



LIBERTY (AGTR-5) DIVISION United States Naval Sea Cadet Corps



From: Commanding Officer
To: Distribution

22 March 2006

Subj: COMMAND POLICY LETTER 0003-2005: APPEARANCE AND PROFESSIONAL DEMEANOR

Applicability: This directive is applicable to all hands assigned to the Liberty (AGTR-5) Division.

References:

U.S. Naval Sea Cadet Corps Uniform Regulations [current]
USNSCC Regulations Manual Chapter 8, Sec., 0820 - Wearing of the Navy Uniform
U.S. Navy Uniform Regulations NAVPERS 15665
USNLCC Regulations Manual Chapter 8
Liberty (AGTR-5) Div., Standard Operating Procedures (SOP)

Purpose: To provide guidance for prescribing uniform wear in order to present a uniform image, Corps wide and to ensure that NSCC personnel present a proud and professional appearance that will reflect positively on the individual, the NSCC, the maritime services, the Liberty Division and the United States.

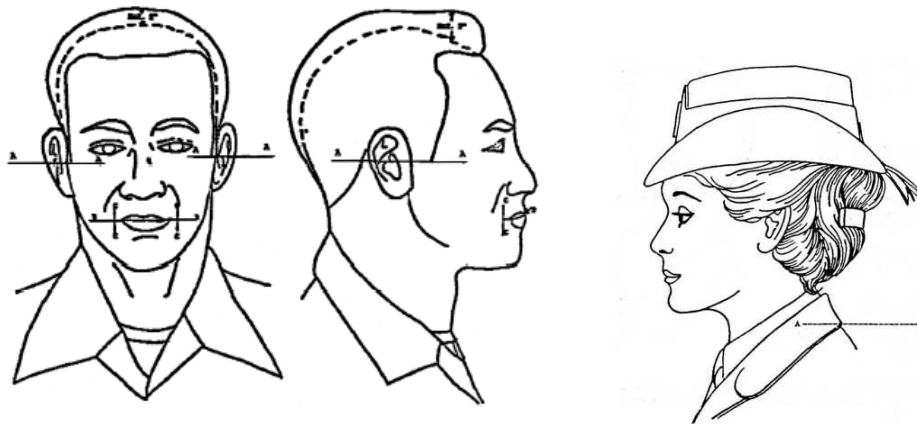
General: The Secretary of the Navy has authorized the wearing of the US Navy uniform by Naval Sea Cadets, officers, and instructors with subtle modifications to indicate that we are the Naval Sea Cadet Corps. When we are on military ships and bases or amongst the public in our uniform we are ambassadors of our organization. From a distance or to the casual observer, we are the US Navy. Before earning the privilege of wearing our uniform each individual must demonstrate a basic understanding of military courtesies, uniform regulations, personal grooming requirements, and the proper wearing and care of this uniform. A failure of this will not only look bad for the individual - it could reflect negatively on the Sea Cadet Program and on the US Navy, and may negatively impact our ability to participate in future events with the US armed forces.

Proper wear and display of uniforms:

- Uniform will be wrinkle free, clean and have a neat appearance with military creases.
- Shoes will be clean and shined.
- Crew neck t-shirts will be worn and visible.
- All buttons will be buttoned. If a button is missing, the Cadet is required to replace it.

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- Gig Line will be in order and straight. Gig Line is the line formed by your trouser zipper, belt buckle and buttoned shirt line.
- There will be no bulges in pockets, front or rear, to make the uniform look out of shape.
- No ink pens or pencils will be visible in shirt pocket during inspection.
- No visible necklaces will be worn. Only two (2) rings on hands, only one (1) pair of stud earrings (no hoops) worn by females (men will not wear earrings of any kind), and a watch will be allowed.
- Men will be clean-shaven (no shadows).
- There will be no strings or raveled patches on uniform.
- Shirts and pants should match (no pleated pants).
- The trainee is to present an overall **PROFESSIONAL LOOK AND ATTITUDE**.
- No pagers are allowed, unless approved by the Training Coordinator.
- Females' hair should be pinned up (if needed) at all times.



Professional Demeanor:

All Sea Cadets and Staff shall demonstrate proper military bearing at all times while representing the USNSCC. All personnel shall render the proper military respect and greeting to all personnel of equal or senior rank or position. All personnel shall render a proper salute to any officer of any service when proper to do so either on station or away from station. Common courtesies shall be displayed toward all peers at all times, no exceptions. All personnel shall, while in uniform present themselves in the highest standards of personal appearance and conduct. Petty Officers and Masters-At-Arms shall not exceed their authority in the treatment of subordinates. Any reported or observed violation to this policy and the USNSCC standards of conduct shall be dealt with in a manner consistent with the mis-behavior.

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REMEMBER – Members of the US Navy, the US Coast Guard and the general public quickly form an opinion of you, your unit and the services you represent, the service men and women who came before you and those currently fighting to protect our freedom, not to mention our Division and the Corps based on first appearance and [apparent] attitude. It can not be adequately stressed that all Cadets, Officers and Instructor-Staff must demonstrate the highest level of respect for those who brought great credit upon the uniform and the military services. We demonstrate that respect through our professional attitude and the way in which we present ourselves while in uniform and when representing the Sea Cadet Corps. **ATTITUDE IS EVERYTHING!**

Point of Contact (POC) for this directive is the Executive Officer.

LT(jg) Forrest Woodward
Commanding Officer

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