

LIBERTY DIVISION
PERSONNEL QUALIFICATION STANDARDS
(PQS)



U.S. NAVAL
SEA CADET CORPS

CHART YOUR COURSE

This PQS Belongs To Recruit

INTRODUCTION

This Personnel Qualification Standards (PQS) form has been adapted from the United States Naval Sea Cadet Corps Training Manual published in September 2007 by Naval Sea Cadet Corps National Headquarters. It is to be used by all personnel in charge of training and maintaining the Indoctrination Company (INDOC) of Liberty Division. The PQS for Liberty Division was constructed to support and ensure the success of new members proceeding into both the unit and the United States Naval Sea Cadet Corps.

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

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

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

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

ACADEMICS AND ATTENDANCE	STAFF INITIALS AND COMMENTS
Cadet has been informed of “2.0 GPA policy” as outlined by unit’s SOP	
Has been instructed of the assignments they are required by unit policy to complete for advancement in rank and progression in the USNSCC; Cadet has demonstrated knowledge that a minimum of 2 BMR assignments are to be completed and submitted to proper staff during each drill, and a minimum of 1 Advanced Correspondence Course <i>every</i> meeting after completion of BMR	
Understands that their attendance to every drill is <i>mandatory</i> , unless relieved from duties by proper authorities; Cadet demonstrates knowledge that their unexcused absence from drill may result in immediate dismissal from the unit and USNSCC	

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

RANKS AND DRILL	STAFF INITIALS AND COMMENTS
<p>Has been instructed on ranks and ratings of each branch of the Armed Service; Cadet has demonstrated extensive knowledge of the command system of the United States Navy by properly stating <i>ALL</i> ranks (enlisted/commissioned) of the USN</p>	
<p>Has been instructed on all basic marching procedures and demonstrates adequate ability to perform every marching command given while in ranks; Cadet has successfully performed maneuvers of:</p> <p>Attention At-Ease Parade Rest Dress Right Dress (including Close Arm Interval) Left Face Right Face About Face Forward March Halt Guide March Double-Time March To the Rear March Column Left Column Right Immediate Column Maneuvers Half Right (Face/March) Half Left (Face/March) Open Ranks Close Ranks Hand Salute</p>	
<p>Is generally free of secondary movements while in ranks and does not “Eyeball” environment; Cadet maintains self discipline in ranks and makes <i>no</i> movements unless specifically instructed or properly relieved; Marching ability is adequate to meet the standards of both the unit and the USNSCC</p>	

PHYSICAL FITNESS AND AWARDS	STAFF INITIALS AND COMMENTS
Has been extensively instructed on proper stretching techniques and the importance of completing these tasks; Cadet has been instructed on, extensively prepared, and has met at least the minimum expectations as outlined by USN/USNSCC for physical fitness standards	
Has been extensively instructed on the procedures for receiving awards and their proper placement on the cadet's uniform;	

MILITARY KNOWLEDGE AND MILITARY COURTESY	STAFF INITIALS AND COMMENTS
Has been extensively instructed on General Orders, USNSCC/ USNLCC Oath, Sailor's Creed, Anchors Away, and all procedures involved in Basic Watch standing; Stating <i>EACH</i> General Order and <i>ALL</i> of Sailor's Creed and Anchor's Away; Has demonstrated ability to effectively stand on watch duty, implement General Orders, and properly maintain a watch/ quarterdeck log	
Has been instructed on proper procedures to execute when National Anthem is played while cadet is uniform (include procedures for when in ranks); Demonstrates proper knowledge of this concept by turning toward National Emblem and immediately snapping to attention; Has been instructed on proper procedures for saluting officers (both within and not in ranks); Treats superior officers and all those accompanying them with the utmost respect and courtesy at <i>all</i> times	
Has been instructed on and understands that covers/caps are to <i>always</i> be removed when entering any building/ structure, unless on official duty ordered by a superior or physically incapable of doing so (*Covers will always be removed when entering a flight line regardless of orders)	

INDOCTRINATION RELEASE FORM

NAME _____ RANK _____

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

This form is only valid within this particular unit, and the cadet *may* need to undergo additional requirements or instruction in the event that they transfer to another operational unit.

This cadet understands that **THEY are responsible for *every* uniform item issued to them. Any uniform article that is lost, deliberately misused, damaged, or destroyed will be covered at their **OWN** expense and is expected to be replaced by that person; Failure to do so may result in disciplinary action, immediate expulsion from the unit and the USNSCC, and/or legal action to recover lost revenues due to negligence. The cadet also understands that they may be responsible for purchasing certain uniform items necessary, only after the unit and its command has exhausted every means possible of issuing this item to the cadet and is unable to do so.**

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

SIGNATURE (Cadet) _____

DATE _____

SIGNATURE(POIC) _____

DATE _____

GENERAL ORDER

POIC

XO

- | | | | |
|----|---|-------|-------|
| 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 what 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. | _____ | _____ |

Sea Cadets Creeds

Naval Sea Cadet Oath of Enrollment

“I, (State Your Full Name), Promise to Serve God, Honor our Flag, Abide by the 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 my Unit, the Naval Sea Cadet Corps, the Navy and my Country.”

Navy League Cadet Oath of Enrollment

“I, (State Your Full Name), Promise to Serve God, Honor our Flag, Abide by the Navy League Cadet Corps Regulations, Carry Out the Orders of the Officers Appointed Over Me, and so Conduct Myself as to be a Credit to my Unit, the Navy League Cadet Corps, the Navy and my Country.”

NSCC Officer Oath of Enrollment

“I, (State Your Full Name), Solemnly Promise to Serve God, Honor our Flag, Carry Out Regulations for the Administration of the Naval Sea Cadets Corps, and so Conduct Myself as to be a Credit to my Unit, the Naval Sea Cadet Corps, the Navy and my Country.”

Naval Customs and Courtesies

Entering an Office - There is a special way to enter Liberty Division / TS Essex offices:

- a) **KNOCK THREE TIMES** - Make sure they are nice loud knocks!!!
- b) **ENTER WHEN TOLD** - Wait until an Officer or Staff Cadet tells you to enter.
- c) **TAKE THREE STEPS.** (Uncover unless on Watch. If on Watch, salute).
- d) **SOUND OFF** "CADET _____, LIBERTY DIVISION / TS ESSEX, REPORTING AS ORDERED, SIR (MA'AM)." (If on Watch, drop your salute).
- e) **YOU WILL BE TOLD TO STATE YOUR BUSINESS** - Tell the person what you need/want. Stand in place unless told to relax.
- f) **WHEN FINISHED WITH YOUR BUSINESS, SOUND OFF** "REQUEST PERMISSION TO CARRY ON."
- g) **WHEN TOLD TO CARRY ON,** (if on Watch, salute) sound off "aye, aye, sir (Ma'am)," DO an about face and leave.