

## Unit Review Board Procedure:

- Knock on the door 3 time, and wait for the command “**Enter**”
- Walk in, close the door, and center yourself at a smart distance in front of the conference table at the position of attention.
- Introduce yourself “**Petty Officer 3<sup>rd</sup> Class [Last Name, First Name] Reporting As Ordered.**”
- Then immediately proceed to recite the Sailors Creed.

### **US Navy’s Sailors Creed: Prior to starting the creed state “Attention to the 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.***

### **Sea Cadet and US Naval Heritage Dates:**

**“Sir/Ma’am/Chief/Petty Officer the oldest unit in the United States Naval Sea Cadet Corp is Franklin D Roosevelt Squadron”**

**“Sir/Ma’am/Chief/Petty Officer the birthdate of Franklin D Roosevelt Squadron is August 15, 1962.”**

**“Sir/Ma’am/Chief/Petty Officer the birthdate of the United States [organization] is [Month, Date, Year]”**

**“Sir/Ma’am/Chief/Petty Officer the birthday of the United States [organization] is [Month, Date]”**

- First and Old Sea Cadet Unit in the Program: Franklin D Roosevelt Squadron
- Unit Formation and Birthdate: August 15, 1961
- Sea Cadet Birthday: September 10, 1962
- US Navy’s Birthdate: October 13, 1775
- US Marine Corp’s Birthdate: November 10, 1775

**Opinionated Oral Question: “Why do you deserve to be promoted to PO2? What makes you a qualified Cadet Petty Officer 2<sup>nd</sup> Class in the programs view?”**

Questions to think about, prepare, and self-evaluated on the question prior:

- How have you contributed to the unit and/or program:
  - How have you challenged yourself, if at all, overcome said challenges to grow in the program: training experiences, public speaking, volunteering to join the athletic PT group, volunteering to lead a drill evolution for your junior cadets, taking charge when leadership is preoccupied with other tasks?
    - Write down specific events and dates to help with the process
  - Do you volunteer for events when they arise: color guard events, community service events, recruiting events, morning color details, muster team at the quarterdeck?
    - Write down specific events and dates to help with the process
  - During drill do you lookout for your junior cadet or mentor them even though you don't have to? It's one thing to be told to mentor a cadet and another if you choose to do so prior to leadership asking you to
    - Write down specific events and dates to help with the process
  - How have you grown from when you started in the program to how you carry yourself now?
    - Write down specific events and dates to help with the process

## **C.O. TOP SIX**

### **Educational Purposes Only Phrase:**

**NO [B.S.] B.S.**

**NO [C.D.] Cadet Discrimination**

**BE [F.H] Friendly and Humble**

1. **[B]ULLYING** is unwanted, aggressive behavior among peers that involves a real or perceived power imbalance. Bullying generally involves a pattern of behavior repeated over time. Bullying includes, but is not limited to, such action as: making threats, spreading rumors, assaulting someone physically or verbally, or intentionally excluding someone from a group.
2. **[S]EXUAL HARRASMENT** is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating or hostile training environment. This policy is gender neutral and applies the same way to male or females at the training. There is no place in the USNSCC for off color jokes, teasing about sex or sexuality, inappropriate behavior in the showers, flirting, requests for dates, or any form of physical or sexual contact.
3. **[C]ADET TO CADET CONTACT**. Keep your hands to yourself. And no one at this training may touch you without your permission.
4. **[D]ISCRIMINATION** is unjustly making distinctions in the treatment of different categories of people. Prejudice is pre-judgement, bias, or partiality; it is a preconceived opinion not based on actual experience. The USNSCC is a meritocracy – here, you will be judged solely on your performance. There is a no place in the USNSCC for ignorant biases, bigotry, or pre-judgement based upon race, color, sex, gender, age, ethnicity, national origin, religion, sexual orientation, or disability.
5. **[F]RATERNIZATION** is an unduly familiar relationship between superiors and subordinates that is prejudicial to good order and discipline. Fraternization weakens the integrity of the chain of command by creating the appearance of favoritism in our training environment.
6. **[H]AZING** is any action taken or situation created to intentionally cause embarrassment, harassment, or ridicule, or to intentionally risk emotional and/or physical harm. It's still hazing even if the victim is a "willing" participant. At its core, hazing is the act of embarrassing someone primarily for the purpose of embarrassing them.

Answering Enlisted/Officers: **“Sir/Ma’am/Chief/Petty Officer a [E-# or O-#] in the [US Navy or Naval Sea Cadet Corp] is a [rate/rank]”**

Enlisted/Officers Collar Device: **“Sir/Ma’am/Chief/Petty Officer the collar device for a [Rate/Rank/E-#/O-#] in the [US Navy/Naval Sea Cadet Corp] is [description]”**

Enlisted/Officers Sleeve: **“Sir/Ma’am/Chief/Petty Officer the sleeve insignia for a [Rate/Rank/E-#/O-#] in the [US Navy or Naval Sea Cadet Corp] is [description]”**

### NSCC Cadet Ranks/Insignia E-1

E-1	E-2	E-3	E-4	E-5	E-6
Seaman Recruit	Seaman Apprentice	Seaman	Petty Officer 3rd	Petty Officer 2nd	Petty Officer 1st

**E-7**

The highest ranking Sea Cadet is the Chief Petty Officer. →

### NSCC Officer Ranks/Insignia

W-1	O-1	O-2	O-3	O-4
MIDN	WO	ENS	LTJG	LT
Midshipmen	Warrant Officer Grade 1	Ensign	Lieutenant Junior Grade	Lieutenant

LCDR  
Lieutenant Commander

U.S. NAVY ENLISTED RATES						
GRADE	RATE	ABBREVIATION	COLLAR INSIGNIA	DESCRIPTION	SLEEVE INSIGNIA	DESCRIPTION
E-1	SEAMAN RECRUIT	SR	NO INSIGNIA	N/A	NO INSIGNIA	N/A
E-2	SEAMAN APPRENTICE	SA		2 DIAGONAL STRIPES		2 DIAGONAL STRIPES • SEAMAN APPRENTICE - WHITE • FOREMAN APPRENTICE - RED • AIRMAN APPRENTICE - GREEN • CONSTRUCTOR APPRENTICE - BLUE
E-3	SEAMAN	SN		3 DIAGONAL STRIPES		3 DIAGONAL STRIPES • SEAMAN - WHITE • FOREMAN - RED • AIRMAN - GREEN • CONSTRUCTOR - BLUE
E-4	PETTY OFFICER THIRD CLASS	PO3		PERCHED EAGLE ATOP 1 CHEVRON		PERCHED EAGLE ATOP SPECIALTY MARK AND 1 CHEVRON
E-5	PETTY OFFICER SECOND CLASS	PO2		PERCHED EAGLE ATOP 2 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 2 CHEVRONS
E-6	PETTY OFFICER FIRST CLASS	PO1		PERCHED EAGLE ATOP 3 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 3 CHEVRONS
E-7	CHIEF PETTY OFFICER	CPO		GOLD FOULED ANCHOR BEHIND SILVER USN		PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-8	SENIOR CHIEF PETTY OFFICER	SCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 1 SILVER STAR		1 SILVER STAR, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-9	MASTER CHIEF PETTY OFFICER	MCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 2 SILVER STARS		2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
	COMMAND MASTER CHIEF	CMC		AS ABOVE		2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SILVER STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
	FLEET / FORCE MASTER CHIEF	FLTCM FORCM				2 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
MASTER CHIEF PETTY OFFICER OF THE NAVY	MCPON		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 3 SILVER STARS		3 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS	

U.S. NAVY OFFICER RANKS						
GRADE	RANK	ABBREVIATION	COLLAR INSIGNIA	DESCRIPTION	SLEEVE / SHOULDER BOARD INSIGNIA	DESCRIPTION
O-1	ENSIGN	ENS		1 GOLD BAR		ONE 3/8" GOLD STRIPE
O-2	LIEUTENANT JUNIOR GRADE	LTJG		1 SILVER BAR		ONE 3/8" GOLD STRIPE WITH ONE 1/4" GOLD STRIPE ABOVE IT
O-3	LIEUTENANT	LT		2 SILVER BARS		TWO 3/8" GOLD STRIPES
O-4	LIEUTENANT COMMANDER	LCDR		1 GOLD OAK LEAF		TWO 3/8" GOLD STRIPES WITH ONE 1/4" GOLD STRIPE IN BETWEEN
O-5	COMMANDER	CDR		1 SILVER OAK LEAF		THREE 3/8" GOLD STRIPES
O-6	CAPTAIN	CAPT		1 SILVER SPREAD EAGLE		FOUR 3/8" GOLD STRIPES
O-7	REAR ADMIRAL LOWER HALF	RDML		1 SILVER STAR		5B: ONE SILVER STAR ON A GOLD BACKGROUND 5L: ONE 2" GOLD STRIPE
O-8	REAR ADMIRAL UPPER HALF	RADM		2 SILVER STARS		5B: TWO SILVER STARS ON A GOLD BACKGROUND 5L: ONE 2" GOLD STRIPE WITH ONE 1/4" GOLD STRIPE ABOVE IT
O-9	VICE ADMIRAL	VADM		3 SILVER STARS		5B: THREE SILVER STARS ON A GOLD BACKGROUND 5L: ONE 2" GOLD STRIPE WITH TWO 1/4" GOLD STRIPES ABOVE IT
O-10	ADMIRAL	ADM		4 SILVER STARS		5B: FOUR SILVER STARS ON A GOLD BACKGROUND 5L: ONE 2" GOLD STRIPE WITH TWO 1/4" GOLD STRIPES ABOVE IT
O-11	FLEET ADMIRAL	FADM		5 SILVER STARS		5B: FIVE SILVER STARS ON A GOLD BACKGROUND 5L: ONE 2" GOLD STRIPE WITH FOUR 1/4" GOLD STRIPES ABOVE IT

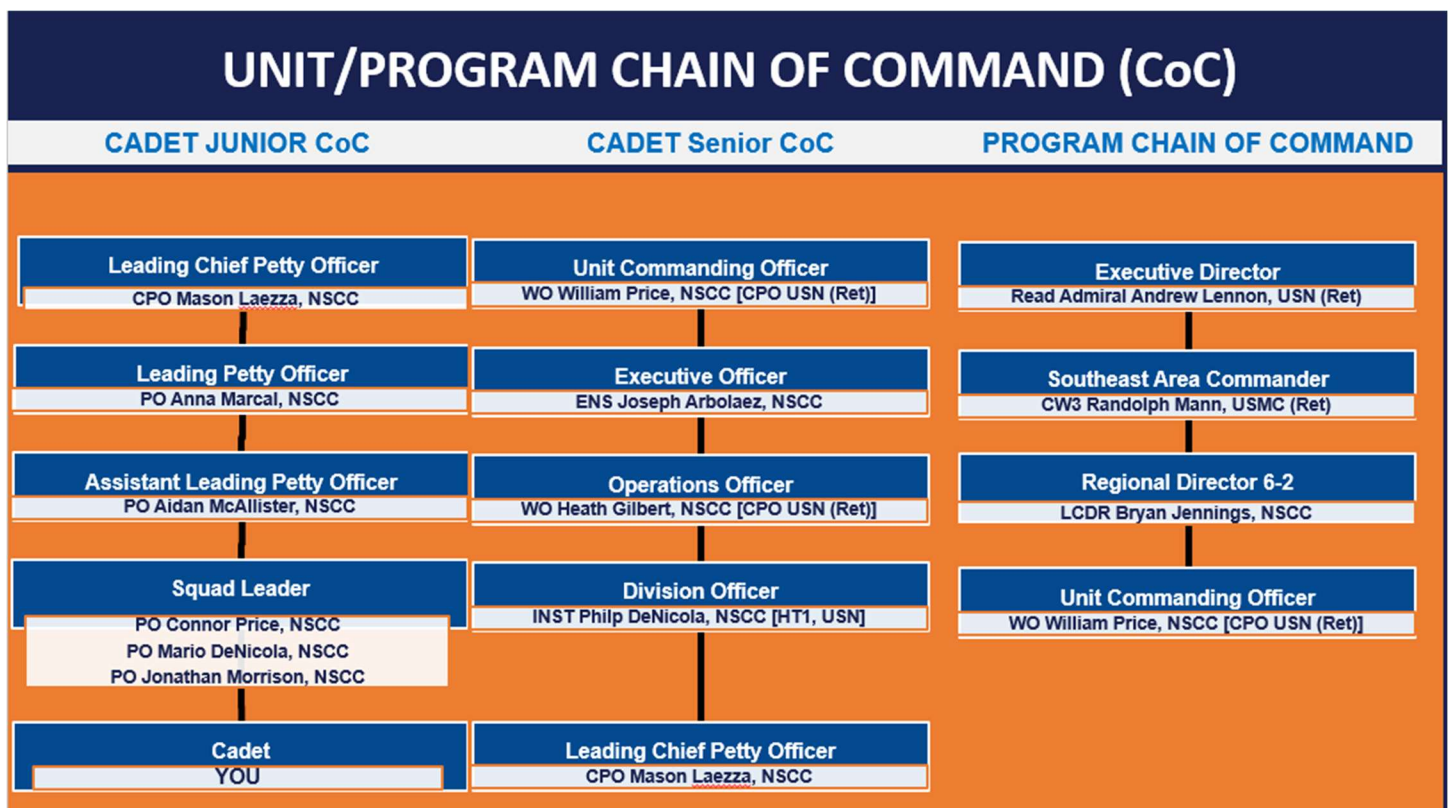
Reviewee Reporting To: **“Sir/Ma’am/Chief/Petty Officer this cadet reports to Franklin D Roosevelt Squadron’s [Billet/Position] [Rate First Name, Last Name, Naval Sea Cadet Corp]”**

Reviewee Unit Chain of Command: **“Sir/Ma’am/Chief/Petty Officer the [Billet/Position] of Franklin D Roosevelt Squadron is [Rate First Name, Last Name, Naval Sea Cadet Corp]”**

Reviewee Region Director: **“Sir/Ma’am/Chief/Petty Officer the Region Director of Region 6-2 LCDR Bryan Jennings, United States Naval Sea Cadet Corp”**

Reviewee Area Commander, Region 6: **“Sir/Ma’am/Chief/Petty Officer the Area Commander for Region 6 is Chief Warrant Officer 3 Randolph Mann, United States Marine Corp Retired”**

Reviewee Executive Director: **“Sir/Ma’am/Chief/Petty Officer the Executive Director of the US Naval Sea Cadet Corp is Rear Admiral Andrew Lennon, United States Navy Retired”**





Answering General Orders phrase: “**Sir/Ma’am/Chief/Petty Officer this cadet [#] General Order to the Sentry is [Recite order]”**”

**1st General Order:** To take charge of this post and all government property in view.

*Hint: One view in sight*

**2nd General Order:** To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

*Hint: You’ve got two feet and two eyes*

**3rd General Order:** To report all violations of orders I am instructed to enforce.

*Hint: 3 strike violations and you’re out*

**4th General Order:** To repeat all calls from posts more distant from the guardhouse than my own.

*Hint: 4 guardsmen call for you repeatedly from a distance*

**5th General Order:** To quit my post only when properly relieved.

*Hint: Five o’clock is normally quitting time*

**6th General Order:** 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.

*Hint: Including you, that’s six people or groups of people standing watch.*

**7th General Order:** To talk to no one except in the line of duty.

*Visual hint: The 7 looks like an opened mouth in profile.*

**8th General Order:** To give the alarm in case of fire or disorder.

*Visual hint: If you turn it on its side, the 8 looks like the top of one of those old-fashioned alarm clocks.*

**9th General Order:** To call the Officer of the Deck in any case not covered by instructions.

*Hint: Nein (pronounced nine) means no in German. Nein = **No** instructions.*

**10th General Order:** To salute all officers and all colors and standards not cased.

*Hint: the highest officer rank is O-10, not in wartime*

**11th General Order:** 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.

*Hint: 11pm is nighttime, a challenging time to stand watch.*