

United States Naval Sea Cadets Arleigh Burke DDG-51 Division

Unit Handbook



*This documentation is a brief summary of our Sea Cadet Unit Policies and Procedures.
This only covers certain points of the NSCC Regulations and highlights of those procedures.
Complete regulations and additional documentation can be found on the National Resources Website*

Preamble

Summary of Revisions

- Revision 8.0
- Entire manual reformatted.
- All sections revised.

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Sailors 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**



Foreword

The Unit Handbook is designed to help clarify some areas to assist parents on basic unit activity needs or requirements.

As with all handbooks for new organizations, or in this case a relatively new Unit, it has grown exponentially over the past few years and addresses some areas specific to unit activities or references changes to the NHQ policies that may affect our Unit, cadet education, and parental involvement.

As you review the contents, keep in mind that this information is presented to make the transition for cadets and parents from civilian expectations as seamless as possible. This document will be useful in preventing potential issues or concerns while keeping the purpose of the program and its long term goals at the forefront. This handbook is designed to address many areas regarding the operational activities of this unit however it is not all inclusive and some areas are better covered on the National Sea Cadet Resources website. Revisions will be made as needed.

This unit conducts trainings away from home on an ongoing basis. The enrollment fee does not cover all unit trainings or events and will require parents (or cadets) to assist in the additional funding as needed from time to time.

All policies, that are not Unit specific, are found on the national website at www.resources.seacadets.org. Units have the ability to add to, but not delete from, the national policies which means units have the ability to enhance national policies by tailoring them to the Unit's specific needs.

I appreciate the time you took to review this Handbook and look forward to working with you.

Commanding Officer, NSCC
Arleigh Burke DDG-51 Division
Avon, IN
co@winscc.org



Acronyms

ALPO.....	Assistant Lead Petty Officer
AO (Admin)	Administration Officer
AT.....	Advanced Training
BMR	Basic Military Requirement Coursework
CNO	Chief of Naval Operations
CO.....	Commanding Officer
COC	Chain of Command
COTC	Commanding Officer Training Contingent
CPO (E7).....	Chief Petty Officer
DAR.....	Daughters of the American Revolution
Drill Hall.....	Location where cadets meet for drill
DW	Drill weekend
HP	Hip Pocket training
IDG.....	Internet Development Group
IEP	International Exchange Program
LPO.....	Lead Petty Officer
MCPON.....	Master Chief Petty Officer of the Navy
Muster	Gather together for roll call
NLUS.....	Navy League of the United States
NPO	New Parent Orientation
NWU.....	New Working Uniform
OD.....	Olive Drab
OOD	Officer of the Deck
OPS.....	Operations Officer
PAO.....	Public Affairs Officer
PIC	Person In Charge
PO1 (E6)	Petty Officer 1 st Class
PO3/O2 (E4/E5)	Petty Officer 3 rd and 2 nd Class
POC	Point of Contact
POD	Plan of the Day
POIC	Petty Officer In Charge
POM.....	Plan of the Month
POOW	Petty Officer of the Watch
PT.....	Physical Training
QPO	Quarterdeck Petty Officer
RT	Recruit Training
RTC.....	Recruit Training Command
SA (E2).....	Seaman Apprentice
SAR.....	Sons of the American Revolution
SECNAV	Secretary of the Navy
Slick Sleeve.....	Cadets Without Rank
SN (E3)	Seaman
SOP.....	Standard Operating Procedures



SR (E1) Seaman Recruit
STS Summer Training Schedule
UCMJ Uniform Code of Military Justice
UI Unit Issue
UNCLASS Unclassified
UOD Uniform of the Day
UPO Uniform Petty Officer
USNLCC or NLCC..... United States Naval League Cadets
USNSCC or NSCC..... United States Naval Sea Cadets
VFW Veterans of Foreign Wars
XO Executive Officer



Introduction



Welcome

Welcome aboard the Arleigh Burke (DDG-51) Division which we refer to in this document as “Unit”. We are very pleased that you have decided to enroll in the United States Naval Sea Cadet Corps to embark on one of the biggest adventures in your life. This Handbook covers general areas of interest and Unit specifics for cadets and parents. After reading this manual, if you have questions or concerns contact the CO either by email or on drill weekend.

American Legion Post 145 - Avon

Our sponsor allows us to use of their facilities (Bldg. 377) at 375 S. State Road 267 in Avon, Indiana. Since its founding in 1919, the American Legion has welcomed veterans from all branches of our armed forces.

Post 145 is located in Hendricks County and is centrally located between the Brownsburg, Plainfield, and Danville communities. While the Unit is located in Hendricks County, cadets can enroll from any other locale in Indiana, or Central Eastern Illinois.



USS Arleigh Burke DDG-51

Our unit is honored to be named after the USS Arleigh Burke (DDG-51), the flagship of the Arleigh Burke class of guided missile destroyers. These destroyers are known as the “greyhounds of the sea” because of their sleek design and great speed.

The Arleigh Burke class ships were the first destroyers in the world equipped with the AEGIS Weapons Systems. The USS Arleigh Burke was the first U.S. Navy ship designed to incorporate shaping techniques to reduce radar cross-section thus reducing its likelihood of being detected and, therefore, targeted, by enemy weapons and sensors. Originally designed to defend against Soviet aircraft, cruise missiles, and nuclear attack submarines, this higher capability ship is used in high-threat areas to conduct anti-air, anti-submarine, anti-surface, and strike operations. The DDG-51 is currently active in the Atlantic Fleet porting in Norfolk, VA.

The USS Arleigh Burke honors Admiral Arleigh “31-knot” Burke, the Chief of Naval Operations for consecutive terms under President Eisenhower. Indiana’s Senator Richard Lugar served as an intelligence briefer for Admiral Burke during the 1950s. Since ours is the first Indiana unit that is named after an active ship, we are all embarking on a great adventure.

The USS Arleigh Burke was to be decommissioned however the US Navy’s decision to outfit it with the most current technology will bring it back into operation for the next few generations.



Benefits

Though the Navy acts as a liaison to the Sea Cadets program, there is no obligation of those enrolled to enlist in the military. If a cadet elects to enlist, the Service Record acts as documentation to substantiate a cadet's advancement and time in the program.

Depending upon the rank earned in the Sea Cadet Program, cadets who do enlist in the military can be recommended by the Unit CO which may place them at an advanced pay grade in a branch of their choice. There are nationally recognized military branch directives in place which favor the USNSCC Program.

By offering technical hands on training in a short duration of time, cadets will experience serious, intense, fully immersed trainings across the United States or globally unmatched by any other program available locally. In today's highly competitive environment, cadets will have an advantage over peers that have not participated in a program such as this. The more experience one brings to the table, the more options they have in colleges, universities, the military, and ultimately in their career.

The percentage of former Sea Cadets entering class at the United States Naval Academy and is increasing each year. Currently, the Sea Cadet program places more former Sea Cadets into Military Service Academies than any other program including the Boy Scouts, and ROTC. Additionally, those cadets who are accepted to a four-year university may be eligible for scholarships through the Sea Cadet Scholarship Program.

Most importantly, the Naval Sea Cadet Corps provides its cadets the opportunity to develop their leadership skills, build character through engaging activities. By no means is this an easy program, but through hard work, commitment and dedication, outstanding opportunities are available for these young American's.



Training With Non Registered Staff

Many times there will be training evolutions in which cadets are placed in the care of non registered NSCC staff.

Trainings across the United States and abroad will have, from time to time, other adult staff or training staff oversee the cadets depending upon the nature of the training that are not registered with the NSCC program. This is no different than any other organizations that have organized trainings where transportation or assistance is provided by someone other than a NSCC registered member.

On military bases, there will be many times where cadets are trained by sailors, soldiers, or airmen as well as officers of the military that instruct these cadets without an NSCC officer or registered staff member present.



Parents or Guardians

First, thank you very much for entrusting us with your child. We strive to assist you in molding them into productive and responsible American citizens. We realize this program is a volunteer program which does not require the cadets to enlist, however we do expect commitment to the program from both the parent/guardian and the cadet.

In fairness, we also understand that we cannot run this program as if these cadets are enlisted personnel. That said, our program is designed to give them a well rounded, positive, structured experience that closely resembles what military life will be like. This includes expectations in advancement, coursework completion, attendance, and participation.

We have published these Standard Operating Procedures designed for the unit, to help us and to help you better prepare the cadet.

For cadets enrolled in the NSCC program, remember it is their responsibility to contact COC with questions regarding correspondence courses, uniform matters, or trainings etc.

- While it is necessary for a parent to be involved (in the background), a parent that directly involves themselves in cadet matters undermines cadet responsibility and hinders development of that responsibility and individual growth in the NSCC program.
- We understand that some cadets need that parental support for some areas. However, when a cadet is at training, parents or guardians are not present and must rely on their training rather than parental assistance.

Again, we stress the expectations of this program require cadets to become responsible.

With this said, we believe your cadet will have an experience of a lifetime by letting the command staff do our job to provide the best possible training evolutions in the Naval Sea and League Cadet Programs.



New Parent Orientation

Within the first couple of months, parents may arrange for a question and answer session. This is called the New Parent Orientation and will be held on drill Saturday's in the morning hours. Parents interested in the NPO should contact the CO in advance to schedule a time.

Unless it is imperative for questions to be answered prior to drill weekend, please make note of all questions after you have read this handbook. Contact either the Executive Officer or the Commanding Officer to schedule a NPO.

While we desire to avoid miscommunications, the primary objective of this program is developing cadet responsibility. One of the ways this is done is by making the cadet responsible for communicating and relaying information to the parents or guardians.

While the staff may periodically inform parents through email, newsletter, or website, the primary mode of communication is through the cadet. Cadets binders are provided to each cadet so that they may write events or details down to inform parents or guardians of events, alterations to scheduling, etc.

It is not the responsibility of the staff to communicate with each and every parent about operations of the Unit. It is the responsibility of the cadet to relay information from the COC to the parents or guardians.



Academic Scores (School Grades)

While the requirement to remain in this program states all cadets must have an average grade of C, we understand that at times grades may fall below a C over the course of their academic career.

Holding to the requirement of having academic scores not less than C's across the board before we will enroll a prospective cadet is commendable however, we realize this may not be realistic for some cadets depending upon a variety of circumstances. The goal is to look at the overall performance of the student over a course of years.

Examples to avoid:

1. "Johnny has a "D" in English over the past (or current) trimester therefore I prefer not to enroll him until he proves he is really interested in the program by bring that grade up";
2. "Suzie holds C's but seem to be having difficulty over the past couple weeks therefore until I see consistency I do not want to enroll her until she does what she needs to prove to me that she is serious",
3. "Steve has not been turning in his schoolwork assignments on time or at all therefore I choose to keep him home from drill as punishment"

While this is commendable and shows you are very responsible, we need to stress that many times participation in a program such as this can improve academic performance. The Sea Cadets program is not merely about having fun, the cadets are here to learn, work hard, and develop motivational qualities. Failing to attend drill may well be depriving them of valuable tools which can help them be more academically successful.

Parents or guardians know the cadet better than we do but we do ask you to take into consideration these things. Cadets that are consistent in their military functions perform better over a period of time.

If there is a situation that needs addressing, inform the Commanding Officer ahead of time, let the cadet attend drill and allow our staff to handle this situation which will cover Unit and program expectations. Cadets can be placed on probation in the unit if necessary or deprived from participating in unit activities. If they stay at home, what they don't see won't bother them.

Allow command staff's experience work with you to help the cadet. Let's take advantage of an opportunity to support parental objectives.



United States Navy Standard Core Values

When cadets or adults are affiliated with this Unit, all participants are expected to conduct themselves in a military manner at all times. All personnel should live according to the Navy core values of Honor, Courage, and Commitment as defined below.

- ✓ **HONOR** - First and foremost is observance of military customs and courtesies. This includes showing proper respect for superiors, parents, fellow cadets wearing your uniform with pride, conducting yourself in a mature manner. It is also being above reproach and honest in your activities. When doing the right thing, you are a positive role model of what **Honor** is.
- ✓ **COURAGE** - Communicate with the cadet chain of command. We are here to help the cadet and be their advocate in all things. At trainings, it sometimes takes a lot of courage to tough it out and do an absolute best for yourself and your shipmates. When doing so, you are living the **Courage** portion of the core values.
- ✓ **COMMITMENT** - Punctuality for drill is vital. Each drill period is carefully planned and events fit into a well defined schedule. When cadets show up on time for drill and other events, they are showing **Commitment** to honorable and faithful service. They are also showing respect for fellow cadets, adult staff, and the cadet corps.

Core Values play a major role in how the world views you and your behavior. This isn't just for the NSCC Program; this should be an everyday part of your life. Therefore, we expect you to live by the US Naval Core Values and Standards of Conduct as well as the unit specific requirements in this manual.



Community Activities, Fundraising, and Other Events

Along with regularly scheduled drills, opportunities will arise for participation in community activities.

This may include acting as the color guard, marching in a parade, or greeting people at a ceremony. Each cadet is expected to volunteer in service to his or her community. A community service award is presented to any cadet that can submit proper documentation of hours of service. Once totaling 40.0 hours, they earn an award. Unit Commendation awards may be given for Unit activities if the requirements for the award are met. Please review the NSCC Awards Manual for more information.

Many activities cadets participate in at school not only have fundraising but they also incorporate a large fee to participate in that club, group, team etc. These schools also require parental volunteering in order for their child to remain in the activity.

Due to the amount of fundraising schools, school sports etc require students to participate in we do not request cadets to fundraise for the Unit. This is why we have incorporated the annual cadet fee which eliminates the need to fundraise however we will provide community service to organizations that will donate to our Unit. We also will utilize options at certain restaurants that donate percentages of the total food bill when patrons bring in the coupon on specific dates.



Non-Profit Status

Our Unit is federally recognized as a not-for-profit Unit with 501-C-3 status.

Any company wishing to donate to our unit can do so. The commanding Officer can provide the tax ID number is necessary.

This Unit also holds a Sales Tax Exemption number from the State of Indiana.



National Websites Information

Most of the information that has been provided in this Unit Handbook in “snapshot” form is located on **www.recources.seacadets.org**. This website is a very useful for both parents and cadets wanting to understand the program more and find useful answers to questions. Cadets will find the Awards Manual very informative.

The above website will have these manuals listed for public viewing:

- ❖ **Administration Manual** – *general knowledge for parents*
- ❖ **Advancement and Training Manual** – *specific knowledge for cadets and interested parents*
- ❖ **Awards Manual** – *specific knowledge for cadets and interested parents.*
- ❖ **NSCC Ribbon Checker** – *specific knowledge for cadets*
- ❖ **USNSCC 1MC** – *recommended for parents – sign up to receive National information*
- ❖ **Unit Handbook** – *required for all*
- ❖ **NSCC or NLCC Regulations Manual** – *specific knowledge for both cadets and parents*
- ❖ **Uniform Manual** – *specific knowledge for both cadets and parents*
- ❖ **Action and Information Letters** – *specific knowledge for both cadets and parents*

Other information useful to cadets is located on this National Website **www.compass.seacadets.org**.

- Advanced Training (Summer, winter, spring and International trainings)
- Cadet Advancement (Correspondence courses by using the online NAVEDTRA manuals and assignments sheets)
- NSCC Training Website
- Officer Advancement (not for Cadet use)



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Administration



Cadet Application and Medical Disclosure

A Cadet Application (NSCADM 001) must be filled out in its entirety to be enrolled into this program. Not only does the application need to be filled out but the Medical Exam (NSCADM 21) and Medical History (NSCADM 20) must be completed. A copy of the immunization records must also be included.

The most important item the Unit Commanding Officer and staff must have in the service record is a documented list of the cadet's medical needs, conditions, or past conditions to include:

- Medical Issues (to include listing any previous medically documented heat exhaustion)
- Special dietary needs
- Past Surgeries
- Injuries requiring medical attention
- History of childhood asthma
- Other conditions

For the cadet safety and most expeditious treatment of an injury or illness, it is imperative that this information is documented. When a parent does not disclose complete Medical History and the physician signs off on the Medical Exam that a cadet is qualified to participate in the program without restrictions you the parent or guardian are authorizing participation regardless of the type of activity. If the cadet attends training where a medical situation arises, you could be the cause of delayed or inappropriate treatment for a condition we were unaware of.

Failure to disclose this information is grounds for removal from the Unit.

Safety of the cadet is paramount so please provide us all the information we need upon enrollment.



Unit Fees for New Enrollment

The Unit expenses are broken down below. If you utilized the American Legion Financial Assistance, funds are paid by the American Legion on your behalf directly to the Unit if those funds are available.

New Enrollment for League and Sea Cadets

1. Annual National Fee of \$60 provides the cadet with an annual ID card (not eligible for Financial Assistance for the first year of enrollment) and must be paid in order to participate in Unit activities.
2. Uniform Fee only for new cadets \$100.00
3. New cadet Administration Fee of \$150.00* which helps reduce some expenses that can include:
 - a. Unit Consumables,
 - b. Training,
 - c. Operational and,
 - d. Uniform costs

*This fee will be prorated depending upon the month a cadet enrolls but will not be less than \$30.00 except for cadets joining in December. After March the prorated fee is \$15.00 per month counting the month they enroll.

4. Cadets may not be issued uniforms or uniform items until these fees are paid.

New or Surplus U.S. Navy uniforms will be available to the NSCC members. Some cadets cannot be outfitted do to unique body shapes therefore the unit will do its best to obtain what uniforms and items that we can. You may have to secure uniform items through outside parties on your own at your own expense however the Annual Administration fee will not change.

Dues are paid either in cash, check, money order, or through PayPal on the unit website at www.winscc.org. If paying the National Fee and Administration Fee you may combine the total payment. All fees are non-refundable.



Re-Enrollment and Other Fees

Re-Enrollment Fees for Sea and League Cadets

1. Annual National Fee of \$60 provides a continuation of membership and secondary insurance. This must be paid one to two months prior to ID card expiration.
2. Annual Administration Fee of \$150 must be paid by cadets by March 31st of every year.
3. Cadets “timing out” of the program due to senior graduation will pay a pro-rated portion of the Annual Administration fee based on their enrollment length as a Sea Cadet for the year, generally through September of that year.
4. Cadets that transfer to Midshipman status after September do not pay a pro-rated Annual Administration fee and fall into the re-enrollment fee structure of Adult Staff.

Adult Staff

1. Staff enrollment \$15.00 annually. Staff can choose to pay ID card renewal in advance paying renewal years in increments of \$15.00. Example: 3 years is 3x15 = \$45.00

Other Fees

1. Upon disenrollment, the ID card, all uniforms and uniform items must be returned to the Unit. Items must be returned during the next drill evolution to avoid the Unit seeking legal assistance.
2. All replacement ID cards \$10 if lost or destroyed
3. ID card late fees \$20.00 if not paid prior to card expiration
4. Late fees for non-payment of Annual Admin Fee \$10.00 monthly

Dues are paid either in cash, check, money order, or through PayPal on the unit website at www.winscc.org. If paying the National Fee and Administration Fee (or late fee) you may combine the total payment. All fees are non-refundable.



Financial Assistance - American Legion Post 145

The American Legion has put together a team of Legion members to help offset costs associated with trainings or annual dues.

Financial assistance should not be a first choice as there are other programs available such as:

- Cadet Training Account (Unit controlled)
- Recruit 3 Get One Free – a Nationally developed program

By utilizing these options, this should eliminate the need for Legion assistance.

Parents do not need to show financial hardship, financial statements, or receive a credit background check. Please refer to the instructions and guidelines about this program offered on the unit website under the Forms link or contact the Commanding Officer.

Cadets that are new to the program cannot utilize the funding for new enrollment. This funding is reserved for cadets that need the funding assistance for their second or more years in the program if funding is available.

If financial assistance is utilized, community service is required as a form of repayment by the cadet within the specified amount of time. There are requirements that must be fulfilled in order to utilize this option. The parent or guardian and cadet will be required to complete and sign these documents. All documents must be approved by the commanding officer prior to any disbursement of funds to the COTC or Unit.

If community service is not completed and the cadet leaves for the Unit for any reason, the cadet, parent or guardian is responsible for the repayment of the exact amount received to include court costs and any other administration costs if necessary.



ID Cards

All ID cards must be valid through the end of any training. The Commanding Officer will not sign orders if an ID card will expire prior to the completion of training unless the renewal has been paid and a receipt issued.

Annual dues are to be submitted to the Unit at least two months prior to ID card expiration. Cadets without a current ID card will not be allowed to participate in Unit functions, trips, local trainings, or national trainings – no exceptions.

The Unit has put into place many vehicles that allow a parent or guardian of a cadet to submit payment in a timely manner. **It is the sole responsibility of the cadet to inform their parents or guardian when their ID card dues are due. It is the responsibility of the parent to ensure these dues are paid on time.** ID cards remain current through the end of cadet enrollment month. A late fee of \$20.00 is charged once the ID card has expired and is separate from any other Unit fees.

ID Cards can be paid through PayPal through the Unit Website (check, cash, or money order also accepted) and are non-refundable.

ID card photos

All cadets and staff are required to have their ID card photo taken in dress uniform. Prior to drill weekend, an email will be sent to cadets that are to be obtaining their ID card that drill weekend. If you do have a dress uniform, bring in the following, if not, one will be loaned for the picture. Grooming standards must be met prior to photo being taken.

Males Winter Dress

Jumper
White Undershirt
Neckerchief
Dixie Cup
Name Plate
Any Ribbons

NLCC Males/Females

White Dress shirt
Dixie Cup (males), Garrison Cap (females)
Name Plate
Any Ribbons
White Undershirt

Females Winter Dress

Combo cover
White Dress Blue shirt
Neck Tab
Dress Jacket
Name Plate
Any Ribbons



PayPal

Our Unit offers the option for families to pay for items by utilizing the PayPal account set up on the Unit website at www.winscc.org. You can use a credit or debit card to help make your transaction simpler and provides you with immediate documentation that a payment was made.

The types of items you can pay for through PayPal are:

- Annual dues
- Uniform fee
- Annual administration fee
- Replacement ID Cards
- Re-enrollments
- Training Fees
- Late Fees
- Other

Make sure you list how the payment is to be applied for in the memo or comments section. If you do not list who it is for, it will delay processing until transaction details are researched and applied to an account.

For those who are not able to pay via PayPal, contact the Commanding Officer at co@winscc.org for alternate payment arrangements.



Cadet Training Account via PayPal

We recommend making payment deposits to the cadet training account via PayPal throughout the year. The Unit will track all deposits made and place these funds in the cadet's personal training account.

Unused deposits will be returned without interest June 1st of every year if there are no outstanding balances owed to the Unit. Any remaining credit balance of those personal funds will be refunded to the parent.

1. These funds WILL be refunded in the event the cadet leaves the Unit or is disenrolled from the program prior to the usage of these funds as long as there is no outstanding balance owed to the Unit.
2. Cadets may utilize their training account funds to put towards their advanced training, annual dues, or Unit fees.

This is not a cadet personal savings account. Funds are not allowed to be saved and then refunded without being earmarked for use as discussed in items 1 and 2.



Three month evaluation period

The Unit has a three month probationary period in which the Commanding Officer, parent or guardian can request the dismissal of a cadet if it is determined the relationship is not a good fit for the program, cadet, parent or guardian without repercussions to either party. Any uniforms disbursed must be returned to the Unit and a portion of the uniform fee may be returned. The fee for the ID card cannot be refunded.

Enlisting Into the Service or Disenrollment

Please refer to the Resources website for information regarding the transfer or enlistment to a military branch of service or disenrollment.

Change of Address or Other Personal Information

If there is a change to a cadet's personal information such as:

- Home address
- Guardianship
- Adoption
- Guardianship
- Phone numbers
- Insurance
- Medical information
- Any other information

It is mandatory that the parent fill out and sign a new Cadet Application (NSCADM 001). There is no fee for completing a new application. For the most current application, go to resources.seacadets.org website under the NSCC Forms link and then click on Cadet Application.

All orders are generated from the most current Cadet Application on file; if there are changes the cadet or parent must notify the Personnel Officer the following drill after the change occurs.

Failure to provide accurate and timely information will can delay the cadet's training orders and possibly cause them to miss the billet quota and not be able to attend their desired training.

Filling out new medical information on training orders does not replace the need to have current medical information on file. There are trainings that cadets will attend that are not national trainings therefore, having current medical information on file is mandatory along with correct contact names and phone numbers.



Drill Date Information

The unit generally drills the second full weekend of each month with some exceptions. Those months listed below generally will be on the first full weekend of the month.

- April (date varies from year to year)
- June
- November
- December

Sometimes a change will occur due to scheduling conflicts or issues with training staff that are out of our control.

If a drill is a deviation from a home based drill (refer to POM or POD in this manual). In situations where drill changed from the dates listed on the website, an email may communicate the change depending upon urgency. Most likely a change will be communicated to the cadets to log in their Cadet Binder so they may notify the parent or guardian.

In an extremely limited timeframe where cadets were not able to be notified at a previous drill, a phone call via the COC may be in order.

While we understand that birthdays and family events occasionally fall on drill weekend, we ask that the cadets adhere to the drill attendance regulation as defined in the NSCC Regulations Manual.

Cadets are to arrive at 0745; muster and report is 0800. Drill hours are from 0800-1600 Saturday and Sunday of drill weekend.



Service Jacket

Most information on a cadet can be found in their service jacket. A service jacket holds the records of each cadet during their time in the program.

The service jacket is the property of the US Naval Sea Cadet Corps – it is NOT personal property. We will make copies of documents for you for a fee of .50¢ per page, (black/white only) which is to be paid when the order is made.

All cadet information filled out during enrollment process, administration papers, Standards of Conduct and IDG Agreement, correspondence courses completed, trainings attended, parades, awards, community service etc. will be placed in the service jacket.

Service Jackets will not be permitted to leave the drill hall with anyone except the AO, CO, or CO's designee.

The service jacket contains the information a cadet needs for promotion and recognition. This service jacket is the "diary" of the Naval Sea Cadet. Each Commanding or Administration Officer who views the cadet's service jacket has an understanding of the caliber of each cadet they are receiving for an advanced training. This information in the service jacket may afford them the opportunity to be placed into leadership positions based on achievements, rank attained, and trainings attended in the past regardless of age.

All cadets are required to review their service jacket during drill at least once a year to ensure accuracy occurring in January. Cadets, parents or guardians are not authorized to "sanitize" any service jacket. Sanitize means the removal of unwanted or undesired documentation. Removal or the altering of items from/in the service jacket is against NSCC Regulations and may be cause for the cadet's dismissal from the program.

Cadets will not receive their service jacket for trainings; they will be mailed directly to the COTC. Once training has been completed, they will be mailed back to the Unit Commanding Officer unless special circumstances dictate otherwise.



Cadet Personal Achievements

Cadets should scan and email report cards, community service or other awards of recognition received outside the NSCC program to:

Personnel Officer: personnel@winscc.org

If you do not have the ability to scan the document, cadets can bring their hard copies to drill for copying and processing.

If a cadet is submitting a trimester or semester report card to receive the Academic Achievement award, only A or A/B honor roll status can satisfy the award requirement. The GPA for the grading period does not satisfy the award requirements.



Recruiting

Anyone can promote the Naval Sea Cadet Corps, Navy League Corps, and the Arleigh Burke DDG-51 Division. You can direct interested parties to the Unit website at www.winscc.org or the national website at www.seacadets.org. These sites will provide them with information pertaining to the programs offered.

While these sites provide valuable information about the program, the best information comes from parents and cadets who can promote specific information about the unit activities, personal experiences in the unit, the Sea Cadet Program, and the various trainings cadets have attended.

Cadets will receive a small stack of recruiting cards they can pass out to prospective cadets or parents. The cadet should write their name on the back of the card so credit is applied correctly. Cadets receive recruiting credit towards their “Recruit 3, Get One Free” promotion.

Cadets will receive a Recruiting Ribbon for their first cadet recruited and will receive apurtenances for subsequent recruitments.

From time to time the Unit will host a “Recruiting Day” throughout the year. All enrolled cadets are expected to attend these recruiting day opportunities.

Cadets are encouraged to bring a friend to drill or to recruiting events so that they can see firsthand some of what the program has to offer. Friends cannot participate in some unit functions depending upon the nature of the training however bringing them to a home based drill is fine.

Unfortunately this program seems to be something of a secret to the general public. If you have remained in this program for some time and have not recruited any cadets, both you and others who could be participating are missing out! This program has so much to offer America’s youth so let’s not keep this a secret – get out there and RECRUIT!!!!



Recruit 3 Get One Free

This program was created by National Headquarters to boost recruiting and help assist cadets with funding for Nationally Recognized trainings.

Any cadet that recruits 3 cadets will receive a FREE training regardless of the cost of the national training. Credits received for recruiting cadets do not expire until redeemed for a Free Training Certificate. These credits can be transferred to another cadet if desired, however the certificate cannot be reissued if lost or stolen once it has been generated.



Unit E-Mail

All cadets will be provided with a Unit email address that they are required to access to retrieve Unit information.

Other communication not related to monthly drill will also be sent out through Unit email. Unless it is imperative that a parent must know special information, they will not receive emails for general notification. Cadets are required to pass any and all pertinent information on to their parents or guardian.

- If for any reason the cadet is not allowed to access the internet or be on the computer for any reason, the parent is responsible for obtaining information, on the cadet's behalf, through the unit email and responding as necessary and in a timely manner. This also must be communicated to the Commanding Officer to eliminate any confusion from the staff as to why parents are responding for a cadet.

www.1and1.com

This is the unit email account main log in webpage. Click on the Webmail Login link near the top of the home page. If you are new to the unit, your email address will be your last name and your first initial with a period between both. Then type in the unit web domain.

Example: crandall.p@winscc.org

Your temporary password will be: arleigh51

Once you have logged in, change your password immediately. To change your password, do the following.

1. Log In to you account
2. At the top left under your email name, hover over the small icon just to the right that looks like box with a wrench in it
3. Click on that box to open the Configuration window. Click on the Extras folder at the bottom of the Folders window
4. Wait for it to populate the rest of the page
5. Click on Password and complete the transaction
6. Log off and log back in using your new password

For your protection, you should change your password immediately. All cadet emails are set up the same way with the initial default login password above. You will be held directly responsible for inappropriate content or bullying, hazing or other deemed inappropriate behavior and contradictory to the Standards of Conduct and Naval Core Values.

To help eliminate an unauthorized user, we strongly encourage you to change your password immediately and keep it secret. Review the Internet Development Group's manual on resources.seacadets.org for more information on internet usage, rules and regulations.



Revisions

In order to maintain the integrity of this Unit Handbook, all revisions are made at the discretion of the Commanding Officer or to the CO's designee with final approval being that of the CO.

Current revision dates supersede all prior Unit Handbooks or pages thereof. Highlights of changes to handbooks will be in the Summary of Revisions section. The newest version of the handbook will be posted on the Unit website listing those revisions.

An email may be sent out via the COC to inform cadets, parents or guardians of revisions. The cadet, parent or guardian is responsible for reading the changes. If there are any questions about any revisions, contact the CO via email.

The adage that one may state is "If it isn't in writing, it doesn't exist" doesn't apply to the Unit Handbook. Items or situations not explicitly covered in this handbook, as well as any exceptions or deviations, are subject to change at the discretion of the Unit Commanding Officer. The commanding officer reserves the right to determine the course of action and those determinations may not be challenged.



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Policies and Procedures



Lunch - Cadets

There will be a 30-45 minute lunch break each drill day. There is a small refrigerator and microwave on site so cadets can bring their own lunches and drinks, or they can participate in the catered lunch option for \$5.00 each drill day. This Unit does not provide special meals for cadets with dietary requirements. Providing lunches for cadets is a Unit courtesy and can be terminated.

Parents are not to bring “fun” lunches (such as ordering pizza or McDonalds) unless there is enough for the whole Unit. Unfortunately, parents or guardians are not allowed to come in for a lunch visit and eat with their cadet unless special lunch needs are authorized by the Physician and documented on their Medical Exam.

The Unit does not fund cadet’s meals on a “credit” basis. The Unit will not verify if cadet’s have a lunch therefore it is the responsibility of the cadet, or parent guardian of the cadet, to ensure a meal or funding has been provided. In the event a cadet forgot their meal option, they will be allowed to contact their parent using one of the staff phones for an alternative meal arrangement i.e.: sack lunch, or cash.

If the unit decides to provide a lunch free of charge, as will happen from time to time, all cadets are expected to eat the same meal unless written dietary restrictions are listed in the cadet service jacket. In that case, those cadets should make sure they have their required food items at drill.

In the event cadets continually arrive at drill without their lunch option covered, the catered lunch option may be discontinued. This lunch option is for the convenience of the cadet and parents. Many units do not offer lunches, so please prepare ahead of time items needed. This directly relates to Commitment, one of the Navy’s Core Values.

Special recognitions for cadets i.e.: birthdays

Cadets are allowed to celebrate their “day” during their birthday month only. Parents may bring in a cake, food, snacks etc as long as it does not explicitly recognize the cadet. Many parents do not celebrate birthdays publicly therefore, in being considerate of other parents and cadets having a birthday during that month, a cake without names is requested.



Lunch - Staff

Adult staff should not sit with cadets during lunch. The delineation of authority must always be present and avoids the accusations of fraternization or favoritism.

Likewise, the LPO and ALPO and/or squad leaders have the authority to sit together away from the cadets so they may conduct Unit business over the lunch period.

This action should not be construed as a “power trip” as it is recognized that this is often the only chance they have to discuss the POD or other matters related to unit operations in a semi-private setting.

In fact, separating the leaders from the rest of the division is the basic rule of thumb at trainings across the nation. Accordingly, we feel it is better to learn that here at the home unit rather than at training.



Inclement Weather

The Unit has been set up to report a drill delay or drill closing. This information will be posted on WTHR Channel 13 TouchTrak website if this occurs.

1. If there is a delay or closing it will be listed on the WTHR Channel 13 television morning news as "Arleigh Burke DDG-51 Division/Avon" along with the status.
2. Or you can open the Internet and Google the letters: WTHR. It should pull up the Channel 13 home page website, find Closings and Delays, and search for our Unit.
3. If a closing or delay should occur this is the only place a notifications will be made.
4. Information will be posted no later than 5am of drill morning.

If the Unit is closed or drill is delayed, cadets will not be counted as absent or tardy. If they are currently eligible for the perfect attendance award, they will remain eligible.



Plan of the Month (POM) or Plan of the Day (POD)

The standard POM is published on the website and the POD will be posted at the drill hall each drill day. Any special information which the cadets need to be informed of prior to drill will be communicated by email or phone through COC.

It is imperative that these orders are followed to avoid miscommunications or misunderstandings. Any deviation from the orders set forth in the POM (such as meeting times and locations for special events) may cause the cadet to be counted as unexcused depending upon the events listed on the POM if the cadet does not show up. The unexcused absence may not be retracted.

In the event there are questions or situations requiring deviation from the POM, the cadet must contact their squad leader **PRIOR TO THE EVENT OR DRILL DATE**. In the event the squad leader cannot be contacted, the cadet may contact the next in line in the COC.

Parents need to avoid contacting officers about drill. Cadets are responsible for communicating through the COC if there are circumstances surrounding drill weekend. We need to teach the cadets to utilize the COC. This helps them become more responsible when they attend National Trainings.

Command Staff Drill Day Change Request

Drill dates and times that are set should not be deviated from unless specific arrangements are made via the Drill Day Change Request at least 14 days prior to the effected drill date. This request is used by command staff with the final approval being that of the CO.

Cadets do not utilize a Drill Day Change Request form.



Uniform of the Day (UOD)

The UOD is posted on the Unit website on the standard POM.

The standard UOD for all home based drill dates will be BDU's. Rank will only be worn if you are a petty officer.

In the case where the UOD will deviate from BDU's, notification will be communicated through cadet email.



Absence

ALL CADETS ARE TO BE LISTED AS PRESENT, ACCOUNTED FOR, or UA. For safety reasons if the cadet is UA Unit staff will attempt to contact a family member listed on the cadet application.

While we recognize that many cadets participate in other activities, many of these activities occur on a daily or weekly basis. The Sea Cadet program only requires 2 days attendance per month, and typically 7 to 14 days during the summer for RT or AT. Given that limited amount of time, it is important for cadets and parents to make attendance and participation at drill a priority so that they may get full benefit from the program.

PARENTS AND CADETS

DO NOT CONTACT THE COMMANDING OFFICER!

If the cadet is going to be late or not attend drill, they must utilize SOP

Absence from drill is limited to 4 drill days in order to remain within the requirements of the program. Any absence will disqualify the cadet for perfect attendance. All cadets are required to complete the Absence Request Chit in the event an absence is planned to occur. If a chit is completed and they are able to attend drill, the request chit will be void. An example of this Chit is located at the end of this manual and also located on the Unit website.

As with all Sea Cadet units as well as the US Navy, the front line leaders should know where their personnel are. We understand there are times unusual circumstances crop up and a request chit cannot be filled out in advance. The **cadet** must call and report through the COC to let us know, not the parent.

Cadets who are frequently absent will also most likely not be placed in a leadership position or may be removed from such position. Cadets are expected to honor the Commitment portion of the Naval Core Values and in order to serve in a leadership position, they need to be present.

Please be considerate that Unit staff has adjusted their personal schedules to organize and conduct training for the cadets. We expect cadets to be in attendance.

Cadets and parents are informed at enrollment that this is a commitment. When they enroll, they have agreed to the terms, conditions, and expectations of the program. In order to get the most out of this program, cadets should treat weekend drill as they would school and their attendance is expected.

That's the way it is in the US Navy and that's the way we must do it at this Unit. Again, this is standard protocol at trainings throughout the country, and it is very appropriate that cadets learn this standard operation at home base rather than at training.



Authorized Absence (Excused):

Many cadets participate in school sports, band etc which require them to be at their event. Cadets that have an event that falls on drill weekend that they is mandatory that they attend are required to have an Absence Request Chit filled out and returned. It is recommended that the cadet be at drill for as much of the day as possible.

Probation will not occur with Authorized Excused absences unless it falls below the NSCC attendance requirement. Cadets who are Authorized Excused will be noted on the muster record accordingly.

Unauthorized Absence (Unexcused):

Unauthorized Absence (UA) is the Navy equivalent of “AWOL”; UA refers to a cadet who is not at muster without prior notification through the COC.

Cadets that are frequently UA will be placed on probation. Counseling is the first corrective action. If counseling doesn’t correct the issue, the unit has the option to place the cadet on probation or disenrolled from the program. The cadet does not have to be present to be placed on probation or disenrolled. Attempts will be made to discuss the concerns with the cadet in the event probation if necessary however; if they are not present a notification will be sent to the cadet’s parents documenting dates of absences and future requirements to remain active within the Unit.

Being placed on probationary status may delay advancement, interfere with opportunities for away trainings or be disenrolled from the program without recourse.

To get the most out of this program, we encourage cadets to make attendance their first priority.



Attendance

Cadets are noted late if they report aboard after 0800 on drill morning which renders cadets ineligible for perfect attendance.

We expect cadets to adhere to the drill requirements. We have made the time to schedule, prepare, and execute daily plans and we expect cadet to attend drill just as they would any other organization they belong to.

If a cadet, parents or guardians cannot make a commitment to have the cadet attend as required; this program may not be a good fit. There are other programs in your community that have different expectations that may be a better fit for the youth and/or parents.

This program is a tough program and mirrors that of the US Navy. Again, expectations are high and we suggest potential cadets and parents think about it carefully prior to enrollment.

Leaving Drill Early

In the event that a cadet must leave drill and an Absence Request Chit is not completed and approved prior to the occurrence, cadets cannot be dismissed from drill during drill hours without communication from the parent or guardian (including cadets who drive). If a cadet must leave early, a parent must communicate this information to the XO or CO via their contact cell number. This is the only instance where a parent is required to contact the XO or CO on drill day regarding attendance.

The XO or CO will not allow cadets to leave drill with anyone other than Parents or guardians unless it is specified who will be picking the cadet up. The person picking up the cadet must come into drill before the cadet can be released to them. This is for the protection and safety of the cadet.

If a cadet must leave prior to 1600 on drill afternoon the cadet will no longer be eligible for perfect attendance.

We cannot control emergencies, which is why they are called emergencies. We will do our very best to ensure the cadet is ready for pick up on time provided that they are not offsite or at other away activities. In that instance, you will be required to drive to our training location for cadet pick up.



Electronic Devices

All electronic devices are prohibited during drill weekend or trainings unless specifically approved by the commanding officer.

1. Any unauthorized use of electronic devices will be cause for immediate action as this would be construed as non compliance with a direct order. If you do bring your cell phone or electronic device you are to turn it off and place it in the box that the unit will provide. It will be returned to the cadet upon dismissal.

The Unit will not be responsible or held liable for lost, damaged or stolen electronic devices.

2. Cadets and Adult Staff are NEVER authorized to talk on a cell phone while walking in their issued uniform. This includes times after dismissal has occurred and the cadet or staff member is still in uniform.
3. Reports of possible violations of this US Naval Regulation will be investigated and if substantiated will be subject to discipline.

Cadets should always be mindful while traveling in your United States Naval Uniform – you are required to conform to the US Naval Uniform Regulations, which includes prohibitions against walking and talking on a cell phone OR walking with ear-buds in their ears! You chance being caught by a sailor or Naval Officer who will correct you and may choose to report you.

To prevent this embarrassment ...NEVER DISREGARD THIS RULE!



Weapons or Firearms

Under no circumstances will an individual be allowed to enter the drill hall carrying or possessing any type of weapon on their person whether they hold a valid permit to carry or not. No live ammunition will be permitted whatsoever.

Don't think about it! ZERO TOLERANCE. You will be removed from the program immediately upon discovering a violation of this policy and possibly reported to the police for carrying a firearm without a permit.

Safety is paramount in this Unit and we cannot stress enough that it is imperative that we provide a safe learning environment for all staff and cadets in the program.

Parents and/or cadets in violation will be asked to leave the premises immediately or until a family member can be contacted for cadet pick up. Non-compliance or protesting the staff's directives will result in the police being contacted for removal.

Small Swiss Army/Leatherman type pocket knives are allowed in certain situations with the approval of the Training Officer, XO, or CO. In such cases it will remain in your pocket until needed. Any playful behavior with a pocket knife or comments of the joking nature that could be construed as a potential threat, or threatening gestures with a knife, will result in immediate Captains Mast.

The only case where an individual may bring in any sort of weapon would be:

- Law Enforcement Officer
- Registered Sea Cadet Instructors for
 - a. Specific training events such as weaponry
 - b. Firearms training
 - c. Drug enforcement instruction
- NRA Instructors and coaches
- NRA Nationally Recognized Weapons Professionals



Wrist Watches

All cadets are required to wear a wrist watch during training and while attending drill.

If the cadet does not have a wrist watch they may use a pocket watch as long as it does not hang from their belt loop or have any portion of it visible. All cadets must adhere to the NSCC Uniform Regulations Manual.

Cell phones or other electronic devices that are not generally used as a watch are not considered a watch and cannot be used as such.

Do not go to a great expense to purchase a watch. Many businesses sell watches that will suffice for about \$10.00.

Personal Belongings

Any cadet that brings in items that are not part of the requirement for training does so at their own risk.

The Unit will not be responsible or held liable for lost or stolen personal belongings, including uniform items. If you are issued uniforms and leave them or lose them you will be charged the full replacement price of the item which varies depending upon the item lost.

Be responsible, if you don't want it lost, don't bring it to drill. If you bring it to drill, you need to remember to take it home with you.

If you forget a uniform item at drill and it is not marked with your last name. It will be placed in surplus. You will be charged for another clothing article. It is not the Unit's responsibility to find out whose article is left behind. The Unit will also not log these items prior to placement into surplus. Again, it's all about accountability!



Observing During Training

Non-registered staff will not be able to stay and observe during cadet training unless they are an approved volunteer or enrolled in the program. The only other time where this is permitted is when the parents or guardian are enrolling a cadet the day of drill.

Once business has been conducted with the adult staff, parents and guardians will need to vacate the drill hall. This insures that the cadets full attention is placed on the instruction given and not focusing on family members.

Please wait outside until the cadet is dismissed at 1600.

If a parent must remain in the location of (or near) the drill hall, they will not be allowed to remain inside the drill hall building or training location during drill hours. You are allowed to sit in the upper building of the Legion however you may not sit at the bar, purchase food, beverages, or gamble unless you are an American Legion member and able to show your member ID. You may also sit in your car or take a nice trip to McDonalds for a coffee! Don't forget to take along your laptop if you have one.



Grooming Standards

All cadets actively enrolled into the program must adhere to the grooming standards set forth by the NSCC Regulations.

It is the cadet's responsibility to ensure grooming standards are met prior to drill or an event, not the parents. If cadets attend a drill or event and are not in grooming standards, they will be counseled and you will be contacted to rectify the problem.

There must be a grooming standard release form on file upon the enrollment of the cadet. If the parent elected to not permit the Unit to bring the infraction into regulations, the parent will be contacted for this to be rectified that day or by the next drill day.

This is inclusive of male and female grooming standards and holds a zero tolerance no exceptions and cannot be challenged. Habitual non-conformance with the NSCC Grooming Standards will be cause for counseling and may result in probation. All cadets and parents are to sign a Grooming Standards agreement upon enrolling into the NSCC or NLCC Program or to have one on file after enrollment has occurred.

Males should have their hair cut to a maximum length of a #4 blade on top and #2 on the sides.



Chain Of Command - General

The chain of command is vital to any organization. Within the NSCC it is very simple. The unit must have a clear structure in order to handle the daily business of the unit. Cadets are held accountable for passing information to parents to include following chain of command for MANY issues or concerns and for reading and responding to email.

Should the cadet have any questions, we encourage them to discuss initially with their first level COC which should be their Squad Leader. Billets in the Unit are set up to divide the billet workloads between volunteers. There are times where our communication with two or more billets may be necessary to get the information needed; patience is all we ask here.

Issues that cannot be answered by any of the staff will be directed to the XO or CO. Once all attempts to contact the appropriate billeted staff have failed and an answer to your question is still left unanswered, cadets may contact the Commanding Officer. If an issue is urgent and requires an immediate response, contact the CO.

Please understand that this program is a program is run by volunteers, and a few days may pass prior to response. Sometimes obtaining the information may require interfacing with additional people. This can take longer, but is sometimes necessary to get the correct information than to pass on incorrect or incomplete information. This is in no way is an attempt to avoid responding to cadet questions.



Chain Of Command

- Cadets in a squad report to their respective Squad Leader
- Squad Leaders report to the ALPO
- ALPO reports to the LPO
- LPO reports to the Chief or Training Officer
- Color Guard Commander reports to the Training Officer
- Training Officer and all other billets report to the XO
- XO reports to the CO

While the intent is to not make cadets feel they cannot talk to the XO or the CO, on the contrary depending upon the need there are many times where communication will take place that is not breaking the COC. However, all communication should start at the lowest level of authority by the cadet.

Every position has its purpose and everyone must contact the appropriate department. Parents do NOT communicate concerns with uniforms, events etc. to the COC. It is the cadet's full responsibility. By doing this for them, you are enabling them to not take charge of their responsibilities within the Unit.



Roles of Responsibility –Cadet or Unit Leaders

Cadets may be placed in roles of responsibility such as squad leaders, special billets, or positions of leadership. Cadets that are interested in a leader position must express their interest through their COC.

An interview with command staff will take place and a decision for leadership will be based on the determination of their ability to lead based on their experience in the program, types of trainings attended, performance, and attendance to name a few considerations.

As quick as a position can be obtained, cadets in positions of leadership will be removed based on factors that show disrespect, continued dereliction of duties, or absences, etc. If a cadet is removed from a leader position, it will be communicated as soon as possible. In the event that cadet is not at drill the day the position change has been made, they will be notified as soon as possible and at the staff's first availability and most likely documented via email.

Cadets may also be passed up by their fellow shipmates who pass correspondence courses, making rank, and attending and graduating advanced trainings. All these show motivation within the program and are subject to an opportunity to be rewarded for their continued dedication. This can also factor in to the change of leadership positions within the Unit.

Cadets in leadership roles are expected to attend the first POLA available if they have attained the rank of E3. All cadets are required to follow the NSCC Regulations specifically on any correction as do the officers.

All staff and leader cadets are authorized to physically correct a cadet's uniform, other attire, stance, saluting, posing for photos etc as indicated in the USNSCC Standards of Conduct document. This is not an exhaustive list of situations where corrections can occur.

Cadets are not born leaders and will be mentored by command staff to help them grow and will further their knowledge by attending POLA. There may be a time where something looks brash in nature however we can assure you that this unit upholds the NSCC Regulations and attempt to remain above reproach. We are to correct cadet (and staff) in a mentoring way but we will not reprimand in public.

A cadet in a leadership role is required to mentor slick sleeve cadets in a positive and productive manner. Remember –

“Praise in Public, Reprimand in Private!!”



Conduct



Standards of Conduct

All cadets and staff will be informed of the Standards of Conduct and are required to sign the Standards of Conduct Agreement within three months of coming aboard ship. This will also be reviewed approximately every six months at drill.

The agreement is to ensure safety and courtesy among the cadets. Safety and security is paramount in the Naval Sea Cadet Program and will not be compromised.

The Standards of Conduct covers many areas including:

- Fraternization
- Harassment
- Hazing
- Larceny
- Grand Larceny
- Bullying
- Demeaning or demoralizing another human being with the intent to cause harm
- Social Networking (Chapter 4 Internet Development Group manual)

An infraction to this code of conduct will cause immediate counseling with lower level staff who will determine if recommendation Executive Officer's mast or Captain's mast is required to correct the issue. **ZERO TOLERANCE!**

A copy of this is located at the end of this document along with the other examples.

Internet Development Group

The IDG is designed for Units and cadets with respect to website practices and social networking sites. All staff and cadets are required to adhere to the requirements of the IDG manual. This manual is available on www.resources.seacadets.org under the Internet Practices link on their home page.



Resolving Unit Conflicts

If you have been involved with other youth programs, you may have previously experienced this before. There are processes in place that must be followed and have proven to be successful in the NSCC program over 60 years.

As the unit's Commanding Officer I follow the NSCC or US Navy Regulations. By doing so, this eliminates unnecessary issues by making everything as consistent as possible among staff, cadets and parents. Running the unit the way NSCC requires provides very clear guidance when a situation arises. While these policies are very reasonable, sometimes parents disagree with them; in that case the possibility of moving the cadet to a more relaxed program might be the best option for them.

1. In a professional manner, bring issues or concerns straight to the appropriate individual for consideration and forwarding on to the CO if necessary. However, if an issue is presented be prepared to present a viable solution. The COC may also bring an issue or concern to the Commanding Officer if needed.
2. Cadets or parents bypassing the Chain of Command for personal reasons or interpersonal conflicts in the unit may be grounds for immediate disenrollment from the NSCC Program of the cadet.
 - *All parties should handle matters at the lowest level possible.*
 - *Avoid talking about Unit issues in front of cadets or other parents – be above reproach.*
 - *If you believe changes need to occur, your conduct in presenting an idea is key to how effectively your ideas will be received.*
 - *This teaches the cadets that people can handle matters in a mature manner.*
 - *There are times where the unit handles a situation in manner you may think is incorrect, however with the experience of many years in the program, the leadership generally knows what works and what doesn't.*
 - *Keep an open mind in receiving the reasons why something runs the way it does.*
 - *If there is a situation that needs to be addressed, you may not always be informed of the outcome. That doesn't mean corrective actions haven't taken place.*
3. Cadets consistently degrading, demoralizing, or defaming officers, staff members or other cadets poisons the objective of the program and integrity of the Naval Core Values. It is not tolerated and will be cause for counseling or recommendation for captain's mast.

This behavior by a unit member's may cause the receiving cadet undue hardships and retaliation can occur without the unit's knowledge. It's best to respect all individuals at all times to eliminate issues that would cause embarrassment or potential legal action from the victim. Refer to Standards of Conduct and IDG Manual.



Counseling

There may be times where a breakdown occurs in either communication, respect for the COC, insubordination, dereliction of duties, disagreement with a command decision, etc.

Depending upon severity and frequency, intervention will be considered on a case by case basis and informal or documented counseling sessions may take place.

Probation may occur depending upon the infraction. The final approval or decision for EMI or probation is made by the Unit CO based on recommendation of the XO and cannot be challenged. If necessary, EMI will be executed according to NSCC guidelines.

Counseling and probation should take place on drill weekend however, if the cadet, parents or guardians are unwilling or unable to attend the counseling session, the cadet will not be allowed to attend special Unit functions, or advance in the NSCC Program until counseling has occurred.

The intent of counseling is to correct a deficit, not punish the staff member or cadet. We correct the action; provide assistance in redirecting towards the desired path and move on. Past issues that have been corrected by the cadet will not be taken into consideration if the cadet chooses to apply for leadership positions within the Unit.

Continued dereliction of duties or refusal to correct deficits may cause the cadet to lose a position of leadership, EMI, or removal from the program depending upon the nature of the continued undesirable behavior.



Probation

If the cadet is placed on probation, they will not be allowed to advance in the NSCC Program and advancements cannot “accrue”. This is the highest level of a “warning” a cadet can receive without being removed from the program.

There generally are three steps prior to removal from the program.

1. Initial infraction; verbal warnings, informal counseling, or EMI
2. Infraction continues; documented counseling, EMI, loss of leadership position
3. Probation if the infraction continues, parents are notified, advancement is delayed, disenrollment may occur at this level.

Disenrollment from the program if it is determined, through courses of action; notes documentation etc, that the cadet has no desire to correct the deficit or the behavior is deemed too detrimental to the functioning of the unit. In this case, the parents or guardians are called in for this process.

Advancement Penalization Example:

The cadet has been warned repeatedly of an infraction (Step 2) with a refusal to effectively alter behavior (moves to step 3).

The cadet is scheduled to become E3 on 01 August however, 01 August probation commences, and while they did meet the requirements to advance E3 their probation takes precedence. While the cadet could have advanced to E3 on this date, they must remain an E2 until their probation ends.

Behavior detrimental to the functioning of the unit may be cause for immediate dismissal from the program. Once a cadet has made it to step 2, the TO or XO forwards up a recommendation to the CO for possible probation or dismissal. Once Step 3 has been implemented, probation is in place and cannot be challenged.

If it is determined that probation isn't correcting the deficit and unit staff has made reasonable attempts to assist the cadet in altering the infraction, they are recommended for disenrollment from the program. This is a recommendation from the TO or XO to the CO where captain's mast would be scheduled with the cadet and parents or guardian. After hearing all the information and reviewing documentation, the final decision of Unit Commanding Officer cannot be challenged. Paperwork will be filed and kept within the Unit or copies will be forwarded to the appropriate Regional Staff along with the recommendation of the Unit CO.

The decision to remove a cadet from the program should not affect a cadets attempt to enroll into the military if they choose to do so.



Extra Military Instruction (EMI)

EMI will occur when an infraction has been noted by staff, cadets in leadership positions, cadets observing a questionable behavior, admission of guilt, or other evidence such as internet or email communication. Refer to the Internet Development Group section of this manual.

EMI must be approved by the Unit CO prior to the issuance of EMI. No EMI will be degrading in nature, cause bodily harm, or otherwise demoralizing. EMI is supposed to correct the deficit and its intent is to further enhance knowledge in that area of deficit and then move on.

Examples of behaviors may result in EMI:

- Tardiness to drill or required events
- Insubordination
- Continued dereliction of duties
- Failure to follow directions
- Failure to wear the uniform properly
- Non-compliance with grooming standards
- Not properly crossing the Quarterdeck
- Not saluting when appropriate
- Failure to address officers and staff correctly
- Addressing cadets by first names instead of rank/last name i.e.: Seaman Smith
- Inappropriate activity reported to the CO by other NSCC Officers or staff, Military personnel, or other personnel either at National Trainings, local trainings, or events.

These are just a few areas that EMI may be issued to correct the deficit and generally EMI should correct a deficit however there are times where the infraction is consistent in nature which may require further action.

Corrective instruction for minor infractions is authorized for any cadet that needs to learn more about a particular issue. Generally that will be a written page out of the BMR, or Blue Book as to what the correct resolution is. This can be authorized by the LPO or higher levels of the COC and considered HP training, not EMI.



Inappropriate Language

The use of inappropriate or vulgar language by cadets or staff is not tolerated during drill and will be dealt with immediately upon being reported or witnessed by staff or cadets. This also includes what is written on social networking sites. Believe it or not, many people across the nation make judgments based on your social networking “style”.

EMI may immediately follow corrective actions dependent upon the nature of the infraction. Occasionally certain expletives may be said in the case by a cadet who is injured and obviously in a great deal of pain. Although we strongly discourage the use of inappropriate language, determinations as to the intent of the infraction may not be cause for EMI.

Continued inappropriate or vulgar language may be cause for counseling processes to occur. Remember, all infractions should be handled at the lowest level of authority.



Training

Advancements' and

Awards



Trainings - General

Sea Cadet training consists of Navy Non-Resident Training Courses (NRTC), training evolutions (away from local units), shipboard training, and training arranged locally by units.

Cadets are instructed by naval personnel (active, reserve, and retired), by senior Cadets and by dedicated adult volunteer leaders who comprise the NSCC Officer Corps through classroom and applied instruction.

Cadets study a broad range of subjects. Some are designed to help them to become better adult citizens; others teach them the importance of strong maritime forces. They also study naval history, customs and traditions, seamanship, navigation and similar subjects that will help their chances for promotion should they decide to join one of the sea services. There are also events held in conjunction with other Sea Cadet units such as Flagship Competition, or the Sea Bee Challenge that will provide cadets with the best training possible and reinforce their knowledge in a fun competitive atmosphere.



Basic Military Requirement (BMR)

Sea Cadets are required to complete the BMR during within 90 days from their enrollment date to avoid probation or dismissal from the program.

Cadets should expect to submit 5 completed assignments each drill month. If drill is cancelled for any reason, the requirement of submitting assignments does not change and should be submitted to the Personnel Officer via email, or postal service. If cadets mail them, we encourage the cadet to make copies in case they are lost in the mail.

Completing and passing the BMR is the first step in cadet advancement. There are currently 863 questions total (for all 15 assignments) which equates to 10 questions per night. For cadets enrolling in April or May, their questions per night will increase with the governing factor being which Recruit Training they will attend and when.

Cadets enrolled in May might not be able to attend Recruit Training if they do not meet the command RT requirements or they are not able to be fully outfitted by their home unit in time to attend RT. Refer to RTC locations of preference section of this manual for more information.

Cadets that enrolled in the month of October and November will have three months to complete their BMR unless they are attending Recruit Training over Christmas Holiday break. No winter Recruit Training will be entertained for cadets enrolled in December.

The BMR or other courses can be found online at www.compass.seacadets.org under the Cadet Advancement link. Then cadets can choose the correspondence course needed for their rate.

Refer to the Advancement and Training Manual at www.resources.seacadets.org for more information.

NLCC Cadets do not need to comply with this directive as they have their own advancement requirements separate from the NSCC Program.



Basic Military Requirement - Hard Copy

Accommodations may be made for cadets that require a hard copy course book to work from.

Parents are to inform the CO if such a need exists for any coursework immediately upon enrollment. Parents of cadets that are on an IEP for school or have accommodations in school need to communicate that to the CO as soon as possible.

Failure to communicate this important piece of information may cause unnecessary counseling to occur if the cadet fails to follow the Unit requirements for the BMR or any other coursework.

Any hard copy coursework checked out and removed from Unit premises must be returned by the next drill. Any cadet that damages beyond repair, loses, or does not return the correspondence course or question sheet for any reason will pay a replacement charge of \$30.00.



Coursework

The standard correspondence courses required for cadet advancement are:

BMR*	→ E2
Seaman	→ E3
PO3/O2	→ E4 and E5, plus an exam for each rank
PO1	→ E6, plus an exam
CPO	→ E7

Any other correspondence courses can be completed for credit. There are many courses to take online in the Compass website. Time in rate waiting periods are always 6 months from the last promotion except when a cadet is promoted to E2T, attends RT and an AT in the same summer.

At least one course assignment needs to be completed and ready for turn in on the first drill day each drill month for those that have already completed the BMR. If drill is cancelled for any reason, the requirement of submitting assignments does not change and should be submitted to the Personnel Officer via email, or postal service. If cadets mail them, we encourage the cadet to make copies in case they are lost in the mail. Do not hold on to all assignments, submit them immediately. If the cadet has specific questions regarding their assignment grade, they can email this address also.

Failure to submit and pass one complete correspondence course per year will result in disciplinary action.

You can find courses online at www.compass.seacadets.org under Cadet Advancement.

*BMR must be completed within 90 days of enrollment and prior to attending RT.



Advancement

Promotion within the Cadet Corps is based upon merit. Promising individuals, upon fulfilling certain qualifications and requirements, are allowed to apply for command positions, and encouraged to develop their leadership abilities.

All new cadets enter the program at the rate of Seaman Recruit (E1). In order for cadets to move up through the ranks they must complete the following:

- the NRTC Correspondence Course for that rate
- a training such as RT (for E1's) and AT's for E2's and above
- 6 months time in rate minimum
- and, depending on the rate, the Navy's Military Leadership exam for that rate.

The cadet rate structure parallels that of the Navy and Coast Guard's enlisted rate structure. Chief Petty Officer (E7) being the highest rate a cadet can achieve as long as the billet is open.

There only so many billets available for Sea Cadet units. If a billet is full but the cadet is ready to advance to that rate, they might not be able to until that position has been vacated.

The specific minimum requirements for promotion for each rate are listed in on the Resources Website at www.resources.seacadets.org. As in the military services, recognition is made in the form of awards and ribbons. Each ribbon has certain criteria that must be met, and must be documented in the service jacket. The awards information can be found in the Resources Website also.

Highly motivated cadets that have banked trainings, pass more than one correspondence course, and have shown great leadership potential will be recommended for the Citation Ribbon. These cadets distinguish themselves apart from the other cadets and will be rewarded accordingly. Those cadets that only do the minimum will not normally be recognized other than standard advancement in rank.



Summer Training Schedule (STS)

The STS is placed on the Compass website at www.compass.seacadets.org during the second or third month of the calendar year. It will list most of the trainings available during the summer months. Keep in mind that new trainings will populate the fields when they come available but do not count on this. Most of this database is complete when it is placed out for public view.

It is the responsibility of the parent or cadet to continue to check this website to see if training information has been uploaded or updated. All NSCC cadets must attend Recruit Training in order to attend any advanced training. The cadet must review the requirements in the "Remarks" section of any particular training they are interested in on the respective COTC's training or go to their website if directed.

If the cadet has already passed RT, they call the COTC to see if the quota is filled for the desired AT if that is what the COTC asks cadets to do. Many advanced trainings fill up very fast so it is best not to wait. You snooze, you'll lose and a wait list may or may not be generated by the COTC. If this happens, the cadet's name will be placed on the wait list. If the cadet decides to attend an alternate training, contact that COTC who is holding a slot for their first choice AT and have their name removed from the wait list.

Once the cadet has decided on a specific training, contact the Personnel Officer once orders have been completed by the cadet, parents or guardians.

Be prepared to pay for the training with a Money Order made out to USNSCC.

It is mandatory for all cadets to have current medical information on file as well as current phone numbers, emergency contacts, and addresses as all orders are cut directly from this information and copied to the appropriate year's training file.

Winter Training Schedule

The Winter Training Schedule comes out around the middle or end of October. Trainings are limited. Review this information on www.compass.seacadets.org and click on Winter Training Schedule on the home page or click on Cadet Advancement link. The same rules and requirements apply for winter training as the summer training.



Recruit Training Cut Off Date

Cadets enrolled after April 15th will not be allowed to attend recruit training unless special circumstances apply.

Uniforms are difficult to organize in a short timeframe and it is a Unit requirement that a cadet must pass the BMR before a request for orders can be entertained.

Some highly motivated cadets put forth the extra effort to pass the BMR in 30 days or less. Those cadets who rise above the norm as a new cadet will receive special consideration; orders may be cut for those cadets at the discretion of the CO upon recommendation of the command staff.

League Cadet Orientation - NLCC

Navy League Cadets have the opportunity to participate in a one-week recruit orientation and weekend unit training evolutions.

While Navy League Cadets are not permitted to go to sea for extended periods, they often participate in day cruises and tours. Navy League Cadets may participate in one-week orientation trainings (for new cadets) and advanced training evolutions in subjects such as Leadership, Seamanship, NLCC SEAL's Training, and Boating Safety.

NLCC cadets do not submit the BMR for grading at this time. They currently have the NLCC Syllabus to complete to advance in rank in the NLCC program. Cost for trainings are generally less than for Sea Cadets depending upon the location of the training.

It is the unit recommendation that NLCC cadets attend their orientation at TSC Great Lakes in Chicago. If a cadet must attend another location, contact the CO for recommendation.

NLCC Orientation is not mandatory but is a great learning experience and prepares cadets better for their entrance into the Sea Cadet program. It also gives them a taste of being away from home and also teaches them that while they are away, they can feel comfort in knowing they will be taken care of for the duration of their training.



Sea Cadet Recruit Training - NSCC

Newly enrolled Sea Cadets attend Recruit Training (the Sea Cadets' "boot camp") held at military installations across the country. All cadets must complete recruit training in the first year of affiliation. It is a scaled down version of the Navy's recruit training to fit into the 9 day training evolution at Naval Station Great Lakes.

For approximately 9 days to two weeks (depending upon the training location) cadets are instructed by active and reserve military personnel, Sea Cadet officers, or qualified civilians with training in military drills and discipline, physical fitness, seamanship, shipboard safety, first aid, naval history, and leadership. After successfully completing recruit training and passing the BMR you can advance to the rank of E2 Seaman Apprentice.

Most training occurs during the summer months. Limited trainings are available during the winter and occasionally during the spring break periods. The cost does not include the expense of transportation to the training, which is borne by each individual. Utilizing personal transportation is always an option, and in some cases, car pooling is the most economical option and in rare instances, flight arrangements made need to be secured by the parent according to the NSCC training recommendations.

It is strongly recommended and advised that the Arleigh Burke DDG-51 Division cadets attend RT at RTC Great Lakes in Illinois only. If it isn't possible to attend summer training at this location, please contact the CO for an alternate location recommendation.



National and Local Orders For Non-Local Trainings

Except as described in "Recruit Training Cutoff Date," generally no orders will be authorized after April 30th for summer trainings. Orders for summer or winter trainings must be cut as soon as possible, as late submission may result in rejection by the COTC.

It is the cadet's responsibility to inform the COC of their intent to attend training. The cadet is responsible for contacting the COTC of the training according to the database "Remarks" for that training to find out more information.

It is advisable to have at least two trainings planned as they often fill up within hours of posting to the national database compass website. I can't stress enough for the cadet to keep looking for the posting of the database ahead of time, make necessary connections, and contact the COC. If it is determined the cadet qualifies for the training, fill out National Orders (NSCTNG001) completely and contact the cadet's CO for review and approval. Some COTC's require national orders within 10 days of training posting date to the Compass website.

When filling out orders, it is best to save the document to your PC as you may need to change the information more than once. This also makes it easier to pass back and forth within the Unit. Handwritten orders are discouraged as they can be difficult to read.

Complete ALL the information on the orders that applies to the parent or guardian or the cadet. Forward this request to the training or personnel officer and print a copy off for yourself and bring that one to drill as back up. Obtain a Money Order for the necessary amount of the training made out to USNSCC. Bring everything to the following drill if time permits. If the cadet is close to the April 30 cut off, call the CO and then mail it directly to the CO or schedule a meeting location.

Orders will be issued after April 30 on an emergency basis only.



Advanced Trainings - Additional Information

Cadets can attend Advanced Trainings after they have passed RT or NLCC Orientation.

Some NSCC and NLCC trainings have pre-requisites that must be met prior to attending. Make sure cadets read the training specific "Remarks" section of the STS training they are interested in on the Compass website.

Cadets can "bank" up to three trainings per calendar year to apply towards advancement. Most cadets attend two trainings the first year they are in the program. The first one being RT, and the second is an AT Recruiter Duty.

Recruiter Duty is a one-time offer for cadets that need that extra training beyond RT to get cadets over the "hump" so that they may advance to E3 during the winter months. This is especially helpful for cadets that will "time out" prior to making E3 if they wait until the summer months following RT the previous year.

Cadets that wish to enlist into the military or attempt to attain the rank of CPO prior to leaving the program need to make the rank of E3 as soon as possible and continue towards advancement.



International Exchange Program

Cadets who exhibit extraordinary motivation and leadership ability may participate in annual exchanges with Sea Cadet Corps' around the world.

Each Cadet must have an outstanding record and fulfill the training requirements of the host country. You will also have to hold a valid passport when travelling outside of the United States. In order to be eligible for consideration for this program, the cadet must have earned a Citation Ribbon and be recommended by their Unit CO.

Information on IEP may be obtained through the Sea Cadets 1MC, a Yahoo Groups forum. Information on IEP's come out in early to mid January of the training year and continues until late March. It is recommended that parents of cadets in the unit enroll in the 1MC notification system through the National Website.



Awards - Individual

Cadets may receive awards based on achievements made at training provided the criterion has been met for that award. These can be earned at the home unit, a locally arranged training, or a nationally sanctioned training.

As a rule, cadets will not receive ribbons or appurtenances between drill weekends. If a cadet qualifies, and can support that qualification, they will receive it following drill as long as supporting documentation has been provided and verified by the Awards Officer.

Rank advancements are based on cadet motivation and participation and are awarded monthly once the cadet fulfills the requirements and documentation is completed.



Awards - Annual Unit and National

Cadets can advance and earn ribbons throughout the year. We do not recognize standard achievements such as rank advancements and ribbons at the awards ceremony as cadets should be recognized monthly.

Rank advancements for officers are recognized at the awards ceremony as they are based on multiple years of program service and are not recognized monthly.

Cadets achieving the highest rank in the program, Chief Petty Officer, will be recognized at the awards ceremony at the discretion of the Unit CO.

The Unit is not required to but may hold an annual ceremony to award medals, ribbons, and citations for those cadets and staff who distinguish themselves.

Cadets may be eligible to receive the following awards:

- ✓ VFW – Veterans of Foreign Wars
- ✓ SAR – Sons of the American Revolution
- ✓ DAR – Daughters of the American Revolution
- ✓ NLUS – Navy League of the United States



Annual Awards Ceremony

The awards ceremony is held at the discretion of the CO. There will be times where no cadets qualify for the above mentioned awards however representatives may be present to speak on behalf of their organization. This ceremony may be a catered event and may have a fee separate from cadet lunches.

Dress is dinner dress casual for non staff and guests. Cadets are required to wear dress uniform. Officers, midshipmen and instructors will wear their standard unit uniform or dress blues. Non-uniformed instructors may wish to wear dinner dress as acceptable attire.

We will recognize the outstanding achievements of cadets through Citations, Meritorious Recognition, and Honor Ribbon as long as those requirements have been met. See Awards Manual at www.resources.seacadets.org for more information.



Attendance - Perfect

Cadets will have the chance to earn Unit awards for perfect attendance and will be presented with their award for this outstanding achievement on an annual basis at the awards ceremony.

Cadets eligible to receive these awards have not missed any portion of drill for the fiscal year in which this is counted. Cadets attending RT or AT will not be penalized.

Cadets that have been in the program for nine months or less may receive verbal recognition at the awards dinner and a certificate.



Petty Officer Exams and Chief Appointment

In order for cadets to advance in rank to Petty Officer 3rd, 2nd, and 1st Class, cadets must fulfill the requirements set forth in the NSCC Advancement Regulations Manual.

In this Unit, it is required that any cadet interested in becoming a Petty Officer attend Petty Officer Leadership Academy in the year they are promoted to PO3.

Petty Officer Advancement to PO2 will not be entertained until POLA has been completed. This PO2 advancement requirement is a national regulation.

At the CO's discretion, accommodations may be made for cadets that require a hard copy of a petty officer exam. Parents or guardians are to inform the CO if this need exists.

To become CPO, there is no exam, only a Chief's Correspondence Course to pass. This is an appointment made by NHQ only with supporting documentation to include the passing POLA and staffing an RT (NSCC or NLCC) in a true staffing position (staffing over cadets).



Individual Training Plan

Cadets will have a one on one session with two authorized adult staff members charting out their interests and time left in the program to plan accordingly.

Cadets must keep parents informed by writing their advancement information in the binder that was given to them at the time of their enrollment into the program.

Cadets will also receive coaching along their course advancing to a position of responsibility or leadership positions. This generally comes in the form of continual education through the training officer.

An example of this is located at the end of this handbook.



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Uniforms



Uniforms - General

Cadets and Officers are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with insignia. These uniforms, in turn, are made available to cadets and staff.

All staff must adhere to the height and weight standards in order to wear naval uniforms. Cadets or staff members that do not fit into Navy uniforms must wear an alternate uniform until they are within the uniform standards.

All uniforms issued by the Unit belong to the Unit and ultimately the US Navy. These uniforms are not cadet property. Uniforms MUST be returned upon disenrollment or graduation from the program to avoid being charged for these items.

Dress uniforms generally will not be issued to cadets until the BMR has been passed unless there is a compelling reason to do so.

One reason to do this would be if the cadet will be:

1. Attending RT in June
2. Is within eight weeks of the training report date
3. The BMR is nearly completed

**Sometimes cadets, especially the League cadets, do not fit into naval uniforms. Other arrangements may need to be made in these circumstances and the parent may have to find the necessary items at a local retail, surplus store, or the Navy Exchange. This does not eliminate the initial enrollment fees as these fees covers the ID card, name tapes, plates, and flashes and other items we are able to issue.

The Uniform Manual is located at www.resources.seacadets.org under the Uniforms link at the bottom left side of the front page.



Initial NSCC and NLCC Rental Uniform Issue (UI) Items

2 SETS OF Woodland Camouflage BDU'S – MALE OR FEMALE
1 M-65 PARKA*
1 M-65 PARKA LINER*
2 SETS OD SHOULDER FLASHES
4 OD NAME TAPES
2 OD BRANCH TAPES
2 DESERT BROWN UNDERSHIRTS

* M-65's will not be issued to cadets during the warmer months. Other items could be issued at the supply officer's discretion dependent upon Unit need at the time.

Items cadet parents or guardians are in need of purchasing would be black combat boots, black webbed belt with black tip and black open face black, an 8 point cover.

Purchasing Additional Uniform Items above UI Allowance

If cadets need extra rank, flashes, name or branch tapes, or unit rockers for their uniforms, contact the Supply Officer and an order can be placed by the CO. These items cannot be purchased by a parent or cadet as this site is secured. Full reimbursement of items must be paid at time of order, including shipping costs. Parents or guardians also have the opportunity to purchase items through the Navy Exchange as long as the cadet has a valid ID card.

After cadets are issued their standard UI items (sea bag); anything beyond standard UI the parent or guardian bears the cost including shipping charges.

Ribbons, appurtenances, uniforms or items are issued once. Cadets are instructed how to mark or secure these items in the best possible manner. Once items have been issued and a cadet is requesting a replacement due to damage or loss, the cadet parents or guardians assume the full replacement cost.



Purchasing Name Tapes, Name Plates Or Rank

If a cadet is in need of extra name tapes, name plates, or P.O. Collar Rank (above UI), parents or guardians must assume the full cost of these items.

The purchase of additional items is at the cadet and parent or guardians discretion. Experience has shown that cadets can often use two name plates. It seems inevitable that one will be missing or has a pin which breaks at an inopportune time. Cadets are not authorized to wear uniforms unless they have the correct uniform markings in place as per Navy and NSCC Regulations.

1. Log on to www.1800nametape.com/usnsc.html and for each type needed you have to follow the instructions below.
2. All tapes and name plate must all be in CAPITAL LETTERS. Do not use dashes, periods or other marking. Alpha and numeric characters are only allowed.
3. Petty Officers are the only ones that can purchase collar rank. For consistency, Petty Officers, Chiefs, and Staff Officers will use Velcro collar rank only on appropriate uniforms.



Personal Purchasing Of Uniform Items:

Non standard items are items that the unit will not normally issue, or may issue with quantity limitations if there is availability. Any costs associated with ordering or the shipment of these non standard items will be solely at the expense of the cadet's parent or guardian.

www.navy-nex.com

Cadets with a valid ID card are eligible to order uniform items (via phone only) through the Navy Exchange. Parents must fax a copy of both sides of the cadet's ID card and the order number they provide you. Secure payment as requested.

Parents are not permitted to order items for other family members use. The Navy Exchange keeps a history on prior purchases and will not allow you to purchase items that seem questionable.

www.seacadetshipsstore.com

Cadets can purchase items from the Ships Store. The only area which can be accessed is the Base Exchange.

The Unit does not have the capacity nor the funding to supply every cadet with every special uniform (or item) need based on their individual training choice. This includes RT's or AT's. We will help parents the best we can to direct them to a place that may have what they are looking for.

- *If purchasing additional items through the Unit is necessary, payment for these extra items are requested at time of order and the parent pays all fees associated with purchases.*



Uniform Supply Chit

Those cadets that are needing adjustments to the sea bag items issued will be required to submit this form on drill Saturday between the hours of 0800 and 1000.

Only in certain circumstances can uniform items be exchanged outside of drill weekend. One instance where a change out can be made is when the cadet is scheduled to attend an AT or RT and the cadet's current uniform is not in compliance with the Uniform Regulations.

There may also be circumstances where a cadet cannot attend drill and their uniform (or item) change is required before the next drill. In this case they are to utilize the COC requesting a uniform change out submitting the Uniform Supply Chit through the COC.

Once the XO receives a request they will notify the Supply Officer via email. Only then, will the cadet be able to receive uniform items outside of drill. Unfortunately, there will be some instances when accommodations cannot be made and the cadet will have to wait until all parties are available.

An example of this Uniform Request Chit is located at the end of this handbook.



Separation from The Unit

Upon separation from the Unit for any reason, all uniform items issued by the Unit are to be returned within thirty days from separation from the Unit.

Most uniforms issued by the Unit belong to the Unit, and are not “purchased” by payment of the Unit fees; therefore they must be surrendered upon disenrollment. See NSCC Regulations.

If the uniforms and items issued to the cadet are not returned, cadets, parents or guardians will be charged for the replacement cost of uniforms and uniform items plus any fees and/or any expenses for the collection thereof. This cost can be \$200.00 or more depending on what was issued during enrollment, unit administration fees, and/or court costs.

It is expected that items will be returned cleaned and in good condition so they can be reissued to other cadets. Normal wear is expected however; tears, frayed pant hems, stains, washed wool uniforms, or broken items will be charged to the parent or guardian.

Dress Blues are not to be washed, they are Dry Clean only!!!! It is very obvious if Blues are washed and replacement is VERY high because they are wool.

NSCC Regulations state the following:

1023 - Return of NSCC/U.S. Property

1023.1 *Cadets must return uniforms, if issued from unit stores and all other property of NSCC/U.S. prior to departure.*

The receipt of cadet uniforms and uniform items means the parent or guardian and the cadet agrees with the terms and conditions of the uniform separation requirements and will return all items issued as discussed above. No uniforms or items are to be issued unless they are signed for by the cadet through the Uniform Issue Checklist (NSCADM4886).



Adult Volunteers



Parent Involvement

Parents or guardians that are involved in Unit activities are better able to support their cadet, and in doing so support the NSCC program.

Parent and guardian involvement is essential to the success of the Sea Cadet Program and we welcome those interested in volunteering their time. We will gladly find areas of involvement through the Parent Auxiliary by enrollment as a staff member. A military background is not needed, as everyone has life and work experiences that could be a huge asset to the unit

Thoughts such as “I want to mention this but...” is an example of parents with good ideas or intentions that can provide input and are encouraged to enroll in the program. If they see an area of opportunity and choose to remain on the sidelines they in fact hinder Unit growth.

For those who enroll as a staff member, you will be required to comply with NSCC Regulations Grooming, Height and Weight standards, and undergo a background check. If you have prior military service, you are required to submit a copy of your DD-214 discharge papers along with your application and your three references.

This program exists for the cadets, and even though 60 years of NSCC processes are tried and true, items specific to individual unit's can be improved upon by one simple idea from a single parent, so don't think the “voice of one” will not be considered or change a process.



Officer Billet Descriptions

0540.1 Organization of a unit must be directed toward achieving the most efficient use of officer resources. This section identifies the primary billets to which officers will be assigned, and the primary duties and responsibilities of each. Commanding officers of units not having enough officers to fill all billets should assign collateral/additional duties as necessary to ensure that all required unit functions are assigned. Consideration should be given to the skills of unit leaders, which may require adjustments to the following billet descriptions, to best meet these skills and unit needs. There are no special corps (i.e. chaplain, supply, medical, etc.) in the NSCC, regardless of billet an officer is filling.

0541 - Commanding Officer

The recommendation of an individual to serve as unit commanding officer may be made by the President of the sponsoring Navy League Council (or head of any other authorized sponsoring organization or the NSCC Committee Chairman acting for the President). The letter of recommendation (accompanied by a completed NSCC Officer Application, and supporting documents if the individual is not an NSCC officer), will be submitted to the National Chairman via the chain of command, for consideration of approval. The recommendation package will be sent via the Regional Director and NHQ Representative for comment and their recommendation, and forwarding on to the NSCC national headquarters. Any differences in recommendations between the sponsoring organization and NSCC Chain of Command will be resolved by the Chairman. Failure of sponsoring organization to make a timely recommendation will result in the Regional Director or NHQ representative making a recommendation to Headquarters. All subsequent changes of command will be handled in the same manner.

0541.2 The commanding officer shall direct the efforts of the unit toward attainment of the recruiting, retention, and educational goals and objectives of the NSCC.

0541.3 The commanding officer is accountable to the Regional Director and the NHQ Representative for compliance with these Regulations and for all matters relating to the proper administration and operation of the unit. The Commanding Officer is only responsible to the sponsoring organization for financial oversight matters.

0541.4 Individuals serving in the Armed Forces, either on active duty or as members of the reserve components, may serve as unit commanding officer.

0542 - Executive Officer

The executive officer is responsible to the commanding officer for the proper operation and administration of the unit and for such duties as may be delegated to him/her. The executive officer will assume command in the absence of the commanding officer.



0543 - Training Officer

0543.1 The training officer is responsible to the executive officer for instruction and training of cadets and leaders. Specific responsibilities include but are not limited to:

- Ensuring that all training and instruction is conducted in accordance with the provisions of the NSCC/NLCC Training and Advancement Manual.
- Conducting training seminars for all unit personnel on Fraternization and Sexual Harassment.
- Ensuring that high standards of training and instruction are maintained.
- Maintaining records of individual cadet training and advancement status and managing the unit's cadet advancement program.
- Maintaining liaison with the supporting naval activity to ensure availability of training aids/educational materials.
- Preparing cadets for participation in the summer training program.
- Administering the officer/cadet correspondence course program, and for maintaining records of course completion.

0544 - Operations Officer

0544.1 The operations officer is responsible to the executive officer for the proper conduct of inspections, drills and other military evolutions conducted by the unit. Specific responsibilities include:

- Training and supervising unit parade detachments, the color guard, drill teams, etc.
- Training and supervising the quarterdeck and other watches, and for ensuring that smart quarterdeck etiquette is practiced by all hands.
- Ensuring accuracy and completeness of entries made in the quarterdeck log, and submission of the log to the commanding officer for approval and signature on a periodic basis.
- Ensuring that uniforms are worn in accordance with NSCC Uniform Regulations and meet high standards of cleanliness and maintenance.

0545 - Administrative Officer

The administrative officer is responsible to the executive officer for all unit administrative matters; to include the following:

- Preparation of outgoing correspondence and processing/routing of unit mail.
- Compiling of unit reports except those pertaining to training, fiscal, and material matters.
- Maintaining unit files and records.
- Preparations for the annual inspection.



0546 - Personnel Officer

0546.1 The personnel officer is responsible to the executive officer for maintenance of cadet/officer service records, and for monitoring the enrollment status of all hands.

0547 - Supply Officer

0547.1 The supply officer is responsible to the executive officer for the safe custody/accounting of all material which is the property of the unit, or which is on loan from the supporting naval (military) activity or other organization/company/governmental authority/person. There is no Supply Corps in the NSCC.

0548 - Recruiting and Public Affairs Officer

0548.1 The recruiting and public affairs officer is responsible to the executive officer for cadet recruiting and for cadet enrollment processing. As public affairs officer, he or she is responsible for procurement of promotional materials, contact with local media, and for preparations of press releases. They can also be responsible for the maintenance of unit scrapbook or historical archives.

0549 - Instructors/Special Assistants

0549.1 Instructors: Instructors work under the guidance and direction of the training officer and instruct in their areas of expertise. Instructors can be assigned to administrative and operational duties in their areas of expertise in support of unit operational goals.

0549.2 Chaplain: The chaplain is a special assistant to the commanding officer to provide blessings and benedictions at unit events and ceremonies as appropriate. There is no Chaplain Corps in the NSCC.

0549.3 Medical Assistant: The medical assistant is responsible to the commanding officer for reviewing medical history forms for compliance with current NSCC/NLCC medical/physical criteria, arranging for physical examination of cadets and for physical screening prior to departure for training, ensuring that each cadet is physically qualified for the training for which he or she will undergo. There is no Medical Corps in the NSCC.



Staff

Staff members are to be at drill if their billet requires it. Most billets do not require full-time presence at drill. While each billet in the Unit is very important, more often work is/can be performed outside of drill which will eliminate the need to be at drill all day both days.

Staff performing a role and not directly involved with cadets can report and conduct business in the main building of the American Legion kitchen area after 0900.

If you need Wireless Internet Access while in their building, please see the CO. There is no printing capability at this time in the Legion building. You will need to bring your own printer if you need to print anything or go to Kinko's in Plainfield.

If you feel you cannot effectively continue in a role you are billeted for, please let the CO know and an attempt will be made to find another role that would better suit your needs.

The unofficial NSCC Mottos are:

“It’s for the Cadets”

“Semper Gumby” - *always flexible*

No one receives a paycheck for their time and effort, so let’s make sure the focus is on the development of the cadets and their futures, not ours.

We encourage positive learning at the Unit, leave the negativity at home.



Purchasing On the Unit Account

Parents, guardians or staff members are not authorized to purchase against the unit funds without completing the Purchase Requisition Chit and obtaining the appropriate signatures. You must follow the directions on the request chit in order for it to be considered.

If a purchase is made by you prior to initiating this request chit, you assume all responsibility of the payment of charges until the request is either approved or denied.

If the purchase is denied, you then hold all liability of the purchase. If the request is approved, the required documents must either accompany the chit or be turned in so payment can be processed on your behalf.

Any staff member not authorized to purchase against the debit card and does so will be immediately disenrolled from the program and legal action may take place.

An example of the Purchase Requisition Chit is located at the bottom of this handbook.



Appendices



Unit Contacts

The following pages are for example only. Any questions, please direct them to the appropriate billeted area for clarification.

Department/Billet	Email
Uniforms and Uniform Supply	supply@winscc.org
Unit Training	training@winscc.org
Personnel, Correspondence Courses	personnel@winscc.org
Events	events@winscc.org
Unit Rules and Regulations	co@winscc.org
Recruiting	recruiting@winscc.org co@winscc.org
Website	jeff.dooley@winscc.org
Commanding Officer	co@winscc.org
Executive Officer	xo@winscc.org





ARLEIGH BURKE DDG-51 REQUEST FOR UNIFORM SUPPLY CHIT

Squad Leader	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
DATE OF REQUEST				
REASON				
CADET NAME				
SQUAD				
*REQUEST ABLE TO BE FILLED? IF NOT STATE WHY				
ALPO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
LPO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
CO or XO	<u>signature</u>	Date (dd/mmm/yyyy)	Approved	Denied
**Supply Officer	<u>Signature</u>	Date (dd/mmm/yyyy)	Cadet Arrival Time	Cadet Depart Time
CADET	<i>This sheet serves as pass to return to the Supply Officer to receive standard uniform items.</i>		Cadet Arrival Time <small>(filled in by Supply)</small>	Cadet Depart Time <small>(filled in by Supply)</small>

Cadet – You will be notified by your Squad Leader of your time to report to the Supply Officer. You will then report your dismissal to the ALPO and pass through the Quarter Deck only. Upon your return, you will report through the Quarter Deck and immediately report to your Squad Leader. No uniforms will be exchanged between drills unless otherwise approved by the chain of command. Replacement of your uniform item(s) may be delayed due to on-hand unavailability. In this case your request will stay in pending status until it can be processed. This may take up to a day or possibly to the next drill date. Emergency requests due to training needs will be handled only through an email to the Executive Officer at XO@winscc.org.

THIS REQUEST IS USED FOR EXCHANGING ITEMS THAT NO LONGER FIT, OR ARE DAMAGED. THE SUPPLY OFFICER ACCEPTS UNIFORM CHIT'S BETWEEN THE HOURS OF 0900 AND 1100 HOURS SATURDAY ONLY. YOU ARE REQUIRED TO RETURN ALL UNIFORMS WASHED OR DRX CLEANED AS APPROPRIATE PRIOR TO RECEIVING A REPLACMENT. YOU ARE RESPONSIBLE FOR REPAIRING DAMAGED UNIFORMS. IF THEY ARE RETURNED UNSERVICABLE, YOU WILL BE CHARGED FOR A REPLACEMENT ITEM AND SHIPPING COSTS IF ANY INCURRED.

Twice a year when the Unit has a uniform change out (Dress Blues/Dress Whites), you do not need to submit this request unless you will be absent on the specified change out dates set forth by the Supply Officer with the approval of the CO.

**** Staff** – Supply will keep this form until the end of Supply's staffing hours Saturday if filled. Supply will make notations to the cadet's uniform record accordingly and submit filled request to the office. Supply will bring all unprocessed chits to the office NLT Sunday 0800. Cadet will be dismissed at the convenience of the drill staff to the Supply Officer. If staff is not available to sign this Request Chit, pass it to the next higher authority for approval or denial. LPO will log all requests and assign a number.

Form NSCCADMSUP.002



Cadet Advancement Goal Card

Individual Training Plan

CADET: _____

CURRENT RANK _____

COURSEWORK	TRAINING	When	MINIMUM TIME IN RATE	EARLIEST DATE OF ADVANCEMENT
NEEDED	NEEDED		MANDATORY	FLEXIBLE

COURSEWORK	TRAINING	When	MINIMUM TIME IN RATE	EARLIEST DATE OF ADVANCEMENT
NEEDED	NEEDED		MANDATORY	FLEXIBLE

**Cadet
 Signature**

Counseling Signature and Title

Is this cadet referred to counseling for non-compliance to Unit and NSCC Standards?

If yes, cadet signature above serves as acknowledgement of discrepancy and regulations.

(Staff - If Yes, request Record of Counseling to be completed, reviewed, and signed by both the evaluating officer and cadet

if No, no further action needed)

While there are circumstances that may keep you from advancing according to your individual training plan you can still work towards personal enrichment or work towards that goal even though you have missed a target date. Those dates are very flexible so if you miss it, don't worry about it. For those who are actively

If you are not making attempts to advance or comply with required guidelines in the SOP and the NSCC Regs. You will be placed on probation until a positive change is evident by your actions.

FORM
 NSCCADMAR001.XLS



Standards of Conduct **FOR ALL NSCC/NLCC PERSONNEL**

Standards of Conduct: All personnel associated with training and administration of NSCC/NLCC cadets will adhere to the following standards of conduct.

1. **Address of Cadets.** The use of vulgar, obscene, profane, sexually oriented, humiliating, or racially/ethnically-slanted language to address or refer to a cadet directly or indirectly is prohibited. A cadet will be addressed only by his/her last name, rank/rate, or by the word "cadet".
2. **Personal Services.** Any attempt to use a cadet as a personal servant is prohibited. Some examples are: cleaning, polishing or providing any service on shoes, clothing or other personal belongings of NSCC officers, instructors, or staff cadets; being sent to the Navy Exchange to make purchases for any personnel or running personal errands, i.e., post office, retrieving personal articles such as automobile, keys, etc.
3. **Maltreatment.** Maltreatment is construed to include any form of assault regardless of the degree of force used, imposing directly or indirectly and form of abusive or oppressive treatment or imposing directly or indirectly excesses in physical exertion or activity or harassment (verbal or otherwise). The threat of any of these acts, even without physical action, may also be considered maltreatment and is prohibited. Striking another person cadet or adult may not necessarily result in bodily harm; nevertheless, if an officer or company command strikes a cadet or another adult, even though it is a light blow, the effect is that of punishment. Improper punishment and maltreatment are a violation of NSCC Regulations.
4. **Assault.** An attempt or threat to do bodily harm to another person with unlawful force or violence and without legal justification or excuse is construed as an assault. If such assault is consummated by the inflicting of harm, it is battery. The degree of harm necessary to constitute a battery is so slight that almost any offensive touching of a person or object is a battery. Assaults are prohibited by NSCC Regulations.
5. **Supervisor Actions.** The following instructions are provided to ensure that personnel supervising cadets (including staff cadets) neither unintentionally nor through ignorance of statute law commit violations of NSCC Regulations. All personnel are expressly prohibited from touching the person or clothing of a cadet either directly or by use of a material object, except at such times as they are acting within the scope of their authority for the purpose of:
 - a. Correcting a cadet's position
 - b. Correcting a cadet's movements
 - c. Fitting or correcting the arrangement of a cadet's clothing or equipment
 - d. Conducting a lawful examination or inspection of his/her person, his/her clothing, or his/her equipment
 - e. Conducting a demonstration incident to training
 - f. Protecting or avoiding a cadet suffering bodily injury or harm
 - g. Self-defense

NOTE: When touching a cadet for any of the purposes above, the amount of physical contact, including extent of contact and force of the contact, will not exceed the minimum necessary to accomplish that purpose.

6. **Hazing.** Any activity designated solely to harass or annoy any individual is called "hazing" and is prohibited. Hazing is construed to include any act which degrades an individual or endangers an individual's health or welfare, or which is carried out only for the personal amusement of an individual's superiors.



(Standards of Conduct Cont)

7. **Larceny.** Any person who wrongfully takes, obtains or withholds, by any means whatever, from the possession of its true owner or any other person, any money, personal property, or article of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of such property or to appropriate the same to their own use or the use of any person other than the true owner, is guilty of larceny and is in violation of NSCC Regulations. Included are the common law offenses of larceny, false consent of the owner of the person entitled to possession thereof characterized the common law offense of larceny.
8. **Larceny by False Pretenses.** Larceny by false pretenses, occurs when property is taken from the owner or other person entitled thereto with the consent of such person but which consent has been obtained by trickery of false pretense that the property will be used for such purposes by the taker, but is intended to be converted to the permanent use of the taker. An example of larceny by false pretense is an individual taking up or allowing the taking of a collection for a unit "kitty" to purchase certain items without any intent to purchase such items but with intent to permanently use the money for the taker's own private purposes.
9. **Embezzlement.** An unlawful withholding of funds or property lawfully in one's possession or an unauthorized conversion of such funds or property to one's personal use constitutes "embezzlement". An example is the failure of a supervisor to return the property of a cadet, which is lawfully in his/her possession, when such cadet is being discharged or transferred, with intent to permanently retain such property. Embezzlement is prohibited by NSCC Regulations.
10. **Wrongful Appropriation.** If the intent of an act otherwise defined as larceny is not to permanently deprive the owner or possessor of the property, but only to temporarily deprive the owner of the same, the offense is wrongful appropriation, is also a violation of NSCC Regulations.
11. **Extortion.** The communication of a threat to another with the intent to obtain anything of value is extortion. The offense is committed when the threat is communicated. The actual or probable success or failure of the extortion is immaterial to the determination of guilt. In view of the power which personnel in authority hold over cadets, the method and intensity of training, any hint of financial distress or desire for gift, loan or testimonial uttered in the hearing of a cadet is generally interpreted by the cadet to be a request for money. Any suggestion or statement to a cadet indicating that the severity of training may be adversely affected if an escort officer, company commander or other person in authority does not receive needed or desired funds is considered to be a threat and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the thing of value. Thus, if one individual solicits a contribution for another upon the basis that retaliation will occur if the contribution is not forthcoming, the crime of extortion is complete.
12. **Soliciting Gifts.** NSCC personnel shall not solicit from a subordinate or give any personal gift or contribution to a superior or to a superior's immediate family, nor accept any personal gift or contribution from a subordinate or the subordinate's immediate family except for official NSCC business or fund raising efforts.
13. **Financial Transactions.** The following prohibitions are hereby established regarding financial or business transactions between NSCC officers/instructor and cadets:
 - (a) No officers/instructors shall have any financial or business transactions whatsoever with cadets other than those specifically approved in writing by the commanding officer. Cadets shall not collect money from other cadets or act as an intermediary, in any financial transaction, except for the purpose of collecting the exact amount required for payment of services or for payment of command approved funds. NSCC officers and properly designated members of fund drive committees may collect funds from cadets only in cases of sanctioned fund drives when such instances have been authorized by the commanding.



(Standards of Conduct Cont)

- (b) Personnel, whether or not in authority over cadets, shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe or money or any other object of value from cadets except for official fund drives or as approved by the commanding officer.
 - (c) Personnel shall neither require nor request, either expressly or implicitly, any trainee to give, lend, or otherwise furnish them with cigarettes or other smoking device, food, beverages, or any item of clothing, belonging or issued to such cadet, nor shall any personnel accept such item when tendered to them by any cadet.
 - (d) When any person finds or discovers any money or other thing of value under circumstances indicating that such money or object was left by cadets for discovery by any personnel, the member shall take the following steps: (a) first, report the incident to the officer who is immediately supervisor in the chain of command and; (b) second, in the presence of the officer to whom the report is made, assemble the company considered to be involved and explain to them that personnel are prohibited by regulations from accepting such money or gift, and that unless it can be returned to the donors, it will be donated to NSCC (in instances where donors are identified, the money will be returned); (c) third, if the donor can't be found, the money or object will be donated to the NSCC.
 - (e) Financial transactions involving the collecting of funds from cadets are authorized for the following purposes:
 - a. Purchase of health and comfort items with the authorization of the escort officer/division officer.
 - b. The purchase of unit/company pictures/annuals/logs (within authorized spending limits) upon approval of the commanding officer/escort officer.
 - c. The purchase of personal uniform items.
 - d. Voluntary offerings made at religious services.
 - e. Annual Combined Federal Campaign and fund drives as authorized by the Commanding Officer.
 - f. Payment for cadet haircuts. Cash payments may be made on an individual basis with the approval of the commanding officer/senior escort officer.
 - g. Collection of funds for reimbursement of messing funds.
14. **Drugs.** The wrongful or illegal use of drugs is prohibited. The illegal or wrongful introduction of drugs into a unit, drill or training site, or military installation with the intent of selling or transferring the drugs; or the illegal or wrongful sale, transfer, or distribution of drugs is a violation of NSCC Regulations and civil law.
15. **Alcoholic Beverages.** Alcoholic beverages are defined as any consumable distilled spirits, wine or fermented malt drink, including beer. Alcoholic beverages will not be consumed **within 8 hours** prior to assuming any duties directly associated with cadets.
16. **Fraternization.** Officer/cadet relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing with cadets derogates the position of leadership and authority that in turn is detrimental to good order, morale, and discipline. Officer/cadet relationships of a close personal nature, either same sex or opposite sex, are considered unprofessional and will not be tolerated. Good judgment and common sense must prevail. It is impractical to attempt to delineate all conduct or activity that is unethical and prohibited. However, as an example of the type activity prohibited, the following applies:
- (a) To associate or otherwise treat in a personal manner that may be construed as, or lead to, indiscretion or favoritism.
 - (b) Dating or other such socializing which indicates a personal relationship. Foregoing is applicable not only to cadets currently in training or assigned to a unit but to those recently graduated or departing the program as well.



(Standards of Conduct Cont)

17. **Tobacco Products.** Cadets are not allowed to use/possess tobacco products. Accordingly, officer/instructor shall not smoke or use any tobacco products in front of cadets and should discourage cadets from starting the use of any tobacco products. Officers/Instructors shall not carry, in a visible manner, tobacco products. Officers/Instructors may use tobacco products only in areas designated for smoking and “**out of the sight of cadets**”.
18. **Missing Meals.** Assignment of extra military duties and/or additional physical training during scheduled meal periods for a cadet or company is expressly prohibited.
19. **Cheating.** Making false statements, cheating or encouraging others to cheat within the competitive system dilutes the system’s intent and encourages dishonesty among trainees. Any personnel, who willfully falsify, cheat, conceal or cover-up any tricks, schemes, or devices is in violation of NSCC Regulations and will be dealt with accordingly.



Arleigh Burke DDG-51 Division

STANDARDS OF CONDUCT and IDG Internet Policies

I have read and been informed of the policies and regulations surrounding the US Navy and USNSCC Standards of Conduct and IDG.

By signing this form, I verify that I fully understand the policy of both. I also understand that appropriate actions by the NSCC staff will take place, if it has been determined that an infraction has indeed occurred.

The use of any method of communication that has been brought to the attention of the staff that is documentable may also be used against you and can serve as proof of non-compliance of the Standards of Conduct or IDG Policies. This can include but is not limited to: voice mail, texting, email, Face Book, MySpace, written notes etc. as defined.

Cyber Bullying is also prohibited and I have been informed of the implications surrounding this behavior. I also will comply with the Internet Development Group's Chapter 4 – Social Networking.

Depending upon nature, informal or formal counseling may occur and further disciplinary action may take place including a notation in your Service Record.

Depending upon the severity of the activity, disenrollment from the USNSCC or the USNLCC Program may occur.

I understand what I have been informed of and will abide by the Rules and Regulations of the Naval Sea and League Cadet Corps. Copies of the Standards of Conduct and the IDG Manuals are located at www.resources.seacadets.org National Website.

DATE: _____



NAME PRINTED: _____

SIGNATURE: _____

OFFICER: _____



Absence Request Form

 	<h3 style="margin: 0;">ARLEIGH BURKE DDG-51</h3> <h4 style="margin: 0;">ABSENCE REQUEST CHIT</h4>				
CADET NAME AND RANK					
DATE REQUEST SUBMITTED					
TIME OFF REQUESTED	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;"><u>DATE/HOUR FROM:</u></td> <td style="border: none; width: 50%;"><u>DATE/HOUR TO:</u></td> </tr> <tr> <td style="border: none; height: 20px;"></td> <td style="border: none; height: 20px;"></td> </tr> </table>	<u>DATE/HOUR FROM:</u>	<u>DATE/HOUR TO:</u>		
<u>DATE/HOUR FROM:</u>	<u>DATE/HOUR TO:</u>				
REASON FOR REQUEST					
SQUAD AND SQUAD LEADER					
REPLACEMENT <small>(IF NECESSARY)</small>					
IF YOU ARE IN A LEADER POSITION YOU MUST FIND A QUALIFIED REPLACEMENT PRIOR TO APPROVAL AND YOUR REPLACEMENT MUST BE APPROVED BY CHAIN OF COMMAND.					

FOR CADET USE ONLY

	SIGNATURE	DATE	APPROVED OR DENIED
CADET SIGNATURE			N/A
1 ST APPROVAL			
2 ND APPROVAL			
EXECUTIVE OFFICER			
Or COMMNDING OFFICER			

Cadets – Submit request to first line in the chain of command. A copy will be returned to you marked Denied Unexcused or Approved Excused/Unexcused. Refer to the Unit Handbook under “Absences” for description definition. Send all completed requests in person or email to your first line in chain of command. Incomplete requests will be automatically denied.

**** Staff** – Keep this request on file for the duration of the requesting cadet’s enrollment.

REVISED 06NOV10
Form NSCCADMABS.003



Arleigh Burke DDG-51 Division

Cadet Financial Assistance Form Instructions

1. Upon opening, please print off the three page document
2. Fill out the appropriate areas of the Community Service Agreement. Each request carries a Community Service requirement based on the amount received.
 - Print the reason for requesting the funding (for example: “Engineering Advanced Training”).
 - Print the cadet’s first and last name.
 - Print the cadet’s first and last name, have the cadet sign and date.
 - Print parent or guardian’s signature, sign, date, and print SSN where appropriate.
 - If the household does not have a second parent or a guardian, under “Parent 2” write “N/A”.
 - The portion of the form below the solid line will be completed by NSCC staff.
3. The parent or guardian will receive copies of the request after authorization.
4. The Unit may not have funds available as they are donated anonymously. If no funds are available, you will need to seek alternate options for training assistance.
5. Subsequent funding will not be made until the terms and conditions of the existing contract are fulfilled.

Cadet Community Service Log sheet:

1. This page is used for cadet Community Service needs only. Cadets may contact the Unit CO if answers are needed.
2. This CS Log Sheet will need to be returned to the CO once the hour requirements have been met. Depending upon the hours served, the cadet may have earned their Community Service ribbon.
3. If the cadet does not complete the CS in the required amount of time, depending upon the circumstances they may be ineligible to receive future funding. Parents or guardians have the option to “buy out” of the contract by repaying the exact amount of funding issued to include a \$20.00 administration fee for the use of the funding.



CADET COMMUNITY SERVICE LOG SHEET

Cadet Name _____ (printed)

Initial Minimum hours needed _____

Instructions to the Host Organization: Please input the Community Service Organization Name and general Location, the cadet's Date of Service, Type of Service, and Daily Total Service Hours rounded to the nearest ½ hour. Print your Name and add your signature, and include the organizations phone number for cadet service verification if needed. Thank you for allowing this cadet to provide service to your organization. Any concerns or comments, please call the Commanding Officer at 317-308-1526.

Cadet: You are responsible to provide the not-for-profit organization this log sheet once the community service has been completed for the day. You are responsible and must ensure they fill this out completely to receive Community Service credit. You may copy this log if additional sheets are needed.

While you are providing a service to these organization(s) you are required to uphold the US Naval core values of Honor, Courage, and Commitment. You are required to conduct yourself in a manner which brings credit to the US Navy, the Navy League Council, the US Naval Sea Cadet Corps, and to the Arleigh Burke DDG-51 Division. Uniform of the Day is what is required by the Host Organization. If they do not have a preference, BDU's will be the required Uniform of the Day.

Community Service Organization Name and general Location	Service Date	Type of Service Provided by Cadet	Daily Total Service Hours	Host Name and Signature	Host Phone



