

NEW CADET HANDBOOK



WELCOME ABOARD

Welcome Aboard!!!!

You are joining one of the finest youth organizations in the Nation, The United States Naval Sea Cadet Corps (NSCC). The NSCC or just Sea Cadets is actually two programs

The Naval Sea Cadet Corps (NSCC) is for American youth ages 13-17 that have a desire to learn about the Navy, Marine Corps, Coast Guard and Merchant Marine. Sea Cadets are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with the Sea Cadet Corps insignia. The objectives of the Sea Cadet program are to introduce youth to naval life, to develop in them a sense of pride, patriotism, courage, and self-reliance, and to maintain an environment free of drugs and gangs.

The Navy League Cadet Corps (NLCC) is for boys and girls, at least 11 but not yet 14 years old, who are interested in the sea and ships, and our nation's seagoing services. The Navy League program is designed to introduce young people to maritime and military life, and to prepare them for later entrance into the Naval Sea Cadet Corps.

This Handbook will help guide you into the unit. Again WELCOME ABOARD!!!!

Your Unit

Your unit of the Sea Cadets is called THOMAS R. NORRIS BATTALION. Sea Cadet units are divided into three types:

- DIVISIONS – NSCC Divisions train primarily in the field of seamanship.
- SQUADRONS – NSCC Squadrons train primarily in the field of Aviation.
- BATTALIONS – NSCC Battalions train primarily in the field of Naval Construction.

While a unit may train primarily in one field of the Navy, its cadets do receive cross training in other fields. We encourage you to train in many areas during the summer advanced training after you have completed recruit training.

Enrollment Procedures

To enroll in the NSCC/NLCC and THOMAS R. NORRIS BATTALION, you must complete several forms, have a physical similar to a sports physical for school, and pay the enrollment fees and uniform deposit.

The forms that you will complete are:

- NSCADM 001: CADET APPLICATION AND AGREEMENT
 - Includes:
 - Member Information and Declarations - Used to record pertinent personal cadet information as well as standard releases.
 - Report of Medical History – Used to record personal medical history of NSCC/NLSS Cadets, Officers, Midshipmen, and Auxiliary.
 - Report of Medical Examination – Used to record personal medical examination information of NSCC/NLCC Cadets, Officers, Instructors, and Midshipmen.
 - Report of Medical History Supplemental – Used to record prescribed and over-the-counter medications that a Cadet is currently taking. **MUST BE COMPLETED BEFORE REGISTERING FOR A TRAINING.**
 - Request for Accommodation – Used when an accommodation is requested by a Cadet under the Americans with Disabilities Act.
 - Parental Agreement - Used to solicit assistance from Cadet Parents with unit operations and support.

Plan of the month (POM)

Every good team must know how to communicate. The way THOMAS R. NORRIS BATTALION communicates with you and your parents each month is through the Plan of the Month (POM). The POM gives the months drill dates, the uniform of the day for the drill and anything you will need to bring with you. The POM also list upcoming activities and events.

The POM is posted on the Units Website and you will be required to print the POM and have your parents sign the last page as well as signing it yourself, this will be collected at drill and the signatures show that you have read and understand the POM.

It is very important that you read the POM as soon as it is posted; there is no excuse for not knowing the information in the POM.

UNIFORMS

You can learn a lot about a Navy sailor just by looking at their uniform. You can tell their rate and rank, what awards (ribbons) they have earned, how long they have been in the Navy, and most important how much pride they have in themselves and the Navy

This is also true in the NSCC/NLCC. You can tell a good cadet by how sharp their uniform looks. A cadet who always needs a haircut, never shines their shoes and forgets to wear their nametag will not last very long in the corps. A cadet who always looks sharp in uniform, regardless of how long they have been in the corps, will often be looked upon as a leader.

You will be issued a sea bag of uniforms that may consist of the following:

Dress Uniforms:

Due to the southern location, THOMAS R. NORRIS BATTALION only issues and wears Dress White uniforms. If a northern training occurs, you may be issued or purchase Dress Blues.

Work Uniform:

This is the newer Navy Working Uniform or NWU.

You may also be issued Camouflage Combat Uniform or CCU. This uniform is used for field operations and is not normally issued.

Physical Training

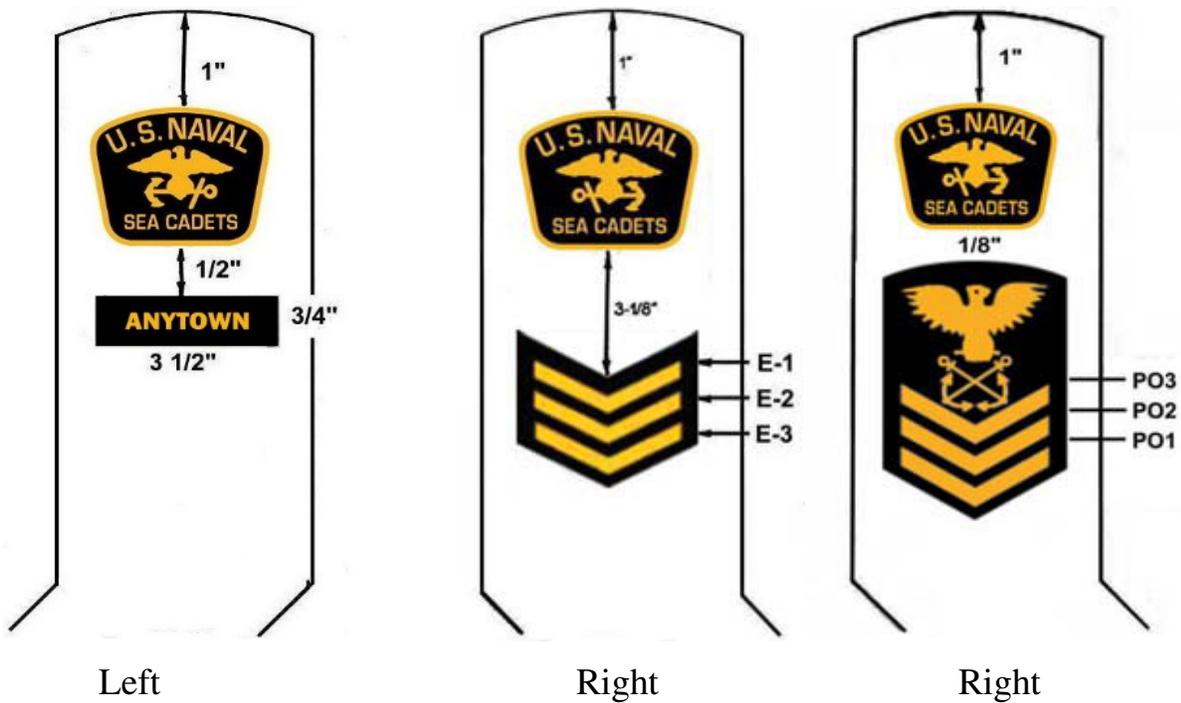
This uniform consists of Navy blue shorts and T-shirt or Navy Blue sweats depending on the time of year.

NSCC/NLCC INSIGNIA

The US Navy has given special permission to the US Naval Sea Cadet Corps and the US Naval League Cadet Corps to wear its uniforms. You will be required to wear NSCC/NLCC patches (called flashes) on all uniform blouses, jumpers, and jackets with the exception of the NWU parka.

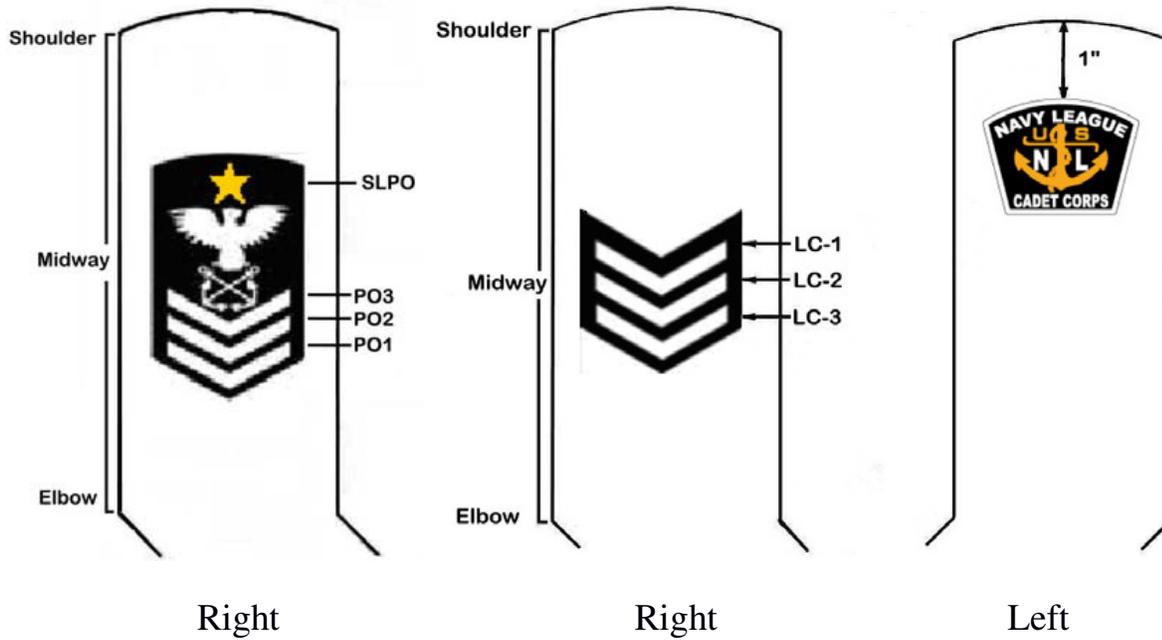
Sea Cadets

The diagram below shows the proper placement of the NSCC insignia



Navy League Cadets

The diagram below shows the proper placement of the NLCC insignia



HOW TO TAKE CARE OF YOUR UNIFORMS

Navy uniforms are not very difficult to take care of; common sense is often the key. When you are first issued your dress uniforms it is advised that you take them to a tailor/dry cleaner and have the flashes sewn on and the garment cleaned and pressed.

There are some special situations that you must be aware of.

DRESS BLUES: DO NOT WASH, dry clean these uniforms only. Male dress blues are pressed and folded inside out; the pants have the creases on the side not in the front and back. Use a lint roller or other strong tape to remove lint and dust.

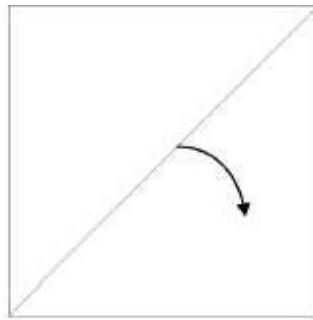
DRESS WHITES: These can be washed, but like the male blues they are pressed and folded inside out with the pants creased on the sides.

NWU/CCU: These uniforms are the easiest to care for as they are wash and wear and are not pressed.

Neckerchief: This is a dry clean only item and it is pressed flat on a low no steam setting. Roll the neckerchief as shown on the next page



1
CATCH
EDGE
UP



2



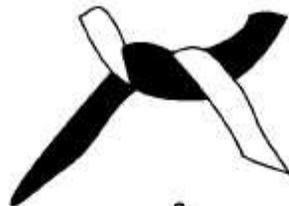
3



BLACK
THREAD



1.



2.



3.



4.



5.

EMRF1004

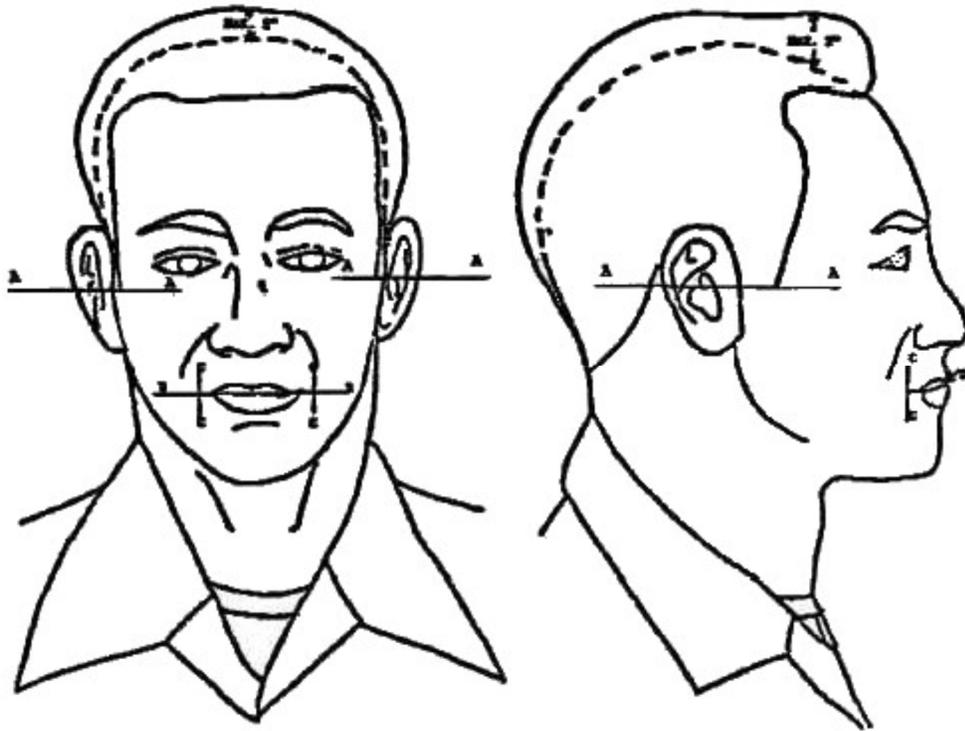
Shoes: You will be issued shoes or required to purchase your own shoes; you will need plain toe black oxfords. **DO NOT PURCHASE CORAFRAMS OR PATENT LEATHER SHOES.**

Boots: You will be issued boots or required to purchase your own boots, please get 9 inch black boots without zippers on the side.

Shoe Shine. Dirt and other debris can easily embed into leather. Therefore, your shoes or boots need to be cleaned before polishing. Use a damp cloth to remove excess dirt and debris. To polish your shoes effectively, always remove the shoelaces from your shoe before you start polishing your shoes. This is the best way to get to clean the tongue of the shoe and avoid staining the laces. Shoe polish or creams should be applied evenly with a brush or soft cloth. Once the polish has properly dried, simply buff to a brilliant shine using a natural bristle brush. Note: it is important to use a separate brush and cloth for applying and buffing different colored shoes. Patent leather shoes should be cleaned with a damp cloth and buffed with a dry cloth.

Hair:

Male: Hair will be neat, clean and present a well-groomed appearance. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward no greater than 3/4 inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. The “blocked neckline” is permitted as long as a tapered appearance is maintained. Hair shall be no longer than 4 inches and groomed so that it does not touch the ears or collar, extend below the eyebrows when headgear is removed, show below the front edge of the headgear, nor interfere with the proper wearing of military headgear. Bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to the length of the hair). Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has, with 4 inches length and 2-inch bulk the maximum under any circumstances.



FEMALE

Hair will be clean and neatly arranged.

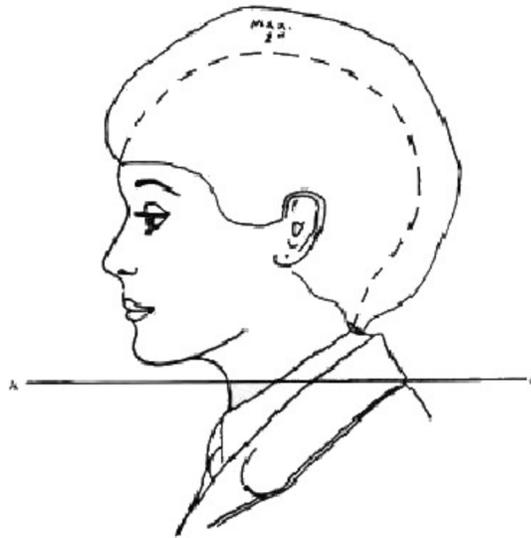
- 1) No outrageously multicolored or faddish hairstyles, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.
- 2) Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized.
- 3) Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized.
- 4) Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimensions, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore-and-aft rows (corn rowing), which minimize scalp exposure. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.

5) Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison cap, ball caps, or 8-point utility covers. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited.

6) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1 ½ inches below the top of the jumper collar.



Covered



Uncovered

SHAVING AND MUSTACHES:

Male cadets shall be clean-shaven. Discretion should be used with younger cadets or those with religious convictions. The wearing of mustaches and beards is not authorized for Sea Cadets. However, NSCC officers, midshipmen, and instructors may wear mustaches. They shall be kept neatly and closely trimmed and no portion of the mustache shall extend below the lip line of the upper lip. The wearing of a beard is not authorized unless required for a medical reason, in which case, a waiver must be approved by the Executive Director, who will provide the grooming standards if a waiver is granted.

COSMETICS. Cosmetics shall be applied in good taste so that colors blend with natural skin tones and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized. Lipstick colors shall be conservative and complement the individual. Long false eyelashes are not authorized. Male personnel are not authorized to wear cosmetics unless for medical reasons.

JEWELRY

1. **Rings.** While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

2. Earrings:

a. **Males.** Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.

b. **Females.** One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm – 6mm ball (approximately 1/8 – 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for officers, midshipmen, instructors, and chief petty officers, and silver for NSCC/NLCC cadets PO1 and below.

3. **Body Piercing.** Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.

4. **Necklaces/Choker.** While in uniform, only one single-strand necklace, conservative in nature, may be worn and shall not be visible; choker necklaces and necklaces that are the large multi-strand or gel-type branded collar variety are not authorized.

5. **Wristwatch/Bracelets.** While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

TATTOOS, BODY ART & BRANDING.

Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the NSCC are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos, body art, or brandings on cadet personnel are strictly prohibited.

Naval Customs and Courtesies:

Hand Salute: The military in general, and the Navy specifically, rely on many traditions. Passed on from one generation of new recruits to the next, these customs, courtesies, and ceremonies help foster discipline and good military order. Customs are usual ways of acting in a given situation. A custom is a long established practice that carries the force of law. Courtesies are acts, or words, that express consideration and respect for another person. When a person treats others with courtesy and respect it is more likely that he or she will also be treated with courtesy and respect. Due to the close quarters experienced by Sailors, knowing and using proper courtesies is very important. The salute is one of the required acts of military courtesy.

Regulations covering the salute are deeply embedded in military tradition and custom. The salute shows respect and is a sign of comradeship. There are several types of salutes, including the gun salute and rifle salute, but the most common, and possibly the most important is the hand salute. The hand salute is a simple, dignified gesture, which is rendered to the National Anthem, the U.S. Flag, and officers. Unless you are walking, the hand salute should be rendered while standing at attention. Follow these simple guidelines: Raise the right hand and bending your arm at the elbow, until the tip of your forefingers touches the lower part of your cover or forehead just above and to the right of your right eye. Fingers are extended and aligned with the thumb. With the elbow slightly in front of your

body, your upper arm should be parallel with the deck or ground. The hand and wrist must be held in a straight line and the forearm should be at a 45-degree angle. Returning the arm to its normal position at your side completes the salute. This motion is done in one sharp, clean motion.

When saluting you should: Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor. Always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and leave your right hand free to salute. Accompany your salute with a cheerful greeting, e.g., “Good morning, Sir,” “Good afternoon, Commander Howington,” “Good evening, Chaplain Dory.” Always salute from the position of attention. If you are walking, you need not stop, but hold yourself erect and square. If double timing, slow to a walk when saluting. Look directly into the officer’s eyes as you salute. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name. However, make sure that he/she is wearing the uniform of an officer. Render a verbal greeting if you are carrying something in both hands and cannot render the hand salute. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, like “Good morning,” or “Good afternoon.”



USNSCC Ranks



LCDR

LT

LTjg

ENS

WO

MIDN

INST



CPO



PO1



PO2



PO3



SN



SA

SR

USNLCC Ranks



SLPO



PO1



PO2



PO3



ABC



APC

RC

References

- NSCC Uniform Manual
- NSCC Administration Manual
- www.navy.mil
- www.wikipedia.com

PROCEDURES FOR ENTERING AND EXITING ANY MILITARY
ESTABLISHMENT 2008

1. Take two (2) steps into the quarterdeck to allow space for your salute.
2. Come to attention.
3. Wait for the quarterdeck Watch to acknowledge you.
4. Face the flag and render a smart hand salute to the National Ensign (American Flag).
5. Pivot to face quarterdeck watch
6. Hand Salute “Chief/Petty Officer _____ Seaman (apprentice, recruit, etc) _____ requesting permission to come aboard”?
7. Maintain Hand Salute until quarterdeck acknowledges your request and then drops his Hand Salute.
8. Drop your Hand Salute.
9. When you leave the establishment, you do the exact opposite of what you did to enter the quarterdeck.
10. Stand at Attention facing the quarterdeck watch.
11. Render Hand Salute; sound off, “Chief/Petty Officer _____, Seaman (apprentice, recruit, etc.) _____ requesting permission to go ashore?”
12. Maintain Hand Salute until the quarterdeck drops their Hand Salute.
13. Pivot to the flag and render a smart hand salute to the National Ensign (American Flag).
14. You can then leave.

GENERAL PHYSICAL FITNESS GUIDANCE FOR NSCC UNITS

Action Letter 08-04 calls for more emphasis on PT and military drill at the unit level in an effort to reduce injuries at Recruit Training.

The following perspective on NSCC physical fitness training is provided by LTjg Jeffrey Dooley, CO of the Aurora Division. LTjg Dooley is a nationally certified and state licensed Athletic Trainer (ATC). He holds a BA and MA degree in physical education and sports medicine and has completed 30 hours of doctoral work in exercise physiology. He has served as assistant Medical officer at multiple RT's and at Advanced Trainings as well.

“...The physiology involved in developing and maintaining physical fitness is working against us, as is today's society. The primary reason for our youth's decreased overall fitness level is the nation's denial of the importance of physical education. I believe Illinois is the only state which still requires PE throughout high school, and it allows so many waivers to this requirement that they might as well not have it.

...The key factors in an exercise program are mode, frequency, duration, and intensity of exercise. In our case, frequency is something over which we have no control. The optimum frequency is 3-4 times a week; more can provide additional benefits if the individual is prepared for it. No NSCC unit I know of meets more than once a week. Exercising only once a week will provide only slight benefits. Our unit meets twice a month; results from this frequency of exercise would be minimal. Other units meet once a month; we can't realistically expect PT on this frequency to produce any benefits.

A very important factor...is acclimatization to the environment and the physical activity. A sudden large increase in the level of a particular activity, especially in repetitive motions, will quickly lead to overuse injuries such as tendonitis, strains, shin splints, etc. The key to avoiding these is a more gradual build up in the activity level. Even if units spent their entire drill doing nothing but PT and military drill, the jump from twice a month to daily would be difficult for most cadets. We can tell our cadets to go out marching every day, but really have no control over them when they're not at drill....”

The NSCC endorses physical fitness training, but also recognizes the overwhelming importance of encouraging cadets to make good physical fitness habits a matter of daily routine for all the reasons presented above. Units are encouraged to invite ATC's to visit during drills and provide didactic training that allows development of physical fitness programs that are part of daily lifestyles. Resources include The National Athletic Trainers Association (NATA), the Armed Forces Athletic Trainers Society, as well as Colleges and University Athletic Departments.

NSCC MINIMUM PHYSICAL FITNESS STANDARDS

MALE

Age	Curl Ups (1 Minute)	V-Sit Reach (Inches)	Shuttle Run (Seconds)	1 Mile Run (Mins/Secs)	Push Ups (No Time)
13	34	0.25	12.2	9.45	20
14	36	0.50	11.9	9.30	20
15	38	1.00	11.7	9.15	25
16	40	1.50	11.4	9.00	25
17	40	1.50	11.4	8.45	30

FEMALE

Age	Curl Ups (1 Minute)	V-Sit Reach (Inches)	Shuttle Run (Seconds)	1 Mile Run (Mins/Secs)	Push Ups (No Time)
13	32	1.75	13.1	12.15	7
14	32	2.25	13.2	12.00	7
15	31	2.50	13.0	11.45	10
16	30	2.75	12.9	12.15	10
17	29	2.50	13.0	12.15	10

Note: These minimum standards must be passed prior to submitting for Recruit Training. Cadets must maintain their physical fitness from date of testing through graduation of Recruit Training.

NLCC MINIMUM PHYSICAL FITNESS STANDARDS

MALE

Age	Curl Ups (1 Minute)	V-Sit Reach (Inches)	Shuttle Run (Seconds)	1 Mile Run (Mins/Secs)	Push Ups (No Time)
10	28	0.50	14.5	11.40	12
11	29	0.50	13.5	11.25	14
12	32	0.50	12.4	10.22	15

FEMALE

Age	Curl Ups (1 Minute)	V-Sit Reach (Inches)	Shuttle Run (Seconds)	1 Mile Run (Mins/Secs)	Push Ups (No Time)
10	26	1.50	14.2	13.00	9
11	28	1.50	13.4	12.42	7
12	30	1.75	12.9	12.24	5

SWIM QUALIFICATIONS

The Swim Qualifications per Navy Standards are as follows:

Swim Skills Assessment:

- Shallow Water Swim – 15 yards in water chest deep
- Deep Water Swim – 15 yards in water over the head
- Tread Water for 1 minute
- Prone Float for 1 minute

Third Class Swimmer:

- Successful completion of Swim Skills Assessment
- Deep Water jump – from a minimum height of 5 feet
- 50 yard swim – demonstrating front crawl, breaststroke, backstroke, elementary backstroke
- 5 minute Prone Float
- Shirt and Trouser Inflation

Second Class Swimmer:

- Successful completion of Third Class Swimmer
- 5 minute Prone Float Back Float
- 100 yard swim
 - 25 yards front crawl
 - 25 yards breaststroke
 - 25 yards backstroke
 - 25 yards elementary backstroke
 -

First Class Swimmer:

- Successful completion of Third and Second Class Swimmer Certification
- 100 yard swim – same as second class swimmer – grading criteria stricter than second class swimmer
- 5 minute Prone Float and Back Float
- 25 yard Underwater Swim – demonstrating Burning Oil Maneuver twice

Naval Terminology:

ADMIRAL

An admiral is the senior ranking flag officer in the US Navy, but his title comes from the name given the senior ranking officer in the Moorish army of many years ago. A Moorish chief was an "emir," and the chief of all chiefs was an "emir-al." Our English word is derived directly from the Moorish.

BAMBOOZLE

In today's Navy when you intentionally deceive someone, usually as a joke, you are said to have bamboozled them. The word was used in the days of sail, also, but the intent was not hilarity. Bamboozle meant to deceive a passing vessel as to your ship's origin or nationality by flying an ensign other than your own—a common practice of pirates.

BINNACLE LIST Many novice sailors, confusing the words "binnacle" and barnacle, have wondered what their illnesses had to do with crusty growths found on the hull of a ship. Their confusion is understandable.

Binnacle is defined as the stand or housing for the ship's compass located on the bridge. The term binnacle list, in lieu of sick list, originated years ago when ships' corpsmen used to place a list of the sick on the binnacle each morning to inform the captain about the crew's health. After long practice, it came to be called binnacle list.

BITTER END

As any able-bodied seaman can tell you, a turn of a line around a bitt, those wooden or iron posts sticking through a ship's deck, is called a bitter. Thus, the last of the line secured to the bitts is known as the bitter end. Nautical usage has somewhat expanded the original definition in that today the end of any line, secured to bitts or not, is called a bitter end.

The landlubbing phrases "stick to the bitter end" and "faithful to the bitter end" are derivations of the nautical term and refer to anyone who insists on adhering to a course of action without regard to consequences.

BOATSWAIN, COCKSWAIN (OR COXSWAIN), SKIFFSWAIN

As required by 17th century law, British ships-of-war carried three smaller boats -- the boat, the cock boat, and the skiff. The boat -- or gig -- was usually used by the captain to go ashore and was the largest of the three. The cock boat was a very small rowboat used as a ship's tender. The skiff was a lightweight all-purpose

vessel. The suffix "swain" means keeper, thus the keepers of the boat, cock and skiff were called boatswain, cockswain and skiffswain respectively. Until 1949, a boatswain's mate 3rd class in the Navy was called a cockswain.

BOATSWAIN'S PIPE

No self-respecting boatswain's mate would dare admit he couldn't blow his pipe in a manner above reproach. This pipe, which is the emblem of the boatswain and his mates, has an ancient and interesting history.

On the ancient row-galleys, the boatswain used his pipe to "call the stroke." Later because its shrill tune could be heard above most of the activity on board, it was used to signal various happenings such as knock-off and the boarding of officials. So essential was this signaling device to the well-being of the ship, that it became a badge of office and honor in the British and American Navy of the sailing ships.

BULLY BOYS

Bully boys, a term prominent in Navy chanties and poems, means in its strictest sense, "beef eating sailors." Sailors of the Colonial Navy had a daily menu of an amazingly elastic substance called bully beef, actually beef jerky. The item appeared so frequently on the messdeck that it naturally lent its name to the sailors who had to eat it.

As an indication of the beef's texture and chewability, it was also called "salt junk" alluding to the rope yarn used for caulking the ship's seams.

CAPTAIN'S MAST

The term "mast" refers to the ceremony that takes place when the captain awards non-judicial punishment for regulation infractions or official recognition for "jobs well done." In the days of sail, ceremonies were held under the mainmast on a regular basis and usually on a Sunday morning just before divine services. Consequently, the ceremony came to be known as "mast" in recognition of the locality of the presentation.

CARRY ON In the days of sail, the officer of the deck kept a weather eye constantly on the slightest change in wind so sail could be reefed or added as necessary to ensure the fastest headway. Whenever a good breeze came along, the order to "carry on" would be given. It meant to hoist every bit of canvas the yards could carry. Pity the poor sailor whose weather eye failed him and the ship was caught partially reefed when a good breeze arrived.

Through the centuries the term's connotation has changed somewhat. Today, the Bluejacket Manual defines "carry on" as an order to resume work: work not so grueling as two centuries ago.

CHAPLAINS

Chaplains, the military men of the cloth, are rightly named according to French legene.

Chaplains served aboard warships of many nations and in the British and American navies they collected four pence per month from each member of the crew. In return, they rewarded every seaman who learned a psalm by giving him six pence.

Besides holding divine services, chaplains were charged with the instruction of midshipmen and the moral guidance of officers and men alike.

It wasn't until the 18th century that chaplains were permitted to dine in the wardroom. Previously, they messed in their own cabins although they were frequently invited to dine with the captain.

CHARLEY NOBLE

Charley Noble is the enlisted man's name for the galley smoke stack or funnel. The funnel is said to have been named after a stern old merchant captain who discovered that the galley's smoke stack was made of copper and therefore should receive a daily polishing. In today's Navy it is the custom to send green recruits to find Charley Noble, a hunt which causes endless amusement for the ship's veterans.

CHEWING THE FAT "God made the vittles, but the devil made the cook," was a popular saying used by seafaring men in the last century when salted beef was staple diet aboard ship.

This tough cured beef, suitable only for long voyages when nothing else was as cheap or would keep as well, required prolonged chewing to make it edible. Men often chewed one chunk for hours, just as if it were chewing gum and referred to this practice as "chewing the fat."

CHIT

One tradition carried on in the Navy is the use of the "chit." It is a carry over from the days when Hindu traders used slips of paper called "citthi" for money, so they wouldn't have to carry heavy bags of gold and silver.

British sailors shortened the word to chit and applied it to their mess vouchers. Its most outstanding use in the Navy today is for drawing pay and a form used for requesting leave and liberty. But the term is currently applied to almost any piece of paper from a pass to an official letter requesting some privilege.

CROW'S NEST

The crow (the bird, not the rating badge) was an essential part of the early sailors' navigation equipment. These land-lubbing fowl were carried on board to help the navigator determine where the closest land lay when the weather prevented sighting the shore visually. In cases of poor visibility, a crow was released and the navigator plotted a course that corresponded with the bird's because it invariably headed toward land.

The crow's nest was situated high in the main mast where the look-out stood his watch. Often, he shared this lofty perch with a crow or two since the crows' cages were kept there: hence the "crow's nest."

DEAD HORSE

British seaman, apt to be ashore and unemployed for considerable periods between voyages, generally preferred to live in boarding houses near the piers while waiting for sailing ships to take on crews. During these periods of unrestricted liberty, many ran out of money so the innkeepers carried them on credit until hired for another voyage.

When a seaman was booked on a ship, he was customarily advanced a month's wages, if needed, to pay off his boarding house debt. Then, while paying back the ship's master, he worked for nothing but "salt horse" the first several weeks aboard.

Salt horse was the staple diet of early sailors and it wasn't exactly tasty cuisine. Consisting of a low quality beef that had been heavily salted, the salt horse was tough to chew and even harder to digest.

When the debt had been repaid, the salt horse was said to be dead and it was a time for great celebration among the crew. Usually, an effigy of a horse was constructed from odds and ends, set afire and then cast afloat to the cheers and hilarity of the ex-debtors.

Today, just as in the days of sail, "dead horse" refers to a debt to the government for advance pay. Sailors today don't burn effigies when the debt is paid but they are no less jubilant than their counterparts of old.

DEVIL TO PAY

Today the expression "devil to pay" is used primarily as a means of conveying an unpleasant and impending happening. Originally, this expression denoted a specific task aboard the ship as caulking the ship's longest seam.

The "devil" was the longest seam on the wooden ship and caulking was done with "pay" or pitch. This grueling task of paying the devil was despised by every seaman and the expression came to denote any unpleasant task.

DITTY BAGS

Ditty bag (or box) was originally called "ditto bag" because it contained at least two of everything: two needles, two spools of thread, two buttons, etc. With the passing of years, the "ditto" was dropped in favor of "ditty" and remains so today.

Before World War I, the Navy issued ditty boxes made of wood and styled after foot lockers. These carried the personal gear and some clothes of the sailor.

Today the ditty bag is still issued to recruits and contains a sewing kit, toiletry articles and personal items such as writing paper and pens.

DOG WATCH

Dog watch is the name given to the 1600-1800 and the 1800-2000 watches aboard ship. The 1800-2000 four-hour watch was originally split to prevent men from always having to stand the same watches daily. As a result, sailors dodge the same daily routine, hence they are dodging the watch or standing the dodge watch.

In its corrupted form, dodge became dog and the procedure is referred to as "dogging the watch" or standing the "dog watch."

DUNGAREES

Webster defines dungaree as "a coarse kind of fabric worn by the poorer class of people and also used for tents and sail." We find it hard to picture our favorite pair of dungarees flying from the mast of a sailing ship, but in those days sailors often made both their working clothes and hammocks out of discarded sail cloth.

The cloth used then wasn't as well woven nor was it dyed blue, but it served the purpose. Dungarees worn by sailors of the Continental Navy were cut directly from old sails and remained tan in color just as they had been when filled with wind.

After battles, it was the practice in both the American and British Navies for captains to report more sail lost in battle than actually was the case so the crew

would have cloth to mend their hammocks and make new clothes. Since the cloth was called dungaree, clothes made from the fabric borrowed the name.

ENSIGN

The name given the Navy's junior most officer dates to medieval times. Lords honored their squires by allowing them to carry the ensign (banner) into battle. Later these squires became known by the name of the banner itself.

In the US Army the lowest ranking officer was originally called "ensign" because he, like the squire of old, would one day lead troops into battle and was training to that end. It is still the lowest commissioned rank in the British army today.

When the US Navy was established, the Americans carried on the tradition and adapted the rank of ensign as the title for its junior commissioned officers.

FATHOM

Fathom was originally a land measuring term derived from the Anglo Saxon word "faetm" meaning literally the embracing arms or to embrace. In those days, most measurements were based on average sizes of parts of the body such as the hand or foot, or were derived from the average lengths between two points on the body. A fathom is the average distance from fingertip to fingertip of the outstretched arms of a man, about six feet.

Even today in our nuclear Navy, sailors can be seen "guesstimating" the length of line by using the Anglo Saxon fingertip method; crude but still reliable. And every housewife measuring cloth today knows that from the tip of her nose to the tips of her fingers of one outstretched arm equals one yard.

GEEDUNK

To most sailors the word geedunk means ice cream, candy, potato chips and other assorted snacks, or even the place where they can be purchased. No one, however, knows for certain where the term originated; there are several plausible theories:

In the 1920s a comic strip character named Harold Teen and his friends spent a great amount of time at Pop's candy store. The store's name was the Sugar Bowl but Harold and company always called it the geedunk for reasons never explained.

The Chinese word meaning a place of idleness sounds something like "gee dung."

"Geedunk" is sound made by a vending machine when it dispenses a soft drink in a cup.

It may be derived from the German word "tunk" meaning to dip or sop either in gravy or coffee. Dunking was a common practice in days when bread, not always obtained fresh, needed a bit of "tunking" to soften it. The "ge" is a German unaccented prefix denoting repetition. In time it may have changed from getunk to geedunk.

Whatever theory we use to explain geedunk's origin, it doesn't alter the fact that Navy people are glad it all got started!

GUNDECKING

In the modern Navy falsifying reports, records and the like is often referred to as "gundecking." The origin of the term is somewhat obscure, but at the risk of gundecking, here are two plausible explanations for its modern usage.

The deck below the upper deck on British sailing ships-of-war was called the gundeck although it carried no guns. This false deck may have been constructed to deceive enemies as to the amount of armament carried, thus the gundeck was a falsification.

A more plausible explanation may stem from shortcuts taken by early midshipmen when doing their navigation lessons. Each mid was supposed to take sun lines at noon and star sights at night and then go below to the gundeck, work out their calculations and show them to the navigator.

Certain of these young men, however, had a special formula for getting the correct answers. They would note the noon or last position on the quarterdeck traverse board and determine the approximate current position by dead reckoning plotting. Armed with this information, they proceeded to the gundeck to "gundeck" their navigation homework by simply working backwards from the dead reckoning position.

HE KNOWS THE ROPES

When we say someone knows the ropes we infer that he knows his way around at sea and is quite capable of handling most nautical problems. Through the years the phrase's meaning has changed somewhat. Originally, the statement was printed on a seaman's discharge to indicate that he knew the names and primary uses of the main ropes on board ship. In other words, "This man is a novice seaman and knows only the basics of seamanship."

HORSE LATITUDES

The words of Samuel Taylor Coleridge, "Idle as a painted ship upon a painted ocean" well describe a sailing ship's situation when it entered the horse latitudes. Located near the West Indies between 30 and 40 degrees north latitude, these waters were noted for unfavorable winds that becalmed cattle ships heading from Europe to America.

Often ships carrying horses would have to cast several overboard to conserve drinking water for the rest as the ship rode out the unfavorable winds. Because so many horses and other cattle were tossed to the sea, the area came to be known as the "horse latitudes."

IN THROUGH THE HAWSEPIPE

Sometimes we hear an old chief petty officer claim he came into the Navy through the hawsepipe and it makes one wonder if he is referring to some early enlistment program. Actually, it was an enlistment program of sorts; it means a person is salty and savvies the ways of the sea because he began his nautical career on the lowest ladder of the deck force. A hawsepipe or hawsehole, incidentally, is a hole in the bow of the ship through which the anchor chain runs.

JACOB'S LADDER

A jacob's ladder is a portable ladder made of rope or metal and used primarily as an aid in boarding ship. Originally, the jacob's ladder was a network of line leading to the skysail on wooden ships. The name alludes to the biblical Jacob reputed to have dreamed that he climbed a ladder to the sky.

Anyone who has ever tried climbing a jacob's ladder while carrying a seabag can appreciate the allusion. It does seem that the climb is long enough to take one into the next world.

KEELHAUL

To be keelhailed today is merely to be given a severe reprimand for some infraction of the rules. As late as the 19th century, however, it meant the extreme. It was a dire and often fatal torture employed to punish offenders of certain naval laws.

An offender was securely bound both hand and foot and had heavy weights attached to his body. He was then lowered over the ship's side and slowly dragged along under the ship's hull. If he didn't drown -- which was rare -- barnacles usually ripped him, causing him to bleed to death.

All navies stopped this cruel and unusual punishment many years ago and today any such punishment is forbidden.

KNOT

The term knot or nautical mile, is used world-wide to denote one's speed through water. Today, we measure knots with electronic devices, but 200 years ago such devices were unknown. Ingenious mariners devised a speed measuring device both easy to use and reliable: the "log line." From this method we get the term "knot."

The log line was a length of twine marked at 47.33-foot intervals by colored knots. At one end was fastened a log chip; it was shaped like the sector of a circle and weighted at the rounded end with lead.

When thrown over the stern, it would float pointing upward and would remain relatively stationary. The log line was allowed to run free over the side for 28 seconds and then hauled on board. Knots which had passed over the side were counted. In this way the ship's speed was measured.

LOG BOOK

Today any bound record kept on a daily basis aboard ship is called a "log." Originally, records were kept on the sailing ships by inscribing information onto shingles cut from logs and hinged so they opened like books. When paper became more readily available, "log books" were manufactured from paper and bound. Shingles were relegated to naval museums -- but the slang term stuck.

MASTER-AT-ARMS

The master-at-arms rating is by no means a modern innovation. Naval records show that these "sheriffs of the sea" were keeping order as early as the reign of Charles I of England. At that time they were charged with keeping the swords, pistols, carbines and muskets in good working order as well as ensuring that the bandoliers were filled with fresh powder before combat.

Besides being chiefs of police at sea, the sea corporals, as they were called in the British Navy, had to be qualified in close order fighting under arms and able to train seamen in hand-to-hand combat. In the days of sail, the MAAs were truly "masters at arms." The master-at-arms in the US Navy can trace the beginning of his rate to the Union Navy of the Civil War.

MIDSHIPMEN

"Midshipmen" originally referred to the youngsters aboard British Navy vessels who were in training to become naval officers. Their primary duties included carrying orders from the officers, quartered in the stern, to the crew, quartered in the fo'c'sle. The repeated scampering through the middle part of the ship earned them the name "midshipmen" and the nickname "middle."

Naval Academy students and Navy Reserve Officer Training Candidates are still called midshipmen because, just like their counterparts of old, they are in training to become officers in the sea service. It is interesting to note that mids (the term middie went out of use only recently) back in the days of sail could begin their naval careers at the ripe old age of eight.

MIND YOUR Ps AND Qs

There are few of us who have not at one time or another been admonished to "mind our Ps and Qs," or in other words, to behave our best. Oddly enough, "mind your Ps and Qs" had nautical beginnings as a method of keeping books on the waterfront.

In the days of sail when sailors were paid a pittance, seaman drank their ale in taverns whose keepers were willing to extend credit until payday. Since many salts were illiterate, keepers kept a talley of pints and quarts consumed by each sailor on a chalkboard behind the bar. Next to each person's name a mark was made under "P" for pint or "Q" for quart whenever a seaman ordered another draught.

On payday, each seaman was liable for each mark next to his name, so he was forced to "mind his Ps and Qs" or get into financial trouble. To ensure an accurate count by unscrupulous keepers, sailors had to keep their wits and remain somewhat sober. Sobriety usually ensured good behavior, hence the meaning of "mind your Ps and Qs."

MOORING LINE

There aren't many "old salts" in today's Navy who haven't been required sometime in their career to heave around on a length of hawser in order to tie up a ship. Hawser used in this backbreaking task is called mooring line and gets its name from a combination of two terms used in the early days of sail. The Middle Dutch word "maren" meant "to tie," and the Middle English words "moren rap" meant "ship's rope." Through the years the terms merged and were Americanized, hence any line used to tie a ship to the pier is called "mooring line."

NAVY BLUE

Blue has not always been "navy blue." In fact it wasn't until 1745 that the expression navy blue meant anything at all.

In that year several British officers petitioned the Admiralty for adoption of new uniforms for its officers. The first lord requested several officers to model various uniforms under consideration so he could select the best. He then selected several uniforms of various styles and colors to present to George II for the final decision.

King George, unable to decide on either style or color, finally chose a blue and white uniform because they were the favorite color combinations of the first lord's wife, Duchess of Bedford.

PEA COAT

Sailors who have to endure pea-soup weather often don their pea coats but the coat's name isn't derived from the weather.

The heavy topcoat worn in cold, miserable weather by seafaring men was once tailored from pilot cloth -- a heavy, coarse, stout kind of twilled blue cloth with the nap on one side. The cloth was sometimes called P-cloth for the initial letter of the word and the garment made from it was called a p-jacket -- later a pea coat. The term has been used since 1723 to denote coats made from that cloth.

PORTHOLES

Sometimes, novice seamen will ask "how come holes on the starboard side are called portholes instead of starboardholes?" Many old salts are ready with explanations, but actually the name "porthole" has nothing to do with its location. The word originated during the reign of Henry VI of England (1485). It seems the good king insisted on mounting guns too large for his ships and therefore the conventional methods of securing the weapons on the forecabin and aftcabin could not be used.

A French shipbuilder named James Baker was commissioned to solve the problem. And solve it he did by piercing the ship's sides so the cannon could be mounted inside the fore and after castles. Covers, gun ports, were fitted for heavy weather and when the cannon were not in use.

The French word "porte" meaning door, was used to designate the revolutionary invention. "Porte" was Anglicized to "Port" and later corrupted to porthole. Eventually, it came to mean any opening in a ship's side whether for cannon or not.

ROPE YARN SUNDAY

On the day the tailor boarded a sailing ship in port, the crew knocked off early, broke out rope yarn and mended clothes and hammocks. One afternoon per week at sea, usually a Wednesday, was reserved for mending. Since it was an afternoon for rest from the usual chores, much like Sunday, it was dubbed "rope yarn Sunday."

The Navy adhered to the custom up to the years immediately after World War II; men used Wednesday afternoon for personal errands like picking up their laundry and getting haircuts. Of course they paid back the time by working a half-day on Saturdays.

Today, uniforms require less attention so rope yarn Sunday has been turned to other purposes; mainly early liberty or a time for catching up on sleep. Some, however, still adhere to tradition and break out the ditty bag for an afternoon of uniform PMS [Preventative Maintenance Schedule].

SALLY SHIP

"Sally ship" was not a ship but a method of loosing a vessel run aground from the mud holding her fast. In the days before sophisticated navigation equipment, ships ran aground much more often than today. A grounded ship could be freed with little or no hull damage if she could be rocked out of her muddy predicament.

To free her, the order was given to "sally ship." The crew gathered in a line along one side and then ran athwartships from port to starboard and back and forth until the vessel began to roll. Often the rolling broke the mud's suction and she could be pulled free and gotten underway.

SCUTTLEBUTT

The origin of the word "scuttlebutt," which is nautical parlance for a rumor, comes from a combination of "scuttle," to make a hole in the ship's side causing her to sink, and "butt," a cask or hogshead used in the days of wooden ships to hold drinking water; thus the term scuttlebutt means a cask with a hole in it. "Scuttle" describes what most rumors accomplish if not to the ship, at least to morale. "Butt" describes the water cask where men naturally congregated, and that's where most rumors get started. The terms "galley yarn" and "messdeck intelligence" also mean the spreading of rumors and many, of course, start on the messdeck.

SEA CHANTIES

Sea chanties were songs sung in the days of sail by crews as they worked at heaving the lines or turning the capstan. The songs' rhythms caused everyone to push or pull simultaneously, hence causing a concerted effort and better results.

Some believe the term is a derivation of the French word "chanter" which means "to sing." Others maintain the spelling should be "shanties," claiming the name refers to the shanties along the Mobile, Ala. waterfront where many of the tunes were learned by sailors.

Whatever the origin, chanties were divided into three distinct classes. Short-drag chanties, used when a few strong pulls were needed; long-drag chanties, longer songs to speed the work of long-haul jobs; and heaving chanties, used for jobs requiring continuous action such as turning the capstan.

One man, the chanty-man, stood high above the working crew and sang the main lines while the rest of the crew added their voices strongly on the second line. On the last word, a combined pull made the ropes "come home."

A good chanty-man was highly prized by officers and crew alike. Although he had no official title or rate, he was usually relieved of all duties to compose new verses for sea chanties.

SHIP'S HUSBAND

Sometimes when a ship is heading for the yards, an old salt says that she is going to see her husband now and it causes novices to wonder what he's talking about. A ship's husband was once a widely used term which described the man in charge of the shipyard responsible for the repair of a particular ship. It was not uncommon to hear the sailors of creaky ships lament, "Ah, she's been a good ship, lads, but she's needing her husband now."

In the course of a ship's life, she may have had more than one husband but this had little bearing upon her true affections. Tradition has it, her love was saved solely for her sailors.

SHOW A LEG

Many of our Navy's colorful expressions originated as practical means of communicating vital information. One such expression is "show a leg."

In the British Navy of King George III and earlier, many sailors' wives accompanied them on long voyages. This practice caused a multitude of problems

but some ingenious bosun solved one that tended to make reveille a hazardous event: that of distinguishing which bunks held males and which held females.

To avoid dragging the wrong "mates" out of the rack, the bosun asked all to "show a leg." If the leg shown was adorned with silk, the owner was allowed to continue sleeping. If the leg was hairy and tattooed, the owner was forced to "tum-to."

In today's Navy showing a leg is a signal to the reveille petty officer that you have heard his call and are awake.

SICKBAY

In the modern Navy, sickbay is the place a sailor can receive medical attention. In the days of sail there were few such places on shore designated specifically for ill seamen, but onboard most ships there were sick berths located in the rounded stern. The contour of the stern suggested the shape of a bay and consequently the sailors began calling the ancient dispensaries sickbays.

SIDEBOYS

The use of sideboys is a custom inherited from the British Navy. In the days of sail, gangways weren't frequently used so sailors boarded ship by climbing the rope ladders. Important persons were granted the privilege of wrestling with the jacob's ladder. Very important persons, many of whom were rather hefty or aged, were hoisted aboard in a bos'un's chair.

The officer of the deck instructed the bos'un's to rig a chair hoist from a yardarm and, with much heaving and hoeing, the VIPs were hoisted aboard much like casks of salt horse. The men who did the hoisting were called sideboys.

Today, sailors lined up in clean uniforms on the quarterdeck when visiting dignitaries embark are still called sideboys, preserving another naval tradition.

SKYLARKING

Originally, skylarking described the antics of young Navymen who climbed and slid down the backstays for fun. Since the ancient word "lac" means "to play" and the games started high in the masts, the term was "skylacing." Later, corruption of the word changed it to "skylarking."

Skylarking is a familiar term to most sailors and a popular pastime for others. Today, it is generally looked upon with disfavor while on board ship because "goofing off" can cause accidents and wastes time. However, skylarking wasn't always viewed unfavorably. Back in the days of wooden ships, it was thought to be

the better "occupation" of sailors with free time on their hands -- skylarking on the weatherdeck -- rather than engaging in mutinous talk in a ship's dark corners.

SMOKING LAMP

Sea dogs who sailed the wooden ships endured hardships that sailors today never suffer. Cramped quarters, poor unpalatable food, bad lighting and boredom were hard facts of sea life. But perhaps a more frustrating problem was getting fire to kindle a cigar or pipe tobacco after a hard day's work.

Matches were scarce and unreliable, yet smoking contributed positively to the morale of the crew so oil lamps were hung in the fo'c'sle and used as matches. Smoking was restricted to certain times of the day and by the bos'un's. When it was allowed, the "smoking lamps" were "lighted" and the men relaxed with their tobacco.

Fire was, and still is the great enemy of ships at sea. The smoking lamp was centrally located for the convenience of all and was the only authorized light aboard. It was a practical way of keeping open flames away from the magazines and other storage areas.

In today's Navy the smoking lamps have disappeared but the words "smoking lamp is lighted in all authorized spaces" remains, a carryover from our past.

SPINNING A YARN

Salts and landlubbers alike delight in hearing a tall tale told with all the trimmings by someone with a talent for "spinning a yarn." While today "spinning a yarn" refers to any exaggerated story, originally it was exclusively a nautical term understood by sailors only.

Officers and mates in the old Navy were stern disciplinarians who believed if sailors were allowed to congregate and tell sea stories, no work would be done. However, there was one job that required congregating on a weekly basis -- unraveling the strands of old line.

On this day, the salts could talk to their heart's content and the period came to be known as the time for "spinning yarns." Later anyone telling a tale was said to be "spinning a yarn," a cherished naval tradition.

TONNAGE

Today tonnage refers to a ship's displacement in the water or the gross pounds of cargo it is capable of carrying. In the days of sail this was not so. Tonnage was

spelled "tunnage" and referred to the number of "tuns" a ship could carry. A "tun" was a barrel normally used for transporting wine and tunnage specified the number of barrels that would fit into the ship's hold.

TOOK THE WINDS OUT OF HIS SAILS

Often we use "took the wind out of his sails" to describe besting an opponent in an argument. It simply means that one noble adversary presented such a sound argument that his worthy opponent was unable to continue the verbal pugilistics.

Originally the term described a battle maneuver of sailing vessels. One ship would pass close to windward usually ahead of another, and thereby blanket or rob the breeze from the enemy's canvas causing him to lose headway.

WARDROOM

Aboard 18th century British ships there was a compartment called the wardrobe and used for storing booty taken at sea. The officers' mess and staterooms were situated nearby, so when the wardrobe was empty they congregated there to take their meals and pass the time.

When the days of swashbuckling and pirating had ended, the wardrobe was used exclusively as an officers' mess and lounge. Having been elevated from a closet to a room, it was called the wardroom.

YANKEE

Americans are known by their nicknames from Hong Kong to Timbukto; one of the most widely used is "Yankee." Its origin is uncertain but it is believed to have been given us by the early Dutch.

Early American sea captains were known, but not revered, for their ability to drive a hard bargain. Dutchmen also regarded as extremely frugal, jokingly referred to the hard to please Americans as "Yankers" or wranglers and the nom de plume persists to this day.

Eleven General Orders of a 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.

Sailors Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

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

Anchors Away

Anchors Aweigh, my boys

Anchors Aweigh

Farewell to college joys

We sail at break of day, 'ay 'ay 'ay

Thou our last night ashore

Hail to the foam

Until we meet once more

Here's wishing you a happy voyage home!



U.S. NAVAL SEA CADET CORPS



THOMAS R. NORRIS BATTALION
 194 W. Fountain Street | P.O. Box 1 | Fruitland Park, FL 34731-001
 P: (352) 504-4219 | F: (352) 326-3804 | www.norrisbattalion.org

ABSENCE REQUEST CHIT

CADET NAME AND RANK			
DATE REQUEST SUBMITTED			
TIME OFF REQUESTED	<u>DATE/HOUR FROM</u>	<u>DATE/HOUR TO:</u>	
REASON FOR REQUEST			
SQUAD AND SQUAD LEADER			
REPLACEMENT <i>(IF NECESSARY)</i>			
<i>IF YOU ARE IN A LEADER POSITION YOU MUST FIND A QUALIFIED REPLACEMENT PRIOR TO APPROVAL AND YOUR REPLACEMENT MUST BE APPROVED BY CHAIN OF COMMAND.</i>			

FOR CADET USE ONLY

	SIGNATURE	DATE	APPROVED OR DENIED
CADET SIGNATURE			N/A
1 ST APPROVAL			
2 ND APPROVAL			
EXECUTIVE OFFICER			
Or COMMNDING OFFICER			

Cadets – Submit request to first line in the chain of command. A copy will be returned to you marked Denied Unexcused or Approved Excused/Unexcused. Refer to the Unit Handbook under “Absences” for description definition. Send all completed requests in person or email to your first line in chain of command. Incomplete requests will be automatically denied.

***** Staff*** – Keep this request on file for the duration of the requesting cadet’s enrollment.



THOMAS R. NORRIS BN REQUEST FOR UNIFORM SUPPLY CHIT

FOR CADET USE ONLY

DATE OF REQUEST	
REASON	
CADET NAME	
SQUAD	
*REQUEST ABLE TO BE FILLED? IF NOT STATE WHY	

Squad Leader	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
ALPO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
LPO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
CO or XO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
**SUPO	<u>Signature</u>	Date (dd/mmm/yyyy)	Cadet Arrival Time	Cadet Depart Time
CADET	This sheet serves as pass to return to the Supply Officer to receive standard uniform items.	Date (dd/mmm/yyyy) (filled in by Supply)	Cadet Arrival Time (filled in by Supply)	Cadet Depart Time (filled in by Supply)

Cadet – You will be notified by your Squad Leader of your time to report to the Supply Officer. You will then report your dismissal to the ALPO and pass through the Quarter Deck only. Upon your return, you will report through the Quarter Deck and immediately report to your Squad Leader. No uniforms will be exchanged between drills unless otherwise approved by the chain of command. Replacement of your uniform item(s) may be delayed due to on-hand unavailability. In this case your request will stay in pending status until it can be processed. This may take up to a day or possibly to the next drill date. Emergency requests due to training needs will be handled only through an email to the Executive Officer at XO@norrissbattalion.org.

THIS REQUEST IS USED FOR EXCHANGING ITEMS THAT NO LONGER FIT, OR ARE DAMAGED. THE SUPPLY OFFICER ACCEPTS UNIFORM CHIT'S BETWEEN THE HOURS OF 0900 AND 1100 HOURS SATURDAY ONLY. YOU ARE REQUIRED TO RETURN ALL UNIFORMS WASHED OR DRY CLEANED AS APPROPRIATE PRIOR TO RECEIVING A REPLACEMENT. YOU ARE RESPONSIBLE FOR REPAIRING DAMAGED UNIFORMS. IF THEY ARE RETURNED UNSERVICABLE, YOU WILL BE CHARGED FOR A REPLACEMENT ITEM AND SHIPPING COSTS IF ANY INCURRED.

**** Staff** – Supply will keep this form until the end of Supply's staffing hours Saturday if filled. Supply will make notations to the cadet's uniform record accordingly and submit filled request to the office. Supply will bring all unprocessed chits to the office NLT Sunday 0800. Cadet will be dismissed at the convenience of the drill staff to the Supply Officer. If staff is not available to sign this Request Chit, pass it to the next higher authority for approval or denial. LPO will log all requests and assign a number.

