



## Twin Cities Squadron NLCC Leaguer Cadet Uniform Guide

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This is **not** meant to take the place of the official NLCC/NSCC Uniform Manual. For more information, see the Uniform Manual at: <http://resources.seacadets.org>

## Sea bag/Equipment Issued for NLCC

Upon enrollment in the Twin Cities Squadron as a NLCC Leaguer Cadet, you will be issued a full set of uniforms by the supply officer. Note that sometimes the supply officer cannot issue you the full set immediately. Utilities, for example, may not be issued until they are needed for training. And in some cases, uniforms may need to be ordered in a size that works for you. The items you may be issued are listed below:

- Sea bag (large, olive green bag)
- Salt and Pepper, Normal Dress Uniform (white dress shirt, black pants, black belt, garrison cover for females, dixie cover for males, black dress shoes)
- Utilities Uniform (light blue shirt, navy blue pants, navy blue belt, ballcap cover, “Boondocker” work shoes, black utility jacket)
- Travel Uniform (navy blue Twin Cities Squadron t-shirt)
- Physical Training PT Gear (navy shorts, white PT Navy t-shirt, navy hooded sweatshirt, navy sweatpants)
- Peacoat
- Raincoat
- Nametape package (your last name embroidered on strips of fabric that match the uniform it goes on. Light blue nametapes go on utility shirts. Navy blue nametapes go on utility pants. Dark navy or black nametapes go on the utility jacket. Olive nametapes go on BDU Camouflage (“Cammie”) uniforms once you get them as a Sea Cadet – the olive nametapes do **not go** on sea bags. Please save the olive nametapes and any other items that you do not use immediately, as you will need them later in your career.
- Nametag pin goes on dress (salt and pepper) uniform.
- NLCC shoulder flashes (the NLCC flash is dark blue/black with an embroidered white border, white lettering, and a yellow anchor. It is worn on the left sleeve of the salt and pepper uniform shirt, utility uniform shirts, peacoat, and utility jacket centered on the outer face of the left sleeve, with the top edge of the flash 1-inch below the shoulder seam).
- Cadet rating chevrons (new cadets do not have these until they advance to LC-2. Chevrons are white embroidered chevrons on a blue/black background. They are sewn on below the NLCC shoulder flash so that the chevron looks like a “V”, positioned midway between the shoulder seam and elbow, centered on the right sleeve).
- ID cards are part of your uniform. They need to be carried in the left breast pocket of the uniform you are wearing.

## Making Your Uniforms Yours

### Removing Previous Names

Once you have received your uniforms, several steps must be taken before they may be worn. Your uniforms might have someone else's name on them. Please gently remove the previous owner's name with a seam ripper (available at retailers like Hancock Fabrics, and Wal-Mart). Check your utility uniforms and salt and pepper shirt. If there are rank patches on these uniforms (they are the "V" shaped chevrons), remove them. Look at your shoulder flashes. If they are not NLCC flashes, they need to be removed and returned to the supply office. Look at your utility shirts above the left breast pocket. If the tape doesn't say USNLCC, remove it. Any cadet nametapes removed can be thrown away. Any other flashes or nametapes that you removed must be returned to supply.

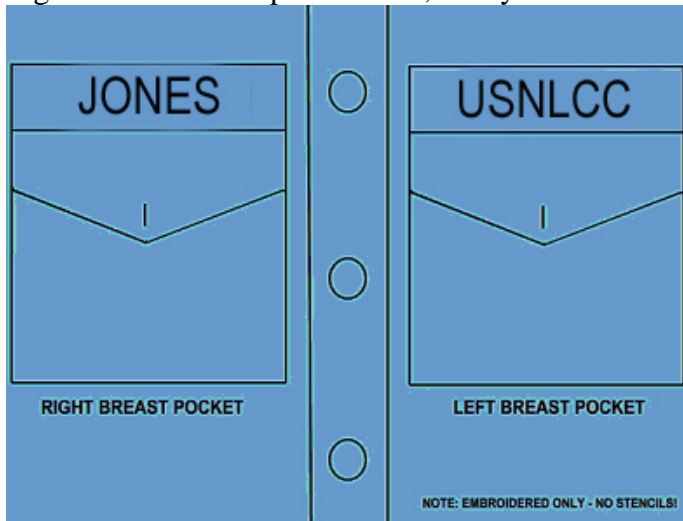
### Adding Your Name

Now that your uniforms are free of the previous owner's names, it is best to machine sew all the flashes and nametapes on your garments before you wear your uniform. Do **not** use adhesives or glue to fasten flashes and nametapes. Adhesives/glues **ruin** uniforms because nametapes cannot be removed without destroying the uniform and/or nametape. Though possible, it would take a long time to sew nametapes all the uniforms by hand.

The nametape with your name on it goes on the right breast pocket. The light blue nametape goes with utility shirts. The light blue USNLCC tape will go on the left breast pocket on all utility shirts. See figure 1.1 on the next page for proper location of nametapes. Tapes are to be folded under so that they are the same width as the pocket, and the name is centered on the pocket. Make sure that nametapes are sewn on sturdily; they must hold up to wear and wash. The navy blue nametape goes with utility pants (above right rear pocket). The dark blue/black nametape goes on the right breast of the utility jacket (same distance down the garment as if it had a pocket). The olive green nametapes will be saved for BDU/Camouflage Uniforms issued when you advance to Sea Cadet. Check that all buttons are well attached. Any threads hanging loosely on your garments shall be removed. Salt and Pepper Normal Dress Uniform will not have nametapes, but rather a name pin.

If an item does not get a nametape (example: a cover), then legibly write your last name inside the item.

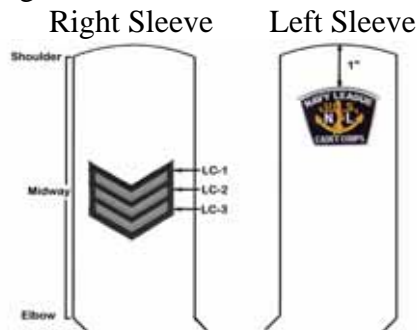
Figure 1.1 – Nametapes location, utility shirts.



### Shoulder Flashes

If your uniform shirts do not have USNLCC shoulder flashes on them, you will need to do sew them on. The NLCC flash is dark blue/black with an embroidered white border, white lettering, and a yellow anchor. It is worn on the left sleeve of the salt and pepper uniform, and utilities uniform, centered on the outer face of the left sleeve, with the top edge of the flash 1-inch below the shoulder seam

Figure 1.2 – Location of Shoulder Flash and Rank, USNLCC



### Laundering

Most of our uniforms have been previously worn, and some may not have been cleaned properly. Now that you have done your sewing, your uniforms need to be washed. Make sure you read the laundering instructions for proper washing/drying of your items (do **not** wash dry-clean only items in the washing machine, as they will shrink severely). Use oxy-clean or bleach alternatives on your uniforms instead of bleach, and be sure not to wash white items with colored laundry that bleeds, especially reds. Please remember to remove items from your pocket (ID cards!!) before washing.

Lastly, if your sea bag is full of odors, use Lysol or Febreze spray inside and outside but do not wash it (the inside liner may fall apart).

### Ironing

The uniforms need to be neatly pressed, with creases in very specific spots. The picture below shows where creases go for utility shirts and dress (salt and pepper) uniform shirts. For pants, iron a front and back crease down the center of the pant leg. Set the iron at the right temperature for the fabric you are using. If an ironing board is available, use it. If not, a bath towel placed flat on a bathroom counter will work fine.

Some wrinkles are hard to get out. Try spraying a little water on the stubborn area. If this fails to work, use starch spray. If you are ironing a white garment, you can start ironing after starching. If you are ironing a colored garment, then you need to wait until the starch dries (else it can bake and end up making your clothes look flaked – not a good look). Do not leave your iron unattended while ironing your uniform.

Figure 1.3 – Military Creases (Use for NLCC Dress and Utilities Uniforms)



### Pants Length

Now that all your uniforms have been washed, you will need to try them on for length (do this with your shoes on). If you need to alter the length of your uniform pants, please **do not** cut off the excess fabric. Hem it under so that you can keep the same pants as you grow. If you do not know how to hem pants, please ask your Chain of Command for advice.

### Shoes

Wear your dress shoes and Boondocker shoes a few times to break them in before drill weekends and trainings. If your feet are not used to your shoes, blisters and foot injuries are more likely. Your shoes need to be cleaned and polished regularly. If you have scuff marks that cannot be polished well, try leather dye or other products that advertise shine. It is highly recommended that you try on your shoes a month before any trainings to check that they still fit comfortably.

Lastly, the sneakers worn with physical training (PT) gear and with your travel uniform can be the same. These are **not** issued by supply, so be sure to have your own personal gym shoes that meet the requirements (white, blue, gray, black, or combination of those colors).

## Conduct and Responsibility, Male and Female

### Conduct

Because you may look like Navy personnel from a distance, it is important that you dress and act like Navy personnel. To be considered “in uniform,” you will have the proper attire, the proper personal appearance, and the proper attitude. Frankly, if you cannot or are unable to appear professional or act professional, then you are **not** to be in uniform.

NLCC/NSCC is a gang-free, drug-free, tobacco-free, and alcohol-free organization. There is a zero-tolerance policy for these life choices. All individuals shall conduct themselves in a Navy professional manner. This means that all individuals’ words and manners are respectful. Actions that may be perceived as hazing, harassment, or inappropriate are not allowed. Examples are teasing, name-calling, flirting, using pushups to punish an individual, threatening, etc. We use curse-free language, address our shipmates and officers appropriately (i.e. shipmate, Cadet Johansen, Petty Officer Jones, Chief Smith, Mrs. Jeffries, Ensign Michaels, Commander, or use “ma’am” and “sir” when required), and salute when appropriate.

When standing or walking in uniform, your hands are out of your pockets, and you are not consuming food or beverage. If you need to eat or drink in uniform, do so while seated. As a general rule, err on the side of being too polite instead of being casual or informal.

Covers (hats) are to be worn when outside and while traveling in uniform. Covers are **not** worn while indoors unless you are performing a duty like watchstanding or if you are on the drill deck.

### Responsibility

You have gone through a lot of effort to make your uniform your own. With that in mind, it is *your* responsibility to take care of it. If you lose an item or turn your white uniform pieces pink, or leave pieces of your uniform at home, you will be held accountable for it. The supply office is not authorized to hand out extra uniforms simply because you were irresponsible. In addition, you are responsible for your ID card. Please take it out of your pocket before you wash your shirt. You must pay a replacement fee for lost and/or damaged ID cards.

### Graduating to Sea Cadet

When you graduate to the Sea Cadet program, you will be issued uniforms with NSCC insignia. At this time, keep your name pin for your dress uniform and remove your nametapes from your utility shirts. You can reuse these names on your new NSCC dress uniform and NSCC utility shirts.

### Turning in Uniforms

If you need to leave the program, you will need to turn in your uniforms. Make sure clean your uniforms before returning, and make sure that you have all parts (all shirts, pants, shorts, shoes, coats, flashes, covers, sea bag, etc.). Returning uniforms in good condition helps keep all your shipmates looking sharp.

## Grooming Standards, Both Genders

### Glasses

Prescription Glasses cannot be eccentric or faddish in design or style. Conservative sunglasses are permitted, except in military formations. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

### Body Piercing

No earrings allowed for males. Females may only have one pair of earrings of the appropriate style in the ears only (see Grooming Standards, Female for more info).

### Fingernails

Males: fingernails shall not extend past fingertips. They must be clean, and not polished.

Females: Fingernails shall not extend more than ¼ inch measured from the fingertip. They shall be clean. If polished, the color must be clear, neutral, or skin tone.

### Jewelry:

Conservative styles worn in good taste are allowed. Faddish styles that stand out are not allowed. Jewelry shall not present a safety or FOD (foreign object damage) hazard. All jewelry must be worn within the following guidelines.

Bracelets: only one may be worn on a wrist. No anklets.

Earrings: Males are not authorized. Females may have 1 earring per ear, centered on the earlobe, 4-6mm (1/8 to ¼ inch) plain ball with shiny or brushed matte finish. All cadets rank E6 and below wear silver.

Necklaces: Only one may be worn, but it shall not be visible.

Rings: Only one ring per hand is authorized. Rings will not be worn on thumbs or on any toes.

Wristwatch: One may be worn, on the wrist. No watches will be fastened to the uniform.

### Other Tips

Please remember that you may be doing physical training at drill weekends and trainings, and you will be working in close proximity with your shipmates. To avoid potentially awkward moments, please **bathe, deodorize, and brush your teeth** before drill. It is recommended that you bring stick deodorant with your PT gear.

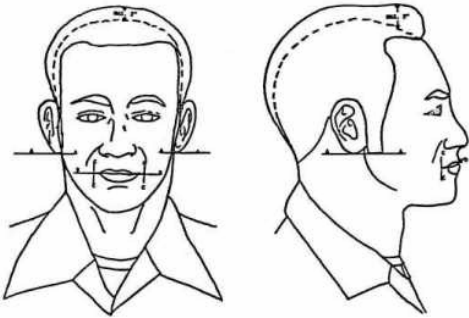
For more information, see the uniform manual at: <http://resources.seacadets.org>

**\*\*You are responsible for your personal appearance. If you attend a NLCC or NSCC function looking unprofessional and thus, out of uniform, your chain of command will address you. For example, if a male's hair is too long, someone will cut his hair for him. If a female is wearing bright purple nail polish, someone will remove the polish for her. It is best to take care of your personal appearance on your own.\*\***

## **Grooming Standards/Personal Appearance, MALE SPECIFIC**

### Hair

Male's 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  $\frac{3}{4}$  inch and outward no greater than  $\frac{3}{4}$  inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. 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 extends from the scalp when groomed (may not be the same as hair length). Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized.



### Sideburns

Sideburns (if worn) shall be neatly trimmed and tapered in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops" or "ship's captain" style of sideburns are not allowed.

### Facial Hair

The face shall be clean-shaven. The wearing of beards and mustaches is not authorized for NLCC or NSCC cadets. If you do not know if you need to shave, or if you do not know how, ask a higher ranking male cadet or squad leader.

## **Grooming Standards/Personal Appearance, FEMALE**

### Hair

Hair will be clean and neatly arranged. 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. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lop-sided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized. 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. ¼ 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. 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, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of equipment are prohibited. When in uniform, the hair may touch, but not fall below the 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.

Above are the official standards. Most female cadets in our squadron do one of two things: wear their hair short, or wear it in a bun. Other cadets can show you how to put your hair up in a bun if you have never done it. If you are still struggling, there are accessories on the market that make bun-making easier like hair nets, or the “Magic Bun” by Scunci. If you have lots of layers in your hair, you might want to change your hairstyle to make bun-making easier.



### Bulk

Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. Bulk is defined as the distance that the mass of hair extends from the scalp when groomed.

### Hair Ornaments

A maximum of two small barrettes/combs/clips, similar to the hair color may be used in the hair. Additional bobby pins or rubber bands matching the hair color may be used to hold the hair in place, if necessary. Fabric elastics, colored rubber bands, and/or any hair accessories that do not blend into the hair are not allowed. Hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Hairnets shall not be worn unless authorized for a specific type of duty.

### Cosmetics

Make-up (if worn) shall be applied in good taste so that colors blend with natural skin tones and enhance the natural features. Exaggerated or faddish cosmetic styles are not authorized. Glitter make-up is **not** allowed. Lipstick colors shall be conservative and complement the individual. Long false eyelashes are not authorized. Do not overdo make-up application, and avoid an artificial appearance.

### **NLCC Salt and Pepper (Normal Dress) Uniform, Male and Female**

Shirt:	White (long or short sleeved), tucked in, buttoned all but top Button, military creases (see fig.1.3)
Pants:	Black (straight leg, no cuff), front and back creases down middle of pant leg
Undershirt:	White, crew neck t-shirt (sleeves must not extend past the uniform shirt and visible portion of the neck must not have rips or holes)
Undergarments:	Female: brassiere, white. Male and female undershorts: any color
Belt:	Black with silver buckle and clip
Socks:	Black (must cover calf of leg, no short socks)
Shoes:	Black, polished and shined
Female Cover:	Black garrison hat, with NLCC cap devise (circular pin) fastened on the left side of the hat with the center 2 inches from the front edge of cap and 1 ½ inches from the bottom edge (see figure 1.6)
Male Cover:	Dixie cover (white)
Nametag:	Pin with your last name, centered ¼ inch above the right shirt Pocket (ID card in left breast pocket)
Ribbons:	Attached to a ribbon bar, with the bottom of the ribbon bar centered ¼ inch above left shirt pocket
Shoulder Flash:	NLCC shoulder flash is centered on the outer face of the left sleeve, with the top edge of the flash 1-inch below shoulder seam.
Unit Identification:	Twin Cities Squadron insignia centered on the shoulder flash with its upper edge ½ inch below the bottom edge of the shoulder flash.
Rank:	Sewn on below the NLCC shoulder flash so that the chevron looks like a “V”, positioned midway between the shoulder seam and elbow on right sleeve. New cadets do not have rank chevrons.
Ironing:	See Figure 1-3 for shirt. Pants shall have front and back creases down the middle of the pant leg.
Time worn:	Standard uniform, used also on Dress Occasions.

See next page for example pictures

### NLCC Salt and Pepper (Normal Dress) Uniform Pictures

Figure 1.4 Dress Uniform, Female



Figure 1.5 Dress Uniform, Male



Figure 1.6 – NLCC Female Cap Device location



### Utilities, Male and Female

- Shirt: Utility shirt (light blue, long sleeve), tucked in, buttoned all but top button, USNLCC tape above left pocket, nametape with last name above right pocket. See Figure 1.1.
- Pants: Utility pants (navy blue), nametape with last name above right rear pocket
- Undergarments: Female: Brassiere, any color. Male and female undershorts, any color
- Undershirt: White crewneck t-shirt (visible portion of the neck must not have rips or holes)
- Belt: Black with silver buckle and clip
- Socks: Black (must cover calf of leg, no short socks)
- Shoes: Boondocker shoes, black (high-top, fire-resistant leather, steel toe)
- Cover: Ballcap
- Ironing Creases: See Figure 1.3 for shirt. Pants shall have front and back creases down the middle of the pant leg.
- Nametapes: See Figure 1.1 (ID card in left breast pocket)
- Ribbons: Not worn on this uniform.
- Shoulder Flash: NLCC shoulder flash is centered on the outer face of the left sleeve, with the top edge of the flash 1-inch below shoulder seam
- Rank: Sewn on below the NLCC shoulder flash so that the chevron looks like a "V", positioned midway between the shoulder seam and elbow. New cadets do not have rank chevrons.
- Time worn: Worn when other uniforms would get dirty or would be unsafe to wear.



### **Physical Training Uniform (PT Gear), Male and Female**

Shirt:	White Navy t-shirt, tucked in
Shorts:	Solid navy blue or solid black shorts (you will be issued a pair of navy blue shorts, but may prefer to wear your own. Shorts should fall just above the knee when standing).
Cap:	None
Sweatshirt:	Navy issued hooded sweatshirt, as needed
Sweatpants:	Navy issued, as needed
Socks:	White (ankle length white socks may be worn with shorts)
Shoes:	Sneakers (white, blue, gray, black, or any combination of those colors). Shoe laces must be standard tie-laces, with all eyelets laced and with laces property tied. You supply your own sneakers.
Undergarments:	Female: Brassiere, white. Male and female undershorts: any color

### **Travel Uniform, Male and Female**

Shirt:	Twin Cities Squadron navy blue t-shirt, tucked in
Pants:	Blue jeans (must be in good shape, clean, no holes/rips/tears, not faddishly styled), khaki colored slacks, or khaki shorts (no jean shorts). If shorts are worn, the bottom edge must be no higher than one full hand width above kneecap.
Cap:	Ballcap
Belt:	Black belt (utility belt or salt and pepper uniform belt work fine)
Socks:	White (must be calf high if wearing pants, may be ankle socks if wearing shorts)
Shoes:	Sneakers (white, blue, gray, black, or any combination of those colors). Shoe laces must be standard tie-laces, with all eyelets laced and with laces properly tied. You supply your own sneakers.
Undergarments:	Female: Brassiere, any color. Male and female undershorts: any color

## **Outergarments and Coats**

- Raincoat: No flashes, no nametapes, no nametags. Worn zipped up except last 2 inches.
- Peacoat: NLCC shoulder flash, left sleeve. No rank chevron except for Petty Officers. Button all but top button.
- Utility Jacket: NLCC shoulder flash, left sleeve. Nametape on right breast above where a pocket would be. No rank chevron except for Petty Officers. Worn zipped up except last 2 inches.
- Gloves: Only worn with coat/jacket. Must be black in color.
- Earmuffs: Only worn with coat/jacket. Must be black in color.
- Umbrella: Only used when coat/jacket is worn. Must be black in color.