

# RECRUIT ORIENTATION WORKBOOK

Recruit Name: \_\_\_\_\_



**SEA CADETS**



Name:

# SEA CADET EXPERIENCE

## LESSON 2

*Directions: After watching the presentations, answer the following questions.*

What are you most excited about doing in the Sea Cadets?

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What did you learn from the lesson?

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Why is it important for you to know this?

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Name: \_\_\_\_\_

# RECRUIT ORIENTATION REQUIREMENTS

## LESSON 3A

*Directions: Fill in the blank spaces.*

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### REQUIREMENTS

What are the 6 requirements for completing Recruit RO?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

### EVALUATIONS

You will be evaluated on your performance in particular areas each day to see your strengths and areas of improvement. Write down your own definition of each component of your performance evaluation.

Performance Factor	Your Definition
Behavior	
Appearance	
Effort/Work ethic	
Enthusiasm	
Cooperation	
Adaptability	
Behavior	

Name: \_\_\_\_\_

# RECRUIT ORIENTATION REQUIREMENTS

## LESSON 3B

*Directions: Fill in the blank spaces.*

### PHYSICAL READINESS TEST (PRT)

What are the 3 elements of the PRT and the minimums you must meet to pass it?

Element	Minimum for your age & gender

### POLARIS ADVANCEMENT COURSE (PAC)

What is the website's URL? \_\_\_\_\_

How many modules are in the SR PAC? \_\_\_\_\_

What score do you need on the SR final to satisfy course requirements? \_\_\_\_\_

### RO WRITTEN EXAM

Where is the written exam taken? \_\_\_\_\_

How is it different from the PAC? \_\_\_\_\_

What topics may be covered on the written exam? \_\_\_\_\_

What should you do if you need accommodations? \_\_\_\_\_

### PERSONNEL QUALIFICATION STANDARDS (PQS)

Where is the PQS administered? \_\_\_\_\_

How is it different from the PAC exam and written exam? \_\_\_\_\_

What is covered in the PQS? \_\_\_\_\_

What score must be attained to satisfy course requirements? \_\_\_\_\_

Name:

# CLASSROOM ETIQUETTE

## LESSON 4

*Directions: Write down the expectations for behavior in the classroom below.*

Entering the classroom
Speaking
Eating and drinking
Using the head (restroom)
Participation
Note-taking
Falling asleep during class

Name:

# MILITARY BEARING

## LESSON 5

*Directions: Circle the behaviors allowed in Sea Cadets or expected of a Sea Cadet.*

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Exercising	Making fun of someone	Sharp Appearance	
			Rolling eyes
Whining or making excuses		Saying yeah or nah	
	Horsing around	Being lazy	
Talking back			Speaking respectfully
	Saying "Yes, sir/ma'am" or "No, sir/ma'am"	Asking questions	Eating lunch with friends
Playing games		Having fun	Helping others
	Laughin		Grooming standards & haircuts
Wearing civilian clothes		Telling jokes	Playing sports
	Holding hands	Making mistakes	Bullying

Name:

# REQUIRED KNOWLEDGE

## LESSON 6A

*Directions: Memorize the following verbatim (word-for-word).*

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### **Sea Cadet Core Values**

Honor, Respect, Commitment, and Service

### **Sea Cadet Oath**

I promise to serve faithfully, honor our flag, abide by Naval Sea Cadet Corps regulations, carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps, the Navy, the Coast Guard, and my country (so help me, God).

### **Eleven General Orders of the Sentry**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To 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. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.



Name:

# REQUIRED KNOWLEDGE

## LESSON 6B

*Directions: Explain your plan on how you will learn the required knowledge, including a schedule to follow to ensure you can do it by the end of RO.*

Sea Cadet Core Values

Sea Cadet Oath

Eleven General Orders of a Sentry

Name: \_\_\_\_\_

# HOME UNIT HISTORY AND INFORMATION

## LESSON 7

*Directions: Complete this worksheet with your RO staff.*

Name of my home unit: \_\_\_\_\_

Origin of the unit's name: \_\_\_\_\_

Type of unit: \_\_\_\_\_

Year my unit was formed: \_\_\_\_\_

History of the unit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My unit is in this region: \_\_\_\_\_

Units in my region and their locations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name:

# 24-HOUR CLOCK

## LESSON 8

*Directions: Fill in the blanks with the appropriate time.*

12-Hour Clock	24-Hour Clock
5:00 pm	
	1600
3 pm	
6 o'clock in the morning	
	0417
	1020
8:05 pm	
	2317
Quarter to 11 in the morning	
	0303
5 minutes after midnight	
	1735
Noon	
	0001

# CLOSE ORDER DRILL

## LESSON 11

*Directions: Fill in the missing words using the word bank.*

The purpose of drill is to:

1. Move a unit from one place to another in a standard, \_\_\_\_\_ manner, while maintaining the best \_\_\_\_\_ possible.
2. Teach \_\_\_\_\_ by instilling habits of \_\_\_\_\_ and automatic response to orders.
3. Increase the \_\_\_\_\_ of leaders through the exercise of command when they give proper \_\_\_\_\_ and control drilling units.
4. Enhance \_\_\_\_\_ by developing team \_\_\_\_\_.

### WORD BANK

precision  
morale  
appearance

spirit  
orderly  
discipline

commands  
confidence

*Directions: Draw a line between the term and its definition within each column.*

Element	A small number of cadets assembled for drill who are assigned to fall in together in a rank.	Cover	The space between elements front to back.
Alignment	An individual, squad, section, platoon, company, or another group, that is part of a larger unit.	Distance	The space between elements side to side.
Squad	A specific arrangement of cadets when they are all together.	Interval	Any line of elements placed side-by-side.
Formation	Being in a straight line with other cadets, side by side.	Rank	Getting in a straight line (column) with other cadets, front to back.

Name:

# PHYSICAL FITNESS

## LESSON 12

*Directions: Fill in the form after you have completed the initial PRT, then create a plan for improving your fitness level.*

Element	Minimum for your age and gender	Results from initial PRT	Goal for Final RO PRT
Forearm Plank			
Push-ups			
1-mile run/walk			

## MY WEEKLY FITNESS PLAN

Health and fitness experts recommend that children/teens get 60 minutes of physical activity (PA) daily. Activities can include:

- Transportation (e.g., biking or walking to school)
- Planned exercise
- Physical education/Sports
- Free play
- Work

If you aren't already active, start by being active at least five days a week without two days of inactivity in a row. You should be active for at least 30 minutes daily, working up to 60 minutes daily. This includes exercise as well as any other physical activity. Try to accomplish cardiorespiratory exercise (running/jogging, biking, rowing, dancing, swimming, elliptical machine, stair climbing, hiking, skipping rope, etc.) at least 30 minutes on most days, with 2-3 days of muscle strengthening exercises.

Write down your fitness plan to improve your PRT below:

Day of the Week	How I will get 60 mins of Physical Activity	Types of PA included
Sunday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Monday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Tuesday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Wednesday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Thursday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Friday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Saturday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength

Name:

# UNIT ADULT VOLUNTEERS

## LESSON 13

*Directions: Complete the table by writing your home unit's adult volunteer names and any notes about their jobs you'll want to remember.*

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Commanding Officer:
Executive Officer:
Operations Officer:
Division Officer(s):
Training Officer:
Supply Officer:
Admin Officer:
Personnel Officer:
Recruiting Officer:
Medical Officer:
Public Affairs Officer:
Other Officers:

Name:

# CHAIN OF COMMAND

## LESSON 14

*Directions: Draw your unit's chain of command. Include the individuals' names.*

---

Name:

# SEA CADET RANK INSIGNIA

## LESSON 15A

*Directions: Match the rank and insignia by drawing a line.*



SR



SA



No Shoulder  
Insignia

SN



PO3

No Shoulder  
Insignia

No NWU  
Insignia

PO2



PO1



CPO

No NWU  
Insignia



Name:

# OFFICER RANK INSIGNIA

## LESSON 15B

*Directions: Match the rank and insignia by drawing a line.*



INST



No Shoulder Boards

MIDN



WO



ENS



LTJG



LT



LCDR



Name: \_\_\_\_\_

# COMMUNICATIONS

## LESSON 16A

*Directions: Follow the directions below.*

### TEXTS

*Identify the errors in the gray response text (the second one) to the CO.*



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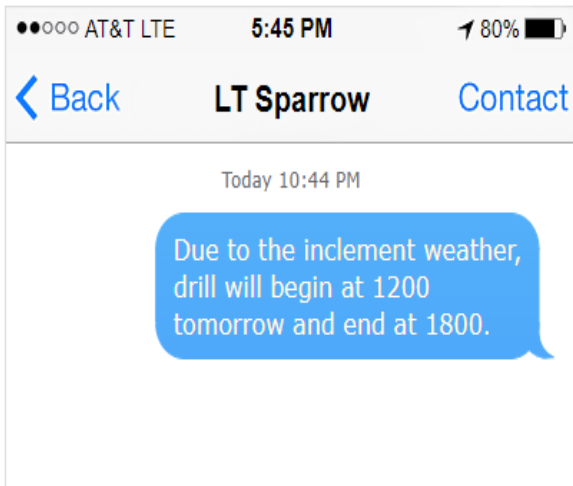
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*Write an appropriate text explaining that you can't stay at drill until 1800.*



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Who else should you include in this text?

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Name:

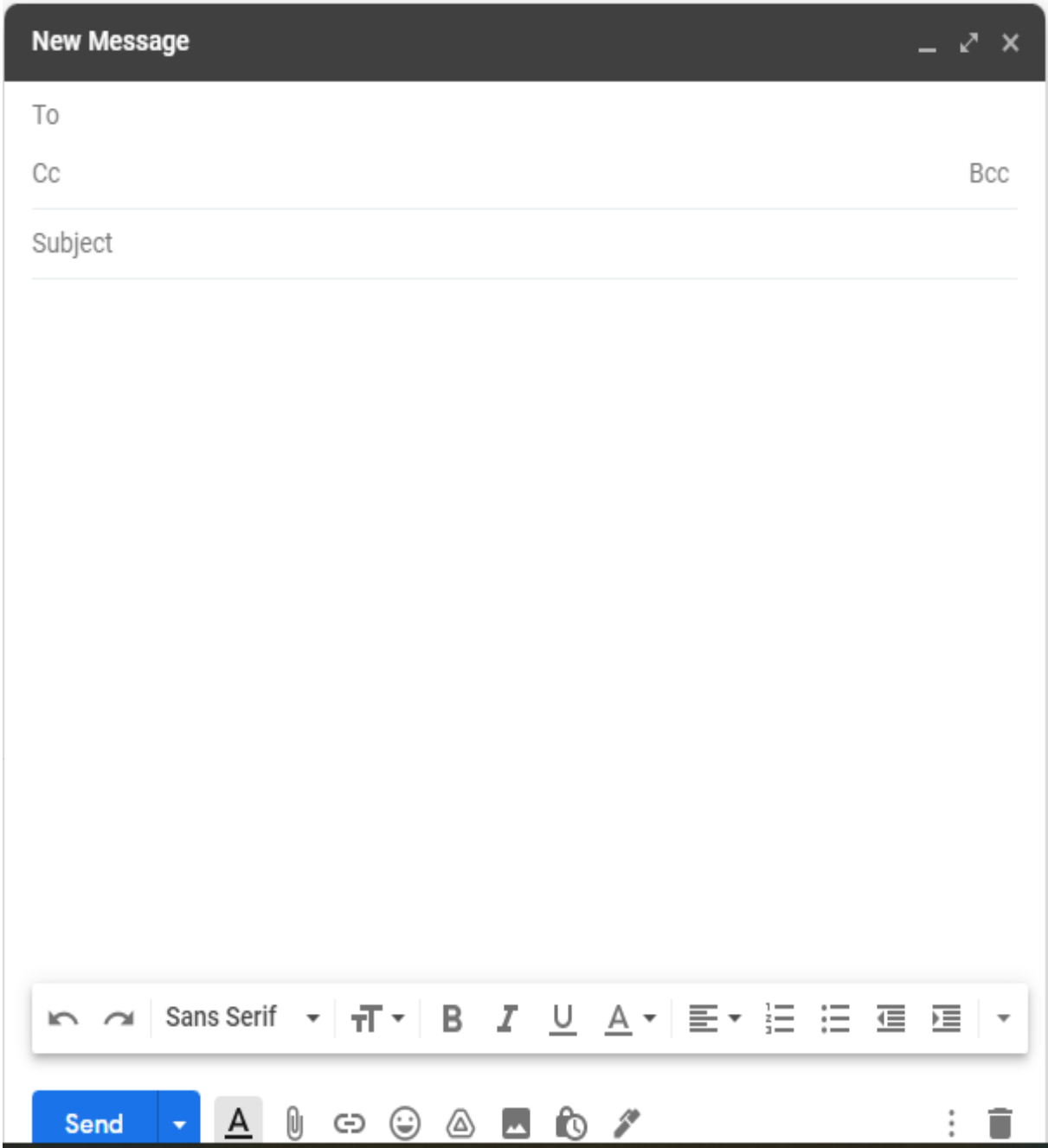
# COMMUNICATIONS

## LESSON 16B

*Directions: Write an email to your LPO explaining why you didn't finish your assignment for drill.*

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### EMAILS



Name:

# CADET REQUIREMENTS

## LESSON 17

*Directions: In the spaces below, write the requirements for cadets to remain in good standing in the Sea Cadets.*

Age & Grade	
Physical Fitness	
Academic Standing	
Attendance	
Medical Exam	
Moral Character	
Annual Training	
Satisfactory Progression	
NOTES	

Name:

# CORE VALUES & STANDARDS OF CONDUCT

## LESSON 18A

*Directions: In the spaces below, write your own definition of each Sea Cadet Core Value and explain or give examples of how these core values will help drive your behavior and decision-making in the Sea Cadets.*

### HONOR

Your definition:

Code of Conduct statements:

### RESPECT

Your definition:

Code of Conduct statements:

### COMMITMENT

Your definition:

Code of Conduct statements:

### SERVICE

Your definition:

Code of Conduct statements:

Name:

# CADET CODE OF CONDUCT

## LESSON 18B

*Directions: Read the Sea Cadet Code of Conduct below. Put the number or statement from the Code of Conduct in the corresponding core value box (or boxes) on the previous page.*

---

I will:

1. Put others before self.
2. Participate with enthusiasm.
3. Meet or exceed all advancement requirements.
4. Wear my uniform with pride.
5. Follow our Navy's customs and courtesies.
6. Know the rules and follow them.
7. Do the right thing even when it's not popular.
8. Stay away from alcohol, drugs, and gangs.
9. Perform each task with maximum effort.
10. Earn the trust of my superiors and the respect of my subordinates.
11. Strive to become a leader of character.
12. Treat others with dignity and respect.
13. Stand up against bullying, hazing, harassment, discrimination, gossip, and all other forms of prohibited conduct.

Name:

# BULLYING, HAZING, SEXUAL HARASSMENT

## LESSON 21

*Directions: Write your thoughts in the column on the left for the words bullying, hazing, and sexual harassment. After the discussion, write the definition in the column on the right based on what you learned.*

What do you think of when you see the word?	Your definitions and any other new knowledge on the topic.
Bullying	
Hazing	
Sexual harassment	

Name:

# FRATERNIZATION

## LESSON 22

*Directions: Read through the list of examples and non-examples of fraternization, then write down what you think fraternization means within the Sea Cadets.*

EXAMPLES	NON-EXAMPLES
The CPO is friends with a PO3 that goes to the same school. He assigns a work detail but excludes his friend because the PO3 hates cleaning.	An SA recruits his girlfriend to join his Sea Cadet unit. No one from the unit knows or can tell they are dating.
Three PO2s spend much of their time together during training always sitting closely next to each other in class or at meals, and not inviting others to join.	The administrative officer is the father of the leading chief petty officer.
The CO's daughter is a PO2 at the unit and was selected as the LPO, even though other cadets were more qualified.	Outside of drill, a male PO1 is mentoring a female SN who's struggling to pass her advancement exam.
An officer's son has fast food brought to him for lunch at drill by his aunt when the other cadets must bring a bagged lunch.	Two PO3s from different units meet at POLA and become best friends.
A staff cadet and a participant at a training like each other, so the staff cadet puts the participant on his watch team and all the work details he leads.	The supply officer issues a replacement cover to a cadet for a damaged one. The cadet is his nephew.
A male PO3 and a female PO3 are found kissing in an empty classroom during drill.	Two siblings are on the color guard together. The older one is the color guard commander.
An LT and a CPO follow and comment on each other's posts on social media.	A Midshipman comments on a cadet's post on the unit's Instagram page.
Based on the examples and non-examples of fraternization, what are two factors that would exist for it to be considered fraternization?	



Name:

# FAIR TREATMENT & RESPECT

## LESSON 23

*Directions: Answer the questions below.*

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What are discrimination and bias?

Besides race and gender, what are three other reasons people discriminate against others?

1.

2.

3.

Why is discrimination harmful to a person?

How can it hurt a group or organization?

How can discrimination and bias take away equal opportunity?

Name:

# SEA CADET OATH & ANCHORS AWEIGH

## LESSON 24

*Directions: Write the Sea Cadet Oath and Anchors Aweigh.*

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THE SEA CADET OATH

ANCHORS AWEIGH

Name:

# RIBBONS AND AWARDS

## LESSON 26

*Directions: Circle the awards you hope to earn while in the program.*

### Command Badges



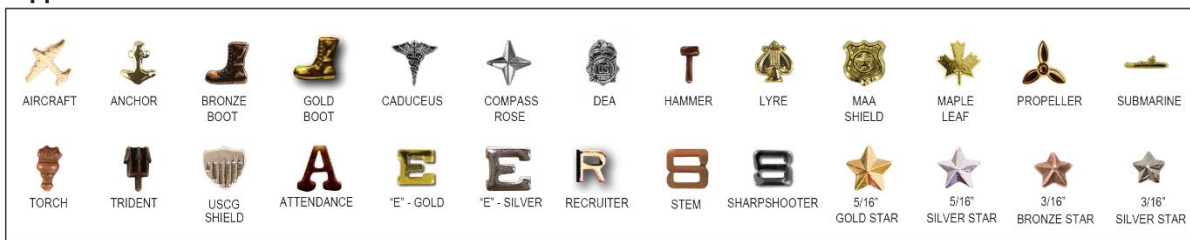
### Qualification Devices



### Ribbons



### Appurtenances



Name:

# PHONETIC ALPHABET

## LESSON 29

*Directions: Write the code word for each letter of the phonetic alphabet and then write your name below.*

A	H	O	V
B	I	P	W
C	J	Q	X
D	K	R	Y
E	L	S	Z
F	M	T	
G	N	U	

Spell your first and last name using the phonetic alphabet.

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Name:

# GENERAL ORDERS (1-6)

## LESSON 30

*Directions: Draw a picture to help you remember General Orders 1-6, then write the General Order next to the number at the top of the picture.*

1	2
3	4
5	6

Name:

# GENERAL ORDERS (6-11)

## LESSON 30

*Directions: Draw a picture to help you remember General Orders 7-11, then write the General Order next to the number at the top of the picture.*

7	8
9	10
11	

Name:

# SEA CADET TERMINOLOGY

## LESSON 31

*Directions: Highlight or circle any of the terms you don't know, then study them*

**IMC Announcement** – An announcement (made by loudspeaker or email) given to the entire unit to provide general information

**All hands** – Everybody - the entire crew, both officer and enlisted

**AT** - Advanced Training, a week or longer training for NLCC and NSCC cadets in various specialties and topics.

**Aye** – Yes, or I understand

**Aye-aye** - Reply to an order or command meaning "I understand and will comply."

**Barracks** – A building onshore where Sailors live/sleep

**Below** – Downstairs

**Berthing** – Sleeping area

**Billet** – An assigned position or job in a unit or training contingent

**Boondoggle** - Any disorganized, inefficient evolution or activity or project that is a waste of time or money

**Boot Camp** – See RT

**Bravo Zulu** - Originally "BZ" was a flag signal meaning "Well Done." Now used by seniors to praise subordinates in one form or another

**Bulkhead** - Wall

**Bunk or rack** – Bed

**Cadence** – Call and response song sang while marching or running, used to keep everyone in step and at the right pace.

**Captain's Call** – Mandatory group meeting with the Commanding Officer

**Carry on** - An order to resume work or duties

**CDO, Command Duty Officer** – The officer assigned to carry out the unit's routine during a day of drill

**Chief's Call** – Cadet Leading Chief Petty Officer's meeting with the cadets to discuss issues or concerns or pass information

**Chit, chit book** – Request form (supply chit, ribbon chit, medical chit, etc.); a book of such items

**Chow** - Food

**Chow hall (mess deck)** – Slang term used by soldiers and Marines for a dining facility, a building where you eat meals (see Mess Decks)

**Close order drill** – Military practice in marching, maneuvering, and formal handling of rifles in which the cadets perform at close intervals

Name:

**Colors** - Raising or lowering of a national flag, the national colors is the American Flag, aka national ensign. Each military branch also has its own organizational colors.

**CO** – Commanding Officer, the head officer in charge of a Sea Cadet unit.

**Commands** – Directions from a superior that must be followed

**Compartment** – Room, space

**COTC** – Commanding Officer of the Training Contingent; CO of a Sea Cadet or League Cadet training.

**Cover** – Hat worn in uniform, including ball caps

**Crow** – Slang term for the eagle adorning the Petty Officer rank insignia.

**Deck** – The floor or ground. Technically the horizontal planking or plating that divides a ship into layers.

**Detail** – A small part of a larger group put together temporarily for a purpose (e.g., work detail, painting detail, marching detail)

**DFAC** – Dining facility on Army or Air Force Bases (as compared to galleys in the Navy and mess halls in the Marine Corps)

**Dixie Cup** - The canvas white hat Sailors and cadets PO1 and below wear with their dress uniforms.

**Ensign** – First rank of a Navy or Coast Guard officer between the rank of chief warrant officer and lieutenant junior grade; national flag (see colors)

**Executive Officer** – The officer that is second in command. Aka XO

**Fast** – Snugly secured (e.g., hold fast, stand fast)

**Field day** – Deep cleaning of heads, spaces/compartments, and passageways

**Flag officer** – Any commissioned officer in pay grade O-7 or above

**FOD Walk Down** – An organized search of the deck/ground for trash – from the search done on an aircraft carrier flight deck or hangar deck looking for foreign object debris (FOD) that a jet engine might ingest

**Gangway** – A raised platform or walkway providing passage, typically onto a ship; an order meaning to clear the way

**Gear adrift** – Items not stowed away properly

**Gear locker** – Storage room

**Geedunk** – Snacks, candy, gum, or place that sells them

**Gig** - A form of point deduction for an unsatisfactory inspection, either personal, uniform, or rack and locker inspections, depending on the severity. Used as both a noun and a verb.



Name:

**Gig line** - The visual line formed by a uniform's trouser zipper, belt buckle, and shirt seam

**Gouge** - The inside scoop, the skinny, the low-down. Only the critical information you need to know in a given situation, with nothing else to waste your time

**Gundeck** - Falsifying or misrepresenting records and reports. Gundecking reports constitute falsifying official documents and can be punishable.

**Hatch** - A horizontal opening on the DECK leading to the cargo hold or other space in the lower part of a ship or boat (it's not the same as a door).

**Head** - Bathroom; Head call - bathroom break. Say "Request permission to make a head call" if you want to use the head.

**Leadership Billet** - A billet at training in which a registered staff cadet has responsibility for ≥10 subordinate cadets

**Ladder** - A device to allow movement from one level to another; stairs

**League Cadets** - Younger cadets ages 10-13; Navy League Cadet Corps members.

**Leave** - Vacation or time off.

**Liberty** - Permission to leave the base, usually for not more than 96 hours; "Base liberty" = free time on the base

**Log** - Book or ledger in which data or events during a watch are recorded. (e.g., watch log, deck log, CDO log)

**Look alive** - Command to be alert or move fast.

**Lucky Bag** - Collected unclaimed personal items or such things confiscated as gear adrift.

**Malingering** - Pretending to be sick or injured to get out of an unpleasant task or evolution, such as PT or a working party. Grounds for disciplinary action.

**Make a hole/Make way/Gangway** - Move out of the way so people may pass

**Master at Arms (MAA)** - Staff cadet who is the regulations and discipline enforcer of the unit, runs working parties, works directly for the CO, and reports to the CDO for watch concerns. AKA MA, the rating (job title) for Navy law enforcement personnel

**Messenger of the Watch (MOW)** - Member of the Quarterdeck watch team. Walks the building or area, looking for fire and security problems.

**Mustering** - To assemble the division; roll call

**NEX** - Navy Exchange; department store for the Navy

**NLCC** - Navy League Cadet Corps. Junior version of the Sea Cadets for grades 5<sup>th</sup>-8<sup>th</sup>

Name:

**NLO** – Navy League Orientation, a one-week orientation (“boot camp”) for Navy League Cadets

**Officer’s (or staff) Call** – Meeting for the officers (staff) only

**Officer’s Country** - Area where the officer’s berthing and wardroom are located, cadets are not allowed into Officer’s Country without permission

**Officer of the Deck** – Senior Member of the Quarterdeck Watch Team.

**Orders** – Instructions

**Overhead** – Ceiling

**PAC** - Polaris Advancement Course – academic requirements at each rate, administered on the NSCC’s online learning platform Polaris

**Passageway** – Hallway; aka “p-way”

**Petty Officer of the Watch (POOW)**  
- Member of the Quarterdeck Watch Team. Records items in the Deck Log. Trains and monitors the Messenger of the Watch.

**POD** – Plan of the Day, the official schedule and notes published by a training command or unit (see POM below)

**POLA** - Petty Officer Leadership Academy – a one-week training in basic leadership; NSCC cadets must be an SN or PO3 to attend POLA

**POM** - Plan of the Month, the official schedule and notes published by a unit each month

**Port** – The left/left side

**PRT** – The Physical Readiness Test where a cadet is required to perform a plank, pushups, and a 1-mile run in a given time based on age & sex

**PQS** - Personnel Qualification Standards – a set of practical requirements for each rate, which must be satisfactorily demonstrated to unit personnel prior to advancement

**PT** - Physical Training. A required exercise regimen during Sea Cadet evolutions

**PT Gear** – The athletic clothes required to be worn for unit physical fitness activities

**Quarterdeck** – Designated area or formal space at the entrance of a building or ship where you request permission to enter

**Quarters** - Assembling of all hands for muster, instruction, and inspection (morning and evening quarters)

**Rack** – A bed, aka “bunk.”

**Rate** – The title of a Navy sailor, takes their job specialty (rating) and their rank (E-1, E-6, etc.), e.g., MM2 is a machinist mate second class;

**Rating** - A job specialty title in the Navy (Master at Arms, Corpsman, Boatswain's Mate)

Name:

**Reveille** - Wake up, start a new day. Also played as a bugle call on military bases. Opposite of "Retreat," which is played at the end of the workday when colors (flags) are taken down.

**RT - Recruit Training** – a 9-day indoctrination ("boot camp") for new Sea Cadets

**Salt and Peppers** – Dress uniform worn by NLCC Cadets, white shirt and black trousers

**Salty** – Older and more experienced (from being at sea a long time). What Chiefs are.

**Scullery** - Place in the galley to wash dishes

**Scuttlebutt** - Drinking fountain; a rumor

**Seabag** - A large green canvas bag used to pack Sea Cadet gear. Equivalent to the Army's duffle bag.

**Seabag Inspection** – Official check of items based on a seabag list.

**Seabag Issue** – All the uniforms that the unit has issued

**Sea lawyer** – One who makes excuses or tries to get out of trouble by trivial technicalities

**Secure** – To lock up; put away; stop work.

**Shipmate** - Any fellow cadet

**Sick call** – Time the medical staff sees cadets for aches and pains

**Sickbay** - Hospital or clinic

**Starboard** – Right/right side

**Stateroom** – A room where an officer sleeps

**Supply call** – Time when the Supply staff will exchange and issue uniform parts

**Swab** – Mop/to mop

**Taps** – Time to sleep, end of the day. The bugle call played at the end of the day on military bases, funerals, and other memorial ceremonies.

**Tattoo** – Bugle call played fifteen minutes before taps on military bases to signal time to prepare to hit the rack (sleep)

**Topside** - Upstairs

**Turn to** - To begin or get back to work

**UA** – Unauthorized absence (Navy term for

**AWOL** –absent without leave)

**Unsat** – Below standards; not passing

**Wardroom** - Officer's mess or dining room. Also used to collectively refer to all the officers at a command

**Wheel book** - A small pocket-sized notebook carried by leaders, Petty Officers, and Chiefs.

**Working party** – A group of personnel, led by a supervisor, tasked with a job such as taking the trash out or moving equipment

# THE QUARTERDECK

## LESSON 34

*Directions: Fill in the spaces below.*

What is a quarterdeck?	
List some of the rules governing the quarterdeck.	
1	
2	
3	
4	
5	
6	
What and who do you salute when coming onto or leaving the quarterdeck?	
What do you say to the person on watch if you are trying to gain entry?	
What do you say to the person on watch if you are trying to leave?	

Name: \_\_\_\_\_

# CUSTOMS & COURTESIES

## LESSON 37

*Directions: Answer the questions or circle the answers provided.*

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1. What terms do you use at the end of your answer to a question or a command?  
\_\_\_\_\_ or \_\_\_\_\_.
2. Who are your "seniors" in the Sea Cadets? \_\_\_\_\_  
\_\_\_\_\_
3. What are three one-word responses you should not answer with if an officer speaks to you?  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
4. Who speaks first when a recruit is approaching an officer? \_\_\_\_\_.
5. What do you do if your sweeping is interrupted by an officer who needs something from you?
  - a. Keep working; you don't need to acknowledge the officer because you are busy.
  - b. Stop sweeping, stand at attention, and greet the officer.
  - c. Keep working but respond to the officer.
  - d. Run and tell your squad leader.
6. Where do you put your hand/fingers when you execute a hand salute? \_\_\_\_\_
7. While in uniform, when would you salute an officer?
  - a. When passing them in a hallway.
  - b. While eating dinner.
  - c. While in formation.
  - d. When overtaking them on a sidewalk.
8. What is the first thing you do when reporting to an officer in the wardroom?  
\_\_\_\_\_
9. Name three rules about behavior on the quarterdeck:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
10. What do you salute first when leaving a ship? \_\_\_\_\_
11. When do evening colors begin? \_\_\_\_\_
12. How do you render honors during colors if you are not in uniform?  
\_\_\_\_\_
13. What do you do if you are at an indoor ceremony, not in uniform, and hear the national anthem but don't see the national flag displayed? \_\_\_\_\_

Name:

# CADET PROTECTIONS

## LESSON 39

*Directions: In the spaces below, write your own brief definition of each of the following:*

RISK ASSESSMENTS

TWO-DEEP SUPERVISION

SAME GENDER SUPERVISION

VOLUNTEER CODE OF CONDUCT

BYSTANDER PROTECTION

Name:

# CYBERSAFETY

## LESSON 40

*Directions: Answer the questions below as the instructor tells you.*

<p>How can you keep yourself safe while online?</p>	
<p>What are some habits or behaviors you need to break or change?</p>	<p>How will you break or change the habit? Consider what else you can do instead and when it would occur.</p>
<p>List the rules regarding the use of social media in the Sea Cadets:</p>	

Name:

# HYGIENE & CLEANLINESS

## LESSON 41

*Directions: Indicate whether the sentence is true or false.*

1. You must take at least one minute to lather and rub your hands with soap when you wash them to get rid of germs.	<i>T F</i>
2. Hot showers are best for the skin because it kills the bacteria that cause skin problems.	<i>T F</i>
3. How often you wash your hair depends on your hair type and how much you sweat or get the hair dirty.	<i>T F</i>
4. A washcloth only needs to be replaced once a week.	<i>T F</i>
5. If you shower every day, you won't need deodorants or antiperspirants.	<i>T F</i>
6. You should wash your face at least twice a day, more often if you are prone to oiliness.	<i>T F</i>
7. Flossing removes bacteria from between your teeth and along your gumline.	<i>T F</i>
8. Diet soda and sugar-free candy don't damage teeth because they don't contain the sugar that feeds bacteria.	<i>T F</i>
9. Towels should be changed every other week.	<i>T F</i>
10. It is not OK to wear the same PT gear again unless you first wash it.	<i>T F</i>
11. Baking soda can be used to help clothes smell better.	<i>T F</i>
12. Using a washcloth sloughs dead skin and helps prevent breakouts.	<i>T F</i>
13. When washing, start from your feet and clean up to the top.	<i>T F</i>





Name:

# SEA CADET UNIFORMS

## LESSON 44A

*Directions: Write down the important things to remember for each article.*

---

### SERVICE DRESS UNIFORMS

Flashes

Cover (Hat)

Name Tag

Ribbons

Rank Insignia

Jumper

Neckerchief

Belt

Undergarments

Shoes

Trousers

Socks



Name:

# SEA CADET UNIFORMS

## LESSON 44B

*Directions: Write down the important things to remember for each article.*

### NAVY WORKING UNIFORM (NWU) TYPE III AND TYPE I

Rank insignia

8-Point Cover (Hat)

Flashes - NWU  
Type III

USNSCC Tape

Flashes - NWU  
Type I

Blouse

Name Tape

Sleeves

Undershirt

Belt

Trousers

Combat Boots

Socks



Name:

# SEA CADET UNIFORMS

## LESSON 44C

*Directions: Write in the uniform or uniforms (NWU I, NWU III, SDW, SDB) that corresponds to the uniform component.*

<b>Uniform Component</b>	<b>Uniform(s)</b>
<b>EXAMPLE:</b> Neckerchief	<b>EXAMPLE:</b> SDW, SDB
Socks, black	
White cover, dixie cup	
Belt, black	
Flash, black and gold	
Undershirt, white	
Ribbons	
Belt, white	
Combat boots, black	
Undershirt, navy blue	
Blousing straps	
Plastic nametag	
Undershirt, coyote brown	
Shoes, black oxford-style	

Name:

# UNIFORM WEAR & CARE

## LESSON 45

*Directions: Read the story. Circle the parts of the story when the cadet doesn't care for the uniform correctly. Then write what he should have done.*

---

It's Friday evening and Seaman Recruit Jones has unit drill this weekend. He needs to prepare both dress uniforms, one to turn in for a bigger size and one for inspection. He pulls his wool service dress blue uniform out from the back of his closet floor and discovers the white stripe has spaghetti stains on it from last drill, and there is lint and cat hair all over it. He takes a new brush and some laundry detergent and scrubs the stain out of his jumper as best he can. He then puts it in the washer machine and washes it with detergent in cold water. He inspects his dress white uniform and sees that it is clean but very wrinkled. He asks his mom to iron it for him, but she's too busy. So he sets up the ironing board and sets the iron to the highest setting. Meanwhile, he sees that his Dixie cup has several dirt smudges and sweat stains. Since the washer is already occupied, he decides to pre-soak his cover in the sink with some warm water and bleach.

Now that the iron is nice and hot, he returns to iron his service dress white trousers. He folds them vertically, right side out, and presses the iron down as hard as he can and holds for several seconds to really make the creases sharp. After ironing and hanging his dress whites, he puts his dress blue uniform in the dryer. He decides to polish his dress shoes but only has a few minutes before bedtime. He sees that his shoes have some dried mud around the edges and realizes that this can be easily covered with shoe polish. Knowing he is running out of time, he looks for a quick method of shining shoes on the internet and decides to melt the shoe polish after putting it on his shoes. He gets his uniforms together, so they are ready to go in the morning.

The next day he puts on his dress whites and fails his uniform inspection. Worse yet, when he gets to drill and tries to turn in his dress blues, the supply officer tells him they are unacceptable.



Name:

# WHAT TO EXPECT AT RT

## LESSON 46A

*Directions: Before the lesson, write down 10 things you think will happen at RT or things you are worried about. After the lesson, cross out anything that is not true. At the bottom, add new thoughts about RT.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Name:

# PACKING A SEABAG

## LESSON 47

*Directions: Write or draw in the seabag items in packing order from bottom to top.*

