



**DIVISION
COMMAND
HANDBOOK
NLO-NE
2022**

I have read and understand all the material contained within this manual.

Signature

Printed Name

Title

**This sheet to be returned to the COTC via the chain of command NLT 0900 on
Sunday, 27 June 2021.**

BILLET DESCRIPTION

COMMAND CHIEF/LEADING PETTY OFFICER

Immediate Superior: Training Officer (or Executive Officer in the absence of a Training Officer)

The job of the Command Chief/Leading Petty Officer may seem simple; however, it requires strong leadership and personal skills, long hours and great responsibility. If you do your best, it will show in the entire Ship's Company at graduation. It is an accomplishment you can be proud of. It is a difficult job, and a challenge, but extremely rewarding.

Your job is important. It is your duty to make sure the Recruit Division Commanders (RDCs) are doing their jobs and to mold the separate Divisions into a cohesive team. You must provide the professional leadership and be a role model both for the recruits and your staff. You must deal with a full range of matters, from the trivial to the serious with both cadet and adult staff.

Stimulate teamwork and pride in the Ship's Company. You must temper the natural competition among Divisions and transform that into team unity.

Duties/Expectations:

1. You must set the example of leadership, grooming, conduct, punctuality, etc. This includes taking care of yourself – you set the example – get sleep, rest and eat regular meals yourself if you expect your subordinates too. How can you take care of others if you are not fit yourself?
2. You must ensure the safety and “comfort” of all cadet recruits and your staff. You must make sure all Divisions are timely in getting to meals, and that meals are eaten. You must make sure all staff monitors the medical condition of the recruits.
3. Ensure they report to all evolutions on time, and that they are properly equipped for the task.
4. You must evaluate the performance of the RDCs and ARDCs. Use the RDCs input for evaluating the ARDCs. Billet descriptions for them are included in this manual.
5. You must provide leadership for and cooperate with the Command Fitness Leader during PT and running exercises.
6. Advise your superiors of any concerns with the staff or recruits and report on matters you have resolved.
7. Counsel your Division Commanders.
8. Lead the Ship's Company at Morning Quarters and give the muster report (an accurate accounting of all cadets, staff & recruits) to the XO when asked to report.
9. Constantly take the initiative and exercise good judgment.
10. Above all COMMUNICATE – COMMUNICATE – COMMUNICATE!

LEADERSHIP BY EXAMPLE!

You should participate in every evolution, including PT and running – You should lead, while respecting your RDC's at all times. You should lead them and allow them to lead their Divisions.

BILLET DESCRIPTION

DIVISION COMMANDER

Immediate Superior: Command Chief/Leading Petty Officer

The job of the Division Commander may seem to be thankless. It requires long hours and dedicated work. However, if you put your best into your Division it will show at graduation. It is an accomplishment you can be proud of. It is a difficult job, but if you meet the challenge, you will be satisfied.

Your job is one of the most important at NLO-NE. It is your duty to inspire these new recruits to learn the maximum amount possible and to get them to participate 100% in the training program. You must deal with trivial matters. But remember what may be trivial to you can be extremely important to a recruit. You need to get to know them. In order to know them, you must be with them.

The overall objective of your assignment is to weld the individual recruits in your charge into one solid unit that thinks together and acts together. **THIS IS NO SMALL TASK** given the short time allotted and the age you are working with. A good part of your success will be in your ability to teach the necessary skills quickly.

Stimulate pride in your Division; however, do not do so through hostility toward other Divisions. **You will not bring your Division in first by stepping on other Divisions, but by leading yours.**

Duties/Expectations:

1. You must set the example of leadership, grooming, conduct, punctuality, etc. This includes taking care of yourself – you set the example – get sleep, rest and eat regular meals yourself if you expect your subordinates too. How can you take care of your subordinates if you are not fit yourself? If you are not on time, how can you expect your subordinates to be?
2. You must ensure that your recruits' personal and SAFETY needs are met. They must not miss meals. Make sure they are eating properly. Their environment must be safe and secure. Check to see any valuables are secured (via the Operations Officer). See to it that they are sent to Sick Call at the appointed time (or **as necessary**).
3. Ensure they report to all evolutions on time, and that they are properly equipped for the task (right gear, pencil, notebook, canteen, etc.).
4. The RDC must submit nominations for the positions of: Recruit Petty Officer in Charge (RPOC), Guidon Bearer, Recruit Division MAA, Education Petty Officer and 3 Squad Leaders. These nominations **MUST BE SUBMITTED WITHIN 24 HOURS OF RECRUIT CHECK-IN.**

5. Instruct your Division in close order drill **as presented in this manual**. Don't hesitate to ask if you learned something different but check first. The commands we teach are based on the Marine Corps Drill and Ceremonies Manual which is the standard used by the USNCC.
6. Instruct your Division in proper military etiquette to include proper forms of address and chow hall etiquette, courtesies and customs, general orders, and naval terminology. We will conduct the class, you will enforce what is learned.
7. It is your job to instruct proper table etiquette at mess, to enforce what is taught in the classes and to ensure proper military protocol is always observed.
8. Instruct your Division in the proper procedures for making racks, organizing lockers, and the proper maintenance of cubes. **See bunk making instructions in the Recruit Manual so everyone is on the same page.**
9. Instruct your Division as to the proper procedures for personal hygiene. This includes the PROPER MAINTENANCE OF CLEANLINESS OF THE HEADS and their personal spaces.
10. Counsel recruits on personal and professional problems and know when to bump it up the chain.
11. You should participate in every evolution, including PT and the 1-mile run but we know this is not always possible and eventually, if you have done your job right, your RPOC should be running the Division by the end of training. You will be given two Assistant Division Commander (ARDCs). Both will be Navy League Cadet petty officers. You are also responsible for the training of your ARDCs. They will be your eyes and ears and hands when you are not present.
12. You will evaluate the performance of each recruit DAILY with your assistants. Guidelines and Daily Evaluation forms are in this manual. At about mid-week, Final Evaluation Forms will be due on each recruit in your Division with your comments. Comments should be positive while accurately reflecting the recruit's performance.
13. COMMUNICATE – COMMUNICATE – COMMUNICATE!

LEADERSHIP BY EXAMPLE!

The Command Staff will provide each RDC with the overall schedule for the training as soon as we can so that you can plan your time effectively for each evolution. It is up to you as the RDC to use the time provided during scheduled Division Times and during other down-times/standing around times, etc. as efficiently as possible.

BILLET DESCRIPTION

ASSISTANT DIVISION COMMANDER

Immediate Superior: Recruit Division Commander (RDC)

The job of the Assistant Division Commander (ARDC), as the name implies, is to assist the RDC in the job of training the recruits. It requires long hours and dedicated work. However, if you put your best into your Division it will show at graduation. It is an accomplishment you can be proud of. It is a difficult job, but if you meet the challenge, you will be satisfied.

Your job is one of the most important at NLO-NE. It is your duty to inspire these new recruits to learn the maximum amount possible and to get them to participate 100% in the training program. You must deal with trivial matters. But remember what may be trivial to you can be extremely important to a recruit.

The overall objective of your assignment is to weld the individual recruits in your charge into one solid unit that thinks together and acts together. **THIS IS NO SMALL TASK** given the short time allotted. A good part of your success will be in your ability to teach the necessary skills quickly.

Stimulate pride in your Division; however, do not do so through hostility toward other Divisions. **You will not bring your Division in first by stepping on other Divisions, but by leading yours.**

Duties/Expectations:

1. As directed by the RDC and will likely include assisting him/her in the following:
 - You must set the example of leadership, grooming, conduct, etc. This includes taking care of yourself – you set the example – get sleep, rest and eat regular meals yourself if you expect your subordinates too.
 - You must ensure that your recruit's personal and SAFETY needs are met. They must not miss meals.
 - Make sure they are eating properly. Their environment must be safe and comfortable. Check to see any valuables are secured (via the Operations Officer). See to it that they are sent to Sick Bay at the appointed time (and as required).
 - Ensure they report to all evolutions on time, and that they are properly equipped for the task (right gear, pencil, note book, canteen, etc.).
 - The ARDC assists in the submission of nominations for the positions of: Recruit Petty Officer in Charge (RPOC), Guidon Bearer, Recruit MAA, Education Petty Officer and 3 Squad Leaders. These nominations **MUST BE SUBMITTED WITHIN 24 HOURS OF RECRUIT CHECK-IN.**

- Instruct your Division in close order drill.
- Instruct your Division in proper military etiquette, courtesies and customs, general orders, and naval terminology.
- Instruct your Division in the proper procedures for making racks, organizing lockers, and the proper maintenance of cubes.
- Instruct your Division as to the proper procedures for personal hygiene. This includes the **PROPER MAINTENANCE OF CLEANLINESS OF THE HEADS.**
- Counsel recruits on personal and professional problems.
- Assist in preparing daily evals for each recruit.



UNITED STATES NAVAL SEA CADET CORPS

THE SEA or LEAGUE CADET PETTY OFFICER

The Sea or League Cadet Petty Officer is a Leader.

He is a teacher, a motivator, and a counselor.
He is a person who has earned the trust of his superiors
And the respect of his subordinates

The Sea or League Cadet Petty Officer has Honor.

She has discipline, integrity and courage.
She takes pride in herself and everything she does.

The Sea or League Cadet Petty Officer has Initiative.

He gets the job done by effectively using the resources at his disposal;
he delegates to his subordinates and seeks wisdom and guidance
wherever it may be found.

The Sea or League Cadet Petty Officer is Dedicated and Motivated.

She performs each task with minimum effort, regardless of its significance or difficulty.
She chooses the difficult right or the easy wrong.

The Sea or League Cadet Petty Officer is Selfless.

He puts his people before himself. He does not demand respect – he inspires it.

The Sea or League Cadet Petty Officer is Firm but Fair.

She is impartial.

The Sea or League Cadet Petty Officer tells the Truth.

The Sea or League Cadet Petty Officer speaks with Authority.

He pushes his people to excel; to go beyond their self-imposed limits.
He pursues excellence, which is not the same as happiness.

The Sea or League Cadet Petty Officer Leads by Example

14 Leadership Traits

Justice: The quality of being impartial and consistent in exercising command.

Judgement: The quality of weighing facts and possible solutions on which to base sound decisions.

Decisiveness: Ability to reach decisions promptly and announce them in a clean, forceful manner.

Integrity: Uprightness of character and soundness of moral principle, absolute truthfulness and honesty.

Dependability: The certainty of the proper performance of duty.

Tact: The ability to deal with others without creating offense.

Initiative: Seeing what has to be done and commencing a course of action, even in the absence of orders.

Endurance: The mental and physical stamina measured by the ability to withstand pain, fatigue, distress and hardship.

Bearing: Creating a favorable impression in carriage, appearance, and personal conduct at all times.

Unselfishness: Avoidance of providing for one's comfort and personal advancement at the expense of others.

Courage: A mental quality that recognizes fear of danger or criticism but enables a person to proceed in the face of it with calmness and firmness.

Knowledge: Acquired information, including professional knowledge and an understanding of those under your command.

Loyalty: Faithfulness to country, Corps and unit, and to your seniors and subordinates.

Enthusiasm: The display of sincere interest and exuberance in the performance of duty.

“JJ DID TIE BUCKLE”

STAFF INTERRELATIONS

THINGS TO DO

- Stay focused on camp objectives
 - Maintain a team concept
 - Use the chain of command
 - Show mutual respect
- Use your authority judiciously
 - Be well intended
- Keep situations in perspective
 - Cut each other some slack
 - Get enough sleep

THINGS TO AVOID

- Personal agendas - Focus on the camp mission
- Head games - Be sincere and straightforward
- Overreactions - Don't make a mountain out of a molehill
- Personality conflicts - Chemistries don't always match, compensate for it
 - Egos - Leave them at home

Cliques – Don't join one; don't lend yourself to starting one, we are a TEAM.

RECRUIT TRAINING OBJECTIVES

WE ARE HERE TO DEVELOP AND PROMOTE THE FOLLOWING:

- THE CONCEPT OF “**TEAM**” AND ITS IMPORTANCE TO EVERY MILITARY ORGANIZATION (PRIORITY ONE)
- ASSURANCE OF **MAXIMUM INDIVIDUAL TRAINING**. EACH RECRUIT TO GAIN THE MOST FROM EACH TRAINING EVENT.
- DEVELOPMENT OF **PRIDE** – IN YOURSELF AS WELL AS THE SEA CADET CORPS.
- ESTABLISHMENT OF **VALUES** – THE CONCEPTS OF HONOR, RELIABILITY, LOYALTY.

IMPROVEMENT OF YOUR HOME UNIT. CARRYING YOUR NEWLY GAINED SKILLS AND KNOWLEDGE BACK TO YOUR HOME DIVISION.

TIPS FOR DIVISION COMMANDERS & ASSISTANT DIVISION COMMANDERS

BE THOUGHTFUL: THINK BEFORE SPEAKING OR ACTING. DON'T ALLOW FRUSTRATION TO CONTROL YOU. ASK YOURSELF “HOW WOULD A PROFESSIONAL ACT?” **NEVER USE VULGAR LANGUAGE.**

EVALUATE FAIRLY: JUDGE RECRUITS ON EACH DAY'S PERFORMANCE. AVOID ESTABLISHING A PERMANENT MIND-SET ON SOMEONE.

ENCOURAGE: LOOK FOR REASONS TO COMPLIMENT OR PRAISE THE DIVISION. BUILD CONFIDENCE.

AVOID ARROGANCE: YOUR JOB IS TO ASSIST THE RECRUITS, NOT TO LORD OVER THEM. **DON'T LET YOUR POSITION GO TO YOUR HEAD.**

PROMOTE “TEAM”: FROM DAY ONE, EXPRESS THE IMPORTANCE OF THINKING AND ACTING AS A TEAM. REMEMBER THAT YOU ARE A KEY MEMBER OF THAT TEAM.

FURTHER PATIOTISM: YOU AND YOUR RECRUITS REPRESENT THE NEWEST SEGMENT IN A LONG LINE OF SAILORS WHO HAVE DEFENDED THE NATION. REFLECT PRIDE IN YOUR AMERICAN NAVAL HERITAGE.

BE MINDFUL OF YOUR MISSION: TO PROVIDE THE BEST POSSIBLE TRAINING FOR YOUR RECRUITS WHILE INSTILLING THE IMPORTANCE OF **“TEAM”** AS IT APPLIES TO MILITARY UNITS.

STANDING ORDERS

- The CO and/or the XO will be notified at once in case of emergency or visiting VIP.
- The chain of command will be used at ALL TIMES.
- No off-base liberty is allowed; special situations shall be brought to the CO.
- No smoking at any time.
- No foul language at any time.
- All staff must read the Plan of the Day and Watchbill.

BARRACKS STANDING ORDERS

- Cadets are responsible for the good order and cleanliness of the barracks. The Division Commander is responsible for all spaces assigned to his/her Division.
- Noise will be kept to a minimum in the barracks.
- There will be no skylarking.
- Except in case of emergency, the Quarterdeck entrance is the ONLY entrance to be used for entering or leaving the barracks.
- No loitering permitted in the Quarterdeck area.
- No recruit is permitted outside the barracks without an escort.
- No recruits or staff will appear in front of barracks windows while improperly dressed. Nor are they to sit on the windowsills.
- No articles are to be hung from, tacked to or thrown from windows. Cadets will not hold conversations through a window with someone outside.

Recruits will be instructed by RDCs/ARDCs as to the proper way to Field Day: Dust, Sweep, Swab, etc. Cleaning from the top down. See the Recruit manual for instructions on how to properly conduct a field day.

DIVISION LEADERSHIP POSITIONS

Division Commanders must submit their nominations for the following leadership positions by within 48 hours of recruit check-in. Please provide a first and second choice for each position.

NLCC Division _____

LEADERSHIP POSITION	NAME (1 st choice)	(2 nd choice)
Recruit Division Petty Officer (RPOC)		
Guidon Bearer		
Recruit Master at Arms (RMAA)		
Education Petty Officer (EPO)		
Squad Leader (Squad 1)		
Squad Leader (Squad 2)		
Squad Leader (Squad 3)		

Daily Evaluations

Take a few minutes **at the end of each day** to evaluate the progress of each recruit on his or her day's performance. This will be especially helpful when time comes to submit evaluations for your recruits (and selection of Honor Cadet). In addition, it will point out areas where your Division needs work. This process will make for a tighter, stronger Division. Use the 4.0 scale as outlined below.

RECRUIT EVALUATION CRITERIA

Conduct/Discipline

Appearance - Bearing, Uniform, Cube

Teamwork/Leadership

Growth/Adaptability

Effort/Motivation

4.0 PERFECT - The best that can be expected

CONDUCT - Provide role model for other cadets

APPEARANCE - Flawless and professional

TEAMWORK - Total team player/natural leader

ADAPTABILITY - Maximum improvement

EFFORT - Excels in all efforts and events

3.8 OUTSTANDING - Better than almost all others

CONDUCT - Never needs correction

APPEARANCE - Never needs comment

TEAMWORK - Moves entire Division towards goal

ADAPTABILITY - Greater growth than most others

EFFORT - Always works hard to do extra

3.6 EXCELLENT - Among the better cadets

CONDUCT - Always attentive and respectful

APPEARANCE - Almost never needs comment

TEAMWORK - Looks for opportunity to help others

ADAPTABILITY - Greater growth than might be expected

EFFORT - Often volunteers

3.4 GOOD - Fulfills all expectations

CONDUCT - Dependable and reliable

APPEARANCE - Usually looks good

TEAMWORK - Fully supports Division efforts

ADAPTABILITY - Progressing as expected

EFFORT - Always does what is expected

3.2 SATISFACTORY - Meets minimum standards

CONDUCT - Does not cause any concerns
APPEARANCE - Needs occasional correction
TEAMWORK - Cooperates with Division efforts
ADAPTABILITY - Demonstrates some improvements
EFFORT - Generally tries to meet expectations

3.0 FAIR - Usually meets minimum expectations

CONDUCT - Sometimes needs correction
APPEARANCE - Needs improvement, but getting better
TEAMWORK - Helps out when asked
ADAPTABILITY - Slowly adapting
EFFORT - Doing enough to get by

2.8 LOW - Often does not meet standards

CONDUCT - Often needs correction - but responds
APPEARANCE - Barely acceptable
TEAMWORK - Just gets along
ADAPTABILITY - Barely adjusting - maybe
EFFORT - Often lacks motivation

2.6 WORKABLE - May have some potential but needs work

CONDUCT - Causes frequent concerns
APPEARANCE - Often below standard but trying
TEAMWORK - Stays alone - doesn't communicate well
ADAPTABILITY - Stagnant - no growth
EFFORT - Complains about doing things

2.4 AWFUL - Refuses to get with the program

CONDUCT - Does not accept correction
APPEARANCE - Does not care
TEAMWORK - Little or no effort - only in it for themselves
ADAPTABILITY - Resists adapting
EFFORT - Puts forth little or no effort

2.2 TOTALLY UNACCEPTABLE - Creates turmoil or harm to others

CONDUCT - Makes trouble on purpose
APPEARANCE - Makes mess on purpose
TEAMWORK - Disruptive to others' efforts
ADAPTABILITY - Regressing/back sliding
EFFORT - Refuses to perform

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

DAILY EVALUATION FORM

RECRUIT: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
MILITARY CONDUCT						
TEAMWORK						
MILITARY APPEARANCE						
ADAPTABILITY						
EFFORT						

COMMENTS: _____

CONCERNS: _____

PHYSICAL TRAINING EXERCISES

Daily PT will be conducted by the Division's Command Fitness Leader.

STRETCHES from Head to Toe
(DONE S – L – O – W – L – Y)

JUMPING JACKS

PUSH-UPS

SIT-UPS


PLANKS

BODY BUILDERS

RUNNING IN PLACE

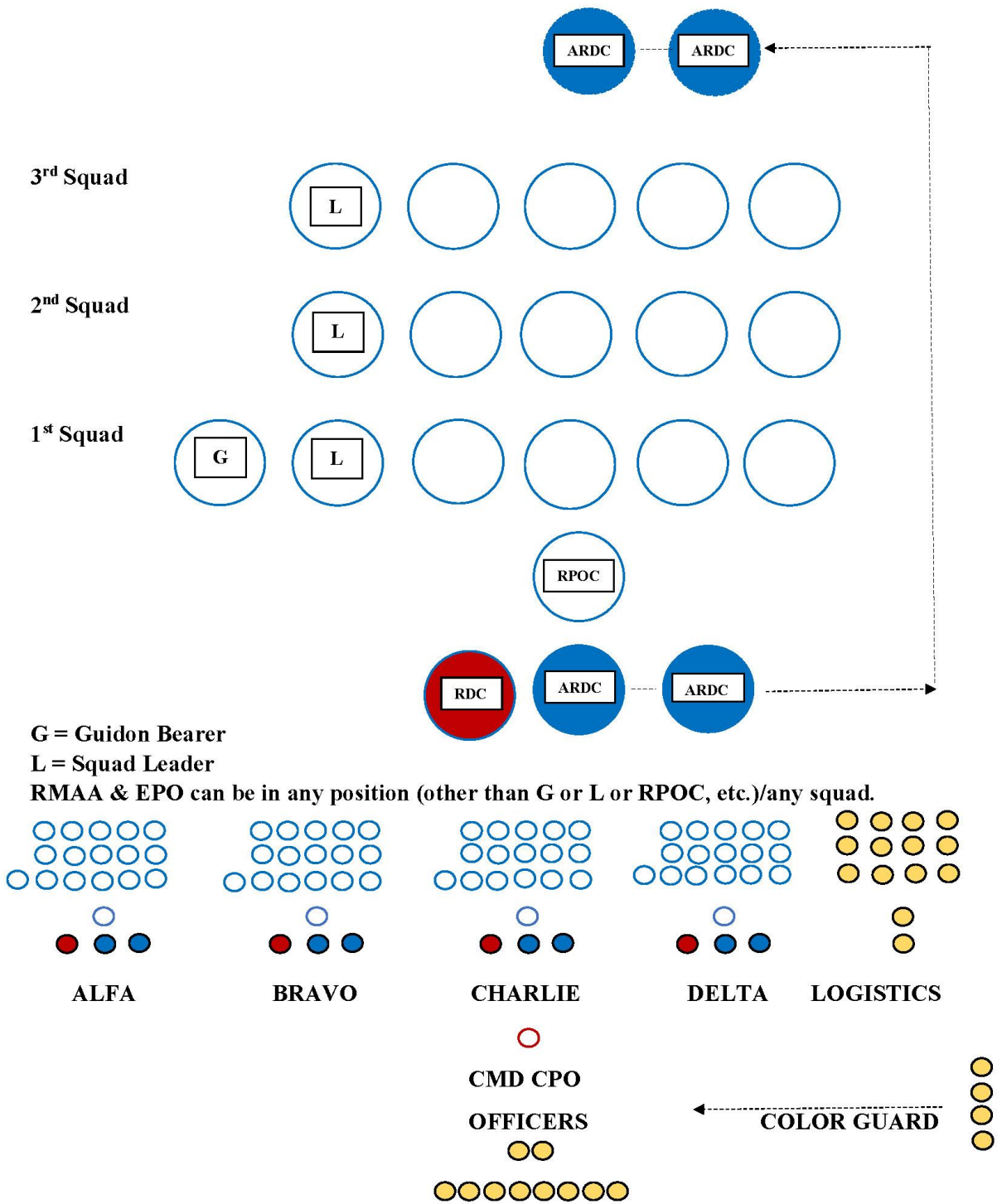
1 MILE RUN

TIPS FOR CONDUCTING MILITARY DRILL

1. Speak loud enough
2. Speak clearly
3. Separate the two parts of the command
4. Stand at attention when delivering commands
5. **Be observant. Position yourself to have the best view of the recruits and so that all can hear you- usually about $\frac{3}{4}$ of the way back.**
6. Work continuously on improvement
7. Begin with the recruit in the correct position
8. Emphasize keeping station (proper dress and cover)
9. Pull recruits with repetitive problems out of ranks for one-on-one instruction (use a recruit to assist in the one-on-one)
10. Call a smooth rhythmic cadence. Have them learn to sing cadences early – this will help with keeping them in step and also when running it will help them breathe.
11. Rules for having inexperienced recruits look good quickly:
 - Have them keep in step
 - Have them maintain proper dress
 - Have them maintain proper cover
 - Repeat this until you sound like a broken record
12. Procedures for instructing:
 - Tell them what you want them to do
 - Demonstrate how to do it
 - Have them do it
 - Break it down step by step
13. Use frequent short breaks
14. **DO NOT LEAVE RECRUITS AT ATTENTION OR PARADE REST FOR LONG PERIODS FOR NO CONSTRUCTIVE PURPOSE**
15. Reinforce good performance with praise
16. Project a "Command Presence"
17. Don't beat a dead horse. (If they are spinning their wheels on a certain phase,  and go on to something else, then return to it.

EVERY MOVEMENT YOUR RECRUITS MAKE IS A TRAINING OPPORTUNITY!

DIVISION & SHIPS COMPANY FORMATION



This is how you will form up for Quarters each morning.

DIVISION DRILL COMPETITION

_____	FALL IN	_____
_____	REPORT (Drill Instructor salutes)	_____
_____	HAND SALUTE	_____
_____	PARADE REST	_____
_____	CLOSE INTERVAL DRESS RIGHT DRESS	_____
_____	NORMAL INTERVAL DRESS RIGHT DRESS	_____
_____	LEFT FACE	_____
_____	RIGHT FACE	_____
_____	ABOUT FACE	_____
_____	LEFT FACE	_____
_____	FORWARD MARCH	_____
_____	COUNTER MARCH	_____
_____	COUNTER MARCH	_____
_____	COLUMN RIGHT	_____
_____	COLUMN RIGHT	_____
_____	RIGHT FLANK	_____
_____	LEFT FLANK	_____
_____	RIGHT OBLIQUE	_____
_____	FORWARD	_____
_____	LEFT OBLIQUE	_____
_____	FORWARD	_____
_____	COLUMN RIGHT	_____
_____	COLUMN RIGHT	_____
_____	HALF STEP	_____
_____	FORWARD	_____
_____	TO THE REAR	_____
_____	HALT	_____
_____	RIGHT FACE	_____
_____	REPORT (Only Drill Instructor salutes)	_____

- Gigs will be given for: out of step, improper execution of an order (or order not given) & out of bounds.
- Divisions will begin and end in the same spot.
- Column Left is omitted purposely.
- Divisions with more cadets than others will be weighed accordingly when scoring.

GUIDON COMPETITION

_____	PRIDE & APPEARANCE	_____
_____	ORDER GUIDON	_____
_____	CARRY GUIDON	_____
_____	FORWARD MARCH	_____
_____	PRESENT GUIDON	_____
_____	CARRY GUIDON	_____
_____	HALT	_____
_____	ABOUT FACE	_____
_____	ORDER GUIDON	_____

GIGS WILL BE GIVEN IF A COMMAND IS NOT EXECUTED PROPERLY.

RACK MAKING COMPETITION

TWO COMPETITORS FROM EACH DIVISION. 5 MINUTES TO MAKE A STANDARD RACK (See Recruit Manual section for instructions on making a standard rack). LINENS ARE TO BE FOLDED AND PLACED OFF TO THE SIDE AT THE START OF THE COMPETITION. GIG INSTRUCTIONS ON SCORE SHEETS.

GENERAL ORDERS COMPETITION

TWO COMPETITORS FROM EACH DIVISION. THE JUDGE ASKS THE FIRST COMPETITOR A GENERAL ORDER (MAY BE ASKED IN ANY ORDER) THE RESPONSE MUST BE EXACT INCLUDING THE SIR/MA'AM AT THE BEGINNING AND END (VARIATION CAN BE "THIS RECRUIT'S FIRST GENERAL ORDER IS" INSTEAD OF "MY FIRST GENERAL ORDER IS." IF THE FIRST COMPETITOR FAILS, THE SECOND COMPETITOR IS GIVEN AN OPPORTUNITY TO RECITE THE ORDER. IF CORRECT, THE RESPONSE IS NOTED ON THE SHEET. THE SECOND COMPETITOR IS THEN GIVEN THE NEXT ORDER, AND SO FORTH UNTIL ALL ORDERS HAVE BEEN RECITED.

RECRUIT PERSONNEL INSPECTION GUIDE

COVER

Clean and labeled with recruit's last name (note: permanent faded stains are permissible IF they do not detract from the overall appearance).

Properly worn, square on head, front edge properly aligned about 2 fingers above eyebrows.

Female garrison cover must have proper size 1-1/16" NLCC insignia.

PERSONAL GROOMING in all Uniforms

Male hair is tapered down and off ears and collar. Sideburns will be no longer than middle ear and even width. Shaving is generally not a concern (NLCC recruits are **WILL NOT** shave). Cadet must present a clean appearance.

Female hair must be clean and neatly arranged. If put up, hair will not touch the collar. If hair is short, it will not fall below the bottom edge of the collar. No fad hairstyles including coloring, shaving or designs. Multiple braids are OK if conservative (no beads or ornamentation). Hair style must not interfere with wearing of cover. Maximum of 2 small barrettes, clips, or scrunchies **similar in color to hair** are authorized. Recruits will not wear any cosmetics/make-up –not even for graduation. Make-up for staff cadets will be conservative and natural.

Jewelry

Male uniformed personnel may not wear earrings at any time.

Female cadets may wear earrings (max 1 per ear) approx 1/4" ball, silver in color.
Female officers may wear earrings (max 1 per ear) approx 1/4" ball, gold in color.

Uniformed personnel may wear one chain/necklace beneath the undershirt. It must be conservative and not bulky in nature. Recruits at NLCC Orientation will only wear their locker key on a string (provided). Medical alert or religious symbols are permissible for recruits.

ONLY medical alert bracelets are allowed. Religious bracelets are permissible. No ankle bracelets.

Uniformed personnel may wear one (1) ring per hand. NLCC recruits will not wear rings. No toe rings are permitted.

All non-uniformed personnel will dress conservatively to set the best example possible for the cadets

UNIFORM

NOTE: The "Salt & Pepper" uniform is authorized dress uniform for recruit orientation inspections.

Shirt – Should be free from noticeable stains and properly creased.

T-Shirt – Clean white crew neck only. Neck not stretched or scalloped.

Trousers (Male) – Creased fore and aft. Properly hemmed to hang 2" from ground at back of shoe. Worn with black web belt with silver polished buckle.

Slacks (Female) – Same as male. Skirt is optional. Black web belt with silver buckle if required.

INSIGNIA

Flash – NLCC flash attached 1" below shoulder seam on left sleeve, centered.

Nametag – Not graded for NLCC Orientation Inspection but proper instruction on the placement of the name tag (1/4" above the right pocket, centered and even with any ribbons on the other side) will be given.

Ribbons – Worn 1/4" above the left pocket, centered. Ribbons will be worn if earned.

Rate Insignia - MUST be on the Right sleeve, correctly placed.

SOCKS – Black (If females are wearing optional skirt, then must have flesh-colored hose).

SHOES

Black leather, highly shined, plain toe, laced-up type. **No CORFAMS.**

RACK/LOCKER/CUBE INSPECTION

RACK 1: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 2: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 3: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 4: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 5: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 6: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 7: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
RACK 8: L. CORNERS R. CORNERS 12" TOP SPACE 6" TOP FOLD PILLOW WRINKLED SHEET FOLDED BLANKET	
DECK: NOT SWEEPED TRASH ON DECK	
GEAR ADRIFT:	
GI CAN: NOT EMPTIED NO LINER	
DUST: DESKS LOCKERS WINDOW SILL	
LOCKER: NOT LOCKED LEFT OPEN	

- The passageway will be swept and swabbed and dry prior to inspection. There will be no trash visible in the passageway.
- The heads will be properly cleaned with all sinks & decks dry prior to inspection. There will be no trash visible in the head.

KNOT TYING COMPETITION

TWO COMPETITORS FROM EACH DIVISION. BOTH COMPETITORS GO AT THE SAME TIME FOR EACH KNOT. (A DIVISION MAY SELECT A DIFFERENT PAIR OF COMPETITORS FOR EACH KNOT IN THE COMPETITION; HOWEVER THERE MUST BE TWO COMPETITORS). THE FASTEST TIME BETWEEN THE COMPETITORS DETERMINES THE WINNER FROM THE PAIR.

SHOE SHINE COMPETITION

One competitor per Division. Each Division will provide their own shoeshine kit. The shoes/boots to be shined will be provided. The whole shoe/boot will be shined.

SHUTTLE RUN COMPETITION

TWO BATONS WILL BE PLACED 50' FROM THE START LINE. ON JUDGES SIGNAL COMPETITOR RUNS TO FAR END RETREIVES 1 BATON, RETURNS TO THE START LINE, DROPS (**NOT THROWS**) THE BATON AND RETURNS TO GET 2ND BATON. TIME STOPS WHEN COMPETITOR CROSSES THE START LINE WITH THE 2ND BATON. 2 COMPETITORS FROM EACH DIVISION. FASTEST TEAM WINS. THROWING THE BATON WILL RESULT IN 5 MINUTES TO BE ADDED TO THE OVERALL SCORE. UNSPORTSMAN LIKE BEHAVIOR WILL RESULT IN THE DIVISION BEING DISQUALIFIED.

**NLCC ORIENTATION, BASIC
PHYSICAL FITNESS RECORD**

DATE: _____

NAME: _____ **GENDER:** _____ **AGE:** _____

NLCC RECRUIT DIVISION: _____ **HOME UNIT:** _____

EVENT	SCORES			*SATISFACTORY STANDARD	*GOOD STANDARD	*EXCELLENT STANDARD
	DIAGNOSTIC	TEST #1	TEST #2			
1. SIT-UPS (1-minute)						
2. PUSH-UPS (no time limit)						
3. 1-MILE RUN						

SATISFACTORY PRT PASSED FOR ORIENTATION _____
RIBBON EARNED (GOOD LEVEL) _____
“E” EARNED (EXCELLENT LEVEL) _____
(CHECK IF YES)

***FILL IN THE SATISFACTORY, GOOD AND EXCELLENT SCORES FOR YOUR GENDER AND AGE
USING THE CHART ON THE NEXT PAGE.**

SUBMIT THIS SHEET AFTER THE FINAL PRT.

Command Fitness Leader

COTC

PRT SCORING

FEMALE

10 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	26	30	40
PUSH-UPS	9	13	20
1 MILE RUN	13:00	11:22	9:19

11 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	28	32	42
PUSH-UPS	9	11	19
1 MILE RUN	12:42	11:17	9:02

12 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	30	35	45
PUSH-UPS	5	10	20
1 MILE RUN	12:24	11:05	8:23

13 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	32	37	46
PUSH-UPS	7	11	21
1 MILE RUN	12:15	10:23	8:13

14 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	32	37	47
PUSH-UPS	7	10	20
1 MILE RUN	12:00	10:06	7:59

15 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	31	36	48
PUSH-UPS	10	15	20
1 MILE RUN	11:45	9:58	8:08

16 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	30	35	45
PUSH-UPS	10	12	24
1 MILE RUN	12:15	10:31	8:23

17/18 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	29	34	44
PUSH-UPS	12	16	25
1 MILE RUN	12:15	10:22	8:15

PRT SCORING

MALES

10 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	28	35	45
PUSH-UPS	12	14	22
1 MILE RUN	11:40	9:48	7:57

11 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	29	37	47
PUSH-UPS	14	15	27
1 MILE RUN	11:25	9:20	7:32

12 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	32	40	50
PUSH-UPS	15	18	31
1 MILE RUN	10:22	8:40	7:11

13 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	34	42	53
PUSH-UPS	20	24	39
1 MILE RUN	9:45	8:06	6:50

14 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	36	45	56
PUSH-UPS	20	24	40
1 MILE RUN	9:30	7:44	6:26

15 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	38	45	57
PUSH-UPS	25	30	42
1 MILE RUN	9:15	7:30	6:20

16 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	40	45	56
PUSH-UPS	25	30	44
1 MILE RUN	9:00	7:10	6:08

17/18 YEAR OLDS

EVENT	SATISFACTORY STANDARD	GOOD STANDARD	EXCELLENT STANDARD
SIT-UPS	40	44	55
PUSH-UPS	30	37	53
1 MILE RUN	8:45	7:04	6:06