

**HARLAN R. DICKSON DIVISION
NAVAL SEA CADET CORPS TRAINING MANUAL**

PERSONAL QUALIFICATION STANDARD for E-7

NSCHRDTM-10086-A
October 2008

NAME: _____

USNSCC Harlan R. Dickson Division
64 Harvey Rd, Londonderry, NH 03053
LCDR John X Murphy III, USNSCC



<p>Section 100 – General Military Knowledge</p>	
<p>101 Drill and Ceremonies</p>	<p>References: [a] NAVEDTRA 14325, Basic Military Requirements [b] USMC Drill and Ceremonies Manual, MCO P5060.20</p>
<p>Successfully Run a Close Order Drill Training Evolution and present it at the Annual Personnel Inspection.</p> <p>Rules for this Training Evolution: Drill Field is 150 feet by 150 feet</p> <ul style="list-style-type: none"> . All Cadets in attendance must compete . Every PO3 and above in the Unit must be able to act as Drill Leader . Drill Leader will form up the unit on directions from the Judges, in rank formation . Drill Leader will report to judges when ready to begin . Unit must remain on the Drill Field (corners marked with blue masking tape) . Unit must end at the same place on the drill field from which it began <p>Drill Card:</p> <ul style="list-style-type: none"> . Attention . Dress Right . Hand Salute . Left Face . Right Face . About Face . Left Face . Forward March . Column Right . Column Right . Right Flank . Left Flank 	<p>Signature and Date</p> <p>Scoring this Training Evolution:</p> <ul style="list-style-type: none"> . Each of the following is evaluated on a scale of 1-10 with one point being deducted for each violation below <ul style="list-style-type: none"> . Rank and File Alignment . In Step . Military Bearing . Proper Execution of Commands . Drill Leader's Ability . The unit score is the sum of all three judges scores . The unit score will be decreased by 5 points for either a boundary violation or failure to end at the origination point. <p>The Unit should perform this at their Annual Inspection for the Inspecting Officer.</p>

<ul style="list-style-type: none"> . Right Oblique . Forward . Left Oblique . Forward . Column Right . Column Right . Half Step . Forward . To the Rear . Halt . Right Face . Hand Salute 	
101.2 Demonstrate the 128 count manual at arms.	Signature and Date
102 Uniform Wear and Care	References: [a] NAVEDTRA 14325, Basic Military Requirements [b] U.S. Navy Uniform Regulations, NAVPERS 156651 [c] NSCC/NLCC Uniform Regulations
102.1 Demonstrate the proper wear and care of the Work Uniform at an inspection by presenting a clean, neat and professional appearance (2 times) [ref. a, b}	[1] Signature and Date [2] Signature and Date
102.2 Demonstrate the proper wear and care of the Battle Dress Uniform at an inspection by presenting a clean, neat and professional appearance (2 times) [ref. a, b}	[1] Signature and Date [2] Signature and Date
102.3 Demonstrate the proper wear and care of the Summer or Winter Service Dress Uniform at an inspection by presenting a clean, neat and professional appearance. (2 Times) [ref. a, b]	1] Signature and Date [2] Signature and Date
102.4 Conduct a company personnel inspection under the direction of the Division Officer preparatory to a full unit inspection and instruct cadets on how to properly correct deficiencies.	Signature and Date

Section 200 – Professional Development	
201 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 and Advancement Manual
201.1 Evaluate your current fitness level and develop a written fitness plan [ref b]	Signature and Date
201.2 Discuss NSCC Physical Fitness Standards [ref c]	Signature and Date
201.3 Demonstrate proper stretching techniques [ref b]	Signature and Date
201.4 Successfully complete (PASS) the NSCC Quarterly Physical Assessment – Must pass twice and show improvement in a sixth month period [ref c]	Signature and Date
Section 300 – Naval Science	
301 Naval Tradition	References: [a] NAVEDTA 14144 Chief Petty Officer
301.1 Identify the challenges to United States sea power	Signature and Date
301.2 Describe the mission of the U.S. Navy in peacetime and wartime.	Signature and Date
301.3 Describe the importance of naval presence, sea control, and power projection in carrying out the Navy’s mission.	Signature and Date
301.4 Recognize the various theaters of operations for U.S. naval forces.	Signature and Date
301.5 Recognize the purpose and importance of arms power control in maintaining a balance of power between the United States and other countries.	Signature and Date

301.6 Compare the naval forces of the United States, Russia, UK and Japan	Signature and Date
301.7 Describe the cause and effect of chemical warfare in the Middle East.	Signature and Date
302 Military Conduct and Justice	[a] NAVEDTA 14144 Chief Petty Officer
302.1 Describe how to conduct a preliminary investigation of offenses.	Signature and Date
302.2 Discuss the purpose and content of U.S Navy Regulations	Signature and Date
302.3 Describe the content of the Standard Organization and Regulations of the US Navy.	Signature and Date
302.4 Explain the Status of Forces Agreement concerning members of the armed forces in foreign countries.	Signature and Date
303 Leadership	References: [a] NAVEDTA 14144 Chief Petty Officer
303.1 Describe how to apply sound leadership practices to managerial abilities.	Signature and Date
303.2 Interpret command or departmental instruction and documents used to formulate division work requirements.	Signature and Date
303.3 Analyze division material and personnel readiness.	Signature and Date
303.4 Identify the steps necessary to monitor the progress of overall division work efforts	Signature and Date
303.5 Identify the methods used to determine division timelines	Signature and Date
303.6 Identify the methods used to monitor the assignment of division personnel.	Signature and Date
304 Management Information	References: [a] NAVEDTA 14144 Chief Petty Officer
304.1 Explain the procedure for preparing and submitting a budget request.	Signature and Date

304.2. List the steps involved in effective goal setting.	Signature and Date
304.3 Identify the supervisory responsibilities for maintenance and material management.	Signature and Date
304.4 Explain the procedure used in counseling personnel	Signature and Date
304.5 List the procedures for staffing and evaluating personnel	Signature and Date
304.6 Describe how to prepare and present a brief	Signature and Date
304.7 Describe how to review naval correspondence and messages	Signature and Date
304.8 Identify the steps used to review and submit corrections to the command Standard Organization and Regulations Manual (SORM).	Signature and Date
305 – Career Information and Training	References: [a] NAVEDTA 14144 Chief Petty Officer
305.1 Identify career information to be provided to junior personnel	Signature and Date
305.2 List the roles and functions of chief petty officers	Signature and Date
305.3 Describe the Navy retirement programs	Signature and Date
305.4 Explain how to plan and conduct training	Signature and Date
305.5 State the security procedures to be followed for casual visitors.	Signature and Date
305.6 State the security procedures for personnel with and without visitor clearance.	Signature and Date

305.7 Describe the security procedures for unauthorized visitors.	Signature and Date
305.8 Describe the security watches required in U.S. and foreign ports.	Signature and Date
305.9 State the duties and responsibilities of the senior section leader and-the section leader.	Signature and Date
306- Programs and Policies	References: [a] NAVEDTA 14144 Chief Petty Officer
306.1 Identify the Navy programs affecting the welfare and moral of Navy personnel and their families	Signature and Date
306.2 State the function and purpose of the Navy's integrity and efficiency programs	Signature and Date
307- Military Requirements	References: [a] NAVEDTA 14144 Chief Petty Officer
307.1 State how to assign personnel to the watch, quarter, and station bill.	Signature and Date
307.2 List the procedures to present personnel at inspections and how to conduct personnel inspections.	Signature and Date
307.3 Identify the procedures for standing duty as the division duty officer and officer of the deck in port.	Signature and Date
307.4 State the purpose and function of the general mess advisory board and mess audit board.	Signature and Date
307.5 Recognize how to mark, wear, and maintain CPO uniforms.	Signature and Date
308 – Safety and Damage Control	References: [a] NAVEDTA 14144 Chief Petty Officer
308.1 Describe the procedure for conducting a preliminary investigation involving personal injury.	Signature and Date
308.2 Describe the supervisor's responsibilities for the Navy's safety program.	Signature and Date

308.3 Describe how to conduct survival training	Signature and Date
308.4 Identify the duties of the department damage control chief petty officer (DDCCPO)	Signature and Date
309 - Security	References: [a] NAVEDTA 14144 Chief Petty Officer
309.1 Recognize the Navy policy for training personnel in the content of the U.S. Navy Information and Personnel Security Program.	Signature and Date
400 – Advancement Requirements	
401 - PREREQUISITES	COMPLETED
101 – Drill and Ceremonies	Qualifier and Date
102 – Uniform Wear and Care	Qualifier and Date
201 – Physical Fitness	Qualifier and Date
301 – Naval Tradition	Qualifier and Date
302 – Military Conduct and Justice	Qualifier and Date
303 – Leadership	Qualifier and Date
304 – Management Information	Qualifier and Date
305 – Career Information and Training	Qualifier and Date
306 – Programs and Policies	Qualifier and Date

307 – Military Requirements	Qualifier and Date
308 – Safety and Damage Control	Qualifier and Date
309 - Security	Qualifier and Date
402 TRAINING MANUAL	
402.1 Successfully complete Chief Petty Officer NAVEDTRA 14144	Qualifier and Date
403 Advanced Training	
403.1 Successfully complete NSCC Approved Training (National Training Orders or Approved Local Training Orders).	Qualifier and Date
403.2 Successfully complete a staff position at NSCC under National Orders in the position of CC or above.	Qualifier and Date
404 Recommendation Interview	
404.1 Attend a recommendation evaluation interview with the Commanding officer.	Qualifier and Date

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FINAL QUALIFICATION FOR ADVANCEMENT TO E-7

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 _____
(Company Commander)

Recommended _____ Date _____
(Chief Petty Officer/LPO)

Recommended _____ Date _____
(Division Officer)

Recommended _____ Date _____
(Training Officer)

Recommended _____ Date _____
(Operations Officer)

Recommended _____ Date _____
(Commanding Officer or
Designated Representative)

SERVICE RECORD ENTRY _____ Date _____