forefinger, dip in warm water, rub a small amount to polish on the fingertip, apply to shoes in small circular motion with very light pressure, and keep the cloth wet. You cannot use too much water. Repeat this over and over again on the entire shoe. As the water mixes with the wax, the wax hardens and acquires a deep glossy shine. For the final shine, use a clean spot on the cloth with lots of water and little polish. Do this nightly on a new pair of shoes until you have a good base on the shoes and then weekly to maintain a great shine. Remember to clean and polish the edges (welts) and heels of the shoes. Edge/sole dressing is available in stores, but normal black polish works just as well. Use an old toothbrush to clean and polish the stitching. DO NOT USE SPRAY AEROSOL, SPRAY-ON POLISH OR ACRYLIC FLOOR WAX. The shoe will crack and peel.
- I. Metal Insignia:(NNDCC bar, collar devices) Wipe clean with dry soft cloth only. Never polish with abrasives like "Brasso".

- J. Belt Buckles: Polish the “Quartermaster” plastic film of the buckle with brass polish. Ensure you polish the front and top of the buckle. **DO NOT POLISH WHILE BUCKLE IS ATTACHED TO THE BELT!** Polish will ruin the belt. Also, carefully polish the brass tip of the belt with brass polish by first masking the belt with tape behind the tip.

UNIFORM ISSUE AND TURN-IN PROCEDURES

The following are guidelines for the initial uniform issue, and turn in of NNDCC uniforms upon disenrollment from NNDCC:

1. Upon uniform issue, each cadet will be issued a custody card to be signed by parent or guardian and returned to the Supply Office as soon as possible.
2. All items must be turned in **at the same time** in order to facilitate complete and accurate accountability.
4. Ribbons need **not** be returned.
5. Upon turning in uniforms, cadet will be issued a “Custody Card Receipt” indicating a cleared NNDCC account. (The total appearing at the bottom of the items list should be \$.00 in order for an account to be cleared).
6. It is important that you turn in your uniforms **directly to the NNDCCI** in order for you to receive your Custody Card Receipt which will be your proof of a cleared NNDCC account. Turning in your uniforms into the school office or Supply Officer will NOT be acceptable.
7. If a cadet’s uniforms have not been turned in, or the account is not properly cleared, his/her name will be turned over to PSLA Administration and Department of the Navy for collection of missing items.

NOTE: PLEASE SEE THE UNIFORM CARE INSTRUCTIONS INCLUDED IN THIS PACKAGE FOR PROPER CARE OF YOUR CADET’S NNDCC UNIFORM. CADETS ARE REQUIRED TO PAY FOR ALL UNIFORMS DAMAGED BEYOND SERVICEABILITY IF THE DAMAGE IS NOT DUE TO NORMAL WEAR AND TEAR.

CUSTOMS AND COURTESIES

1. Cadets may **NOT** use the pronouns "I" or "you". Address the instructor as Sergeant. Cadets will use proper names when addressing cadets, i.e. Cadet Jones. Use the term "this cadet" when addressing yourself.
2. Cadets are expected to stand when asking or answering a question. "Sergeant; cadet (name), state the question or answer" When answering repeat the question.
3. Cadets are expected to sound off loudly and repeat all orders/directions when not in formation. For example, when given the command "seats", cadets will respond "Seats Aye, Aye Sir or Ma' am".
4. Maintain your bearing at all times.
5. Cadets are expected to render appropriate salutes (while outdoors) to military and cadet officers while in uniform. **NO EXCEPTIONS!**
6. Cadets are expected to greet all adults with a loud "good morning/good afternoon, sir" as appropriate. Do not pass an adult without saying anything!!! This applies throughout the school campus.
7. Cadets are expected to wear their uniform **THROUGHOUT** the day on uniform inspection day. Cadets caught changing between classes will receive a "0" for their uniform grade.
8. The instructor's office is not a lounge, phone booth, or cafeteria. Do not enter unless invited by the **INSTRUCTOR**.

AWARDS/SCHOLARSHIPS CRITERIA

1. Earning an award is a significant achievement in PSLA's NNDCC Unit. There are several awards and scholarships that can be earned. Some are awarded in accordance with criteria contained in the Cadet Field Manual; others are awarded either by the NNDCCI or by outside organizations to students identified by the NNDCCI as meriting the recognition afforded by an award/scholarship for sustained superior performance.
2. NNDCC awards will normally be presented monthly at platoon formations or the annual graduation ceremony (typically held the last Wednesday of May).

AIGUILLETES

Aiguilletes for wear over the shoulder may be earned as cadet officers, team captains or as the cadet of the month. Additionally, cadets can earn an aiguillette for successfully graduating from the Senior Leadership School. Aiguilletes are assigned to cadets as follows:

<u>COLOR</u>	<u>Function</u>
Black/Silver	Senior Leadership School
Gold	Commanding Officer and Executive Officer
Black	Senior Enlisted Advisor
Black/Gold	Unit Officers
Red/Gold	Cadet of the Month

With the exception of the black/silver aiguillette for SLS, the NNDCCI may change the above criteria at any time.

GRADING

1. Grades are **EARNED** by the cadets; the NNDCCI does not “give” grades. Grades are broken down into two categories: academic (30%) and leadership (70%). These two categories are broken down further into sub-categories as follows:

Academics	(30%)	Leadership	(70%)
Tests	(15%)	Community Service	(25%)
Quizzes	(10%)	Uniform Inspections	(20%)
Homework	(5%)	Physical Training	(15%)
		Practical Leadership	(10%)

2. Tests will consist of written tests and the annual Area Manager Inspection (AMI). The AMI is a NNDCC mandatory event.

3. Quizzes and homework will be issued on occasions as directed by the NNDCCI to coincide with material covered during class.

4. Community Service is mandatory for all cadets. If a cadet is getting paid to provide a service, then it is fundraising. Community Service performed through the church, Boy Scouts or other organizations by the cadet do not count – essentially a cadet cannot receive dual credit for services rendered to meet requirements for sacraments such as Confirmation or Eagle Scout project. Cadets must complete 14.00 hours per marking period to receive full credit. Community service hours shall be broken down into the following minimums (year/quarter):

People Oriented (16hrs/4.00hrs) – These events are more specialized and provide a service that helps people in need (i.e. Special Olympics, Habitat for Humanity, Disaster Relief Aid, soup kitchens, nursing home visits, etc.).

Environment Oriented (10hrs/2.5hrs) – These events provide a service to enhance your community appearance (i.e. Adopt a Road, clean-up projects, beautification projects, etc.).

Community Support (20hrs/5hrs) – These services provide the community volunteer help to improve the success of the event (i.e. air shows, local/county/state fairs, etc.).

School Support (10hrs/2.5hrs) – These events support the host school (i.e. parking lot/post dance etc. clean up, VIP/distinguished guest escorts, etc.).

5. Uniform inspections will be completed each uniform day as assigned by the NNDCCI. Not meeting grooming standards or missing a uniform item will result in a zero for that inspection.

6. Physical Training will occur once per six-day cycle. A complete lack of participation or missing any PT clothing will result in a zero for that day.

7. Practical Leadership grade consists of maintaining minimum school standards daily, participation in local parades, and on the individual’s position within the unit.

FIELD TRIPS/DRILL MEETS

1. We will be engaged in a wide range of activities, drill meets, out-of-town trips, academic competitions, social community service projects, and fund-raising activities. Each of these activities will be designed to further your education in some way. Whether or not you are allowed to participate in any of these activities is strictly up to you. The NNDCCI will keep track of all cadets' disciplinary infractions and determine if you are eligible to participate in the field trip.

2. Each trip will have some unique criteria (described below) for participation; however, the bottom line generally will be that only cadets who are in good standing with the unit and with PSLA will be allowed to participate. The criteria for good standing will include as a minimum:

- currently passing all classes for the current marking period and a passing yearly average.
- any failure to wear the prescribed uniform during the current or previous marking period.
- no unexcused absences for the current or previous marking period.
- no suspensions or ISS for the current or previous marking period.
- all Field Trip forms will be turned in prior to set deadlines.

3. MP3 players with headphones may be taken on field trips and may be played quietly during travel or in your room between official activities. They will not be seen or heard at any other time. Simply stated, if the NNDCCI can hear the music or there is a noise complaint, the device will be confiscated for the remainder of the trip.

4. No food or drink will be allowed on the buses without the authorization of the NNDCCI.

5. Field trips are not "date functions" and it is incumbent upon each cadet to ensure that their behavior does not indicate they are treating it as one. Cadets must travel in minimum groups of three.

6. When staying out of town, male cadets are not allowed in female berthing areas and female cadets are not allowed in male berthing areas.

7. Smoking is not permitted at any time.

8. There will be occasions when the required criteria will be even more stringent, doing the minimum will not always be good enough. If there are fifty cadets wishing to make a trip for which there are only forty-five available slots, performance will be the deciding factor.

9. The NNDCCI may modify any of the above criteria if circumstances warrant. In all cases, such decisions are final.

ADVANCEMENT IN RANK

1. Promotion/Advancement is a significant part of the NNDCC experience. Cadets have significant control over how fast and how high they advance. Studying the required material and maintaining a sound performance record will enable cadets to advance without difficulty.
2. All Naval Science 1 (NS1) cadets enter the program as a Cadet/Seaman Recruit. After completion of the required time-in-grade, individuals may take an advancement exam. Cadets failing any portion of the exam may retake it on the next scheduled administration.
3. Any cadet selected as “Cadet of the Marking Period” will receive a spot promotion to the next higher grade (up to Cadet/Petty Officer First Class).
4. Advancement exams will be given twice per month on the first and third Friday of the month. Arrangements should be made with the NNDCCI to schedule a time that is mutually appropriate for the instructor and cadet. All requirements must be met on the respective Promotion Card prior to sitting for the exam for the next rank.
5. Refer to Cadet Promotion Card for minimum requirements to advance to the next cadet rank.
6. To maintain the integrity of the PSLA NNDCC program, failure to advance can prevent cadets from returning to NNDCC in following years. Cadets are expected to advance to the following ranks by the end of their academic year to continue with NNDCC the following year:

First year cadet (NS1)	Cadet/Seaman
Second year cadet (NS2)	Cadet/Petty Officer Third Class (PO3)
Third year cadet (NS3)	Cadet/Petty Officer Second Class (PO2)
Fourth year cadet (NS4)	Cadet/Petty Officer First Class (PO1)

GENERAL NNDCC CADET CONTRACT AND AGREEMENT
STATEMENT OF AGREEMENT TO PARTICIPATE

I, _____ do hereby enter into agreement with the PSLA NNDCC unit and my parents/guardians, that I will abide by all rules and regulations that govern the unit.

I further agree to put forth the effort needed to achieve the goals and objectives of the unit. Realizing that all courses at PSLA are designed to maximize my chances for a successful future, I further declare that I will, in keeping with the traditions of the NNDCC unit, do my utmost to make the best grades possible in all courses. I will maintain my conduct in such a way as to bring pride to the unit. Whenever possible I will assist other students, leading when needed, following when required, showing respect to my parents/guardians, teachers, and other students at all times. I will not lie, cheat, steal or tolerate those that do.

This agreement is entered into with full knowledge that it will take hard work and dedication on my part. It is my intention to always honor this agreement. I have read the PSLA Cadet Handbook and I agree to abide by the policies contained therein. I realize that failure to follow these guidelines may affect my grades and eligibility to participate in school and/or NNDCC extracurricular activities.

Specifically, I am aware that: fundraising is a necessary activity, uniform regulations must be adhered to, and school/school board regulations and classroom conduct standards will be strictly enforced.

With a complete understanding of the grooming standards, duties, responsibilities, and privileges associated with membership, I hereby agree to abide by the rules and regulations of the PSLA NNDCC unit.

Cadet's Printed Name /Date

Cadet's Signature /Date

Parents/Guardian's Signature /Date
and phone number_____

NNDCC Instructor /Date