

Naval Sea Cadet Corps Training Manual

**PERSONNEL
QUALIFICATION
STANDARD
for E-2**

NSCTM 2101-A

SEPTEMBER 2007

NAME: _____



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INTRODUCTION

1. PQS PROGRAM. The NSCC Personnel Qualification Standard (PQS) program is a qualification system of basic training performance objectives (TPO) designed to establish the minimum level of competency required for a member to successfully perform in their grade. This PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify for advancement. The objective of PQS is to standardize and facilitate these qualifications.
2. CANCELLATION. None.
3. APPLICABILITY. This PQS is applicable to Naval Sea Cadets and is not to be used for Navy League Cadet training. Adult leaders may complete this PQS for personal learning only.
4. CONTENTS. The PQS is divided into 4 sections: general military knowledge, professional development, naval science, and advancement requirements. Each section is divided into subsections and TPO's. There are five different types of TPO's they are:
 - a. DISCUSS. Members must demonstrate, with aid of the appropriate reference, a basic understanding of the subject performance factor in the opinion of the PQS qualifier.
 - b. IDENTIFY. Members must demonstrate through written or oral examination without error in the presence of a PQS qualifier.
 - c. STATE/DEFINE. Members must state through oral or written examination without error the performance factor in the presence of a PQS qualifier.
 - d. DEMONSTRATE. Given a scenario members must physically demonstrate from memory and without error in the presence of a PQS qualifier the subject performance factor.
 - e. SUCCESSFULLY COMPLETE. Complete with minimal error and having demonstrated the ability to meet or exceed the minimum standards required by the performance factor.
5. PQS QUALIFIERS. The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual PQS line items. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers can be found on the PQS Progress Chart or Command Qualifiers List.
6. TRAINEE. You must demonstrate your knowledge to a designated PQS qualifier. You have one year from the date of your first signature to complete this PQS. Failure to complete PQS within the one year time limit will result in invalidation of those signatures that go beyond the time limit or in the invalidation of the entire PQS. The requirements of this PQS may be satisfied through formal training or self-instruction. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good Luck!

SECTION 100 – GENERAL MILITARY KNOWLEDGE

101 RANKS & RATES		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] U.S. Navy Uniform Regulations, NAVPERS 15665I [c] NSCC/NLCC Uniform Regulations
101.1	Identify U.S. Navy officer rank and enlisted rate insignia. [ref. a]	Signature & Date
.2	Identify NSCC officer rank and cadet rate insignia. [ref. c]	Signature & Date
102 DRILL AND CEREMONIES		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] USMC Drill and Ceremonies Manual, MCO P5060.20
102.1	From the position of attention demonstrate a proper salute. [ref. a, ch. 9]	Signature & Date
.2	Discuss saluting protocol. [ref. a, ch. 9]	Signature & Date
.3	From the position of attention demonstrate the following close order facing movements: [ref. b] a. Right face b. Left face c. About face.	Signature & Date
.4	From the position of attention while in a formation properly demonstrate the drill commands of: [ref. b] a. Forward march b. Halt c. Column right d. Column left e. Right flank f. Left flank g. To the rear march h. Right step march i. Left step march	Signature & Date
.5	Demonstrate the proper procedures for rendering military courtesies and honors to the National Ensign, National Anthem, and Colors. [ref. b]	Signature & Date
.6	Demonstrate the proper procedure for embarking and disembarking a naval vessel. [ref. a, ch. 9]	Signature & Date
103 UNIFORM WEAR & CARE		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] U.S. Navy Uniform Regulations, NAVPERS 15665I [c] NSCC/NLCC Uniform Regulations
103.1	While in uniform demonstrate the personal grooming standards for the appropriate sex. [ref. a,b,c]	Signature & Date

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103.2	Discuss the proper care and storage of uniform components. [ref. a]	Signature & Date
.3	Discuss the importance of modifying the U.S. Navy uniform with NSCC insignia and state which uniforms and uniform components must be modified.	Signature & Date
.4	State the correct placement of NSCC flashes, name tapes, name tags, and ribbons on the uniform. [ref. c]	Signature & Date
.5	Demonstrate the proper wear of the working uniform at an inspection by presenting a clean, neat, and professional appearance. (2 times) [ref. a,b]	Signature & Date (1)
		Signature & Date (2)
.6	Demonstrate the proper wear of the summer or winter service dress uniform at an inspection by presenting a clean, neat, and professional appearance. (2 times) [ref. a,b]	Signature & Date (1)
		Signature & Date (2)
104	NSCC ORGANIZATION	References: [a] NSCC Regulations [b] Unit SOP [c] NAVEDTRA 14325, Basic Military Requirements
104.1	Discuss the purpose and function of a military chain-of-command. [ref. c]	Signature & Date
.2	Identify by name and discuss the duties and responsibilities of the following members of the national NSCC chain-of-command. [ref. a, ch. 4] a. National Chairman b. Executive Director c. Deputy Executive Director d. Headquarters Representative e. Senior Regional Director (as applicable) f. Regional Director	Signature & Date
.3	Identify by name and discuss the duties and responsibilities of the following members of the unit chain-of-command. [ref. a, ch. 5; b] a. Commanding Officer (CO) b. Executive Officer (XO) c. Operations Officer (OPS) d. Administrative Officer (ADMIN) e. Training Officer (TO) f. Division Officer (DIVO) g. Command Chief Petty Officer (CMDPCPO) h. Leading (Chief) Petty Officer (LPO/LCPO) i. Squad Leader	Signature & Date

105 TIME	References: [a] Dutton's Navigation and Piloting (Naval Institute Press) [b] NAVEDTRA 14325, Basic Military Requirements
105.1 Define the following: [ref. a] a. Coordinated Universal Time (UTC)/Greenwich Mean Time(GMT)/ZULU Time b. Zone Description (letter designation) c. Time Zone d. Standard Time e. Daylight Savings Time	Signature & Date
.2 Demonstrate the ability to tell time utilizing the 24 hour clock and convert time between the 12 hour clock (civilian time) and 24 hour clock (military time). [ref. b, ch 3]	Signature & Date
106 CORE VALUES	References: [a] NAVEDTRA 14325, Basic Military Requirements [b] NSCC Regulations [c] Bluejacket's Manual, 22 nd Ed (Naval Institute Press)
106.1 State the Navy's core values and discuss their significance. [ref. a, c]	Signature & Date
.2 State the NSCC promise. [ref. b, ch. 6]	Signature & Date
107 CONDUCT	References: [a] NSCC Regulations [b] NSCC Training & Advancement Manual [c] Unit SOP
107.1 Discuss the expected behavior of a Naval Sea Cadet. [ref a, ch 9; ref b]	Signature & Date
.2 State the definition of sexual harassment and discuss the responsibility of key parties in reporting an instance of harassment, and state the meaning of red, yellow, and green zone. [ref a, ch. 9]	Signature & Date
.3 Discuss the NSCC hazing policy. [ref a, ch. 9]	Signature & Date
.4 Discuss the NSCC substance abuse policy in relation to alcohol, drug, and tobacco use by cadets and state the policy and the consequences. [ref a, ch. 8]	Signature & Date
.5 State the unit drill attendance policy. [ref. c]	Signature & Date
.6 Define motivational training and discuss its relation to NSCC training. [ref. b, ch. 9]	Signature & Date
.7 Discuss the function of a Commanding Officer's Mast. [ref. a, ch. 9]	Signature & Date

SECTION 200 – PROFESSIONAL DEVELOPMENT

201	ADVANCEMENT	References: [a] NSCC Regulations [b] NSCC/NLCC Training & Advancement Manual [c] NSCC/NLCC Administrative Manual
201.1	State the requirements for advancement in the Naval Sea Cadet Corps. [ref. b]	Signature & Date
.2	Calculate the time in rate for each rate and determine a target date for each of your future advancements. [ref. b]	Signature & Date
.3	Demonstrate the ability to complete a Request for Training (NSCTNG 001) form and route it through your unit chain-of-command. [ref. c]	Signature & Date
202	AWARDS	References: [a] NSCC/NLCC Awards Manual [b] Unit SOP [c] NSCC Regulations
202.1	Discuss the NSCC/NLCC Awards program. [ref. a]	Signature & Date
.2	Discuss the process for recommending a member for an award. [ref. b]	Signature & Date
.3	Discuss the different NSCC Scholarship programs, their application requirements and deadlines. [ref. c]	Signature & Date
203	PHYSICAL FITNESS	References: [a] Exercise and Weight Control Booklet (President's Council on Physical Fitness) [b] Get Fit! A Handbook for Youth Ages 6-17 (President's Council on Physical Fitness) [c] NSCC/NLCC Training & Advancement Manual
203.1	Discuss the importance of being fit and living a healthy lifestyle. [ref. a]	Signature & Date
.2	Evaluate your current fitness level and develop a personal fitness plan. [ref. b]	Signature & Date
.3	Discuss NSCC physical fitness standards. [ref. c]	Signature & Date
.4	Demonstrate proper stretching techniques. [ref. b]	Signature & Date
.5	Successfully complete the NSCC Physical Readiness Test. (Must be completed within 6 months of your date of advancement) [ref. c]	Signature & Date

SECTION 300 – NAVAL SCIENCE

301 BASIC WATCHSTANDING		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] NSCC Regulations
301.1	State the 11 General Orders of a Sentry and discuss the significance of each. [ref. a, ch 3.]	Signature & Date
.2	Discuss the importance of standing a professional and vigilant watch. [ref. a, ch 3.]	Signature & Date
.3	Discuss the importance and purpose of the unit log book. [ref. b]	Signature & Date
.4	Discuss the duties of the following members of the watch organization. [ref. a, ch 3.] a. Command Duty Officer (CDO) b. Officer of the Deck (OOD) c. Junior Officer of the Deck (JOOD) d. Petty Officer of the Watch (POOW) e. Messenger of the Watch (MOOD)	Signature & Date
.5	Discuss the normal Navy watch schedule. [ref. a, ch 3.]	Signature & Date
.6	Discuss the purpose and use of the standard Watch, Quarter, and Station bill (WQSB). [ref. a, ch 3.]	Signature & Date
.7	Successfully stand a quarterdeck watch and make a correct entry into the log book. (2 times)	Signature & Date (1)
		Signature & Date (2)

<p>302 BASIC SHIPBOARD KNOWLEDGE</p>	<p>References: [a] NAVEDTRA 14325, Basic Military Requirements [b] U.S. Navy Fact File, http://www.navy.mil [c] U.S. Coast Guard Fact File, http://www.uscg.mil</p>
<p>302.1 Define the terms and identify the nomenclature of a Naval ship. [ref. a, ch 8]</p> <ul style="list-style-type: none"> a. Port b. Starboard c. Bow d. Stern e. Fore f. Aft g. Athwartships h. Aft i. Inboard j. Outboard k. Amidships l. Beam m. Below n. Topside o. Aloft p. Hull q. Keel r. Frame s. Gunnel t. Forecastle u. Deck v. Bulkhead w. Ladder x. Passageway y. Void z. Overhead aa. Compartment bb. Galley cc. Weather Deck dd. Quarterdeck ee. Nonwatertight Door ff. Watertight Door gg. Scuttle hh. Hatch ii. Manhole jj. Superstructure kk. Bridge 	<p>Signature & Date</p>
<p>.2 Identify the different types of U.S. Navy and Coast Guard ships currently in commission. [ref. c, b]</p>	<p>Signature & Date</p>
<p>.3 Identify the different types of U.S. Navy and Coast Guard aircraft currently in use. [ref. c, b]</p>	<p>Signature & Date</p>

303 COMMUNICATIONS		References: [a] NAVEDTRA 14325, Basic Military Requirements
303.1	State the phonetic alphabet. [ref. a, ch. 4]	Signature & Date
.2	Discuss the purpose of the phonetic alphabet. [ref. a, ch. 4]	Signature & Date
304 MARLINSPIKE SEAMANSHIP		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] Coast Guardman's Manual, 9th Edition (Naval Institute Press)
304.1	Define the following terms relating to marlinspike seamanship: [ref. a, ch. 7] a. Knot b. Hitch c. Bend	Signature & Date
.2	Discuss the uses of the following standard knots: [ref. a, ch. 7] a. Square knot b. Bowline knot c. Clove hitch d. Round turn e. Two half hitches	Signature & Date
.3	Successfully tie each of the above knots. (2 times)	Signature & Date (1)
		Signature & Date (2)
305 SEA POWER		References: [a] NAVEDTRA 14325, Basic Military Requirements [b] Coast Guardman's Manual, 9th Edition (Naval Institute Press)
305.1	Discuss the six conditions required for a nation to have sea power according to Captain Alfred Thayer Mahan. [ref. a, ch. 20]	Signature & Date
.2	Discuss the 5 primary roles the Navy has in Sea Power. [ref. a, ch. 20]	Signature & Date
.3	Discuss the 2 major functions the Navy has in sea control and power projection. [ref. a, ch. 20]	Signature & Date
.4	Discuss the peacetime and wartime missions of the Coast Guard, Merchant Marine, and Military Sea Lift Command. [ref. a, ch. 20]	Signature & Date

SECTION 400 – ADVANCEMENT REQUIREMENTS

401 PREREQUISITES

COMPLETED

101 RANKS & RATES	Qualifier & Date
102 DRILL & CEREMONIES	Qualifier & Date
103 UNIFORM WEAR & CARE	Qualifier & Date
104 NSCC ORGANIZATION	Qualifier & Date
105 TIME	Qualifier & Date
106 CORE VALUES	Qualifier & Date
107 CADET CONDUCT	Qualifier & Date
201 ADVANCEMENT	Qualifier & Date
202 AWARDS	Qualifier & Date
203 PHYSICAL FITNESS	Qualifier & Date
301 BASIC WATCHSTANDING	Qualifier & Date
302 BASIC SHIPBOARD KNOWLEDGE	Qualifier & Date
303 COMMUNICATIONS	Qualifier & Date
304 MARLINSPIKE SEAMANSHIP	Qualifier & Date
305 SEA POWER	Qualifier & Date

402 TRAINING MANUAL

402.1 Successfully complete Basic Military Requirements NAVEDTRA 14325	Qualifier & Date
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403 BASIC TRAINING	
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403.1	Successfully complete NSCC Recruit Training.
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Qualifier & Date

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FINAL QUALIFICATION FOR ADVANCEMENT TO E-2

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the trainee's knowledge. Supervisors are cautioned against "giving away" their signatures, as this action diminishes the quality of training and unnecessary difficulties can be expected in future routine operations.

Trainee has completed all training requirements for this rate.

PQS START DATE: _____ PQS COMPLETION DATE: _____

RECOMMENDED _____ DATE _____
(Supervisor)

RECOMMENDED _____ DATE _____
(Division Officer)

RECOMMENDED _____ DATE _____
(Operations Officer)

QUALIFIED _____ DATE _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD ENTRY _____ DATE _____

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REFERENCES

Unit Standard Operating Procedures
NAVEDTRA 14325, Basic Military Requirements
US Navy Uniform Regulations, NAVPERS 15665I
USMC Drill and Ceremonies Manual, MCO P5060.20
NSCC/NLCC Uniform Regulations
NSCC Regulations
Bluejacket's Manual, 22nd Ed (Naval Institute Press)
Coast Guardsman's Manual, 9th Edition (Naval Institute Press)
Dutton's Navigation and Piloting (Naval Institute Press)

References availability may be found at:

<http://resources.seacadets.org>

<http://compass.seacadets.org>

<http://pqs.seacadets.org>

ACKNOWLEDGEMENTS

PQS Management Group

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