

TRAINING & OPERATIONS MANUAL



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**U.S. NAVAL
SEA CADET CORPS**

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TABLE OF CONTENTS

CHAPTER ONE INTRODUCTION

SECTION	PAGE
0101 BACKGROUND.....	1-1
0102 CADET SAFETY AND WELFARE.....	1-1
0103 PRECEDENCE OF SERVICE DIRECTIVES.....	1-6
0104 RELATIONSHIP TO OTHER SERVICES.....	1-7
0105 RELATIONSHIP TO OTHER YOUTH PROGRAMS.....	1-7
0106 NAVY LEAGUE CADET CORPS.....	1-7

CHAPTER TWO UNIT TRAINING

0201 UNIT DRILLS AND MEETINGS.....	2-1
0202 ATTENDANCE.....	2-1
0203 UNIT SPECIFIC TRAINING.....	2-2

CHAPTER THREE REGIONAL TRAINING

0301 OFFICER PROFESSIONAL DEVELOPMENT.....	3-1
0302 REGIONAL COMPETITIONS.....	3-2
0303 INTER-UNIT TRAINING.....	3-2
0304 INSPECTIONS.....	3-2

CHAPTER FOUR ADVANCED TRAINING

0401 PURPOSE.....	4-1
0402 TRAINING CODES.....	4-2
0403 TRAINING CATEGORIES.....	4-2
0404 LOCALLY ARRANGED TRAINING.....	4-4
0405 NSCC RECRUIT TRAINING.....	4-5
0406 NLCC ORIENTATION.....	4-8
0407 PETTY OFFICER LEADERSHIP ACADEMY.....	4-9
0408 COAST GUARD TRAINING.....	4-11
0409 SHIPBOARD TRAINING.....	4-12
0410 RECRUITING DUTY.....	4-12
0411 SERVICE ACADEMY SUMMER PROGRAMS.....	4-13
0412 SCIENCE AND TECHNOLOGY.....	4-14
0413 INTERNATIONAL EXCHANGE.....	4-16

CHAPTER FIVE UNIT TRAINING PREPARATION

0501 UNIT RESPONSIBILITIES.....	5-1
0502 PARENT AND CADET RESPONSIBILITIES.....	5-3
0503 LOGISTICS.....	5-3
0504 ADMINISTRATION.....	5-4
0505 TRAINING FORMS.....	5-6

CHAPTER SIX
TRAINING CONTINGENT ADMINISTRATION

0601	GENERAL INFORMATION.....	6-1
0602	ESCORT OFFICERS.....	6-2
0602A	MILITARY PERSONNEL.....	6-2
0603	STAFF CADETS.....	6-3
0604	STAFF ORGANIZATION.....	6-4
0605	COTC/SEO RESPONSIBILITIES.....	6-6
0606	FISCAL RESPONSIBILITY.....	6-13
0607	GENERAL ADMINISTRATION.....	6-18
0608	CRISIS MANAGEMENT.....	6-23
0609	LIBERTY AND RECREATION.....	6-24

CHAPTER SEVEN
UNIT OPERATIONS

0701	UNIT OFFICER STAFF DUTIES.....	7-1
0702	UNIT CADET STAFF DUTIES.....	7-1
0703	PLAN OF THE DAY/MONTH.....	7-2
0704	QUARTERDECK PROCEDURES.....	7-2
0705	COLORS AND QUARTERS.....	7-3

CHAPTER EIGHT
DRILL

0801	GENERAL.....	8-1
0802	INTRODUCTION TO DRILL.....	8-1
0803	VOICE COMMANDS.....	8-3
0804	MOVEMENTS.....	8-5
0805	STEPS AND MARCHING.....	8-14
0806	GUIDE.....	8-19
0807	COLOR GUARD.....	8-27

CHAPTER NINE
CEREMONIES

0901	GENERAL.....	9-1
0902	REFERENCES.....	9-1
0903	UNITS IN FORMATION.....	9-2
0904	GRADUATION.....	9-2
0905	CHANGE OF COMMAND.....	9-5
0906	NLCC TRANSITION.....	9-6
0907	CHIEF PETTY OFFICER PINNING.....	9-7
0908	RETIREMENT.....	9-9

APPENDICES

Appendix 1	[DELETED]
Appendix 2	TRAINING CODES
Appendix 3	MEMORANDUM OF UNDERSTANDING FOR ACTIVE/RESERVE SERVICE MEMBERS SUPPORTING USNSCC TRAINING
Appendix 4	VOLUNTEER TRAVEL ALLOWANCES
Appendix 5	TRAINING CONTINGENT PROCUREMENT POLICY

CHAPTER ONE: INTRODUCTION

SECTION	PAGE
0101 BACKGROUND.....	1-1
0102 CADET SAFETY AND WELFARE.....	1-1
0103 PRECEDENCE OF SERVICE DIRECTIVES.....	1-6
0104 RELATIONSHIP TO OTHER SERVICES.....	1-7
0105 RELATIONSHIP TO OTHER YOUTH PROGRAMS.....	1-7
0106 NAVY LEAGUE CADET CORPS.....	1-7

0101 **BACKGROUND**

1. **Mission**. The mission of the USNSCC is to *Build Leaders of Character*.
2. **Goals and Objectives**. All USNSCC training shall support the mission of the USNSCC, and shall be conducted in accordance with USNSCC Core Values and Codes of Conduct.
3. **Training Program**. The NSCC training program permits cadets and adults to train aboard military installations and ships, attend selected military schools and seminars, and participate in international exchange and other programs in support of these goals and objectives.
4. **Academics**. The NSCC and NLCC curricula provide self-paced educational materials via our online learning management system, Polaris. Courses and content reflect, and are relevant to, Navy and Coast Guard training materials and careers. Academic training is supplemented by classroom instruction, hands-on training, and experiential training.
5. **Career Opportunity**. Cadets who successfully complete the NSCC training program may enlist in the Navy, Coast Guard, Marine Corps, or Army at advanced pay grades. This training is also beneficial to cadets who apply for officer training programs.

0102 **CADET SAFETY AND WELFARE**

1. **General**. The highest priority of the Naval Sea Cadet Corps is to create a safe and effective training environment for its members. To this end, the NSCC has developed numerous procedural and leadership selection policies.
2. **Personnel Protection Policies**. The NSCC's Personnel Protection Policies include the USNSCC Volunteer Code of Conduct and the standards of conduct found in USNSCC Regulations, Chapter 7.
3. **Mandatory Reporting of Child Abuse and Neglect**. Volunteers shall report to local authorities any reasonable good-faith suspicion that any cadet is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No volunteer may abdicate this reporting responsibility to any other person. As required by USNSCC Regulations, Section 7.04(c), "[e]ven if not required under state law, each USNSCC volunteer will report any such allegations to

both local law enforcement and the USNSCC chain of command.” The steps to reporting child abuse or neglect are:

- a. Ensure the cadet is in a safe environment.
 - b. Call 911, local law enforcement, or 1-800-4-A-CHILD immediately.
 - c. Notify the USNSCC Chain of Command.
4. **Reporting Violations of the Personnel Protection Policies**. If any member of the NSCC/NLCC program believes any of the program’s standards of conduct have been violated, whether from this section or from other instructions or manuals, that member must notify the USNSCC chain of command immediately so that appropriate action can be taken for the safety of all hands.
5. **Personnel Protection Policies and Procedures**. The NSCC/NLCC has policies and procedures for the safety and well-being of its members. While these policies are primarily for the protection of cadets, they also serve to protect adult leaders:
- a. **Minimum two-deep leadership required for all evolutions**. See USNSCC Regulations, Section 7.04. Two enrolled NSCC adult volunteers are required for all trips and training evolutions. At least one of these adults must be 21 years of age or older. Appropriate adult leadership must be present for all overnight trainings; coed overnight training – even those including parent and child – requires both male and female adult leadership, both of whom must be at least 21 years of age. An NSCC Midshipman may serve as the second adult present.
 - b. **One-on-one interaction between adults and cadets is prohibited**. All interactions with cadets require at least two adults to be present. In any situation requiring a personal meeting, such as a counseling session, the meeting is to be conducted with two adults. When privacy is required, a second adult of the same gender as the cadet must be present when behind closed doors.
 - c. **Berthing**. When cadets participate in overnight evolutions:
 - 1) No cadet is permitted to sleep in the same room alone with an adult other than his or her own parent or guardian.
 - 2) Separate berthing for adults and cadets is strongly encouraged whenever logistics permit. If cadets are berthed in open bay barracks or similar group sleeping arrangements, at least two adults of the same gender must sleep in or immediately adjacent to the same area to ensure adequate supervision of cadets during sleeping periods.
 - 3) If cadets are berthed in smaller, hotel- or dorm-style rooms, at least two adults of the same gender must sleep in a room or rooms that are in close proximity to the cadets.
 - 4) Adults may not berth in a room that shares a head with an adjoining room, if cadets are berthed in the adjoining room.

- d. **Physical contact.** Physical contact shall be limited to the minimum necessary to accomplish authorized training objectives. Other than for common greetings like handshakes or during organized sporting events, affirmative consent should be sought and obtained before any member of the USNSCC touches another person. Prior to correcting a member's uniform or position, for instance, the question may be simply asked, "May I adjust [the applicable component of] your uniform?" Personnel in a position of authority over others should make such requests sparingly. If consent to contact is denied, any necessary instruction shall be delivered verbally. No member is under an obligation to consent to physical contact, and consent may be withdrawn after it is given.
- e. **Showers and heads.** Units and training contingents are required to have separate shower and head facilities for male cadets, female cadets, and adult volunteers. When separate facilities are not available, separate male and female shower times must be scheduled and posted. Likewise, cadets and adults must shower at different times.
- f. **Privacy of youth respected.** Adult volunteers must respect the privacy of cadets in situations such as changing clothes and taking showers at drill and training, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- g. **Inappropriate use of cameras, imaging, or digital devices.** The use of cameras, or similar devices in showers, heads, occupied berthing areas, or other areas where privacy is expected is prohibited.
- h. **No secret organizations.** The USNSCC does not recognize any secret organizations as part of its program. All aspects of the NSCC/NLCC program are open to observation by parents and leaders. Wardrooms, Messes and other similar groups shall maintain an appropriate level of openness.
- i. **No hazing.** Physical hazing and initiations are prohibited and may not be included as part of any NSCC/NLCC activity.
- j. **No bullying.** Bullying of any type, including verbal, physical, or cyber-bullying, will not be tolerated.
- k. **Cadet leadership must be monitored by adult volunteers.** Adult volunteers must monitor and guide the leadership techniques used by cadets and ensure that NSCC policies are followed.
- l. **Discipline must be constructive.** Discipline used in the USNSCC should be corrective, constructive, and reflect the Navy's and the USNSCC's core values. Corporal punishment and strenuous physical activity for punishment are never permitted.
- m. **Appropriate attire for all activities.** Proper uniforms or civilian clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate.

- n. **Members will act according to USNSCC Regulations.** All members will conduct themselves in accordance with the principles set forth in the standards of conduct in USNSCC Regulations, Chapter 7.
 - o. **Units and training contingents are responsible to enforce Personnel Protection Policies.** Adult volunteers in USNSCC units are responsible for monitoring the behavior of cadets and interceding when necessary. Volunteers should strive to treat cadets like adults whenever possible, but parents should be informed and asked for assistance in the case of cadets who consistently or seriously misbehave.
 - p. **Electronic communications.** The policy of two-deep leadership extends into cyberspace. Another adult volunteer, or a cadet's parents, should be copied on any electronic communication between adult and cadet(s). Other than blood relations, adult volunteers may not "friend" or "follow" cadets on social media platforms or apps.
 - q. **Social media behavior.** Adult volunteers who have social media accounts must take special care to demonstrate responsible and professional behavior at all times. Social media use deemed to be harmful or discrediting to the USNSCC, or any member of the USNSCC, or promoting action contrary to USNSCC Core Values or USNSCC policy, practice, or intent, is grounds for immediate dismissal.
6. **Digital Privacy.** A key ingredient for a safe and healthy environment is the respect for privacy. Advances in technology are enabling new forms of social interaction that extend beyond the appropriate use of cameras or recording devices. Sending sexually explicit photographs or videos electronically or "sexting" by cell phones is a form of texting being practiced primarily by young adults and children as young as middle-school age. Sexting is neither safe, nor private, nor an approved form of communication and can lead to severe legal consequences for the sender and the receiver. Although most cadets and adult volunteers use digital devices responsibly, educating all personnel about the appropriate use of cell phones and cameras is a necessary safety and privacy measure.
7. **Standards of Conduct.** It is the responsibility of the chain of command to detect and immediately correct any behavior on the part of personnel conducting training that de-emphasizes the value of the individual, or that is cruel, demeaning, oppressive, or otherwise in violation of USNSCC standards of conduct. ALL personnel associated with training or performing in a leadership or supervisory role must be meticulous in their personal behavior, military bearing, demeanor and overall actions to ensure the projection of a professional and positive image. All personnel will become familiar with and adhere to the standards of conduct found in USNSCC Regulations, Chapter 7.
8. **Discipline/Corrective Instruction.** In the USNSCC, discipline is never imposed as "punishment." Rather, discipline is in the USNSCC is *corrective instruction*; the root of the word "discipline" is "disciple," meaning "learner."
- a. **Leadership & Mentorship.** The primary tools to be used to train cadets and develop their character, military bearing, and self-control are *leadership* (by perfect example, inspiration, and motivation) and *mentorship* (by instruction and concern for personal development). The USNSCC does not make use of intimidation, power, or fear in its training program.

- b. **Personal Counseling.** Counseling should always be considered the first step in correcting behavior or performance. Counseling will be done in private (taking the offending person aside, not in front of his/her peers) with the appropriate individuals present (at least two adults, one of the same gender as the cadet). The objective of the counseling is not to demean the cadet/adult for his/her behavior, but to provide remedial instruction and reinforce what is expected from the individual functioning in a regimented, disciplined, and structured environment. Profane or abusive language will not be used in the counseling session.

For example, a cadet who is late to drill should be reminded about where to find the POD, counseled about expectations for timeliness, encouraged to think about the effect of her tardiness on others, and offered some solutions for making sure they arrive on time (phone call reminders from squad leader, getting a ride from a shipmate, etc). If, after a reasonable period of time, there is no improvement, the next level of action shall be taken.

- c. **Corrective Instruction.** All corrective disciplinary measures shall be targeted specifically at the problematic behavior, problematic attitude, or deficient performance. Corrective disciplinary measures should be targeted more generally at the development of self-control – the ability to foresee consequences, delay gratification, and control one’s own impulses. Corrective disciplinary measures, by definition, must include remedial training from supervisors – that is what separates “punishment” from “discipline.” Sometimes known as Extra Military Instruction, the goal of corrective instruction is to teach a lesson which the cadet is likely to wish to avoid in the future.

For example, the cadet who is consistently late may be asked to write a short essay about how late arrival is disruptive to her shipmates and to the unit. A unit that looks disorganized during a parade may be assigned additional military drill practice. A recruit division whose members talk while in formation may be restricted from talking to each other at chow during that day. A color guard member who consistently drops his rifle might be assigned additional cycles through the manual of arms. A cadet who consistently wears a poorly-rolled neckerchief could be assigned to re-roll the neckerchief until it is within standards, and then to teach his unit about rolling a neckerchief. Practicing military drill or the manual of arms or rolling a neckerchief is useless, however, unless it is accompanied by remedial instruction, and so supervisors must check in before, during, and after corrective disciplinary measures to ensure that the lesson has been internalized.

Corrective instruction may also consist of one or more of the following:

- 1) Curtailment of liberty or free time and assignment to additional watches or duties.
- 2) Restriction to a specific area for additional study of the unit SOP, NSCC Regulations, coursework, etc.

In all instances, the extent of correctional instruction must fit the infraction or deficiency. It is reasonable to ask the cadet with the bad neckerchief to roll it until it is perfect (so long as he is shown how); it is not reasonable to ask him to roll it perfectly 50 times.

Unit commanding officers, COTCs, Escort Officers, and all cadets/adults involved in the implementation of corrective instruction will ensure that it WILL NOT be demeaning in any way. Unit COs, COTCs, and Escort Officers are encouraged to

predetermine corrective disciplinary measures for the more common infractions that may be encountered, in order to arm their staff with appropriate responses.

- d. **Executive Officer's Inquiry.** If the above measures prove to be ineffective, an XOI may be held to determine whether the cadet should be assigned additional counseling; assigned additional corrective disciplinary measures; assigned to a new squad, section, or division; or referred to Captain's Mast.
- e. **Captain's Mast.** Captain's Mast may be held for those who are unable to adapt to previously prescribed corrective disciplinary measures. Mast proceedings shall determine the appropriate final disciplinary actions. If at a home unit, the Commanding Officer may provide additional counseling, prescribe additional corrective disciplinary measures, revoke or change a cadet's billet, suspend a cadet, reduce a cadet in rate, and/or discharge a cadet from the unit. If at training, the COTC may provide additional counseling, prescribe additional corrective disciplinary measures, revoke or change a cadet's staff billet, terminate the cadet from the training, and/or recommend, in consultation with the cognizant NHQ Representative, that the cadet be discharged from the program.
- f. **Involving Parents.** Depending upon the severity of the offense and the cadet's responsiveness to initial counseling sessions, commanding officers may want to involve parents/guardians. Parents/guardians shall be notified any time a cadet has participated in hazing, sexual harassment, sexual misconduct, criminal behavior, or violent behavior. Otherwise, involving parents is a judgment call. Advising parents/guardians of the offense and the corrective disciplinary measures to be assigned may preclude parental displeasure after the action. As stewards of other people's children, we must alert parents to troubling behaviors, but we must also strive to treat our cadets like young adults and teach them personal accountability. At trainings, where a cadet continues to be unresponsive to correction, and/or parental difficulties arise, immediate return of the cadet to his or her home is always appropriate. Participation in the NSCC is entirely voluntary; if cadets and/or parents express displeasure with the existing program, they can always be invited to participate in one of the many other youth programs more to their liking.
- g. **Motivational Training/PT for Punishment.** The term "motivational training" is a euphemism for the use of strenuous physical exertion as a method of punishment or discipline. The term EMI is sometimes misused to describe the same thing. No matter what it is called, its primary purpose is to change a cadet's behavior through the deterrent effect of the physical pain or discomfort caused by physical exertion. No member of the USNSCC may impose strenuous physical exertion on any other person as a form of discipline or motivation. Training of this type is considered harassment, physical abuse, and/or demeaning to the cadet and **WILL NOT BE TOLERATED.** Unit Commanding Officers, COTCs, Escort Officers, and all cadets/adults involved in leading, supervising, and training cadets will ensure that strenuous physical activity is not used as a disciplinary or motivational measure. **Push-ups, calisthenics, runs, forced marches, lifting heavy objects, stress positions, or long periods of time at the position of attention or parade rest are all considered strenuous physical activities.** These activities may be required of cadets for other reasons – such as physical fitness or moving equipment – but may never be imposed for punishment, for discipline, or for motivation. The key to providing positive motivation is to instill a sense of personal responsibility for one's actions, to encourage camaraderie and teamwork, and to recognize outstanding performance.

9. **Bystander Intervention**. It is the responsibility of all USNSCC personnel to intervene when they witness or learn of violations of the USNSCC Standards of Conduct (as defined in USNSCC Regulations, Chapter 7), or other destructive behaviors such as self-harm. USNSCC personnel are expected to “Step Up and Step In” when they witness these destructive behaviors. Units and training contingents shall foster a command climate where bystander intervention is expected and rewarded, and shall regularly train all hands on the goals and methods of bystander intervention.
- a. **Goals**. The goals of a bystander intervention program are to:
- 1) Empower USNSCC personnel, Cadets and adult volunteers alike, to intervene to stop behaviors not aligned with the Core Values and the goals of the USNSCC.
 - 2) Provide USNSCC personnel with techniques to safely and effectively “step up and step in”.
 - 3) Promote a positive culture in which bystander intervention is widely accepted, implemented, and supported by all USNSCC personnel in all positions in the USNSCC.
 - 4) Motivate USNSCC personnel to prevent all destructive decisions, including situations involving alcohol, drugs, harassment, hazing, sexual assault and suicide regardless of rank or position.
- b. **Methods of Intervention**. The basic methods of intervention include:
- 1) Direct: Speaking directly to the Offender about their behavior.
 - 2) Indirect: Obtaining assistance of the Chain of Command to intervene.
 - 3) Diversion: using a variety of methods to divert the offender’s attention away from the inappropriate behavior or situation.
 - 4) Protocol: Involving the appropriate person in the chain of command, or formal notification of the authorities in situations that require the attention of professionals.
10. **Open Door Policy**. Cadets, volunteers, and parents should immediately inform the chain of command when they observe or become aware of any violation of the USNSCC’s Personnel Protection Policies. Cadets, volunteers, and parents should strive to correct violations at the lowest level. But in any instance where a member needs to make a report about his or her superior in the chain of command, all members are empowered to skip a step in the chain of command to make their report. Where a complaint is made but is ignored, or the behavior does not stop, all members are empowered to skip a step in the chain of command to make their report. Members should generally inform their immediate superior when they are elevating a complaint. All members are empowered to skip steps in the chain of command to make a report where time is of the essence to correct a violation of policy that places cadet health, safety, or welfare at risk.
11. **Whistleblower Protection**. No member may be retaliated against for forwarding a good-faith concern to the chain of command.

0103 **PRECEDENCE OF SERVICE DIRECTIVES**

1. **General.** Should conflicts arise between Navy/Coast Guard directives and the USNSCC training program, the lawful orders of host activity officials will be followed. However, USNSCC Regulations control all matters concerning cadet safety and well-being.

0104 **RELATIONSHIP TO OTHER SERVICES**

1. **General.** NSCC training is oriented toward the maritime services to include training at Maritime Academies and onboard NOAA ships. Cadets may also train with other services (Army, Marine Corps, Air Force, Space Force) when there are no Navy or Coast Guard facilities within a reasonable distance, provided that the training is in a field that supports the goals and objectives of the NSCC.

0105 **RELATIONSHIP TO OTHER YOUTH PROGRAMS**

1. **General.** The NSCC does not have any formal or direct relationship to other youth organizations, except the NLCC, which is covered in Section 0106.
2. **Dual-Affiliation.** Members may maintain dual affiliation with other youth programs. Membership in the NSCC does not preclude membership/activity in other youth organizations, and the positive traits/skills acquired through the Sea Cadet program will be beneficial regardless of other activities they choose to pursue.
3. **Liabilities.** USNSCC liability insurance does not cover non-members. Thus, when participating in inter-organizational activities, special attention to proper supervision, insurance, and liability issues must be taken into consideration. At no time will the NSCC assume responsibility for, provide supervision of, or assume liability for personnel from other youth organizations.
4. **Hosting.** When hosting visitors from another youth program, ensure the unit's or training contingent's host activity has authorized their presence.
5. **Finances.** There will be no comingling of funds or collection of fees or dues from members of other youth organizations to fund NSCC activities or evolutions, unless specifically authorized by NHQ.

0106 **NAVY LEAGUE CADET CORPS**

1. **General.** The NLCC program is supported by its own basic syllabus that permits 10 to 13-year-olds to train in character development, ethical leadership, and nautical fields in an age-appropriate manner. The basic syllabus is provided by NHQ. Additionally, NLCC cadets may participate in NLCC orientation and advanced training courses.
2. **Training.** NLCC cadets may train aboard Navy and Coast Guard activities on the same basis that authorizes use of facilities for the NSCC, but such training may not interfere with NSCC training.

CHAPTER TWO: UNIT TRAINING

SECTION	PAGE
0201 UNIT DRILLS AND MEETINGS.....	2-1
0202 ATTENDANCE.....	2-1
0203 UNIT SPECIFIC TRAINING.....	2-2

0201 UNIT DRILLS AND MEETINGS

1. **General.** Drills are periods that require full unit participation and meet specific NSCC/NLCC training objectives. Activities such as field trips, parades, other civic/military events, and regional training evolutions/competitions (Flagships) constitute a drill period and do not count as advanced training. Activities that do not involve the entire unit, such as color guard performances, are not counted as drills.
2. **Requirements.** Unit commanding officers may conduct drills in one of the following formats, or combination thereof:
 - a. One night each week, minimum 3 hours per day required.
 - b. Multiple nights in a single week, minimum 3 hours per day required.
 - c. Two Saturdays or Sundays per month, minimum 6 hours per day required.
 - d. One weekend per month (Saturday and Sunday), minimum 6 hours per day required.
3. **Notes**
 - a. Units must conduct a minimum of forty (40) drills each year, counting one drill for three hours or two drills for six hours of training, depending on the unit's drill schedule format.
 - b. The unit commanding officer may conduct additional drills as desired, or move normally scheduled drills to accommodate training requirements or holiday schedules.
 - c. In order to promote maximum participation in training without impacting drills and attendance, Commanding Officers are authorized to construct their drill schedules so that all drill requirements are met while leaving enough flexibility for advanced training participation.
 - d. Participation in regional events such as Flagship, ORI (Operational Readiness Inspection), etc. may be counted as a drill.
 - e. No more than two drill periods may be counted for each day of drill conducted.

0202 ATTENDANCE

1. **General.** Unit personnel must attend a minimum of 75 percent of all scheduled drills (including authorized make-up drills) to maintain "satisfactory attendance". Members who fail to maintain satisfactory attendance, and who do not respond to counseling and other measures to improve attendance, may be separated from the program, in accordance with USNSCC Regulations, Section 5.09.

2. **Absences**. Unit personnel may occasionally miss drill for reasons beyond their control, such as illness, family plans, etc. These absences may be excused at the discretion of the unit commanding officer.
3. **Make-up Drills**. Cadets who are absent from drill may make up drills by drilling virtually, drilling with a neighboring unit, or in another manner to be determined by their unit CO. The Unit CO has the sole discretion to approve or deny any make-up drill requests. Cadets shall not be permitted to make up more than two 3-hour drill periods per month.
4. **Reporting**. Unit commanding officers will establish procedures for reporting and making up excused/missed drills at the unit level. Attendance at both scheduled and make-up drills will be recorded in the Data Entry tab of Magellan.
5. **Training**. Personnel who have been released to attend recruit or advanced training during regularly scheduled drill periods will be considered "in attendance" for reporting purposes.

0203 **UNIT SPECIFIC TRAINING**

1. **General**. Unit training is one of the key elements of the NSCC program. It is the responsibility of the unit commanding officer to ensure that a viable and continuous training plan is developed to support the mission of the unit's designation (division, squadron, battalion or training ship) and ultimately the mission of the NSCC/NLCC program: *Building Leaders of Character*.
 - a. **Retention**. Unit training, whether conducted as a team exercise, specialized for the individual cadet, conducted at the local drill site, or held in another location, is the driving force that results in unit retention and growth and, ultimately, the overall growth of the NSCC/NLCC program.
 - b. **Training Resources**. Lesson plans are available through the NSCC Homeport, the Magellan Library, Navy Operational Support Center (NOSC) training departments, and from other units. Unit commanding officers are highly encouraged to take advantage of these resources.
 - c. **Directives**. It is also important to note that NSCC governing directives, to include the OPNAVINSTs, are purposefully extensive and liberal to allow a very wide range of activities in support of the NSCC's goals and objectives.
 - d. **Funding**. Financial support from National Headquarters is generally available to support locally arranged training and reduce costs to cadets and their families.
2. **Biennial Training Plan**. Successful units gain their reputations for excellence by actively pursuing opportunities for their cadets. Motivating and rewarding activities and training opportunities that catch and retain the cadets' attention are essential to the operation of a successful unit. Advanced training provides many exciting opportunities away from the unit for cadets, but these opportunities are only available for a few months of the year. Cadet decisions regarding citizenship traits and character will be made at the unit level, based on the experiences and role modeling that the unit provides. That is why unit training is so important; these experiences are the source of unit growth.

- a. Establish two annual training plans, one for even-numbered years and one for odd-numbered years.
- b. Annual events, such as Annual Inspection, Regional Flagship, summer and winter training periods, the required semiannual Physical Readiness Test (PRT), and mandatory training on sexual harassment, fraternization, and hazing should be placed on both schedules. Do not forget to take into account parades, awards banquets, Navy League picnics, regular color guard performances, etc.
- c. There should be a variety of events, such as field trips and museum visits, on each schedule. It would be best to alternate years for those evolutions which are expensive, logistically challenging, or which may not hold the cadets' interest if included every year. This method will provide for sufficient turnover in personnel so that interest is maintained.
- d. The remaining three or four drill periods will be filled with regular meetings where guest speakers visit, administrative tasks are accomplished, basic skills like military drill are taught, field days or unit spaces are held, or practice for regional competitions are conducted.

YEAR ONE		YEAR TWO	
JAN	RETURN FROM WINTER TRAINING	JAN	RETURN FROM WINTER TRAINING
	REGULAR DRILL/GUEST SPEAKER		REGULAR DRILL/GUEST SPEAKER
FEB	SPONSOR PICNIC/POTLUCK	FEB	SPONSOR PICNIC/POTLUCK
	FLAGSHIP COMPETITION PRACTICE		FLAGSHIP COMPETITION PRACTICE
MAR	MARITIME MUSEUM VISIT	MAR	AVIATION MUSEUM VISIT
	REGULAR DRILL/GUEST SPEAKER		REGULAR DRILL/GUEST SPEAKER
APR	REGIONAL FLAGSHIP COMPETITION	APR	REGIONAL FLAGSHIP COMPETITION
	WATER ACTIVITY/SAILING/KAYAKING		AVIATION ACTIVITY/FLIGHT TRAINING
MAY	SEMIANNUAL PHYSICAL FITNESS	MAY	SEMIANNUAL PHYSICAL FITNESS
	MANDATORY TRAINING BRIEFS		MANDATORY TRAINING BRIEFS
JUN	SUMMER TRAINING BRIEF AND DEPARTURE	JUN	SUMMER TRAINING BRIEF AND DEPARTURE
	NO DRILL SUMMER TRAINING		NO DRILL SUMMER TRAINING
JUL	INDEPENDENCE DAY PARADE	JUL	INDEPENDENCE DAY PARADE
	NO DRILL SUMMER TRAINING		NO DRILL SUMMER TRAINING
AUG	NO DRILL SUMMER TRAINING	AUG	NO DRILL SUMMER TRAINING
	NO DRILL SUMMER TRAINING		NO DRILL SUMMER TRAINING
SEP	REGULAR DRILL/9-11 OBSERVANCE	SEP	REGULAR DRILL/9-11 OBSERVANCE
	AVIATION ACTIVITY/FLIGHT TRAINING		WATER ACTIVITY/SAILING/KAYAK
OCT	AIRSHOW/COUNTY FAIR/PUBLIC EVENT	OCT	AIRSHOW/COUNTY FAIR/PUBLIC EVENT
	FIELD ACTIVITY/CAMPING/SURVIVAL		FIELD ACTIVITY/CAMPING/SURVIVAL
NOV	VETERAN'S DAY PARADE	NOV	VETERAN'S DAY PARADE
	SEMIANNUAL PRT/ MANDATORY TRAINING		SEMIANNUAL PRT/ MANDATORY TRAINING
DEC	REGULAR DRILL/PEARL HARBOR SPEAKER	DEC	REGULAR DRILL/PEARL HARBOR SPEAKER
	WINTER TRAINING BRIEF AND DEPARTURE		WINTER TRAINING BRIEF AND DEPARTURE

FIGURE 2-3-1 BIENNIAL TRAINING PLAN EXAMPLE

3. **Cadet Training**

- a. The NSCC cadet's individual training program for advancement consists of Polaris Advancement Courses, Recruit Training (RT), Advanced Trainings (AT), and progressive growth in leadership responsibilities both at the home unit and ATs. Cadet training programs should be grounded in a robust unit-training program augmented with fun activities, to provide a balanced program for the training of cadets. This can be accomplished by:
 - 1) Close coordination with local active duty Navy and other service bases and stations for development of training opportunities.
 - 2) Incorporating Navy, Coast Guard, and other service leadership training programs into unit training.
 - 3) Participation in USCG Auxiliary and Power Boat Squadron sponsored programs and assisting in boat shows.
 - 4) Aggressive pursuit of guest speakers to visit/instruct cadets.
 - 5) Participation in swimming and other waterborne programs.
 - 6) Development of physical fitness programs to enhance daily lifestyles, including instruction in proper nutrition.
 - 7) Cross training and joint drills with other units in the area.
 - 8) Cross training with other federally sponsored youth groups such as JROTC, Young Marines, Sea Scouts, and the Civil Air Patrol.
 - 9) Field trips and tours of local military installations and museums.
 - 10) Participation in civic events, goodwill and community volunteer programs.
 - 11) Aggressive pursuit of opportunities to participate in ceremonies and parades.
 - 12) Participation in community Anti-Drug and Anti-Gang Programs. Contact local DEA Agents and local law enforcement agencies to conduct unit seminars.
 - 13) Conducting local training evolutions that qualify for NHQ funding support and cadet advancement credit.

4. **Classroom Training**. Subjects relevant to cadet development in general military knowledge, leadership, ethics, Navy and Coast Guard operations, history, civics, and other areas of cadet interest should be provided during unit drills. Instruction in subjects such as the USNSCC Core Values, the Cadet Code of Conduct, Alcohol and Drug Awareness, Sexual Harassment, Bullying, Hazing, Discrimination/Equal Opportunity, Fraternization, and Mental Health Awareness is to be given semi-annually, and will be supplemented by regular instruction in the Polaris Advancement Courses. Check the Magellan Library and the Training tab of the NSCC Homeport for lesson plans on various subjects.

5. **Polaris Advancement Courses**. Unclassified Navy materials served as the primary reference for the Polaris Advancement Courses (PAC), which are available to all members through Polaris. Mandatory PACs are the "homework" cadets must complete for advancement. Legacy Non-Resident Training Courses ("correspondence courses")

will remain available for download on the NSCC Homeport.

6. **Swim Training**. All cadets should meet the minimum swim qualifications in accordance with Navy standards. Specific levels of swim qualification are a prerequisite to apply for select Advanced Training evolutions. This information will be noted on the Summer Training Schedule or in the Summer Training Guidance document. Where facilities permit, the unit should train and practice with qualified instructors (USN, USCG, Red Cross, etc.) Use the NSCC Record of Swim Qualifications (NSCTNG 015) to record personnel qualifications.
7. **Physical Training**. NSCC unit commanding officers will schedule physical fitness training as a regular part of the unit's overall training program. The physical fitness standards are listed in the NSCC Physical Readiness Test policy. Fitness programs are available for adults as well as cadets. It is essential that cadets are able to meet the rigors of recruit and other summer training evolutions. Cadets scheduled to attend NSCC Recruit Training must pass the minimum standards prior to the CO signing and submitting a Request for Training. Cadets must pass the Physical Readiness Test (PRT) prior to the completion of NSCC Recruit Training. If failed, the cadet is required to "repeat" Recruit Training. Successful completion of Recruit Training is required to attend any type of Advanced Training. Units should schedule a semi-annual formal PRT in the spring and fall to ensure that cadets are prepared for summer and winter training periods, and that they meet the requirements for promotion.
8. **Practical (On-The-Job) Training**. Units should take full advantage, under the supervision of qualified personnel, of "Hands On" training in work centers aboard locally stationed Navy/Coast Guard ships and stations, public service facilities such as police and fire departments, and medical facilities.
9. **Drill Teams/Color Guards**. Unit drill teams and color guards for local and regional activities not only offer training in precision marching and drill, but also provide opportunities for public appearances that enhance unit recruiting and cadet self-esteem. Commanding Officers will set high standards of military smartness and precision so that teams reflect credit upon the unit and the NSCC. The NSCC/NLCC Uniform Manual, Chapter SIX lists the appropriate color guard uniform components.
10. **Small Arms Safety and Training**. All small arms and marksmanship training conducted in the USNSCC shall focus primarily on safety, and must conform to the guidelines set forth in the NSCC Marksmanship Policy.
11. **Specialized Training**. The NSCC training program provides specialized training for cadets seeking exceptional challenges. These programs include, but are not limited to, multiple SEAL and SWCC courses, EOD/MDSU training, SCUBA, FAA and Flight Schools. For these types of training, cadet prerequisites have been developed and/or adjusted to further promote cadet success and to prevent harm. Additionally, the instructor/escort corps is comprised of subject area experts and is further enhanced as necessary to guarantee not just a successful program for cadets, but also a program that will meet parental expectations. If cadets want additional challenges, they are encouraged to apply for these existing programs as published in the NHQ training schedules.
12. **Unauthorized (High Risk) Training**. Additional specialized training having exceptional challenges and/or modeled in the form of combat scenarios or war-gaming, without development of appropriate prerequisites or enhancing the instructor/escort cadre, and

without prior approval of NHQ, is NOT AUTHORIZED. Examples include: war-gaming modeled after Navy SERE training having a POW phase; combat/aggressor force/counter force training; any POW training with or without restraint devices; BUD/S-like training outside of existing NSCC approved programs; simunitions, paintball, airsoft, or fireworks; rappelling that is not carried out on an approved tower having qualified instructors; and any small arms training not in accordance with the guidelines prescribed in the NSCC Marksmanship Policy. TRAINING SCENARIOS THAT INVOLVE SIMUNITIONS, PAINT BALL, AIRSOFT, OR FIREWORKS ARE NOT AUTHORIZED UNDER ANY CIRCUMSTANCES.

13. **Movies**. Many units include movies as part of their unit training and/or recreational activities. Unit COs are not authorized to endorse attendance at “R” rated movies; only “PG” or better movies may be viewed as part of any NSCC activity.
14. **Education-Orientation Visits**. EOVs are special tours or training at Navy or other military facilities that require Local Training Orders (NSCTNG 003). The Naval Academy Summer Seminar (NASS), one-week USNA STEM programs, the Academy Introduction Mission (AIM) offered by the Coast Guard Academy, and other STEM programs meet this criterion. EOVs do not necessarily count as advanced training (AT) for promotion purposes. Unit COs may request that NHQ consider advancement credit for EOVs.
15. **Boating and Power Squadrons**. Boating offers opportunities to learn seamanship. Commanding Officers may invite the U.S. Coast Guard Auxiliary and Power Squadrons to conduct classes in Boating Safety and Seamanship. Commanding Officers will ensure adequate adult supervision and compliance with all safety rules and precautions. Cadets can earn special appurtenances in accordance with the NSCC/NLCC Awards Manual, Chapter FOUR.
16. **Drug Education and Awareness Programs**. Units are encouraged to partner with and become mentors for the Navy’s Drug Education for Youth (DEFY) program or local law enforcement agency’s DARE program. Contact the DEFY Program Office at (901) 874-3300 for information regarding a DEFY program in your area. These programs provide an excellent opportunity to enhance the unit’s program for Drug Awareness. Additionally, DEFY/DARE provides excellent recruiting opportunities for the NSCC/NLCC program.
17. **Drug Enforcement Agency**. The DEA maintains two web sites to provide information on the harmful effects of drugs. The website www.JustThinkTwice.gov targets youth and the website www.GetSmartAboutDrugs.gov, targets parents and caregivers. Units are strongly encouraged to contact the agency to arrange seminars.
18. **NLCC Training**. NLCC Training Ships and Companies will use the NLCC Syllabus. The Syllabus provides classroom lessons, practical factors, and exams for advancement through all NLCC rates at the unit level. Practical factor assessments and NLCC advancement exams are administered via Polaris.
19. **Regional Events**. Flagship Competitions, Pass-In-Review, Operational Readiness Inspections and Olympics-Style sporting competitions support the basic training objectives of the NSCC/NLCC Program. See Chapter THREE for more information.

20. **Training Support**. The Naval Sea Cadet Corps is sponsored by Commander, Navy Recruiting Command per OPNAVINST 5760.5 (Series). Copies of this and other instructions, detailing specific support to be provided are readily available from the NSCC Homeport.
21. **Adult Training**. Formal instruction is available to enhance the adult volunteer's knowledge of the NSCC/NLCC Program.
- a. **Officer/Midshipman Study Guide**. This comprehensive online examination, available via Polaris, covers the USNSCC Regulations and other policy guidance. Completion is mandatory for all Officers, Midshipmen, and Instructors during their first year of enrollment. Auxiliary Members may complete the OMSG to increase their knowledge of the NSCC, but it is not a requirement for participation.
 - b. **Officer Professional Development**. These one- and two-day courses provide specific program training to adult volunteers and are required for promotion within the officer ranks. Depending upon funding availability, a modest travel reimbursement may be provided to offset adult out-of-pocket expenses incurred while attending training. See Chapter THREE and the Travel Policy Addendum for more information.
 - c. **Escort Duty**. Adult leaders serve as the Escort Officers for cadet training evolutions. Knowledge and experience gained as an escort officer, and enhanced by the OPD courses, is required for advancement in the officer ranks. Depending upon funding availability, a modest travel reimbursement may be provided to offset adult out-of-pocket expenses incurred while attending training. See Chapter FOUR and the Travel Policy and Expense Reimbursement Policy Addenda for more information.
 - d. **Advancement**. Refer to the NSCC Administration Manual, Chapter TWO, for adult advancement requirements and procedures.

CHAPTER THREE: REGIONAL TRAINING

SECTION	PAGE
0301 OFFICER PROFESSIONAL DEVELOPMENT.....	3-1
0302 REGIONAL COMPETITIONS.....	3-2
0303 INTER-UNIT TRAINING.....	3-2
0304 INSPECTIONS.....	3-2

0301 OFFICER PROFESSIONAL DEVELOPMENT

1. **General.** OPD courses are required for all NSCC adult volunteers. These courses focus on program goals, program administration, and development of local training activities in support of unit specific training and leadership, with the cognizant NHQ Representative responsible to ensure their conduct.
 - a. **OPD 101.** This course provides an introduction to the USNSCC and the Navy.
 - b. **OPD 201.** This course is an introduction to unit management, administration, training, and operations.
 - c. **OPD 301.** This course is an introduction to command management and leadership.
 - d. **Note.** Instances occur where these courses may be completed in one day depending upon instructor and resource availability.
2. **Administration**
 - a. OPD 101 and 201 courses are typically administered at the regional level under the direction of the Regional Director, or Senior Regional Director when applicable. These courses should be offered multiple times a year.
 - b. In most cases OPD 301 is instructed and coordinated with the assistance of the NHQ Representative. This course should be offered at least annually.
 - c. OPD courses are to be set up as trainings in Magellan. Completion and attendance will be recorded automatically in the adult's Magellan record book.
 - d. Alternate methods for receiving this training shall be approved by NHQ.
3. **Prerequisites.** Adult volunteers are required to complete the Officer Midshipman Study Guide prior to attendance at OPD 101.
4. **Orders.** Registration for all OPD courses is accomplished using the Training module of Magellan.
5. **Funding.** Funding for OPD courses is at the discretion of NHQ, and when approved, shall follow the requirements of USNSCC Regulations, Chapter 4, and Chapter SIX and Appendices 4 and 5 to this Manual.

0302 REGIONAL COMPETITIONS

1. **General**. Regional competitions such as Flagship, Operational Readiness Inspection, or Pass-in-Review are organized and coordinated by the Regional Director or Senior Regional Director and a staff, with oversight by the NHQ Representative, for the benefit the cadets in that region. These competitions may include events such as:
 - a. Seamanship and marlinspike
 - b. Military/Rifle drill
 - c. Swimming
 - d. Color Guard
 - e. Marksmanship
 - f. Medical and First Aid
 - g. SeaPerch/STEM
2. **Orders**. All officer and cadet training authorizations will be processed using Magellan.
3. **Goals**. The goals of regional competitions are to:
 - a. Provide an arena for cadets to test their military and seamanship skills through regulated competitive events.
 - b. Provide an opportunity for senior cadets to exercise their leadership abilities.
 - c. Promote teamwork, sportsmanship, and regional esprit de corps.

0303 **INTER-UNIT TRAINING**

1. **General**. Inter-Unit or Joint Training takes place when one unit hosts a drill and invites other unit(s) to participate for the purpose of training together in a common environment for a common objective.
2. **Coordination**. Training should be coordinated between commanding officers, with the knowledge of the Regional Director and NHQ Representative.

0304 **INSPECTIONS**

1. **General**. Each Regional Director is required to perform an annual inspection or assist visit for each assigned unit in accordance with USNSCC Regulations, Section 3.13.
2. **Training**. In order to ensure the success of the NSCC/NLCC Program, it is incumbent upon the Regional Directors to make unscheduled as well as scheduled visits to each of the units within their regions, to conduct training for Unit Commanding Officers and their assigned staff members, to ensure current knowledge of administrative processes and changes in policy, and to check for compliance with established regulations and procedures. Failure to make regular visits, regardless of geography, is unacceptable.

CHAPTER FOUR: ADVANCED TRAINING

SECTION	PAGE
0401 PURPOSE.....	4-1
0402 TRAINING CODES.....	4-2
0403 TRAINING CATEGORIES.....	4-2
0404 LOCALLY ARRANGED TRAINING.....	4-4
0405 NSCC RECRUIT TRAINING.....	4-5
0406 NLCC ORIENTATION.....	4-8
0407 PETTY OFFICER LEADERSHIP ACADEMY.....	4-9
0408 COAST GUARD TRAINING.....	4-11
0409 SHIPBOARD TRAINING.....	4-12
0410 RECRUITING DUTY.....	4-12
0411 SERVICE ACADEMY SUMMER PROGRAMS.....	4-13
0412 SCIENCE AND TECHNOLOGY.....	4-14
0413 INTERNATIONAL EXCHANGE.....	4-16

0401 **PURPOSE**

1. **General**. The advanced training programs provide cadets with an introduction to the U.S. Navy, naval, and general maritime career fields, supported by classroom and practical training in service specialties of their choice. Opportunities to train at other service component bases and stations, as well as opportunities to train at maritime academies, onboard NOAA ships, and with other maritime related or general citizenship programs is also provided.
2. **Funding**. The NSCC has consistently received federal grants to support a robust training program and offset costs to cadets, allowing greater opportunities for participation and advancement.
3. **Schedules**. The training evolution schedule for the summer months will be promulgated to the field by posting on Magellan in the spring of each year. The winter schedule is usually posted in the fall. Spring training may also be available, and if so will be similarly advertised.
4. **Administration**. All training applications and order processing will be done using Magellan.
5. **Uniforms**. COTCs are authorized to prescribe the uniforms required for their training evolutions for safety, comfort, and positive image of the USNSCC. COTCs may state a preference for a working uniform (NWU Type I or NWU Type III), but may not exclude a cadet from training solely because he or she does not have the preferred uniform. COTCs may request permission from the cognizant NHQ Representative to specify a particular working uniform for safety reasons.

0402 **TRAINING CODES**

1. **General.** Training codes are used to identify a specific training evolution. These codes are assigned when a training evolution is scheduled in Magellan.
2. **National Training.** Codes for training evolutions are comprised of four parts; category, location, year, and the sequence number. In the example provided, this training is: Navy Shore, NSCC Recruit Training, held in California, during 2020. This is the first RT held in that state during that calendar year.

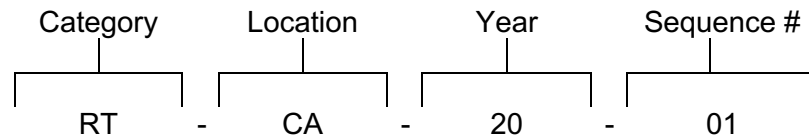


FIGURE 4-2-1 TRAINING CODE EXAMPLE

3. **Local Training.** When conducting local training not organized by National Headquarters, the same coding system is used if advancement credit is intended. Local trainings authorized for advancement credit are administered through Magellan. Those trainings conducted using Local Training Authorization (NSCTNG 003/004) that are not for advancement credit, would use the appropriate Training Code, less sequence number.
4. **Training Codes.** Refer to Appendix 2, the NSCC Homeport, and Magellan for a list of current codes.
5. **Note.** As additional opportunities are developed they will be added. Not all training evolutions within a given category will be the same. Availability of local resources, to include instructors and training aids, are vastly different from one location to another and dictate differences in training potential.

0403 **TRAINING CATEGORIES**

1. **Aviation.** This category includes training that focuses on military and civil aviation, aircraft maintenance, aircraft operations, and FAA certified ground and flight schools.
2. **Coast Guard.** This category includes training that focuses on the mission and operations of the United States Coast Guard. Trainings may include small boat and cutter operations, helicopter maintenance, maritime law enforcement, indoctrination programs at the U.S. Coast Guard Academy, and sailing aboard the Coast Guard *Barque EAGLE*.
3. **Construction.** This category includes training that focuses on the mission of the Navy's Construction Battalions, or "Seabees". Training can also include industrial skills training in the construction trades.
4. **Dive.** This category includes training that focuses on basic and advanced dive certifications, underwater research, and the explosive ordnance disposal program.
5. **Food Services.** This category includes training that focuses on the culinary arts, food preparation, nutrition, and mess/galley management.

0403 **TRAINING CATEGORIES (CONTINUED)**

6. **Leadership and Professional Development**. This category includes training that focuses on cadet and officer leadership development programs.
7. **Medical and Health**. This category includes training that focuses on the medical and health fields, physical fitness and drug education.
8. **Navy Shore**. This category includes training focused on Navy occupational specialties and rating fields, as well as indoctrination programs at the U.S. Naval Academy.
9. **NLCC Training**. This category includes all training related to NLCC Cadets such as NLCC Orientation and NLCC Advanced Trainings. Although these trainings are available, they are NOT a requirement for advancement. However, a Navy League Cadet must complete NLCC Orientation prior to attending an NLCC Advanced Training.
10. **Public Safety**. This category includes training in law enforcement, firefighting, safety, and marksmanship.
11. **Recruit Training**. This category includes all models of NSCC Recruit Training.
12. **Regional Evolutions**. This category includes trainings that would be conducted under the organization and authority of the Regional Director. Refer to Chapter THREE for additional information.
13. **Seamanship**. This category includes training in marlinspike, sailing, and shipboard training.
14. **Special Operations**. This category includes training in SEALs, SWCC, EOD, and other similar trainings.
15. **Notes**
 - a. Where possible, and as available, NHQ will maintain a master curriculum for each of the general training categories to serve as a footprint or model.
 - b. To qualify and receive credit for advanced training (AT), cadets must first successfully complete NSCC Recruit Training (RT).
 - c. To attend NLCC Advanced Training, NLCC cadets must first attend NLCC Orientation.
 - d. Unit Commanding Officers must be familiar with the prerequisites for each AT before applying in Magellan and submitting the Request for Training (NSCTNG 001) to the COTC. Prerequisites will be noted in the "Remarks" section of the training listing. Unit COs should contact the COTC if there are any questions regarding the prerequisites.

0404 **LOCALLY ARRANGED TRAINING**

1. **General**. Training that is arranged by the unit CO and not coordinated by National Headquarters will be considered a "Locally Arranged Training". Locally arranged training

evolutions are NOT considered advanced training for advancement purposes unless approved specifically by the cognizant NHQ Representative in advance, and entered in Magellan. To receive advancement credit as Locally Arranged Training, training must meet the following criteria:

- a. The training must be managed in Magellan.
- b. The proposed training must be a minimum of 5 days.
- c. The training must support the mission of the unit and the goals and objectives of the Naval Sea Cadet Corps.
- d. The proposed training must be in a “structured” environment.
- e. A critical element of advanced training (in addition to subject matter learned) is the leadership/followership attributes learned when training with a group of cadets. Serving in superior and subordinate positions, as well as learning to take and give direction, are vital for cadet development. One or two cadets assigned on local orders to a legal office or dental clinic, although meeting the above listed criteria, may not provide the leadership/followership training so essential to the NSCC program. Accordingly, the general policy is that NSCC cadets may count only one such internship-style assignment toward advancement (subject to NHQ approval) in their NSCC career. NHQ will entertain waivers of this policy when warranted, taking into consideration cadet performance and personal family financial situations. E-mail requests via the chain of command are required.
- f. If funding is desired, a funding request should be submitted using the Funding Request function on the Financial Actions tab of the training’s Magellan landing page.
- g. Check with local NSCC Chain of Command before organizing a Locally Arranged Training. Most bases where regular annual training is conducted remain very sensitive to visitors, and very focused on their particular base security measures. Where access has been gained, it is because of good working relationships, trust, and in many cases site-unique arrangements between the host command and the local NSCC unit and officers. Everyone must honor and respect these arrangements; this is done through advance coordination with the cognizant Regional Director and/or NHQ Representative. It is imperative that the local NSCC Chain of command is consulted when training is conducted at a location that is not the unit’s normal training location. If the local command advises that it is not wise to go, don’t go! This applies to locally arranged training, unit drills, or education-orientation visits.
- h. The unit commanding officer must request and receive approval from the cognizant NHQ Representative via the chain of command for all locally arranged training to be considered for advanced training for advancement purposes.
- i. To provide authorization and document training, the Locally Arranged Training Authority - Cadet (NSCTNG 003) or Locally Arranged Training Authority - Officer (NSCTNG 004) will be utilized. Upon completion of training, and when attendance has been finalized in Magellan, the orders may be destroyed in accordance with the NSCC Administration Manual. If training is creditable towards advancement but was not managed in Magellan, signed orders should be retained in the service record and training completion will be manually entered in Magellan.

1. **Mission**. NSCC Recruit Training is designed to indoctrinate new recruits in the core values, mission, and structure of the USNSCC; instill admiration for the Navy, Coast Guard, and the USNSCC; and to foster personal growth in the areas of grit, self-discipline, teamwork, self-confidence, accountability, basic military knowledge, and physical fitness.
2. **Goals**. The goals of the training are to ensure the cadet feels comfortable when in a military uniform situation, to develop self-confidence in the individual's role as a Sea Cadet, and to instill a sense of pride in one's accomplishment upon successful completion of the training. Modeled after the US Navy recruit training curriculum, NSCC recruit training serves as the cornerstone for the successful completion of all follow-on NSCC training, ensuring each cadet feels comfortable training onboard any service component base, station, or ship to include MARAD platforms. Safety, security, and responsibility for shipmates is also enhanced through a variety of watchstanding assignments, frequent musters ensuring cadet accountability, and general first aid and safety training. Learned in recruit training, these characteristics carry through to all follow-on NSCC training.
3. **Purpose**. Recruit training is the cadet's introduction to military routine and discipline and is the first step toward advancing in the Sea Cadet Program. Cadets normally spend 14 days learning basic Navy subjects, elementary seamanship, basic damage control, and physical fitness. It is the unit Commanding Officer's responsibility to ensure that cadets are prepared medically, physically and psychologically prior to attending Recruit Training. All NSCC Recruit Training sites will standardize recruit training as follows:
 - a. Provide a standardized 14-day NSCC Recruit Training course of instruction.
 - b. Offer common testing at training sites; the material covered on the test may be altered to correspond with the classroom material presented.
 - c. Utilize seabag requirements listed in the Uniform Regulations, which may be tailored to the specific training site.
 - d. Implement the standard organizational structure for NSCC training sites.
 - e. Include an awards program for all NSCC Recruit Training sites in accordance with the NSCC/NLCC Awards Manual.
 - f. Foster positive motivational methods for all training sites in accordance with the guidelines for corrective instruction detailed in Section 0102.8.
4. **Curriculum**. NSCC Recruit Training sites will follow an established standardized curriculum which includes a total of approximately 80 hours of direct instruction, to be supplemented by confidence- and team-building activities and time spent at the discretion of the recruit division staff:
 - Welcome Aboard/Command Introduction
 - Training Overview
 - Training Time Out
 - Safety and Fire Drills
 - "Consent to Contact" rule (see Section 0102(5)(d))

- How to report concerns to the chain of command
- Barracks Living/Rules and Regulations/Morning and Evening Routine
- Wearing, Stowing, and Care of Uniforms/General Housekeeping
- Classroom Etiquette
- Sexual Harassment
- Discrimination/Bias/Equal Opportunity
- Hazing and Bullying
- Fraternalization
- Mental Health Awareness
- Drug & Alcohol Abuse Awareness
- First Aid/Heat Stroke/Heat Exhaustion
- Personal Hygiene and Grooming
- USNSCC Core Values, the USNSCC Oath, and the USNSCC Code of Conduct
- Mission, History, & Organization of the USNSCC
- Training and Advancement Opportunities in the NSCC
- Navy Core Values and the Sailor's Creed
- Roles and Missions of the Navy
- Navy Careers and Benefits
- Roles and Missions of the USCG
- Customs and Courtesies
- Followership, Leadership, and the Chain of Command
- Naval Terminology/Orientation
- Naval History & Heritage
- Officer and Cadet/Enlisted Rank and Rate Recognition
- Navy and NSCC Uniforms
- General Orders
- Quarterdeck Procedures & Watchstanding
- The Phonetic Alphabet
- Military Time
- Basic Civics
- Fire Fighting and Damage Control
- Naval ships, weapon systems, and surface operations
- Naval submarines, weapon systems, and submarine operations
- Naval Aircraft, weapon systems, and aircraft carrier operations
- USCG ships and aircraft
- Sound Powered Phones and Radio Communications
- Deck/Marlinspike Seamanship
- Knot Tying
- Military Drill
- Color Guard/Manual of Arms
- Physical Fitness Training
- Sports/Team Building/Damage Control Olympics
- Swim Qualifications/Survival at Sea (if facilities are available)

5. **Alternate RT Model.** Navy Recruiting Command has approved an alternate NSCC Recruit Training model of at least nine days, which is permissible when host activity or volunteer support cannot be obtained for the standard (and preferred) 14-day model. Instructional requirements are the same at all NSCC RTs, with division time and

supplemental activities adjusted to meet the alternate 9- to 13-day schedule.

6. **Testing and Practical Performance.** Recruits will receive daily practical quizzes on subjects learned previously from their Division Staff, a mid-cycle examination by the Division Officer, and must take and pass a final examination proctored by the Training Officer.
7. **Evaluations.** Each Recruit will be evaluated upon the completion of training using the following standards, and graded accordingly:

Criteria	Definition
Performance	Skill and efficiency at assigned tasks, such as watchstanding, military drill, and barracks, bunk & cube maintenance
Military Bearing	Personal behavior; adherence to the USNSCC Core Values and Cadet Code of Conduct; attention to instructions and orders; maturity; self-discipline
Personal Appearance	Neatness in person and dress; conformity with NSCC uniform regulations and grooming standards
Teamwork	Prioritization of team over self; willingness to help others; interpersonal skills
Motivation	Drive; enthusiasm; esprit de corps
Adaptability	Ability to adapt to the NSCC RT environment; mental agility; ability to bounce back from setbacks; ability to take and learn from criticism
Leadership	If assigned a recruit staff billet: the ability to plan, direct, motivate, delegate, and lead by example
Final Exam	A final exam on the academic portions of RT (must pass to pass RT)
PRT	A physical readiness test (must pass to pass RT)

8. **Prerequisites.** In order to attend any NSCC RT:
 - a. NSCC Cadets must be enrolled 6 weeks prior to the start of the training. This time limit is established to ensure proper enrollment, obtain required uniforms, and to complete the E-1 PAC requirement.
 - b. The cadet must pass a Physical Readiness Test (PRT) prior to being released to attend training. The unit CO's endorsement of the request for training, both on the form NSCTNG001 and in Magellan, certifies that the cadet is physically prepared for training.
 - c. The cadet must pass the E-1/Indoctrination Polaris Advancement Course (PAC) prior to registering for, or attending RT. Cadets are strongly encouraged to complete the E-2/ Seaman Apprentice PAC prior to attending RT, particularly if attending an abbreviated RT model.
 - d. The cadet must obtain the required uniform items (Sea Bag List) and comply with directives as prescribed by the Commanding Officer of the Training Contingent (COTC).
 - e. Magellan will prevent registration of cadets who do not meet these requirements.

9. **Recruit Training Sites.** Sites are geographically spread across the entire United States. When approving training requests, COTCs give preference to those units geographically local to the recruit training site. Attending recruit training at a local training site enhances same day ground transportation (parents can drive to the site for delivery and pickup). This is particularly important should a cadet have to be returned home early, or should the training be cancelled due to national or other emergency. This does not preclude other personnel from training at a particular location, but orders will only be provided if there is good justification and adequate space after geographically local unit personnel have been accommodated.

0406 **NLCC ORIENTATION**

1. **General.** Similar in organization and subject matter to NSCC Recruit Training, but tailored to the age and maturity level of the average NLCC Cadet. While not required for advancement in the NLCC, a Navy League Cadet must complete NLCC Orientation prior to attending an NLCC Advanced Training.
2. **Mission.** NLCC Orientation is designed to indoctrinate new cadets in the core values, mission, and structure of the USNSCC; instill admiration for the Navy, Coast Guard, and the USNSCC; and to foster personal growth in the areas of grit, self-discipline, teamwork, self-confidence, accountability, basic military knowledge, and physical fitness.
3. **Goal.** In most cases, it is the first time away from home for these cadets. The goals of the training are to ensure the cadet feels comfortable when in a military uniform situation, to develop self-confidence in the individual's role as a Navy League Cadet, and to instill a sense of pride in one's accomplishment upon successful completion. Modeled after NSCC recruit training, the experiences serve as the cornerstone for the successful completion of all follow-on NLCC and NSCC training. Safety, security, and responsibility for shipmates is also enhanced through a variety of watchstanding assignments, frequent musters ensuring cadet accountability, and general first aid and safety training. Learned in orientation, these characteristics carry through to all follow-on NLCC/NSCC training.
4. **Purpose.** Orientation is the cadet's introduction to military routine and discipline, and while not a requirement for advancement, it provides a solid foundation for their success in the NLCC program. Cadets normally spend five to seven days learning basic Navy subjects, elementary seamanship, basic damage control, and physical fitness. It is the unit Commanding Officer's responsibility to ensure that cadets are prepared medically, physically and psychologically prior to attending Orientation. All NLCC Orientation training sites will standardize training as follows:
 - a. Provide a standardized NLCC Orientation training course of instruction.
 - b. Offer common testing at training sites; the material covered on the test may be altered to correspond with the classroom material presented.
 - c. Utilize seabag requirements listed on the NSCC Homeport, which may be tailored to the specific training site in accordance with the NSCC/NLCC Uniform Regulations.
 - d. Implement the standard organizational structure for NLCC training sites.

- e. Include a common awards program for all NLCC Orientation sites in accordance with the NSCC/NLCC Awards Manual.
 - f. Foster positive motivational methods for all training sites in accordance with the guidelines for corrective instruction described in Section 0102.8.
5. **Curriculum**. NLCC Orientation training sites will follow an established standardized curriculum, which includes a total of approximately 40 hours of direct instruction, to be supplemented by confidence- and team-building activities and time spent at the discretion of the recruit division staff:
- Welcome Aboard/Command Introduction
 - Training Overview
 - Training Time Out
 - Safety and Fire Drills
 - “Consent to contact” rule (see Section 0102.5(d))
 - How to report concerns to the chain of command
 - Barracks Living/Rules and Regulations/Morning and Evening Routine
 - Wearing, Stowing, and Care of Uniforms/General Housekeeping
 - Classroom Etiquette
 - Sexual Harassment
 - Discrimination/Bias/Equal Opportunity
 - Hazing and Bullying
 - Fraternalization
 - Mental Health Awareness
 - Drug & Alcohol Abuse Awareness
 - First Aid/Heat Stroke/Heat Exhaustion
 - Personal Hygiene and Grooming
 - USNSCC Core Values, the USNSCC Oath, and the USNSCC Code of Conduct
 - Mission, History, & Organization of the USNSCC
 - Training and Advancement Opportunities in the NLCC
 - Navy Core Values and the Sailor’s Creed
 - Roles and Missions of the Navy
 - Roles and Missions of the USCG
 - Customs and Courtesies
 - Followership, Leadership, and the Chain of Command
 - Naval Terminology/Orientation
 - Naval History & Heritage
 - Officer and Cadet/Enlisted Rank and Rate Recognition
 - Navy and NSCC Uniforms
 - Quarterdeck Procedures & Watchstanding
 - The Phonetic Alphabet
 - Military Time
 - Fire Fighting and Damage Control
 - Deck/Marlinspike Seamanship
 - Knot Tying
 - Military Drill
 - Physical Fitness Training
 - Sports/Team Building/Damage Control Olympics
 - Swim Qualifications/Survival at Sea (if facilities are available)

The NLCC Syllabus will not be used as the curriculum for NLCC Orientation. This removes a valuable training aid for unit-level training. While lesson plans and topics can be taken from the Syllabus, completion of part or all of the NLCC Syllabus at NLCC Orientation should not be the goal.

6. **Prerequisites.** NLCC Cadets must be enrolled 6 weeks prior to the start of the training. This time limit is established to ensure proper enrollment and obtain required uniforms. Magellan will prevent registration of cadets who do not meet this requirement.

0407 **PETTY OFFICER LEADERSHIP ACADEMY**

1. **General.** As a tool to develop the leadership qualities of NSCC Cadets, attendance at Petty Officer Leadership Academy is a prerequisite for advancement and service as a Staff Cadet in a leadership billet.
2. **Attendance.** Cadets must be in the rate of Airman/Seaman (E-3) or Petty Officer Third Class (E-4) to attend POLA. Cadets may not attend POLA immediately following attendance at Recruit Training.
3. **Advancement.** POLA must be completed prior to and is a requirement for advancement to Petty Officer Second Class (E-5) in the NSCC.
4. **Staff Cadets.** Those Staff Cadets that are responsible for the direct supervision of cadets under instruction are required to attend POLA prior to the issuance of Staff Cadet orders. While POLA is not a prerequisite for service at an advanced training in a staff support billet, it is strongly recommended.
5. **Curriculum.** Petty Officer Leadership Academies will follow an established standardized curriculum which incorporates rotating leadership assignments for students, regular role-playing and practical exercises, and regular small-group discussions. Subjects to be covered, at a minimum, will include:
 - USNSCC Core Values, USNSCC Oath, & USNSCC Code of Conduct
 - Navy Core Values and Ethical Decision Making
 - Fundamentals of Leadership
 - Responsibility, Authority and Accountability
 - Motivating and Disciplining Others
 - Team Dynamics and Team Building
 - Situational Leadership
 - Overcoming Bias and Prejudice
 - Interpersonal Communications
 - Public Speaking
 - Planning a Lesson and Teaching a Class
 - Time Management
 - Conflict Management
 - Fundamentals of Counseling
 - Performance Evaluations
 - Leadership at RT and NLO
 - Leadership at the Home Unit
 - Recruiting and Retention

- Knowledge of the NSCC
 - NSCC Uniforms
 - Customs, Traditions, Honors, and Ceremonies
 - Service Etiquette
 - Sexual Harassment, Hazing, Fraternalization, Mental Health Awareness
 - Career Opportunities in the Sea Services
6. **Stand-Alone Training.** POLA is a stand-alone training. POLA students may not enroll in POLA concurrently with another training, or serve in a staff billet at another training while enrolled in POLA.
 7. **Testing.** POLA COTCs shall establish a minimum graduation standard based on assessments of the nationally approved POLA curriculum.
 8. **Remediation.** Cadets scoring below this standard shall not be considered POLA graduates and therefore not entitled to advancement to PO2 or service as staff cadets; they may not enjoy such privileges until they successfully graduate from a subsequent POLA evolution. For cadets who do not graduate due to insufficient academic scores only, training credit may be given for advancement to PO3.

0408 **COAST GUARD TRAINING**

1. **General.** The USCG is a strong supporter of the NSCC and offers excellent opportunities for cadets. Unit Commanding Officers are encouraged to coordinate with USCG Stations in their area for locally arranged advanced training. To receive credit for Advanced Training, USCG Training must meet the following criteria:
 - a. The training must be managed through Magellan.
 - b. The training must be a minimum of 5 days.
 - c. Orders should be processed in accordance with Section 0404.
 - d. If funding is desired, a funding request should be submitted using the Funding Request function on the Financial Actions tab of the training's Magellan landing page.
 - e. The Coast Guard Statement of Understanding (NSCTNG 017) must be completed by the commanding officer, parents, and cadet. The form must accompany the cadet to training.
2. **Training.** The Coast Guard provides some of our finest and most fun-filled training experiences. The NSCC does not want to jeopardize these great opportunities because personnel are unwilling or unable to follow procedures. Cadets will perform most of the same duties as their Coast Guard running mates, and are expected to do their fair share in all tasks. Safety shoes for heavy work, and non-skid shoes for boat operations are mandatory. Each training site may have additional uniform requirements as well.
3. **Quotas.** Unit Commanding Officers and/or Unit Training Officers coordinate with host USCG activities or NSCC POCs for placement of cadets. Cadets are not to attempt placement on their own. It is extremely important to ensure that cadets have confirmed a quota and reaffirmed it with the Coast Guard activity before going on advanced

training. There is absolutely no room for error due to the extremely limited messing and berthing available.

4. **Fees.** Unless otherwise instructed by the COTC or NHQ, all Cadets are responsible for their messing and berthing fees. DO NOT leave the training site without paying required fees!
5. **Safe Boating Courses.** Sponsored by the USCG Auxiliary and the U.S. Power Squadrons, these courses are offered nationwide in the interest of boating safety. If interested, personnel should contact the local Coast Guard Auxiliary Flotilla and U.S. Power Squadrons for opportunities. A list of contacts can be found on their websites located at www.cgaux.org and www.usps.org.
 - a. This is not for individual cadets, but for an entire unit or group of cadets electing to take the course as a locally arranged training evolution.
 - b. NHQ may be able to cover the cost of the text if the training is created in Magellan and a corresponding funding request is submitted in Magellan.
6. **USCG Academy.** Refer to Section 0410 for information on the United States Coast Guard Academy's Academy Introduction Mission (AIM) program.

0409 **SHIPBOARD TRAINING**

1. **General.** Training onboard Navy ships is locally arranged training as developed by NSCC officers local to ship homeports.
 - a. **Navy.** The guidance for embarkation on Navy ships is covered in OPNAVINST 5720.2 (Series). Training may be underway or pierside. Check with the ship's commanding officer for clarification. All coordination is to be through NSCC officers and staff local to the ship's homeports. The Shipboard Orientation Guide should be used when conducting advanced training aboard ships of the United States Navy.
 - b. **National Oceanic and Atmospheric Administration.** Opportunities and procedures for training onboard NOAA ships will be as announced and detailed in the NSCC Summer Training Schedule, if available. Local arrangements may be made through the local NOAA Office as well. Generally these opportunities are extremely limited.
 - c. **Coast Guard.** Shipboard training aboard USCG vessels is conducted in accordance with Section 0408.
 - d. **Great Lakes.** The Naval Sea Cadet Corps reserves time on a variety of privately-owned patrol craft on the Great Lakes. Cadets receive hands on training in shipboard operations, engineering, damage control, watchstanding and navigation. Normal cruises are from 1-2 weeks in length and include port visits to various cities. Training may also include support of dive operations trainings, marine archeology, and other NSCC based training programs.
 - e. **Age Restriction.** Embarking cadets under age 12 during underway periods, while not prohibited, is not recommended. All shipboard training is subject to the vessel Commanding Officer's approval.

0410 **RECRUITING DUTY**

1. **General**. Service at Navy and Coast Guard Recruiting Centers provides an excellent opportunity for Cadets to obtain advancement credit without the cost of traveling to an advanced training site. To receive credit for Advanced Training, Recruiting Duty must meet the following criteria:
 - a. Must be a minimum of 5 days, but not necessarily consecutive.
 - b. Orders should be processed in accordance with Section 0404.
 - c. Recruiting Station Statement of Understanding (NSCTNG 016) must be completed by the Commanding Officer, Parents, and Cadet, and must accompany the Cadet to training.
 - d. Cadets may serve on recruiting duty multiple times, but like other internship-style trainings may only use one evolution as a career advancement opportunity. Units will receive credit for all trainings attended towards annual inspection.
2. **Funding**. Due to the locality of many recruiting station, funding support is not available.

0411 **SERVICE ACADEMY SUMMER PROGRAMS**

1. **General**. NSCC Cadets who have completed their junior year are eligible to attend one of the summer programs offered by the Coast Guard and Naval Academies. Cadets will receive advancement credit for attendance, and NHQ will pay tuition costs in the form of a reimbursement upon successful completion, subject to funding availability. These programs are administered entirely by the host academy; the NSCC has no influence on prerequisite or selection processes.
2. **Coast Guard Academy**. The United States Coast Guard Academy's Academy Introduction Mission (AIM) is a one-week summer program that gives attendees the chance to see if the Coast Guard Academy is right for them. Attendees will experience the rigor, discipline, and rewards of the Coast Guard Academy personally, just like a cadet, during one of three one-week sessions offered in July following their junior year in high school. Attendees will meet faculty and staff; learn about academic, military, and athletic programs; talk with cadets who have sailed on *Eagle*, flown aircraft, and started their leadership journey; and meet with other Coast Guard professionals. Success at AIM is a good indicator of success at the Coast Guard Academy. In recent years, one-third of the incoming class attended AIM. Those interested in attending should visit <http://www.uscga.edu/admissions> for additional information and application requirements. Advancement credit is authorized for those cadets that attend and depending upon funding availability, tuition is generally reimbursed by NHQ.
3. **Naval Academy**. The United States Naval Academy's Summer Seminar (NASS) is a fast-paced, six-day experience for high achievers who have completed their junior year in high school. Summer Seminar teaches attendees about life at the Naval Academy, where academics, athletics, and professional training play equally important roles in developing our nation's leaders. Those cadets that may be interested in pursuing an appointment to the Naval Academy and serving as a naval officer should consider attending one of three sessions offered annually at the Naval Academy. Deadline for

application submission is normally in March of each year. Interested personnel can visit <http://www.usna.edu/admissions/NASS> for additional information and application requirements. Advancement credit is authorized for those cadets that attend, and depending upon funding availability, tuition is generally reimbursed by NHQ.

4. **Other Academies.** Cadets wishing to attend the U.S. Military Academy's Summer Leadership Experience (SLE), U.S. Air Force Academy's Summer Seminar (AFASS), or any similar program offered by a state or private military academy must request approval via the chain of command for advancement credit or tuition reimbursement. Tuition reimbursement is generally not available for these other programs.
5. **Eligibility.** To apply for most academy summer programs, the cadet must be a U.S. citizen, in good health and physical condition, able to run, do push-ups and sit-ups, and handle the heat and humidity of summer. The cadet's weight must be proportional to his/her height. Common medical disqualifiers include colorblindness, asthma, food allergies and vision not correctable to 20/20.
6. **Reimbursement of Fees.** Cadets may be eligible for reimbursement of the tuition fee if funding exists and if the cadet and home unit comply with procedures published by NHQ. Academy summer programs are typically posted to Magellan, and cadets will be required to upload copies of their acceptance letter and proof of payment in order to claim reimbursement.
7. **Transportation.** Transportation to and from the Coast Guard or Naval Academy is the cadet/parent's responsibility, and is not reimbursable.
8. **Exceptions.** Camps or seminars that are offered by the academies that focus on sports or music programs are ineligible for training credit or reimbursement unless specifically authorized in the Summer Training Guidance Letter.

0412 **SCIENCE AND TECHNOLOGY**

1. **US Naval Academy Science, Technology, Engineering, and Mathematics (STEM)**
 - a. **Description.** The USNA focuses on four areas during the Summer STEM Program: Science, Technology, Engineering, and Mathematics. This program is designed to encourage rising 8th-11th graders to pursue a course of study in engineering and technology throughout high school and college. Cadets will receive advancement credit for attendance, and NHQ will pay tuition costs in the form of a reimbursement upon successful completion. Additional information on the Naval Academy's STEM program can be found on their website at <http://www.usna.edu/admissions/stem>.
 - b. **Eligibility.** The Naval Academy Summer STEM Program is offered to rising 8th-11th Graders in three sessions annually. Cadets must demonstrate superior academic performance to include GPA, class standing, and/or strong PSAT, SAT or ACT results. Selection is based in large part on ensuring geographic representation along with overall accomplishments in and out of the classroom. The application process generally opens in January and closes April 15th; cadets should regularly visit the USNA's STEM website for up-to-date information.
 - c. **Reimbursement of Fees.** Cadets may be eligible for reimbursement of the tuition fee if funding exists and if the cadet and home unit comply with procedures published

by NHQ. Academy summer programs are typically posted to Magellan, and cadets will be required to upload copies of their acceptance letter and proof of payment in order to claim reimbursement.

- d. **Transportation.** Transportation to and from the Naval Academy is the cadet/parent's responsibility, and is not reimbursable.
- e. **Other Programs.** Other national and local programs may be offered to cadets through local Navy and Coast Guard commands and state institutions. Approval via the chain of command is required for advancement credit and tuition reimbursement.

2. **SeaPerch**

- a. **Description.** SeaPerch is an innovative underwater robotics program that equips instructors and cadets with the resources they need to build an underwater Remotely Operated Vehicle (ROV) in a unit or training contingent setting. Cadets build the ROV from a kit comprised of low-cost, easily accessible parts, following a curriculum that teaches basic engineering and science concepts with a marine engineering theme. The SeaPerch Program provides cadets with the opportunity to learn about robotics, engineering, science, and mathematics (STEM) while building an underwater ROV as part of a science and engineering technology curriculum. Throughout the project, cadets will learn engineering concepts, problem solving, teamwork, and technical applications. Additional information on SeaPerch can be found at their website <http://www.seaperch.org>.
- b. **Mission.** Building a SeaPerch ROV teaches basic skills in ship and submarine design and encourages cadets to explore naval architecture and marine and ocean engineering principles. It also teaches basic science and engineering concepts, tool safety, and technical procedures. Cadets learn important engineering and design skills and are exposed to all the exciting careers that are possible in naval architecture and naval, ocean, and marine engineering.
- c. **Instructors.** One of the most important aspects of SeaPerch, and one that differentiates it from similar programs, is that it includes training for instructors. Depending upon funding availability and need, NHQ will schedule adult training classes annually. All costs for participation are reimbursed by NHQ. When scheduled, classes will be announced via Magellan. Escort Duty, continuing education, and/or professional development credits may be offered.
- d. **Curriculum.** The SeaPerch curriculum has been designed to meet many learning standards and outcomes. Some of the concepts the cadets learn during the build include:
 - Ship and submarine design
 - Buoyancy/displacement
 - Propulsion
 - Soldering/tool safety and usage
 - Vectors
 - Electricity/circuits and switches
 - Ergonomics
 - Waterproofing
 - Depth measurement

- Biological sampling
 - Attenuation of light
 - Moment arm, basic physics of motion
 - Career possibilities
- e. **Cost.** The cost for required kits may be funded through NHQ.
- f. **Instruction.** The SeaPerch program is delivered in a variety of ways. These can include a one- or two-week advanced training, at the unit level over multiple meeting dates, or in conjunction with a regional competition format.

3. **CyberPatriot**

- a. **Description.** CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services. Additional information on CyberPatriot can be found at the website <http://uscyberpatriot.org>.
- b. **Competition.** Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Washington, DC for the National Finals Competition where they can earn national recognition and scholarship money.
- c. **Mission.** The CyberPatriot National Youth Cyber Education Program was created by the Air Force Association to inspire high school students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future.
- d. **Teams.** Each CyberPatriot team requires a coach, usually an NSCC Officer, Instructor, Auxiliarist, or parent. Coaches need no special technical background, and coaching a CyberPatriot team is not restricted to instructors of technical subjects like math or science. Any adult with the desire to help cadets learn something new, exciting and relevant can be a CyberPatriot coach. In addition to the coach, a team is made up of two to six cadets (up to 5 competitors, 1 alternate). Cadets must be registered with the CyberPatriot Program office and must be currently enrolled in the NSCC program. All cyber teaching materials are provided, and there is no course or skill prerequisite for the program. Any cadet with the interest can join a team and be successful. Please note, in cases where a team needs help with computer basics, the team Coach can request help from qualified Technical Mentors. Technical Mentors are local volunteers who possess appropriate IT knowledge and skills.
- e. **Fees.** The registration fee for each team will be paid by NHQ. In return, the team receives access to the Microsoft Developers Network Academic Alliance software. This allows the team to download a number of operating systems and productivity tools that can be used to prepare for the competition, a benefit that alone is worth several thousand dollars. Each registered team member also receives a CyberPatriot participant kit.

0413 **INTERNATIONAL EXCHANGE**

1. **Mission**. To provide specialized education, training and the opportunity to travel abroad for qualified NSCC cadets who have an interest in learning about the cultural differences and nautical traditions that strengthen us as a global community.
2. **Background**. The Sea Cadet program is not unique to the United States. Many maritime countries have similar programs for their youth and there is a growing interest in the worldwide sea cadet movement. The United States, Canada, and Bermuda have been conducting a Sea Cadet exchange since the early 1970s. In addition, the United States has conducted exchanges with Japan, Korea, Hong Kong, Sweden, Netherlands, India, United Kingdom, Russia and Australia; new exchanges are added frequently. As a member of the International Sea Cadet Association (ISCA), the NSCC also conducts a reciprocal exchange in the United States for visiting cadets from member nations on the east coast, normally in Newport, Rhode Island.
3. **Escort Officers**. Interested NSCC Officers and Instructors must apply for the opportunity to serve as an International Exchange Officer. Two officers or instructors will escort each exchange. Those officers selected as escorts will be required to attend the International Officer Leadership Academy (IOLA).
4. **Schedules**. An IEP announcement letter is released each winter, normally in February, announcing the exchanges that will be conducted that training year. This schedule is subject to change as exchanges are added or removed during the planning process.
5. **Application**. The application process for this special training may appear to be complicated, but with some patience, personnel will find it only takes a few minutes to complete. Applicants must be aware they are applying for an extremely competitive training. Cadets need to show the IEP Selection Committee their best. Applicants should strive to set themselves apart from others by demonstrating their dedication to not only the NSCC but to themselves. The following items are essential to a successful application:
 - a. **Applications must be complete**. Read everything on the application carefully; any forgotten information will disqualify the applicant. Since this training is for mature young adults, it is expected that the applicant will have complete control over their application and follow directions. This is not to make things difficult for the applicant, but only to show that they are capable of following directions and presenting themselves in a positive light.
 - b. Visit the IEP Website located at <http://iep.seacadets.org>. This website provides the applicant with forms, deadlines, and additional information that will be used to complete and submit the application.
 - c. Applicants must confirm the deadline for their application. There are no exceptions for being late. Please make sure that your application package is mailed to the selection committee, and a copy to NHQ, with ample time for receipt by the deadline. Waiting until the last minute and then using an overnight service shows poor planning and is a costly and unnecessary expense.
 - d. When mailing the application package, please make certain that a signature is not required at the other end. Applications may not be faxed or emailed under any circumstances.

- e. All applicants to the NSCC IEP must be United States citizens in possession of a current passport.
 - f. Cadets desiring to apply for more than one program can indicate second and third choices in their applications. Only one exchange per cadet will be granted in any given year.
 - g. There are always instances of truly outstanding cadets who should get the opportunity, but for some reason do not meet all the prerequisites or criteria. To that end, prerequisites and participation criteria may be waived for outstanding cadets. Applicants should submit waiver requests with applications when appropriate.
 - h. Since cadets need to be prepared for their adventure abroad, research papers will be written on the destination country to better acclimate the cadet to life in the host country. Customs, traditions, courtesies, and history will be some of the topics explored. Cadets need to be prepared to deal with the spectrum of new experiences that they will encounter and react in a positive way.
6. **Midshipmen**. Midshipmen are generally not eligible and will only be entertained for a quota if there are not enough cadets to fill available quotas. Midshipmen are not eligible to serve as Senior Escort Officers (SEO).
7. **Selection**. A committee has been established to receive and review applications and make selection recommendations to NHQ. Selectees and non-selectees are notified in a timely manner via email, and travel arrangements are made for those who are selected.
8. **Costs**
- a. **Travel**. In most cases the NSCC will pay for travel costs from a major airport nearest the cadet's or escort officer's home to the host country's selected international airport. Personnel are responsible for transportation to the departure airport; the host countries will arrange travel from the arrival airport to the location of the exchange.
 - b. **Training Fees**. Cadets will be required to submit a non-refundable training fee in the form of a check or money order after selection is confirmed. The amount of the fee is outlined in the current year's IEP announcement letter. This fee may vary among exchanges due to differences in NHQ costs to facilitate each particular exchange. If a selectee cannot go, this non-refundable fee is applied toward costs to cancel and/or reschedule airline fares. Upon selection, personnel will receive specific guidance regarding their fees. Those personnel who are restricted from applying due solely to financial hardship should notify the IEP Director. The section committee will take this into consideration and offer reductions or waivers of fees, based on NHQ approval.
 - c. **Personal expenses**. Personnel are expected to bring a sufficient amount of money to cover incidentals, souvenirs, and any costs associated with their personal liberty expenses. Personnel who bring credit or debit cards should be aware that most financial institutions charge fees for international transactions.
9. **Repeat Applicants**. The goals of the program are to afford as many cadets as possible the opportunity to participate in the IEP during their tenure as a cadet. It is also an

NSCC goal to recognize and honor (by giving preference) those cadets who have demonstrated commitment to the goals of the program, matriculated to more senior leadership positions, and maintained in their home communities outstanding records of scholarship and citizenship as stated above. The selection committee is charged to balance these goals using the following policy guidelines:

- a. Cadets may apply for repeat participation in successive years.
 - b. All applications will go before the selections committee and all applications will be scored.
 - c. Priority in filling quotas will be given to first time applicants who score well.
 - d. First time applicants scoring poorly will compete with high scoring repeat applicants for remaining quotas.
 - e. The selection committee is charged with selecting those cadets whom they judge to be the most deserving with regard to the program goals stated above, those who will be the best NSCC program ambassadors with the ISCA host nations, and those who will best support their SEO for the exchange.
10. **Locally Arranged Exchanges**. Occasionally, instances arise where, at the unit level, requests are forwarded or received for international exchange support outside the bounds of the ISCA sponsored exchanges supported by the NSCC International Exchange Program. In all these cases, the Director of the NSCC International Exchange Program must be informed of the intended or planned visitation to ensure compliance with ISCA exchange protocols. This step is necessary to ensure the best interests of the units, officers, and cadets are met.
11. **Awards**. Those personnel who successfully complete an international exchange will be awarded the International Exchange Program Ribbon and any applicable appurtenances in accordance with the NSCC/NLCC Awards Manual, Chapter FOUR.
12. **Contact**. All information on NSCC sponsored international exchanges can be found on Homeport, or by sending an email to iep@seacadets.org. Information on the International Sea Cadet Association can be found at <http://www.iscaworld.com>.

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CHAPTER FIVE: UNIT TRAINING PREPARATION

SECTION	PAGE
0501 UNIT RESPONSIBILITIES.....	5-1
0502 PARENT AND CADET RESPONSIBILITIES.....	5-3
0503 LOGISTICS.....	5-3
0504 ADMINISTRATION.....	5-4
0505 TRAINING FORMS.....	5-6

0501 UNIT RESPONSIBILITIES

1. **Prerequisites.** Preparing for recruit and advanced training begins with the enrollment process. Before applying for a training in Magellan and submitting the appropriate Request for Training (NSCTNG 001/002), it is the responsibility of the Unit Commanding Officer to ensure that each cadet has a current ID card through the duration of the training requested, is medically qualified to be in the program, and can pass the physical readiness test prior to attending training. For cadets who require accommodation, the Accommodation Agreement (NSCADM 001, Page 9/10) must be submitted and approved as well. These prerequisites are outlined below:
 - a. **Identification Cards.** Identification cards must be current through the end of the training evolution. This certifies the cadet is properly insured. Magellan will not process orders for cadets that are not properly enrolled.
 - b. **Medically Qualified.** Part of the enrollment process is the completion of the Report of Medical History (NSCADM 001, Pages 3/4) and Report of Medical Exam (NSCADM 001, Pages 5/6). Cadets and adults must be screened prior to the start of training to ensure that there have been no changes in physical condition that would disqualify them from attending. Follow the screening guidance in the USNSCC Administration Manual.
 - c. **Medications.** If personnel are required to take prescription or over-the-counter medication during the training evolution, a completed Medical History Supplemental (NSCADM 001, Pages 7/8) must accompany the Request for Training. A unique and updated NSCADM 001 Page 7/8 is required for each training a cadet attends. Follow the guidance on medications in the USNSCC Administration Manual.
 - d. **Accommodations.** All existing and active Requests for Accommodation (NSCADM 001, Pages 9/10) which are relevant to a cadet's attendance at a particular training must be reviewed by the respective COTCs prior to the cadet attending training, who shall accept the accommodation if it meets the standards of reasonableness outlined in USNSCC Regulations, Section 5.02. Submission of previously-approved Request for Accommodation to a COTC does not guarantee acceptance at training. Some training sites do not have the ability to support these accommodations due to staff limitations, facility restrictions, or other restrictions beyond the COTC's control.
 - e. **Preexisting Injuries.** Cadets and volunteers may not be sent to training with a preexisting injury. Temporary injuries, such as a broken wrist or sprained ankle, are not "disabilities," and may not be the subject of a Request for Accommodation (NSCADM 001, Pages 9/10). NHQ Insurance does not cover pre-existing illnesses or injuries.

- f. **Physically Qualified.** An important part of unit training, as mentioned in Chapter TWO, is a Unit Physical Fitness Program. Physical Fitness is required during each unit drill and should be encouraged daily! It is the Unit Commanding Officer's responsibility to ensure that a cadet can successfully pass a Physical Readiness Test (PRT) prior to attending Recruit and Advanced Training. More importantly, the cadet must be able to maintain that level of proficiency. Those Cadets that are attending trainings with more stringent physical fitness requirements, such as SEAL or EOD Training, must also pass the SEAL Physical Fitness Test (NSCTNG 018), in addition to the NSCC PRT.
- g. **Academically Qualified.** Unit COs are responsible for ensuring that cadets have met all academic requirements for specific trainings, such as the requirement that cadets complete the E-1 Polaris Advancement Course prior to registering for or attending RT.
2. **Orders.** If all of the above requirements are met, the unit Commanding Officer may then in good conscience process the Request for Training verifying the cadet/adult is QUALIFIED to attend training.
- a. **Forms.** The appropriate Request for Training Authority form (NSCTNG 001/002) must be signed and submitted, with the required training fee, to the COTC (or other individual as directed in the training schedule) as soon as possible. Most training billets are filled on a "first come, first served" basis, at the discretion of the COTC.
- b. **Fees.** Fees will be paid by electronic payment, cashier's check, traveler's check, or money order. Units may submit Recruit Three - Get One Free credits in Magellan, if applicable. No personal or unit checks will be accepted unless previous arrangements have been made with the COTC.
- c. **Prerequisites.** All enrollment verifications and prerequisites are validated by Magellan during the registration process. Those personnel who do not have enrollments that will be current through the end of the training and/or do not meet the prerequisites for a training will not be authorized to apply. A member is eligible for a training when a green "OPEN" is listed in the Event Status column.
- d. **Processing**
- 1) Unless otherwise authorized by the COTC, Training requests shall be submitted at least four weeks before the training start date in order to allow COTCs adequate time to plan the training, order supplies, and secure adequate facilities.
 - 2) The Unit CO will submit the request to the COTC in Magellan and then submit the Request for Training Authority (NSCTNG 001/002), with the wet signatures of the parent/guardian and the Unit CO, along with all other required forms, to the COTC with the appropriate payment. The COTC may accept either physical (mailed) copies of these forms, or may choose to accept copies uploaded to Magellan.
 - 3) Upon receipt of payment and all required forms, the COTC will approve the request in Magellan, and provide the appropriate Welcome Aboard package to the cadet, parent, and/or escort officer via Magellan. If a member does not have an e-mail address, then the unit should enter the parent/guardian's email address so the unit will receive information from the COTC for a training that members

has been enrolled in.

- 4) Upon approval by the COTC, and upon verification that all prerequisites for the training have been met, NHQ will post the National Training Authority (NSCTNG 005/006) form onto Magellan. ALL orders from NHQ will be available via Magellan and a notification is sent to all persons that have an email address listed.
 - 5) Units will print the Training Authority (NSCTNG 005/006) and place it in the service record in accordance with Section 0504. The cadet and/or parent will also receive a copy of the orders if cadet/parent e-mail addresses have been properly included in cadet profiles.
- e. **Approvals**. The COTC is the approving authority for cadets attending training, as well as for personnel requesting staff cadet and escort officer billets.
 - f. **Screening**. Prior to releasing personnel to attend training, the unit Commanding Officer will verify that the medical and physical status (including completion of the PRT) has not changed and will sign the NSCTNG 005/006. By signing this form, the Unit CO represents to the COTC and NHQ that the cadet/adult in question is physically and medically qualified to attend the training. If the member's physical or medical situation has changed, the Unit CO shall not endorse the form until the member's physician has certified that the member is medically and physically qualified.
 - g. **Unqualified Personnel**. Personnel who report for training with medical or physical problems will be sent home at the parent's or unit's expense.
 - h. **No Concurrent Training**. No cadet may be enrolled in, or receive orders for, multiple trainings that run on the same dates.

0502 **PARENT AND CADET RESPONSIBILITIES**

1. **General**. Following any cadet registration for any training, it is the responsibility of the parent and cadet to keep the Unit CO advised in any **changes with regard to cadet profile information** (e-mail, address, phone number, emergency contact, etc.) and particularly any change in medical status. With regard to **medical status and medical screening**, Unit COs are charged to ensure medical screening of cadets prior to training for determination of any change of status since their enrollment physical. New physicals are not required, only a review of medical status to ensure no changes that would preclude cadet success at training. Unit CO's having this responsibility, generally accomplish this at the time of cadet registration for training or upon delivery of orders. **It is the parent and cadet responsibility to ensure the Unit CO is advised of any further change in medical status between the time of Unit CO screening and actual departure for training.**

0503 **LOGISTICS**

1. **General**. Unit Commanding Officers are required to brief cadets and parents on the specifics of arranging transportation, including the cost of airfare if applicable, to and from the training location.

- a. **Responsibility.** It is the parents' responsibility to arrange transportation to and from the training site. This means from the doorstep of the unit-drilling site or individual residence to the doorstep of the training site. When using commercial transportation, fees for taxi or shuttle bus should be considered in addition to the cost of airline, train, or bus tickets. Cadet travel expenses will only be covered by NHQ for those evolutions where it is clearly stated in the advertisement for the training. As a courtesy, some COTCs may offer travel assistance to and from local airports, train stations or bus stations. Cadets may not drive other cadets.
- b. **Tickets.** Parents are advised not to purchase non-refundable airline/train/bus tickets. Training evolutions are dependent upon escort availability, host site accommodations, and host training site security measures in effect at the time of training. Changes to non-refundable tickets can incur a significant penalty. Neither NHQ nor COTCs will reimburse for these penalties, regardless of reason.
- c. **Unaccompanied Minors.** The policies regarding travel for unaccompanied minors vary greatly among commercial carriers. Some airlines do not allow minors less than 15 years of age to travel without an adult, and the number of training staff may not allow for an escort officer to remain with the cadet until the time of departure for the return trip. Due to these potential issues, COs/parents will need to verify that the chosen carrier will allow them to travel alone, and they will need to review their travel arrangements with the COTC prior to purchasing tickets. Refer to the specific airline's website for their policies; for general guidance regarding airline travel for unaccompanied minors, visit <http://www.airsafe.com/kidsafe/kidrules.htm>.
- d. **Uniforms.** NSCC/NLCC personnel will wear civilian clothing while travelling to and from training sites in accordance with NSCC/NLCC Uniform Regulations.
- e. **Vehicles.** Escort Officers are authorized to utilize their personal vehicles for travel to and from training locations, as well as during the training evolution. Cadets are not authorized to bring their own vehicles to training unless specifically authorized by the COTC. Members wishing to bring vehicles should contact the COTC to ensure that base restrictions do not preclude vehicle access.
- f. **Base Security**
 - 1) Parents must be reminded to respect security when entering military installations. Most NSCC training is conducted on military bases. Base security personnel are very sensitive to visitors and are very focused on their particular base security measures. These security measures pertain to cadets/adults attending training evolutions, as well as parents, friends, and family attending graduation ceremonies.
 - 2) The COTC will provide guidance regarding the requirements for base access. This guidance must be followed in its entirety to ensure accessibility of all personnel. These requirements may include, but not be limited to, the following: personnel must be U.S. citizens and must possess proper identification, vehicle licensing, insurance, and registration.

0504 **ADMINISTRATION**

1. **Preparing Service Records.** Service records will be presented to the Officer of the Day (OOD) or appropriate Training Staff Officer upon arrival at the training. When preparing

service records for training, they will be organized according to the USNSCC Administration Manual. Unit commanding officers are encouraged to use the NSCTNG 013 Training Check-Off List while preparing cadets for training.

2. **Transporting Service Records.** When traveling together the service records for all personnel from the unit attending a training should be sealed in one envelope, with the contact information for at least two unit officers printed on the front. Unit commanding officers are encouraged to attach the NSCTNG 008 Training Roster to the outside of the envelope for this purpose. If an escort officer is accompanying the cadets to training, that individual is responsible for presenting the service records to the appropriate party upon arrival. In the absence of an escort officer, a parent may transport the service records. If cadets are traveling without parents, the senior cadet will be the responsible party.
3. **Training Service Records.** Some units maintain a separate service record for each cadet consisting of only the forms and documentation required for training. The right side will contain all of the documents required in the original service record, and the left side will contain only those documents that are pertinent to the training. These "Training Service Records" are authorized for this purpose, and will be treated by training personnel as if they were complete.
4. **Credit for Training.** Personnel are awarded advancement credit for a training only if they have met all graduation requirements as set by NSCC NHQ and the COTC, and are recorded by the COTC as having graduated in Magellan. COTCs are required to finalize the training's attendance roster, including graduation status, no later than 5 days after the last day of the training. Finalizing attendance automatically posts the training to the cadet Magellan Record Book. Failure to finalize attendance in a timely manner will prevent qualified cadets from registering for or attending follow-on trainings. Manual posting of the training to the record book is not necessary, and unit commanding officers shall not manually enter trainings into Magellan without prior NHQ approval. Training completions will be credited towards Annual Inspection based on the year of the training code, not the date of completion.

0505 **TRAINING FORMS**

1. **General.** All training forms referenced in this section may be obtained from the NSCC Homeport.

CHAPTER SIX: TRAINING CONTINGENT ADMINISTRATION

SECTION	PART
0601 GENERAL INFORMATION.....	6-1
0602 ESCORT OFFICERS.....	6-2
0602A MILITARY PERSONNEL.....	6-2
0603 STAFF CADETS.....	6-3
0604 STAFF ORGANIZATION.....	6-4
0605 COTC/SEO RESPONSIBILITIES.....	6-6
0606 FISCAL RESPONSIBILITY.....	6-13
0607 GENERAL ADMINISTRATION.....	6-18
0608 CRISIS MANAGEMENT.....	6-23
0609 LIBERTY AND RECREATION.....	6-24

0601 GENERAL INFORMATION

1. Definitions

- a. **COTC.** The Commanding Officer of the Training Contingent (COTC) is normally in charge of a staff of many NSCC Escort Officers and a larger contingent of Cadets.
- b. **SEO.** The Senior Escort Officer (SEO) is normally either the only NSCC Officer present, or may be assisted by a smaller staff of one or two others in the supervision of a small contingent of Cadets.

2. **General.** Assignment as a COTC/SEO carries an increased level of responsibility, and is one of the greatest contributions to both the NSCC program and to the young men and women for whom the COTC/SEO is responsible during training. This individual is the key element in the preparation of a training and will be critically important at the training site. The COTC/SEO is the one person most responsible for the overall training experience of the cadets, and for the health and welfare of those cadets entrusted to their care. This chapter is intended to assist those selected as COTCs or SEOs in organizing, preparing for, and executing the training evolution, as well as completing the required follow-up reports. Knowledge of this chapter and of the training schedule guidance provided each year, early planning, crisp execution of responsibility, and a genuine concern for the cadets, plus good common sense are the key ingredients for an enjoyable, safe, and productive training experience for all involved.

3. **COTC/SEO Prerequisites.** Without exception, the minimum qualification for a COTC/SEO are:
 - a. Completion of the Officer Midshipman Study Guide (OMSG) recorded in the Magellan Record Book.
 - b. Completion of OPD 101 recorded in the Magellan Record Book.
 - c. Completion of OPD 201 recorded in the Magellan Record Book.
 - d. A minimum of one year of experience in the NSCC program.

- e. Completion of Darkness to Light's *Stewards of Children* in the previous 12 months, recorded in the Magellan Record Book.
- f. Acknowledgement of the USNSCC Volunteer Code of Conduct within the previous 12 months, as recorded in the Magellan Record Book.

0602 **ESCORT OFFICERS**

1. **General**. NHQ is the approving authority for all COTCs. The COTC is the approving authority for Escort Officers. When applying for Escort Duty, Commanding Officers and adults should observe the following criteria:
 - a. **Enrollment**. The expiration date MUST exceed the ending date of the training.
 - b. **Medically and Physically Qualified**. While not required to submit a physical, adults are required to maintain a current Report of Medical History (NSCADM 002, Pages 5/6). The report should include annotations/comments accurately reflecting their current medical condition. Adults can get sick and/or injured just like cadets, and may require emergency room visits or hospitalization. COTCs need to know of any medical problems or special circumstances that their adult escorts might have. Keeping the Report of Medical History up to date in the personnel file is required, annually and/or within 30 days of attending training.
 - c. **Academics & Child Safety/Welfare**. Without exception, the minimum qualifications to serve as an Escort Officer are:
 - 1) Completion of the Officer Midshipman Study Guide (OMSG), recorded in the Magellan Record Book.
 - 2) Completion of OPD 101, recorded in the Magellan Record Book.
 - 3) Completion of Darkness to Light's *Stewards of Children* in the previous 12 months, recorded in the Magellan Record Book.
 - 4) Acknowledgement of the USNSCC Volunteer Code of Conduct within the previous 12 months, as recorded in the Magellan Record Book.
 - 5) Magellan will prevent registration of adults who do not meet the following requirements.
 - 6) Auxiliarists wishing to perform Escort Duty may do so, provided they meet all of the minimum requirements listed above.
 - d. **Forms**. Complete the Request for Training Authority (NSCTNG 002) and submit to the COTC and register for training via Magellan.

0602A **MILITARY PERSONNEL**

1. **Role.** Active duty or reserve U.S. military service members may be available to assist at training. Active/reserve service members who are also enrolled as an adult volunteer with the NSCC must meet the requirements set forth in Chapter FIVE to serve as an escort officer.
2. **Policy.** Active/reserve service members who are not members of the NSCC but wish to serve as an escort officer are subject to special rules. Because they have not received our basic orientation and are not insured by NSCC insurance policies, it is critical that COTCs ensure that active/reserve service members serving as NSCC/NLCC escort officers become familiar with the Sea Cadet program prior to interacting with cadets. These service members must comply with the USNSCC Volunteer Code of Conduct while assisting. COTCs should also conduct an in-person orientation for these service members prior to cadet check-in. If the active/reserve service member cannot or will not comply with these requirements, they may not participate in the training as an escort officer.
3. **Memorandum of Understanding.** Active/Reserve service members must sign a Memorandum of Understanding, see Appendix 3, in order to participate as a non-enrolled escort officer. Signed MOUs shall be kept by the COTC with other important records of the training.
4. **Darkness-to-Light Stewards of Children program.** These personnel must also complete Darkness to Light's online *Stewards of Children* program, but they do not need to complete any other USNSCC professional development requirement such as OPD 101 or the OMSG. COTCs may reimburse them for D2L registration fees.
5. **Limited Participation.** Active/reserve service members whose only role is classroom or practical instruction need not complete these requirements. However, these service members must be supervised by enrolled NSCC adults at any time they are in the presence of cadets.

0603 **STAFF CADETS**

1. **General.** To enhance and develop leadership skills, the COTC may select qualified cadets to serve as staff cadets for the training evolution. A ratio of 1 staff cadet to 10 cadets attending training will be the basic guideline. The COTC is the APPROVING AUTHORITY for Staff Cadets. When nominating cadets, Unit Commanding Officers will observe the following criteria:
 - a. **Properly enrolled.** The expiration date MUST exceed the last day of the training.
 - b. **Medically and Physically Qualified.** Staff Cadets must meet the minimum requirements for medical and physical qualification, as well as possessing a mature attitude and demeanor.
 - c. **Leadership Training.** Cadets who will be responsible for the direct supervision of other cadets must be graduates of NSCC Petty Officer Leadership Academy (POLA) and at least one other Advanced Training (AT) prior to staffing in these leadership billets.
 - d. **Duties.** Cadet Petty Officers Third Class or above may be assigned to staff cadet duties involving direct supervision of trainees. Cadets in the grade of E3 will be

assigned administrative and watchstanding duties only.

- e. **Stacked/Multiple Trainings.** Cadets will not perform back-to-back staff cadet duties unless authorized by NHQ. Staff cadet duty at multiple trainings held at one site is authorized. Staff cadet training counts as advanced training, but service in this instance will only count as one training.
- f. **Rollovers.** Cadets graduating from Recruit Training WILL NOT “roll over” to Staff Cadet Duty at any NSCC/NLCC training.
- g. **NLCC Cadets.** NLCC Cadets will not serve as Staff Cadets at NLCC trainings, unless specifically approved by NHQ.
- h. **Training Fees.** The fee for staff cadets will be the same as for other cadets attending the training. Reduction or elimination of training fees for staff cadets requires the approval of NHQ.
- i. **Forms.** Prospective Staff Cadets will complete and submit the Request for Training Authority (NSCTNG 001), along with training fees, to the COTC for approval.
- j. **Prerequisites.** Enrollment and training prerequisites are verified in Magellan during the application process.
- k. **Processing.** Forms and orders will be processed in accordance with Section 0501.
- l. **Screening.** Prior to the start of the training evolution, the Commanding Officer will verify that there are no changes in the cadet’s medical or physical status that may preclude success at training.

0604 **STAFF ORGANIZATION**

- 1. **General.** The NSCC training staff structure is similar to that of a Navy command ashore. Escort Officers and Staff Cadets perform administrative duties, as well as instruct and supervise cadets. The size of the contingent staff will vary in number from one escort aboard a small ship to over thirty staff personnel at recruit training. The COTC organizes the staff based on needs, assigning escorts to one or more billets depending on the number of escorts on board.
- 2. **Requirements.** In general, one escort is required for every ten cadets, with the ratio higher at recruit training sites. Where training includes female cadets, at least one female escort officer is required, unless otherwise directed by host command or NHQ. Some training sites, such as Recruiting Stations or Coast Guard trainings, may not require escort officers. The training site escort requirements/quotas are posted in the annual current year Training Information Letter.
- 3. **Billet Assignments.** COTCs should assign billets early and provide detailed billet descriptions. They should also keep in mind that cadets come from many social, economic, and cultural backgrounds. Therefore, COTCs should determine the need for bilingual or multilingual escorts, and when necessary, those escort officers assigned to primary billets may need to assume subordinate billets as well. Typical billets include:
 - a. **Commanding Officer of Training Contingent (COTC).** The principal NSCC advisor to the host command, and as such is responsible for the discipline, health, safety, and welfare of all NSCC personnel, as well as fiscal resources provided to

him or her for a successful training event. The COTC also ensures that all training reports are submitted to NHQ in a timely manner. See Section 0605 for the full scope of the COTC's responsibilities.

- b. **Executive Officer of Training Contingent (XOTC)**. Supervises the staff and assumes command in the absence of the COTC. Assists in the preparation of the required training reports.
- c. **Operations Officer (OPS)**. Supervises the operations department; arranges transportation; coordinates and supervises off-station activities, ensures that military customs and courtesies are adhered to; coordinates graduation ceremonies, and arrival/departure of NSCC personnel.
- d. **Training Officer (TO)**. Prepares schedules and coordinates training evolutions and exams, assigns cadets to divisions, departments, or work centers, and coordinates guest instructors.
- e. **Supply Officer (SUPPO)**. Maintains the contingent's supply systems.
- f. **Administrative Officer (AO)**. Supervises the administrative department, prepares correspondence, performs public affairs duties, and publishes the Plan of the Day.
- g. **Personnel Officer (PERSO)**. Verifies cadet records upon arrival at training site, endorses cadet orders, ensures that appropriate training completion entries are made in cadet records and/or via Magellan, and prepares graduation certificates and appropriate awards.
- h. **Medical Assistant (MED)**. Maintains medical records, screens personnel for sick call, treats minor illnesses and injuries (if qualified to do so), and ensures the proper completion of the Accident/Injury Report (NSCADM 022).
- i. **Division Officer (DIVO)**. Supervises assigned cadets, monitors attendance at training evolutions, acts as counselor, and, prepares initial evaluations for trainees. The DIVO will report to the Operations Officer.
- j. **Finance Officer**. Collects funds and pays accounts (ensures mess and berthing bills are paid by end of training evolution), processes rebates/refunds, and assists the COTC in preparing the Audit Report for NHQ.
- k. **Leading Chief Petty Officer (LCPO)**. If a Staff Cadet with the rate of Chief Petty Officer is serving, he or she will be assigned as the Leading Chief Petty Officer.
- l. **Leading Petty Officer (LPO)**. The most senior Staff Cadet available will be assigned as the Leading Petty Officer, regardless of whether or not a Leading Chief Petty Officer is assigned.

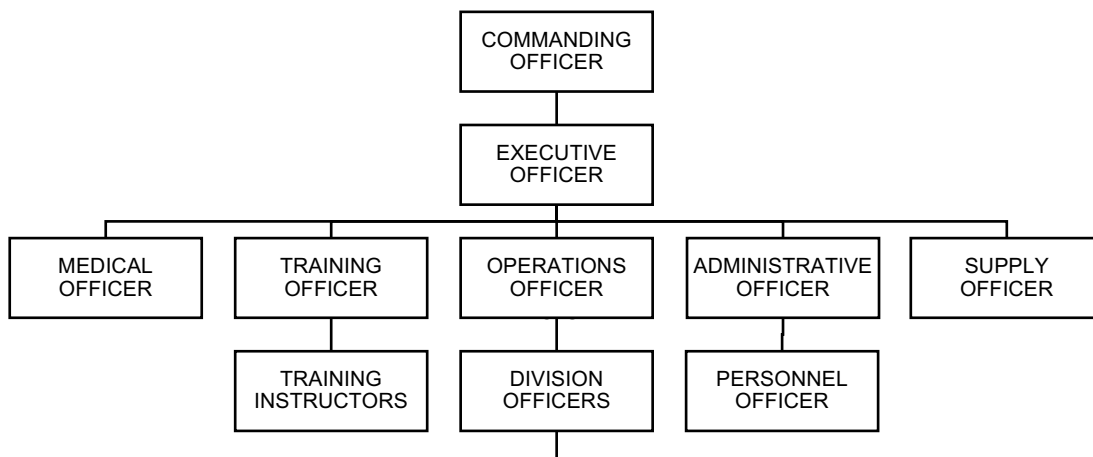


FIGURE 6-1-1 TYPICAL CONTINGENT ORGANIZATIONAL CHART

0605 COTC/SEO RESPONSIBILITIES

1. **Planning and Logistics**. The following is a list of items that the COTC/SEO needs to accomplish prior to the start of training:
 - a. Request authorization from the chain of command via Magellan to conduct the training. If a new training, advance coordination with and approval of the cognizant NHQ Representative as well as NHQ will be needed. The prospective COTC shall address the following items:
 - 1) Purpose of the training. This will include the training type/description, location, and number of cadets that will be accommodated.
 - 2) Training materials/syllabus. The NSCC Homeport has a variety of training materials available. Other materials will need to be approved for use in an NSCC environment.
 - 3) Command Cadre. Proposed COTC as well as other officer billets that have been filled or will need to be filled.
 - 4) Sponsorship. If the training has any military command or organizational sponsors, they should be listed here.
 - 5) Schedule. Dates the training to be conducted to include the proposed syllabus for new trainings.
 - 6) Funding. Sources of funds (i.e. cadet fees, grants, NHQ funding requests) to conduct the training will be included here.
 - b. Verify enrollment is current and will not expire until after the completion of training. If not, the appropriate enrollment must be accomplished via Magellan.
 - c. Establish a list of escort officers and staff cadets, identify who will be assisting with the training, and have them submit their Requests for Training Authority (NSCTNG 001/002) and register in Magellan as soon as possible. COTC/SEO may request additional comments or command endorsements for those Cadets wishing to serve as staff cadets. As soon as staff billets have been assigned, the COTC will approve the requests in Magellan so the appropriate orders may be issued.

- d. Review the current year's training guidance for any particular notes or procedural changes. For all training the NSCTNG 001/002 requests for training go to the COTC with the prescribed nonrefundable fee and any other required forms as detailed in Magellan. Where exceptions exist, the COTC will need to provide specific guidance.
- e. Review all submitted NSCTNG 001s. As the Requests for Training are processed, the fee will be retained for use as startup funds. Magellan WILL NOT accept anyone for training who is not properly enrolled.
- f. Magellan will keep track of all prospective attendees. The original NSCTNG 001 forms should be retained by the COTC; registration for training should be processed in Magellan no later than four weeks before the start of training.
- g. When a registration for Training is disapproved by Magellan, the reason why will be posted to Magellan.
- h. Keep track of the number and identity of approved cadets in Magellan. Approvals must not exceed the established quotas. The COTC should keep in mind that he/she is the first person to handle the requests and will know the status of cadet and escort numbers for the evolution.
- i. The responsibility for quota control lies with the COTC, who manages the number of cadets approved. Quotas can be adjusted by the COTC in Magellan as necessary.
- j. If a website or social media page has been established for the training, ensure that it is included in the listing in Magellan so that it will be included in the training schedule. The training website/page is also the place to include any other pertinent information, such as training site quarterdeck/emergency phone numbers, reporting information, sea bag lists, etc.
- k. Submit the Federal Funding Standards of Conduct acknowledgement and complete any Funding Requests on the Financial Actions tab of the training's landing page in Magellan. Do this as early as possible so that funding can be approved and returned in a reasonable amount of time.
- l. The COTC should enter all pertinent training information into the Event Demographics function, and upload a Welcome Letter using the Training Attachments function, both of which are found on the Event Builder tab of the training's landing page. COTCs should proactively contact all student cadets, staff cadets and escort officers to ensure they know where, when, and how to report for training. This information should include instructions for cadets using public transportation, if that option will be available. Personnel should be given explicit instructions on what to do, and contact information should be included in case they have additional questions.
- m. Where appropriate, obtain flight/travel arrangements of personnel traveling to the training site. This information will be used to ascertain when to expect them, how they are getting to the training site, and what arrangements the unit and/or parents have made to get them from the home unit to the training site. Many COTCs provide pickup service for training, but this is not a requirement.

- n. Identify those cadets who have arranged to travel to the training site via commercial carrier without an adult escort. Some carriers do not allow unescorted youth travel. While it is not the COTC's responsibility to make travel arrangements, an awareness of this situation can help to avoid any potential problems that may arise. COTCs should not hesitate to turn down requests which indicate an unescorted travel arrangement that could cause a potential issue.
- o. Review reports required after training, decide which ones need to be worked on during training, assign responsibility, and manage ahead of schedule. Keeping track of the funds and receipts is absolutely necessary. The COTC may assign an escort officer as the finance officer at his/her discretion.
- p. Establish or develop local checklists of required planning actions, listing all the things that may need to be accomplished prior to training that are not covered here.
- q. Have access to or bring copies of:
 - The Training and Operations Manual
 - Current year training guidance
 - Training Rosters
 - Items and other guidance referenced herein
 - A locally developed list of necessary items
- r. Transportation needed in support of the training must be arranged by the COTC and/or staff. If there is a cost involved, that cost should be included in the funding request. Vehicles can sometimes be obtained from Military Public Work Centers (PWC) on base, if available, but they are not always the cheapest; many bases use GSA contracts which can exceed local rental rates. COTCs should be conservative and seek out the cheapest arrangements possible. Information about USNSCC insurance coverage for hired motor vehicles is available on the Standing Guidance page of the Policy tab on Homeport.
- s. Where possible, the COTC should visit the host training site, introduce themselves to command, faculty and support personnel, and personally review training accommodations. At a minimum, a liaison via telephone may be conducted so that there is an understanding of expectations.
- t. Be aware of berthing and food charges; a NAVSUP message is distributed annually with rates and surcharges at naval installations. The NSCC qualifies as a non-profit youth organization for the discounted rate. The COTC should contact NHQ when overcharging is suspected.
- u. Develop a relationship with the host site point of contact. The Plan of the Day and/or Plan of the Week should be developed with this individual, and the COTC should be prepared to educate him or her about the NSCC/NLCC programs.
- v. Make a copy of OPNAVINST 5760.5 (series) (Navy Support and Assistance to Nationally Organized Youth Groups) available, as well as copies of the NSCC Annual Report or public affairs materials to the hosts.

2. **Initial Planning Conference**

- a. The COTC/SEO should conduct an initial planning conference with the host command or sponsoring facility. Whether NHQ or the unit arranged the training, the

COTC must formally request a planning conference with the host command well in advance of the training commencement date. This meeting should include the following people:

- Host command CO or designated representative;
- NSCC COTC and Training Officer;
- Host command Training, Public Affairs, Billets, Food Services, Public Works, and Security Officers; and,
- Cognizant instructors/work center supervisors.

b. The following are some topics which should be discussed at a planning conference:

- Training requirements and daily routine;
- NSCC staff organization and number of trainees;
- Curriculum and instructor requirements;
- Host chain of command and key contact personnel within the command;
- Administrative and medical support;
- Messing and berthing support, including a joint inspection of NSCC dedicated facilities to correct any problems and estimated costs involved;
- Base security and regulations;
- Transportation requirements;
- Base Exchange regulations and entitlement;
- Special costs or fees (laundry, linen, haircuts, etc.);
- Discipline and conduct;
- Locally required liability forms, if required;
- Facility lease or usage agreements, if required;
- Post-training critiques to cite problems encountered and recommendations for improvement; and,
- Other germane issues.

c. Since the host command will not normally have time to cover all the issues in a single conference, the COTC should schedule follow-up meetings with key contacts. It is imperative that any problems or unplanned costs be addressed immediately for resolution.

3. **Staff Training and Preparation.** Upon arrival at the training site, but before the training begins, the following tasks should be accomplished:

a. Hold an "All Officers" meeting with the Escort Officers, and a meeting with the Staff Cadets prior to the start of training to ensure each person is aware of his/her responsibilities. The organizational chart for the contingent, and each position's responsibilities should be reviewed thoroughly. The COTC shall review with all escorts and staff the USNSCC Core Values, the USNSCC Standards of Conduct, the Volunteer and Cadet Codes of Conduct, and the USNSCC's Personnel Protection Policies (see Section 0102), with emphasis on mandatory reporting, consent to contact, bystander intervention, open-door reporting policy, and discipline/corrective instruction policies. The COTC shall also review the Navy's and the USNSCC's Zero Tolerance Policy with regard to Sexual Harassment; Prejudice, Discrimination and Bias; Hazing; Bullying; Fraternalization; and Substance Abuse. All hands should know what to do, and what is expected of them.

- b. Brief the staff on requirements for and proper wear of military uniforms as well as the NSCC Alternate Uniform in accordance with the NSCC Regulations and the NSCC/NLCC Uniform Regulations. Remember, looking and acting professional in and out of uniform is paramount.
 - c. Reemphasize among the entire leadership cadre that strict adherence to USNSCC Core Values and the Volunteer and Cadet Codes of Conduct is the minimum expected of all. Behavior which violates these provisions is grounds for immediate dismissal from the training and possibly the USNSCC.
 - d. Brief all escorts on the requirement to employ the two-person rule when dealing with any cadet when he or she is alone. Do not allow anyone on staff to be caught in a one-on-one situation (particularly male/female) where either person's actions cannot be supported by a second adult presence.
 - e. Ensure that the staff is alert for pre-existing medical conditions and medications, both over-the-counter and prescription. See Administration Manual.
 - f. If the contingent is comprised of a large number of cadets, consider assigning one of your staff as the Medical Officer. Even for a relatively small training contingent this may be a consideration. Following this procedure will allow the coordination of all medical issues through this single officer with the NHQ point of contact.
 - g. Ensure that an organized system is in place to collect all receipts and account for all of the training expenses. Completion of the COTC Audit Report becomes the number one priority at NHQ after training is completed. NHQ is ultimately responsible for accounting for all funds!
 - h. The COTC should promote a positive attitude and set a tone of excellence.
4. **During the Training Evolution**. Once the training begins, the COTC is responsible for the following tasks:
- a. Send an email to NHQ, the local NHQ Representative, and the cognizant Regional Director and/or Senior Regional Director advising them of a phone number or e-mail where the contingent can be reached; quarterdeck and emergency contact numbers are preferred. This is of the utmost importance; the Chain of Command must be able to contact the training contingent in regard to any circumstances which might arise concerning cadets attending the training.
 - b. Cadets who report ill or who have pre-existing medical or physical problems will be sent home.
 - c. Cadets who have not paid for training will not be issued orders.
 - d. All cadet mobile phones, personal electronics, and other social networking devices will be collected and returned to the parent/escort officer or maintained in a secure location until the completion of training.
 - e. Collect contraband and either dispose of or return to the cadet's parents at the completion of training. Contraband includes items such as weapons, pornographic materials, lighters or matches, aerosol products, excessive jewelry, tobacco products, alcoholic beverages, unauthorized over-the-counter medications, hair dryers/curling irons, candy/gum or food products, and any other items not included

on the seabag list.

- f. Conduct the physical fitness test in accordance with the NSCC Physical Readiness Test (PRT) policy. Identify any cadets below standard and follow the guidance provided; they do not have to be sent home. There are specific guidelines for Recruit Training in Chapter FOUR.
- g. Strictly enforce alcohol and tobacco rules. Volunteers may not consume or possess alcohol while at drill, while on training orders, while supervising cadets, while interacting with cadets, while on board a training facility or drill site with cadets, or within eight hours prior to any of the activities listed above. Volunteers are always considered to be “on duty” while under training orders. Volunteers may not use any tobacco product – including vaping and smokeless products – within the sight or smell of cadets.
- h. Enforce policies prohibiting profanity, fraternization, sexual harassment, favoritism, hazing, and physical contact which is outside the scope of authorized training purposes or for which affirmative consent has not been given. Use the 2-person rule at all times!
- i. Ensure that all staff members understand that they should enjoy what they are doing and be proud of the big part they play in helping to send the right message from responsible adults to today’s youth and tomorrow’s leaders. Adult leaders are watched closely by cadets, parents, active duty personnel, and others. They serve as positive role models for the cadets, and are expected to lead by example. The staff and cadets must act and behave so as to be welcomed back. And remember, the NSCC is always being compared with the NJROTC, CAP, Boy Scout, and Young Marine youth programs. This cannot be avoided.
- j. Ensure that all hands are properly groomed, their uniforms are complete and correctly worn, they observe military courtesies, and, as stated before, they “lead by example”.
- k. Ensure that active duty and reserve personnel, if assigned to assist, pay their bills prior to departing. Selected Reservists are usually on paid orders, and as such are reimbursed for their messing and berthing (if not received as part of their advance pay) when they submit their travel claim. Active Duty personnel are normally on no-cost TAD orders and are not reimbursed for their expenses. The advertisement for reserve support is released each year in a COMNAVRESFOR message. Review the NSCC standards of conduct and all applicable NSCC policies with military personnel and make sure they understand what is expected of them.
- l. Utilize military medical support whenever available, but do not hesitate to seek civilian medical care when circumstances dictate. When in doubt, seek treatment.
- m. If an accident occurs, the NSCC Accident Report (NSCADM 022) will be completed and uploaded to Magellan within 24 hours following the injury, or as soon as Internet connectivity can be accessed. This is extremely important; do not delay in submitting this information. NHQ cannot support claims without this form.
- n. Annotate the attendance report and roster in Magellan throughout the training, to provide a record regarding the status of each cadet, specifically for those with cancelled or terminated orders.

- o. Prepare awards for presentation at graduation ceremonies. This includes Staff Cadet and Escort Officer Ribbons, as well as Honor Cadet Awards. Refer to the NSCC/NLCC Awards Manual for guidance. The opportunity to recognize personnel is missed by sending awards to personnel after departure from training, and adds an additional administrative burden on the training staff and units, playing “catch up”.
- p. Be a stickler on safety! Ensure the cadets get the rest they need, eat right, drink right, and that they are cared for. Ensure that temperature and humidity are considered during any outside activities: outdoor training evolutions, physical fitness training, marching, etc. Dehydration tends to be a major problem and will sneak up even on observant staff if they are not attentive to it. On the other hand, overhydration is also a risk, so while cadets should be encouraged to drink plenty of water, no cadet may be forced to drink more than he or she is willing to drink. Brief the staff on first aid for heat injury. Incorporate “black flag” days if necessary. Maintain a fire/security roving watch in berthing areas from Taps to Reveille each training day as required. Ensure the proper level of supervision for the evolution being conducted, and never leave cadets unsupervised.
- q. Do not argue in the public eye; differences should be resolved in private. If members argue in front of cadets or undermine each other, training suffers, retention suffers, and the Sea Cadet Program looks bad in the eyes of active duty personnel, parents, etc. Please remember “why” this program exists, and keep the long range goals/benefits as a target.
- r. Conduct a daily routine, including visiting training facilities, inspecting berthing areas, meeting with support personnel and host command officials, and communicating with the chain of command on a regular basis.
- s. Be the Commanding Officer, exude command presence, exercise command presence by being visible. The staff and cadets need the COTC to be a leader who truly cares about them and the quality of the training.

5. Post Training Responsibilities

- a. Submit the following items to NHQ via the training’s landing page on Magellan:
 - Upload any reports of medical injury/accident using the Roster function on the Event Maintenance tab **immediately**, if they were not already uploaded
 - Upload any reports of terminated training orders using the Roster function on the Event Maintenance tab **immediately**, if they were not already uploaded
 - Review and finalize attendance on the Event Maintenance tab **within 5 days**
 - Upload all receipts and finalize the training audit using the Financial Actions tab **within 30 days**
 - Upload the Escort Allowance Worksheet into the Receipts function on the Financial Actions tab as part of the training audit
- b. Properly thank/recognize those individuals (Reserve, Active Duty, Civilian, Training Site Personnel, etc.) who helped to make your particular training evolution a

success. The NSCC Citation Certificate (NSCADM 033) can be used for the proper recognition of volunteers and supporters. As appropriate, send the recognition either to or via their supervisor/chain of command for proper presentation, or send a copy of what was written/presented to their supervisor if that seems more appropriate.

- c. Close out all records and complete the appropriate awards and attendance rosters in Magellan.
- d. Complete Escort Allowance Worksheets (NSCTNG 024), ensure that all escort officer signatures are collected, disburse the appropriate funds, and upload the worksheet as a receipt.
- e. Pay particular attention to fiscal accounting. The COTC shall use the Receipts function in the Financial Actions tab of the training's landing page in Magellan to upload all receipts for expenses and deposits connected with the training. The Training Audit Report must be completed in detail and must present a flawless audit that provides full accounting.

NOTE: A COTC who expects to run another training within the 12 months following the training just completed may carry over no more than \$200. Money being carried forward to next year should equal the amount that was carried in from prior year. Monies remaining beyond that are to be forwarded to NHQ with the reports. Contact NHQ if there are any questions about the proper completion of the audit, or if there will be a delay in submission.

- f. All excess monies will be returned to NHQ as soon as possible following the completion of training, which shall be no later than 30 days of the training end date. The COTC will proactively communicate with the NHQ Grant Administrator as to the reasons for any expected delay and the resolution of any related issues.
- g. Notify NHQ if there is an interest in conducting the training evolution again next year. This will help with developing subsequent training schedules. Provide any relevant comment on the current year's process as well.
- h. Send photos, specifically action photos, to NHQ; cadet quotable quotes about the training are also desired. NHQ is always looking for pictures and quotes to complement the Public Relations literature and to include in Sea Power and Seafarer articles as well as the Annual Report to Congress. Photos may be mailed or submitted to pao@seacadets.org.

0606 **FISCAL RESPONSIBILITY**

1. **Submissions to NHQ**

- a. The COTC will complete a request for funding using the Funding Request function on the Financial Actions tab of the training's landing page on Magellan. The submission will be reviewed and approved by the chain of command. Submission of a funding request should be made as early as possible, but no later than 30 days from the beginning of a proposed training.
- b. Within 30 days of the completion of the training, the COTC will complete the Training Audit Report using the tools on the Financial Actions tab of the training's landing

page in Magellan. Each expense must have supporting documentation (receipt) uploaded into the Receipts function of the Financial Actions tab.

2. **General Guidance for Money Management**

- a. See USNSCC Regulations, Sections 4.04 (capital assets) and 4.05 (finances).
- b. It is required that an account be established using the name USNSCC, Naval Sea Cadet Corps, or another similar name. In all cases an organizational title is required. NHQ cannot write out a check to an individual in support of training. Ensure the account is opened and maintained with several reliable signatories.
- c. Deposit ALL money received from NHQ and money received from cadet fees in this account. Record all cadet fees using the Registration Payments function in the Financial Actions tab of the training's landing page in Magellan. It is strongly advised that COTCs maintain an external account ledger where all deposits and withdrawals are also recorded; there are many available software programs and online applications, such as Quicken, that are excellent tools for this purpose. Ensure all monies spent are supported by a receipt which is uploaded into the Receipts function of the Financial Actions tab.
- d. If a check is written from the account to a staff officer for any reason, ensure that whatever is purchased by that staff officer is supported by receipts. Auditors see checks written to people as "red flags" and receipts are necessary.
- e. The COTC is fiscally responsible for all money associated with the training. If the training is such that money management will require considerable time and effort, or if there is another staff member who is better qualified in accounting practices, NHQ recommends that the COTC assign the role of Finance Officer/Comptroller as appropriate. This person should be good at math and should enjoy this type of task. NHQ is aware and understands that some personnel just do not do paperwork well; if the COTC is one of these, it should be assigned to a member of the contingent staff who does.
- f. Distribute monies from this account to pay for berthing, messing etc.
- g. Funds are requested by general category, and the audit is prepared detailing expenses in those same general categories in the Receipts function of the Financial Actions tab. The methods used to account for expenditures should be clear, easily understood, well documented, and able to withstand the scrutiny of anyone who wishes to review the ledgers. This applies to both federally funded training and training fully supported by cadet fees.
- h. Because cadet fees are regarded as grant funds, COTCs of trainings that are supported entirely by cadet fees must still submit a funding request and complete a training audit using the tools on the Financial Actions tab of the training's Magellan landing page, including uploading receipts documenting expenditures. The submission of a funding request showing the intentions (even though getting no funds from NHQ), establishes program approval, and positions the COTC to tell any parent that there is an approved plan for expenditure of their monies in support of their cadet. Submitting an audit with receipts after training likewise puts the COTC beyond the criticism of any parent who might wish to scrutinize expenses. Should there be leftover funds, NHQ's direction to have those "program funds" returned for further support of cadet training puts the COTC above reproach by anyone wishing

to criticize their management of cadet monies.

- i. All account balances must be maintained on a daily basis using the tools on the Financial Actions tab, so that on the day training ends, the COTC is able to rapidly complete the audit and send it to NHQ with all uploaded receipts and any leftover funds.

3. **Legal Considerations Regarding Money Management**

- a. Federal grant funding
 - 1) Federal grant funds are for use only in support of the particular training designated, and many not be spent for any other purpose or on another training evolution, without the permission of NHQ.
 - 2) Per federal law, the training fees collected from cadets and their families are regarded as program income and are therefore an inseparable part of our grant funding, which must be accounted for to the US Navy, the American taxpayer, and our families.
 - b. Even though the COTC and Escort Officers are volunteers, in the eyes of the law, the federal government, and the insurance company, they are regarded just like a paid employee of the Naval Sea Cadet Corps when it comes to money management.
 - c. If there are irregularities, the NSCC must take action, first, because these are NOT NSCC funds, but federal grant funds; and second, because use of the funds is closely scrutinized annually through a separate federal audit process. If things are amiss, NHQ will be required to explain why there were irregularities and how they were handled and will be avoided in the future.
 - d. If misappropriation is suspected, the COTC must immediately seek assistance from NHQ. In all cases the NSCC will first work with the offending party to seek quick restitution. If that fails, NHQ will go to the police and it becomes a police issue. Concurrently, NHQ will involve NSCC's insurance company and they will bring their legal and law enforcement resources to bear.
 - e. Expenditure of funds is also governed by federal guidance detailing ALLOWABLE and UNALLOWABLE EXPENSES. Guidance is provided throughout this chapter, and in Appendices 4 and 5.
4. **Promotional Items**. Uniform insignia and other NSCC-licensed training support items are to be purchased from the NSCC sole source provider, Vanguard Industries. Vanguard has the right of first refusal for any NSCC- or NLCC-branded item. If they cannot make it or decline to make it, COTCs may obtain the item from a local vendor. T-shirt orders of under \$400 may be submitted to local vendors without submission to Vanguard.

5. **Hats, T-Shirts and other Uniform Items**

- a. **GRANT FUNDS WILL NOT BE USED TO PURCHASE UNIFORM ITEMS REQUIRED TO COMPLETE THE SEABAG!** It is the cadet and local unit's

responsibility to ensure a complete seabag upon reporting, to include working uniforms, dress uniform, physical training uniform, and all flashes and insignia.

- b. COTCs may purchase ribbons or appurtenances earned at a training which are to be awarded to personnel at that training.
- c. "Recruit" ballcaps are not seabag items, and thus may be purchased with federal grant funds as they are generally only worn during a portion of RT.
- d. T-shirts or ballcaps for staff cadets and volunteers may be purchased with federal funds as a safety item, as they assist in distinguishing distinguish staff from students.
- e. COTCs may purchase aiguillettes with federal funds for the purpose of identifying staff cadets.
- f. Should COTCs make any purchases from NSCC's Uniform Thrift Shop, those purchases must be made, and paid for, following the same procedures that would be required for unit purchases; i.e., the request is submitted via NHQ prior to payment, the request is filled and shipped, and an invoice sent to the COTC, and the COTC must return a check to NHQ. If there are any questions, contact National Headquarters. Uniform Thrift Shop expenses cannot be paid for out of federal funds sent in support of a training; they must be kept separate and paid for separately.

6. **Entertainment, Field Trips, and Sporting Events**

- a. Entertainment for the sole purpose of entertainment is not an allowable expense. Funds are very limited, and any dollar spent on entertainment is a dollar that cannot support a cadet's berthing, messing, or training at another training. In order to keep the cost down for cadets, educational and/or recreational field trips and participation in sporting events must be well controlled.
- b. The following are examples of activities that are authorized for the purposes of improved morale, team building, and/or recognition of superior performance, but these must be limited:
 - 1) Pizza Parties (one or two per training), in that they are a meal.
 - 2) Trips to local museums, if they have educational value related to training.
 - 3) Sporting events contributing to teamwork, leadership and encouraging healthy lifestyles.
 - 4) A movie, if it can be firmly linked to the training (the movie Apollo 13 for example, has been used as a part of USCG leadership training with accompanying lesson plans).
- c. While it is certainly necessary to keep cadets busy (and out of trouble) COTCs are encouraged to first seek out those activities that are least costly. Sporting activities are always a good choice in that they promote healthy bodies and lifestyles, and tend to be inexpensive. Training events and sports activities, such as basketball, volleyball, flag football, or softball in the evenings and over the weekends are always good choices.

- d. Some activities may be permitted during a training for entertainment purposes only, but the costs for these events should be borne by the cadets from their personal funds as part of their liberty.

7. **Supplies**

- a. If office equipment (computers, fax machine, copier) is not available from the support facility, then the rental of office equipment to support the evolution is preferred. This includes projectors as well as other administrative support equipment.
- b. The purchase of hand-held radios for those training evolutions where required for safety is authorized, but needs to be kept to a minimum and usage extended from year to year to the maximum extent possible.
- c. The purchase of computers or any other significant or costly support supplies is generally not authorized. Requests for exceptions due to special requirements or circumstances should be submitted to NHQ. NHQ will support all COTCs and all evolutions to the best of its ability, but exceptions must be properly documented, with issues of accountability, maintenance, etc., fully addressed before the purchase.
- d. The same applies for training aids. The COTC should contact NHQ before purchasing any non-consumables and/or non-perishable training aids, such as CPR dummies, medical kits, "rubber ducky" weapons, etc.
- e. All requests for the purchase of supplies must be reviewed in accordance with the language in the federal grant. NHQ will consider the initial cost as well as the cost to maintain and account for the item, and will also review the grant language to determine if the item is permissible, before making a final decision.
- f. NHQ will be contacted in all cases when there are questions about a purchase.

8. **Public Relations and Gifts**

- a. The expense of generating a certificate of achievement or similar document to present to "outstanding cadets" or to "outstanding host facilities", or the sponsoring of a limited and modest reception, or extending an invitation to your host to join you at a regularly scheduled meal is authorized.
- b. The NSCC sole source provider carries some of these materials for NSCC use. Spending federal monies and making gifts where it may be construed as "personal gain" by the receiver is not allowed.
- c. In all cases, cost should be kept to the absolute minimum to reach your objective. These forms of recognition are a part of good public relations and benefit the cadets.

9. **Transportation**

- a. Depending on the supporting activity, vans or buses may be available for use by NSCC personnel for a fee. COTCs must make their own transportation arrangements in support of training activities.
- b. The use of military vehicles may require NSCC personnel to obtain a military license or certification for certain vehicles. They will also be required to adhere to public

works rules and regulations.

- c. The rental of commercial vehicles from local vendors is authorized and encouraged if cheaper than PWC or GSA rentals.
- d. The rental of commercial vehicles may require additional paperwork to enter military installations. Check with your host as to their requirements.

10. **Non-refundable Fees.**

- a. The training fee is non-refundable. Because cadets have to commit with the full training fee, it keeps cancellation rates low and provides maximum opportunity for the greatest number of cadets.
- b. Many times, circumstances arise that are unfortunate and beyond the control of the cadet and/or parent, preventing them from attending the training. It is always a judgment call, and COTCs are authorized to return fees when it is the right thing to do, when the sunk costs can still be covered, or if it is early enough to easily allow other cadets to fill the quota.
- c. If circumstances warrant returning the fee, but this return may cause a shortfall, contact NHQ for guidance and assistance. The NSCC's interest always lies with the best interest of the cadet, parent, and the NSCC program.
- d. When a cadet does not attend training due to personal choice, particularly at the last minute, COTCs are encouraged to stick with NSCC policy of not refunding the fee. These types of unjustified cancellations only rob other cadets of the opportunity being providing. If it is questionable, contact NHQ for additional guidance.

11. **Funding Shortfalls.** If a COTC runs short of money during training, and is in need of a supplement, NHQ should be contacted immediately. Be aware that funding is usually limited, but NHQ will make every effort to accommodate a reasonable request. For training supported entirely by cadet fees, the same applies, but again, understand that funding is limited, especially toward the end of the training cycle.

12. **Recruit Three.** COTCs will accept "Recruit Three/Get One Free" credits as payment for cadet and staff cadet training fees. The dollar value of these credits is capped at the cost of a standard two-week training in any training season.

0607 **GENERAL ADMINISTRATION**

1. **Chain of Command.**

- a. The COTC, once identified, assumes responsibility for working directly for the cognizant NHQ Representative in the scheduling, planning, and conduct of their training. They serve as the primary point of contact for all parties involved, and have the responsibility for all aspects of their training. That is why only the COTC is called the Commanding Officer. See USNSCC Regulations, Section 2.07.
- b. Because training is conducted all across the United States and the COTC may be assigned outside of his or her normal administrative chain of command, the NHQ Representative of the area in which the training is taking place shall have primary

oversight of the training. The authority to make site visits or investigate specific incidents may be delegated to local Regional Directors where the NHQ Representative is unavailable to handle such matters personally. See USNSCC Regulations, Section 2.02(b).

- c. Accordingly, when selecting a COTC, NHQ will seek endorsement of those in the operational chain of command before final assignment, and COTCs are responsible for keeping the operational chain of command informed of intentions with regard to training, and also of problems during training if they should develop. The operational chain of command is there to assist. The availability of these dedicated NSCC personnel from whom help can be sought, and who are available to provide oversight, is one of the major strengths of the NSCC.
2. **Inquiries and Investigations.** When circumstances arise jeopardizing the health and well-being of the NSCC and the NSCC training program, it may be necessary for NHQ to assign an NSCC staff member (usually a third party) to conduct an informal inquiry or more formal investigation. In most cases the NHQ Representative is assigned; in extreme circumstances, the Regional Director or Senior Regional Director may be selected as the Investigating Officer. The conduct of inquiries and/or investigations is modeled after Navy policy and procedure and serves as a formal vehicle for thoroughly resolving conflict or determining fact. If assigned, it will generally be accomplished through the operational chain of command. If the conflict or circumstance is a police matter, or is such that it is better handled by a civil authority specifically trained or charged to deal with the matter, NSCC will defer to that authority.
3. **Check-In/Check-Out Procedures**
 - a. **Check-In**
 - 1) If arrangements have been made to pick up cadets arriving via commercial transportation (air, train, or bus), the COTC must know when they will be arriving, and must ensure that NO CADET IS LEFT BEHIND! A pair of male and female escort officers should be designated to pick up cadets at a pre-arranged location.
 - 2) Have a back-up plan for check-in in case of inclement weather. Never allow a cadet to wait in inclement weather.
 - 3) For check-in situations where cadets must wait, ensure that drinking water is available, especially when it is hot. Have cadets indoors or under cover whenever possible.
 - 4) Cadets unwilling to conform to the rules will be sent home immediately. Time is better spent on cadets who want to receive training offered.
 - b. **Check-Out**
 - 1) COTCs must ensure cadets are released to a responsible adult at the end of training.
 - 2) When training is completed, if the COTC is providing transportation to the airport, train or bus station, they must ENSURE the cadet gets on the plane, train, or bus. DO NOT assume the cadet will be responsible to do so on their own.

Experience has shown that most cadets are responsible; just do not assume that all cadets will act in the same manner.

- c. **Temporary Housing.** Except for extreme circumstances, COTCs and escort officers are not to house cadets in their own residences prior to or after training. Should an emergency occur where a COTC finds him or herself in a circumstance where that assistance to the cadet or family might be required, the COTC is responsible for first ensuring the cadet's parents are fully aware of the situation and in full agreement, and the COTC is also responsible for notifying the chain of command that this assistance is being provided. If the parents are not in agreement with the arrangement, the cost of temporary lodging (barracks, hotel, etc.) is the responsibility of the parents and/or home unit.
- d. **Visitation Policy.** Visitation to NSCC trainings is only as allowed and controlled by the COTC. Unit COs or other NSCC personnel, including parents, are not authorized to stay for the first few days of training, drop by during training, or show up a few days before graduation, to see how things are going. This is not just disruptive to training, but potentially damaging as well. COTCs are more than glad to accommodate visits and visitors but only when advised in advance and as controlled by them. Additionally, automatic approval of any visitation request cannot be expected just because the call was made. COTCs will review training schedules and activities to see what is best for all cadets, and will respond accordingly.

4. **Interacting with Parents**

- a. **REMEMBER** you have been entrusted with the health and welfare of someone else's child.
- b. Not all parents share the same philosophy in regards to raising children as you or your staff might have.
- c. Not all parents understand military order and discipline. Even if they do, seeing their son or daughter subjected to being "yelled at" or to "in your face" type of treatment, particularly at Recruit Training, may not go over well. Expect them to take issue.
- d. The NSCC Parent Handbook has been prepared to better acquaint parents with the NSCC program. Parents with questions can be given a copy of this handbook, or they can be referred to the NSCC Homeport.
- e. If a cadet has a discipline problem, make arrangements to send the cadet home IMMEDIATELY. Sometimes a parent will be unwilling to pick up the cadet with the discipline problem. If this is the case, call the Cadet's Commanding Officer or the cognizant NHQ Representative for additional guidance.

5. **Prerequisites**

- a. During the training preparation meetings, be extremely careful not to promote unrealistic prerequisites for attending cadets. Do not make anything harder than it should be, and do not be redundant in requiring completion of paperwork, particularly if the required information is already available elsewhere.
- b. **DO NOT** require completion of a Polaris Advancement Course or correspondence course that is **NOT** authorized for Sea Cadets of the rates expected to attend the

training.

- c. DO NOT require unrealistic expenses for the cadets. The training fee and the transportation cost to and from your training is already a strain on parents. Call NHQ regarding additional costs and including them in budget requests.

6. **Awards**

- a. Refer to the NSCC/NLCC Awards Manual. The COTC is the approving authority for several ribbon awards and appurtenances. The general rule is that NHQ takes care of COTCs, and the COTCs take care of their staff and cadets.
- b. Other awards may be emailed to NHQ or the cognizant NHQ Representative for signature approval. NHQ will return the award for presentation. All this can be done during training if submitted in a timely manner.
- c. Scrolls of Honor may be requested for presentation. These are printed on “special” paper and require mailing/shipping, so plan ahead.
- d. Awards will be completed and present prior to departure from training. This is necessary to avoid missed awards and additional administrative burdens on contingent and unit staff personnel playing “catch up.”

7. **Service Records**

- a. **Administrative Remarks**. An Administrative Remarks (NSCADM 008) page should be entered in the service record upon the completion of training. This form should include, at a minimum, statements regarding:
 - 1) Training Name in Block 1c, not the home unit name;
 - 2) Date reported for training;
 - 3) A brief summary of the training and goals accomplished;
 - 4) A statement of the cadet’s conduct and performance at training;
 - 5) A class standing if applicable;
 - 6) Any ribbon awards and appurtenances earned;
 - 7) Date Departed and closed out with the statement: “Cadet departed this date for home unit.”
 - 8) The page should be closed out with “No Further Entries”. Home units are not authorized to make entries on training contingent administrative remarks pages.
- b. **Staff Cadet Evaluations**. Staff Cadets should be evaluated for performance using the Administrative Remarks (NSCADM 008).
- c. **Officer Evaluations**. Escort Officers should receive a written evaluation of their performance at training using the Administrative Remarks (NSCADM 008).
- d. **Transporting Service Records**. The service records for all personnel who have attended a training from a particular unit should have all pertinent documents inserted and should be sealed in an envelope with the NSCC/NLCC Cadet Training

Roster (NSCTNG 008) attached to the front. If an escort officer is accompanying the cadets to the home unit, that individual is responsible for transporting and returning the service records to the home unit. In the absence of an escort officer, a parent may transport the service records. If cadets are traveling without parents or escort officers, the senior cadet will be the responsible party. Escort Officers may transport their own record or it may be included with cadet service records from their home unit.

8. **Reports**

- a. Reports are due to NHQ promptly upon the end of training, per Section 0605.5(a).
- b. For cadet medical problems, always submit the Accident Report (NSCADM 022) to NHQ *immediately*. Make sure the form is filled out COMPLETELY and the incident causing injury, as well as the injury itself, is thoroughly explained. The form is to be uploaded using the Roster function of the Event Maintenance tab of the training's landing page on Magellan.
- c. As necessary, ensure terminations are recorded in the Roster function of the Event Maintenance tab of the training's landing page in Magellan. Training Authority Termination Reports (NSCTNG 011) must be immediately completed and are completed and uploaded using the Roster function of the Event Maintenance tab.
- d. Do not wait until the training period is over to begin uploading receipts, uploading reports, or reconstructing attendance records. The COTC should be familiar with these forms and Magellan tools and should begin proper record keeping/ documentation from the time the first cadet arrives.
- e. The most vital thing about reports management is to understand that all reports have to be *actively* managed. If the COTC is uncomfortable with paperwork or Magellan tools, a staff member, such as the Finance Officer/Comptroller or the Administrative Officer, may be assigned these tasks; this officer will provide updates on the status of their reports on a regular basis. The important thing is to know what needs to be managed, and who is going to do what before, during, and after training. Have a plan and ensure the entire staff understands what that plan is.

9. **Public Affairs**. Distinguished visitors should be invited to visit the training site and attend graduation ceremonies. This is an opportunity for the COTC to share the accomplishments of the Cadets and show that pride by inviting local dignitaries to the evolutions; invite them to visit with the cadets and address them on subjects germane to the day. Guest speakers are particularly appropriate at graduation ceremonies, particularly members of Congress and their staff personnel, local government officials, and military personnel. These individuals have made the investment in the NSCC program and it is appropriate to "show off" the program and the cadets. Even if they are not able to attend, let them know of the NSCC's presence and training via an invitation.

10. **Physical Fitness**. Regardless of all the rules, regulations, and guidance in the field, there will not always be a way to foresee the physical readiness of the cadets who will attend a given training. Ideally, all cadets will be in good physical condition; however, it is our responsibility to improve the health and lifestyle of all cadets who attend training and to provide appropriate and effective physical challenges.

1. **General**. Each year, almost all of the training evolutions go well and without incident, a credit to the outstanding work of all COTCs and their escort officers. This section is about the small minority that do not.
 - a. If something does not look or feel right, it probably is not right. The best thing to do is to collect all of the information as soon as possible regardless of how uncomfortable that may be, contact the parents and/or proper authorities.
 - b. When in doubt, immediately contact your cognizant NHQ Representative by phone. The worst thing any COTC can do is to sit on a problem thinking it will go away, or to try and protect someone who might have behaved inappropriately.
 - c. Problems which should be immediately reported to your NHQ Representative include instances of suspected child abuse, neglect, or endangerment (whether at the training or at home); sexual harassment or sexual behavior; violent behavior; or any inappropriate behavior between an adult and a cadet.
 - d. The police are the experts in these areas; they know what to do, and they are the ones connected to the child advocacy programs and organizations. They will be a great asset, and experience has shown that they usually step right in and take over to ensure the best interests of all parties involved in accordance with the law. If it is not a police matter, they will tell you so; you will only be faulted for being overly protective.
 - e. Every state and territory in which we operate defines in statute that youth program volunteers are mandatory reporters. USNSCC Regulations, the Volunteer Code of Conduct, and the Personnel Protection Policies defined in Section 0102 of this manual also compel NSCC volunteers to make mandatory reports, regardless of state or local law. If you have a good-faith suspicion that a child has been abused, molested, raped, maltreated, or neglected, call 1-800-4-A-CHILD. See Section 0102.3 for more information on mandatory reporting.
2. **NSCC Insurance**. Information on NSCC liability and excess health insurance policies are posted on the Standing Guidance link of the Policy tab of Homeport.
3. **Medical Care and Injuries**
 - a. The onus for screening of cadet medical history and pre-existing injuries lies with the unit commanding officer.
 - b. Cadet and parent may fail to disclose a pre-existing medical condition. When the injury or a medical condition that should have been addressed prior to training is discovered, immediately contact the Parent/Guardian and the Unit Commanding Officer and make arrangements to have the cadet returned home.
 - c. Accidents/injuries will occur during training. Ensure the Accident Report (NSCADM 022) is completed whenever a cadet is injured, or is ill enough to require medical treatment. Notify parents of injuries or illnesses immediately. When completing the form, use simple explanations, use plain English, and make it understandable. Ensure training code, COTC name, and COTC phone or e-mail are on the form. If in doubt as to whether the injury is serious enough for the form, submit the form. The form is to be uploaded using the Roster function of the Event Maintenance tab of the training's landing page on Magellan. Also place a copy in the cadet's record for

possible follow up upon the cadet's return to the unit.

- d. When transporting a member to a medical facility, ensure that the member's service jacket goes with them, to include their primary insurance information (medical insurance provider, policy number, group number if applicable, address, phone, etc.), so that the primary carrier can be notified/billed directly by the medical facility. If the member does not have primary insurance, the facility is to be given the NSCC insurance policy number and address. If no insurance information is provided to the facility the bills are sent to the parents or NHQ, further delaying the process.
- e. Following any cadet registration for any training, it is the responsibility of the parent and cadet to keep the Unit CO advised in any **changes with regard to cadet profile information** (e-mail, address, phone number, emergency contact, etc.) and particularly any change in medical status. With regard to **medical status and medical screening**, Unit CO's are charged to ensure medical screening of cadets prior to training for determination of any change of status since their enrollment physical. New physicals are not required, only a review of medical status to ensure no changes that would preclude cadet success at training. Unit CO's having this responsibility, generally accomplish this at the time of cadet registration for training or upon delivery of orders. **It is the parent and cadet responsibility to ensure the Unit CO is advised of any further change in medical status between the time of Unit CO screening and actual departure for training.**

4. **Professionalism**

- a. Adults must always model the finest decorum and military bearing.
- b. Neither cadets nor adults are allowed to display "public affection."
- c. Adults will sometimes have differences of opinions. DO NOT display these differences in front of cadets.
- d. Remember, as an NSCC Officer a positive example must be set for the cadets.
- e. **DO NOT GUESS**. Cadets take the word of an NSCC adult as fact. Obtain the correct answer to their questions; even if they must wait for the answer, never guess.
- f. **AND REMEMBER, THE CADETS ARE ALWAYS WATCHING!**

0609 **LIBERTY AND RECREATION**

1. **General**. The COTC grants liberty to NSCC personnel at his or her discretion and coordinates it with the host command. Normally, liberty is restricted to within the host command (on base). Liberty outside the host command area will be limited to group activities or when cadets visit with relatives, and only if the relative escorts the cadet outside the host command. Such visits should be discouraged, to minimize the distraction from the purposes of the training.
2. **Logistics**. The Operations Officer will arrange for base recreational activities after training hours, such as movies, gym, pool, etc. Service clubs, or any other place where alcoholic beverages are served, are strictly "OFF LIMITS" to cadets. If liberty is granted, the COTC should brief cadets on host command facilities, transportation (on base shuttle schedule, if any), and "OFF LIMITS" areas.

3. **Supervision.** Cadets cannot go on liberty unsupervised, especially off base/ship liberty. Cadets must go on liberty with an at least two NSCC escort officers.
4. **Movies.** Many advanced trainings include movies as part of their recreational activity. COTCs are not authorized to endorse attendance at “R” rated movies; only “PG” or better movies may be viewed as part of NSCC activity.
5. **Attire.** Cadets participating in advanced training are authorized appropriate civilian clothes for off-base liberty; refer to NSCC Uniform Regulations, Chapter SEVEN. Cadets attending recruit training or orientation are not authorized civilian clothes.
6. **Scheduling.** The COTC may plan at least one off-base group recreational function during the training period, providing the training is over ten days. Liberty (on or off-base) for all cadets expires no later than 15 minutes prior to Taps.

CHAPTER SEVEN: UNIT OPERATIONS

SECTION	PAGE
0701 UNIT OFFICER STAFF DUTIES.....	7-1
0702 UNIT CADET STAFF DUTIES.....	7-1
0703 PLAN OF THE DAY/MONTH.....	7-2
0704 QUARTERDECK PROCEDURES.....	7-2
0705 COLORS AND QUARTERS.....	7-3

0701 UNIT OFFICER STAFF DUTIES

1. **General.** The organization of a unit, company or training ship is outlined in USNSCC Regulations, Chapter 3. The purpose of this Chapter is to expound upon the roles of the Operations, Training, and Division Officers and their functions in the effective execution of the unit drill.
 - a. **Operations Officer.** The Operations Officer is responsible to the Executive Officer for the proper conduct of inspections, drills and other military evolutions conducted by the unit, and the quarterdeck/watch organization.
 - b. **Training Officer.** The Training Officer is responsible to the Executive Officer for administration, training and instruction of cadets and adult leaders, the implementation of the unit training plan, and the completion of courses and exams using Polaris.
 - c. **Division Officer.** The Division Officer is responsible to the Operations Officer for the general supervision of the cadets, and serves as the primary mentor to the Leading Chief Petty Officer and/or Leading Petty Officer.

0702 UNIT CADET STAFF DUTIES

1. **General.** Cadet billets are critical in fulfilling the Corps' youth leadership and citizenship development mission. Generally, cadet billets should mirror that of the adult officer command structure, with senior cadets placed in the staff positions to assist officer staff in carrying out their operational duties, while reporting administratively to the leading chief petty officer and/or leading petty officer.
 - a. **Leading Chief Petty Officer (LCPO).** The most senior chief petty officer, when assigned, and responsible to the Division Officer. Acts as the cadet representative to the officer staff and mentors the Leading Petty Officer.
 - b. **Leading Petty Officer (LPO).** The senior cadet responsible for the supervision and leadership of the unit, responsible to the Leading Chief Petty Officer, when assigned, or the Division Officer. May be assisted by an Assistant Leading Petty Officer.
 - c. **Master-At-Arms (MAA).** An assigned cadet who is responsible to the Operations Officer for the good order and discipline of the unit; oversees the conduct of the watch standers.
 - d. **Color Guard Commander (CGC).** An assigned cadet who is responsible to the Operations Officer for the conduct of unit colors and color guard performances.

0703 PLAN OF THE DAY/MONTH

1. **General.** The unit commanding officer or designated staff officer publishes a Plan of the Day and/or Month. A sample POD is available on the NSCC Homeport, and may be modified as appropriate. At a minimum, the document should include:
 - a. Name, address, and telephone number of the unit, and the names of the CO, XO, LCPO, and LPO.
 - b. Day(s) or month for which the plan is prepared.
 - c. Uniform of the day for officers and cadets.
 - d. Watch and duty assignment, as required.
 - e. Schedule(s) of activities.
 - f. Special notes.
 - g. Signature, rank, and title of the person who prepares the Plan of the Day/Month.
2. **Content.** The Plan of the day shall be developed from the Annual Training Plan, outlined in Chapter TWO, and should include times for morning colors, training periods, meals, field day, and evening colors.
3. **Distribution.** The Plan of the Day/Month should be distributed to all unit personnel in a timely manner before the first scheduled drill for each month. Methods can include mailing, email, and web posting. Special attention should be given to safeguarding cadet contact information and military operational schedules when mailing, emailing, or posting the POD/POM on the Internet.

0704 QUARTERDECK PROCEDURES

1. **Policy.** Each unit will establish and maintain a Quarterdeck. At a minimum, a unit Quarterdeck will have a podium or desk, the National Ensign, and chairs for watchstanders.
2. **Conduct.** The Quarterdeck is reserved for honors and ceremonies, and is the station for the Command Duty Officer (CDO), Officer of the Deck (OOD), Petty Officer of the Watch (POOW), and the Messenger of the Watch (MOOW). Personnel on watch on the quarterdeck must be in the uniform of the day, and must present a smart military appearance at all times. Due to the fact that the Quarterdeck is a place of official business, skylarking, loitering, or horseplay is not allowed at any time.
3. **Watches.** Watches are a long standing and time honored naval tradition ensuring the safety, well-being, and security of personnel, facilities and equipment. Cadets first learn watch standing skills during Recruit Training. After this initial training and in all follow on training, watches become a standard part of the daily routine. Quarterdeck watches are the standard for personnel accountability and space security and safety. Other types of watches typically utilized for unit drills include fire watches, safety watches, roving patrols, and unannounced bed checks to ensure proper decorum and full accountability of all personnel and materials.

0704 **QUARTERDECK PROCEDURES (CONTINUED)**

- a. The commanding officer will establish a quarterdeck watch for each drill. The watch team will consist of an officer or midshipman as Officer-of-the-Deck, a petty officer as Petty Officer-of-the-Watch, and other cadets to serve as messengers as needed. Any other duties of the watch standers will be prescribed by the commanding officer.
- b. Watchstanders will not be precluded from participation in other cadet training.
- c. Watches will normally not exceed two hours in duration.
- d. Watchstanders will understand and be able to recite the 11 General Orders of the Sentry.

4. **Logbook**

- a. A quarterdeck log will be kept to record all events, drills and other activities considered significant. The Quarterdeck Log is an official diary of everything that takes place during NSCC/NLCC Unit activities, and must be neat and legible. The Command Duty Officer, Officer of the Deck, or Petty Officer of the Watch, as assigned, maintains the log near the quarterdeck, and signs it when relieved at the completion of his/her watch.
 - b. Log entries will include such items as: start of the drill day, arrival and departure of the commanding officer, special visitors, emergencies, end of the drill day, and other significant events. To correct an error in the log, the person making the entry draws a single line through the entire line of entry, enters the correct information on the next line, and initials the correction in the right hand margin of the page.
 - c. Quarterdeck logs should be maintained for a period of no less than one year from date of the last entry. The log must be properly kept, as it is an integral part of the unit's record for the required annual inspection.
5. **Training**. Personnel should be assigned a watch "under instruction" to shadow a more experienced member prior to assuming the watch on their own.

0705 **COLORS AND QUARTERS**

1. **General**. The performance of morning/evening colors and evening quarters provides an opportunity to gather all hands for the purpose of passing the word, reviewing the plan of the day, performing uniform inspections, mustering personnel, providing instruction, and honoring our nation with the raising and lowering or parading of the national ensign.
2. **Morning/Evening Colors**.
 - a. As with many naval traditions, the United States Navy adopted that of morning and evening colors from the British. The observance of morning colors at 0800 and of evening colors at sunset was first codified in the 1843 Rules and Regulations for the government of the Navy. Morning and evening colors are now described in Article 1206 of Navy Regulations.

0705 **COLORS AND QUARTERS (CONTINUED)**

- b. Approximately five minutes before colors, the word is passed, "First call, first call to colors." At 0800 or sunset, "Attention" is sounded on the bugle, or one blast is blown on a police whistle. Everyone within sight or sound faces the national ensign and, if not in formation, renders the hand salute (if not in uniform, come to attention).
 - c. The order "execute" is then given and the national ensign is hauled up smartly (raised) for morning colors, while at evening colors it is lowered slowly. During morning colors the National Anthem is played, and during evening colors the bugler sounds "Retreat," with the national ensign starting down the flagstaff on the first note and timed to reach the bottom at the last note.
 - d. When the National Anthem is finished playing in the morning or the national ensign is completely lowered in the evening, the bugle call "Carry On" is sounded, or three blasts are given on a whistle, or the word is passed, "Carry on," at which time salutes are ended and the ceremony is over.
 3. **Morning Quarters.** Officially known as Quarters for Muster, Inspection, and Instruction, Morning Quarters is at the root of our naval heritage as well as a pillar of deckplate leadership. Holding quarters simply means taking the time to communicate face-to-face in a daily meeting to ensure all cadets are where they are supposed to be, to conduct routine inspections, to recognize good performance, and to impart information on the day's events and other information relevant to the cadets.
 - a. **Muster.** Performed to ensure all cadets are accounted for from the previous drill day, and to provide a specified time to collect any dues, fees or paperwork that may need to be processed during the drill day.
 - b. **Inspection.** Performed to ensure cadets are in squared-away uniforms and personal hygiene is up to standard; this includes haircuts and shaves as applicable. It also ensures cadets are able to perform the day's duties and tasks and identifies any uniform discrepancies that need to be corrected during the drill day.
 - c. **Instruction.** Performed to provide the cadets with information and education on all matters. This period of instruction has the added benefit of breeding trust and respect among cadets for the unit leadership. As cadets move up in rank, they will emulate the leadership that is demonstrated by the LCPO and LPO during quarters.
 4. **Evening Quarters.** Evening Quarters is usually conducted at the end of the drill day by the Commanding Officer or Executive Officer, who performs the following tasks:
 - a. Acknowledges the successes of the drill day and highlights areas for improvement.
 - b. Presents awards and promotions.
 - c. Passes the word regarding upcoming events and schedules.

CHAPTER EIGHT: DRILL

SECTION	PAGE
0801 GENERAL.....	8-1
0802 INTRODUCTION TO DRILL.....	8-1
0803 VOICE COMMANDS.....	8-3
0804 MOVEMENTS.....	8-5
0805 STEPS AND MARCHING.....	8-14
0806 GUIDE AND GUIDON BEARER.....	8-19
0807 COLORS AND COLOR GUARD.....	8-27

0801 **GENERAL**

1. **General**. This chapter relies heavily upon the contents of the Marine Corps Drill and Ceremonies Manual. The information presented here is for quick reference. The intent of this document is to provide the basics to members of the NSCC/NLCC, but it should not be used as a replacement for the Marine Corps Drill and Ceremonies Manual, which provides detailed information on the conduct of military drill.
2. **References**. The following references will be used to provide guidance to units and training contingents in the instruction and conduct of military drill:
 - a. Marine Corps Drill and Ceremonies Manual (MCO 5060.2 Series), Part I, Chapters 1 through 15
 - b. Basic Military Requirements (NAVEDTRA 14325)
3. **Definitions**. Refer to the Marine Corps Drill and Ceremonies Manual for a full list of terms related to military drill.

0802 **INTRODUCTION TO DRILL**

1. **Purpose of Drill**. Unit commanding officers will use drill to:
 - a. Move units from one place to another in a standard, orderly manner.
 - b. Provide simple formations from which ceremonies and instruction may be conducted.
 - c. Teach discipline by instilling habits of precision and automatic response to orders.
 - d. Increase the confidence of junior officers and petty officers through the exercise of command by the giving of proper commands, and by the control of drilling personnel.
 - e. Give personnel an opportunity to handle individual mock weapons for parade and ceremonial purposes.
2. **Instructing Drill**. Training personnel in the proper conduct of drill is an important duty. From the beginning of their time in the NSCC/NLCC, officers and petty officers should take pride in being considered efficient drill instructors. If they know the drill regulations and how to instruct, they will gain the respect and confidence of those they command. In addition, good drill instructors must:

0802 **INTRODUCTION TO DRILL (CONTINUED)**

- a. Follow regulations stringently, as an example to the personnel under instruction.
- b. Have energy, patience, and spirit.
- c. Demonstrate military neatness and bearing.
- d. Observe personnel closely, immediately correcting any mistakes noted.

3. **System of Instruction**

- a. **PCWC**. When instructing drill movements for individuals, the system described by the acronym PCWC will be used to ensure all required information is provided.

PCWC stands for:

- (P) Purpose of the movement.
- (C) Number of Counts involved in its execution.
- (W) When the movement may be executed.
- (C) Commands to cause the movement to be executed.

- b. **PFWC**. When instructing drill movements for units or groups, the system described by the acronym PFWC will be used to ensure all required information is provided.

PFWC stands for:

- (P) Purpose of the movement.
- (F) Formation from which the movement is executed.
- (W) When the movement may be executed.
- (C) Commands to cause the movement to be executed.

4. **Methods of Instruction**

- a. When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.
- b. Before a drill period, an instructor should thoroughly study the movements to be executed.
- c. Instructors may place themselves wherever they can best control the personnel, make corrections, and ensure proper performance.
- d. The instructor briefly explains and demonstrates each new movement prior to its execution by the personnel. Personnel should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.
- e. Drill periods should be short but frequent.
- f. Snap should be required in every movement.
- g. The basic instruction group is the squad. Its size facilitates individual instruction.
- h. Individuals who learn slowly should be placed in special squads. The best instructors available should drill these squads.

0802 INTRODUCTION TO DRILL (CONTINUED)

5. General Rules of Drill

- a. The command, "**AS YOU WERE**," cancels a movement or order started but not completed. At this command, personnel should resume their former positions. "**BELAY MY LAST**" is incorrect and should never be used in this situation.
- b. Whenever drill movements are executed while personnel are marching, the command of execution is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes the deck if the movement is to the right.
- c. The cadence of commands should be that of quick time, even though no marching is involved. The pause between preparatory commands and commands of execution should be adapted to the size and formation of the unit.

0803 COMMAND VOICE

1. Commands

- a. There are four types of commands: preparatory commands, commands of execution, combined commands, and supplementary commands. All commands in this chapter are shown in quotation marks and **bold print**, e.g., "**Present, ARMS**".
 - 1) The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. In this chapter, preparatory commands are shown beginning with a capital letter followed by lower case letters. The comma indicates a pause between the preparatory command and the command of execution. Examples would be "**Forward**," "**Left**," "**Division**," "**About**," etc.
 - 2) The command of execution causes the desired movement to be executed. In this chapter, commands of execution are shown in **ALL CAPITAL LETTERS**. Examples would be "**MARCH**," "**FACE**," "**ATTENTION**," etc.
 - 3) With the combined command, the preparatory command and the command of execution are combined. In this chapter combined commands are shown in **UNDERLINED CAPITAL LETTERS**. Examples would be "**AT EASE**," "**REST**," "**FALL IN**," etc.
 - 4) Supplementary commands are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads following the unit leader's preparatory command, "**Column of Files, From the Right**," and before the command of execution "**MARCH**." In this chapter supplementary commands may be shown as preparatory commands, commands of execution, or combined commands, depending on the movement.
- b. When giving commands, commanders face the formation. The position of attention is the proper position for giving commands. A leader's bearing will be emulated. If it is military, junior personnel will be inspired to respond to commands with snap and precision.
 - 1) For company formations or larger, when commanding marching units from the head of a column or massed formations, commanders march backward while giving commands.

0803 **COMMAND VOICE (CONTINUED)**

- 2) When commanding a unit that is part of a larger unit, commanders turn their heads to give commands, but do not face about except when the unit is halted and the smaller units are in line. In this case, the leader faces about to give all commands except to repeat preparatory commands, for which turning the head is sufficient.
- c. Commanders of squads and larger divisions, when drilling as a part of a still larger unit, repeat all preparatory commands or give the proper new command or warning. There are three exceptions to this.
 - 1) The first is that no repetition is necessary for combined commands such as **"FALL IN," "FALL OUT," "REST,"** or **"AT EASE."**
 - 2) The second is that no repetition of command is necessary when a unit is in mass formation.
 - 3) The third exception is that no repetition of command is necessary during parades and ceremonies where the parade master, adjutant, etc., may be clearly heard by all hands, or the parade master and adjutant give combined commands and subordinate unit commanders cause their units to execute the command independently. (e.g., when the regimental commander gives the combined command to **"PORT ARMS"** subordinate battalion commanders would give the command of **"Port, ARMS"** so that their battalion would execute the command as an independent unit of the regiment.)
- d. If at a halt, the commands for movements, which involve marching at quick time in a direction other than to the direct front, such as **"Column Right, MARCH,"** are not prefaced by the preparatory command, **"Forward."**
- e. The only commands that use unit designations, such as "Division", "Squadron", "Battalion" or "Company," as preparatory commands are **"ATTENTION"** and **"HALT."** Such commands shall have no further designation added (e.g., "Anytown Division, ATTENTION" or "Company C, HALT"). Commands shall be given only as stated herein.

2. **Voice**

- a. A command must be given loud enough to be heard by all members of a unit. Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals.
- b. Distinct commands inspire personnel. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, enunciation must be emphasized.
- c. Inflection is the rise and fall in pitch, the tone changes of the voice.
- d. Preparatory commands should be delivered with a rise and inflection in the voice. (e.g., "BaaaTAL ion," "PlaaaTOON," "FooreWARD," "TO the REAR," etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable.

0803 **COMMAND VOICE (CONTINUED)**

- e. A command of execution is given in a sharper and higher pitch than the tone of the preparatory command's last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, personnel will react to it with snap and precision.

0804 **MOVEMENTS**

1. **General**

- a. Individual movements form the basis for building unit formations and movements.
- b. Movements that can be executed from both the halt and while on the march should be explained, demonstrated, and practiced from the halt first.
- c. The leader should be placed in a position immediately in front of the formation in order to be able to project the voice, and to be heard by all. As stated earlier, the leader will always face the formation when giving commands.

2. **Positions**

- a. **Fall In**. On the command "**Fall IN**", the squad forms in line on the left of the right flank member (squad leader). Each member of the formation executes a "Dress RIGHT" to obtain alignment and distance, and then quickly returns to the position of attention.
- b. **Attention**. The position of attention is the basic military position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:
 - 1) Smartly bring the left heel against the right.
 - 2) Turn the feet out equally to form an angle of 45 degrees. Keep heels on the same line and touching.
 - 3) The legs should be straight, but not stiff at the knees.
 - 4) Keep the hips and shoulders level and the chest lifted.
 - 5) The arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
 - 6) Keep the head and body erect. Look straight ahead with mouth closed and the chin pulled in slightly.
 - 7) Stand still and do not talk.

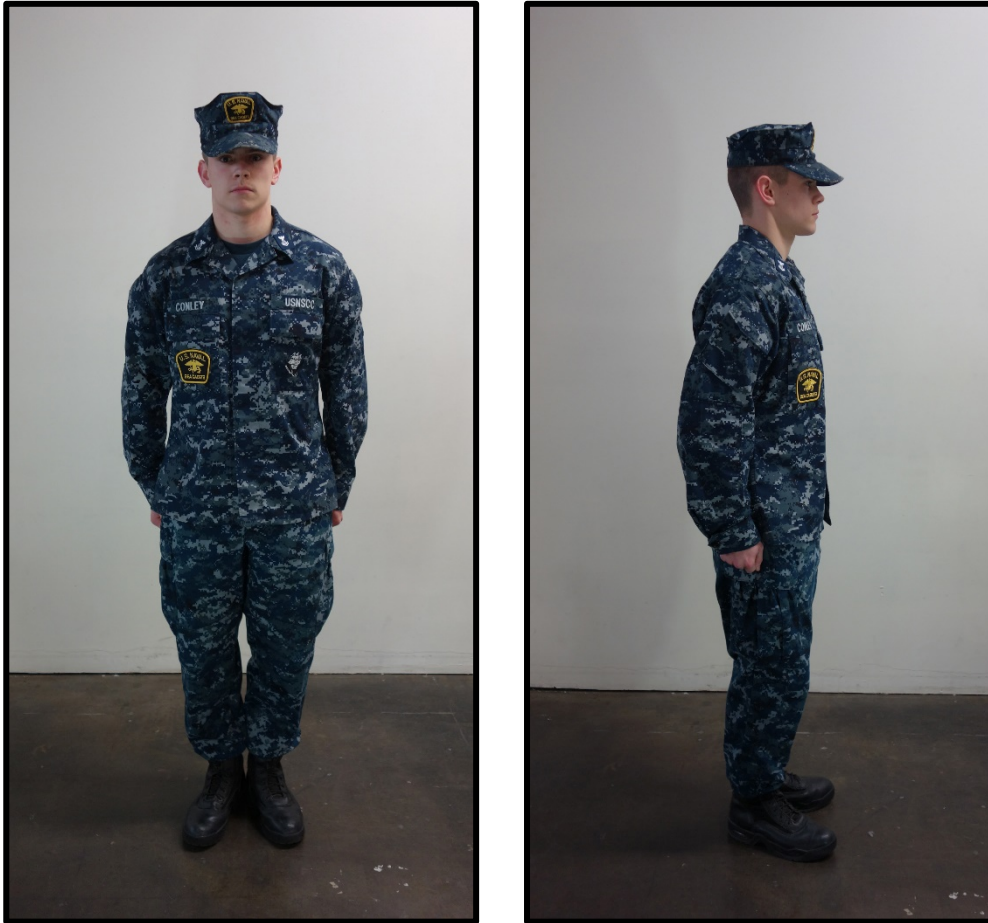


FIGURE 8-4-1 POSITION OF ATTENTION

c. **Dress Right (Left) Dress.**

- 1) On the command “**Dress Right (Left), DRESS**” everyone except the squad leader, smartly turn their heads to the right (left), 90 degrees over the shoulder, look, and align themselves. At the same time, everyone except the individual on the left (right) flank, provide interval by smartly raising their fully extended left (right) arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. The squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short shuffle steps until their right (left) shoulders lightly touch the fingertips of the person on their right (left).
- 2) The modifier “**At a Close Interval**” may be given to align closer. In this case, the left (right) arm is bent at the elbow with the hand placed on the left (right) hip. The extended elbow slightly touches the right (left) arm of the next person in the column until alignment and distance is obtained.
- 3) In both cases, the command “**Ready FRONT**” is given and all hands snap smartly to the position of attention.

0804 **MOVEMENTS (CONTINUED)**



FIGURE 8-4-2 DRESS RIGHT DRESS (NORMAL INTERVAL)



FIGURE 8-4-3 DRESS RIGHT DRESS (CLOSE INTERVAL)

0804 **MOVEMENTS (CONTINUED)**

- d. **Cover**. To align in column, the command is “**COVER.**” At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.
- e. **Parade Rest**. On the preparatory command “**Parade,**” shift the weight of the body to the right leg without noticeable movement. On the command of execution “**REST,**” and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. The only command that can be given to personnel while at parade rest is “**ATTENTION.**”
 - 1) The positions of “**At EASE**” is a modifications of “**Parade REST**”, but personnel may move about, keeping right foot stationary, and remain silent.
 - 2) The positions of “**At REST**” is a modifications of “**Parade REST**”, but personnel may move about, keeping right foot stationary. Personnel are authorized to speak quietly amongst themselves.
 - 3) When at a position of rest or at ease and the command “**ATTENTION**” is given, the following applies; when given at parade rest, come to attention. When given at ease or at rest, assume the position of parade rest on the preparatory command “**Squad/Division/Battalion, etc.**” When “**ATTENTION**” is given go to that position.



FIGURE 8-4-4 POSITION OF PARADE REST

0804 **MOVEMENTS (CONTINUED)**

- a. **Fall Out.** The command is “**Fall OUT.**” At the command, personnel leave their position in ranks, but remain nearby or proceed to a pre-designated area. Not to be confused with “**Dismissed.**”
 - b. **Dismissed.** The command is “**DisMISSED.**” At the command, personnel leave the formation and carry out the Plan of the Day. A verbal response is not required from personnel.
3. **Facing.** The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when at attention. The commands are “**Right, FACE;**” “**Left, FACE;**” and “**About, FACE.**” Facing movements are executed in the cadence of quick time. While facing, the arms should not swing out from the sides, but remain at the position of attention.
- a. **Right Face.** The movement “**Right, FACE**” is a two-count movement.
 - 1) On count one, at the command “**FACE,**” the left heel and right toe are raised slightly, turn to the right on the right heel and left toe, keeping the left leg straight but not stiff.
 - 2) On count two, place the left foot smartly beside the right and stand at attention.



FIGURE 8-4-5 RIGHT FACE

0804 **MOVEMENTS (CONTINUED)**

1. **Left Face.** The movement “**Left, FACE**” is a two-count movement.
 - 1) On count one, at the command “**FACE,**” the right heel and left toe are raised slightly, turn to the left on the left heel and right toe, keeping the right leg straight but not stiff.
 - 2) On count two, place the right foot smartly beside the left and stand at attention.



FIGURE 8-4-6 LEFT FACE

2. **About Face.** The movement “**About, FACE**” is a two-count movement. At the command “About,” shift weight to the left leg without noticeable movement.
 - 1) On count one at the command “FACE,” place the right toe half a foot length behind, and slightly to the left, of the left heel. Do not change the position of the left foot. Rest weight evenly on the left heel and the ball of the right foot.
 - 2) On count two, turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Thumbs will remain on the seams of the trousers. If properly executed personnel will be at the position of attention facing in the opposite direction when complete.



FIGURE 8-4-7 ABOUT FACE

4. Open/Close Ranks

- a. **Open Ranks**. The purpose of this movement is to increase the distance between ranks to 70 inches in order to accommodate the movements of an inspection party. It may be executed when halted in line at attention, and at normal or close interval. The commands are “**(At Close Interval), Open Rank,**” “**MARCH;**” “**Ready, FRONT;**” and “**COVER.**”
- 1) When at normal interval, on the command of execution “**MARCH,**” the front rank takes two 30-inch steps forward, halts, and executes dress right dress. The second rank takes one 30-inch step forward, halts, and executes dress right dress. The third rank stands fast and executes dress right. If there is a fourth rank, it takes two 15-inch back steps, halts, and executes dress right. When at close interval, all ranks will execute at close interval, dress right dress in place of dress right dress.
 - 2) The unit leader verifies alignment as for dress right dress, except that he/she will verify the 70-inch distance between ranks by taking two 30-inch steps and one 10-inch step when moving from one rank to the next. After verifying the alignment of the rear rank, he/she faces to the right in marching, marches 3 paces beyond the front rank, and 1 pace to the guide's right, halts, faces to the left and commands, “**Ready, FRONT**” and “**COVER.**” The unit responds to these commands in the same manner as when they are given following dress right dress.

0804 **MOVEMENTS (CONTINUED)**

- 3) If the unit is about to be inspected, the unit leader, after the command “**COVER**” will take one step to the front so that he/she is 3 paces directly in front of the guide, and then execute a right face. From this position the unit leader reports the unit to the inspecting officer.



4TH RANK
TWO 15 INCH STEPS
BACKWARDS
(IF PRESENT)

3RD RANK
STAND FAST



2ND RANK
ONE 30 INCH STEP
FORWARD

1ST RANK
TWO 30 INCH STEPS
FORWARD

FIGURE 8-4-8 OPEN RANKS

b. **To Close Ranks**

- 1) The purpose of this movement is to decrease the distance between opened ranks to a normal distance (40 inches). It may only be given when the unit is at attention at open ranks. The command is “**Close Ranks, MARCH.**” It should be given immediately after the reason for opening ranks is accomplished, and before the unit is given further drill movements or dismissed.
- 2) On the command of execution “**MARCH,**” the front rank stands fast while the second rank takes one 30-inch step to the front and halts. At the same time, the third rank takes two 30-inch steps to the front and if there is a fourth squad, it takes 3 steps and halts. Each individual maintains cover and alignment while moving. No dressing movements are executed.
- 3) The unit leader may give the command to close ranks when the inspection of the unit is completed, the unit leader returns to a position 3 paces in front of the guide and halts facing to the front. It is from this position that the inspecting officer would critique the inspection. The unit leader would exchange salutes with the inspection officer and after that officer has departed, the unit leader would face to the left and then command “**Close Ranks, MARCH.**” The unit leader, on the command “**MARCH,**” then moves to his/her position 6 paces and centered on the formation.



NORMAL FORTY INCH
DISTANCE BETWEEN
RANKS

FIGURE 8-4-9 CLOSE RANKS

5. **Hand Salute**

- a. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “**Hand, SALUTE.**” To return to the position of attention the command is “**Ready, TWO.**”
 - 1) When “**SALUTE**” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headgear, above and slightly right of your right eye. The fingers should be extended straight and joined with the thumb along the forefinger. Personnel should be able to see their entire palm when looking straight ahead. The upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. The wrist and hand should be straight, a continuation of the line made by the forearm, at the same time, if not in ranks, turn the head and eyes toward the person or colors that are being saluted.
 - 2) At the command “**TWO,**” return to attention. Move your hand smartly in the most direct manner back to its normal position by the side.
 - 3) To ensure simultaneous execution of the second movement of the hand salute when personnel are in formation, the preparatory command “**Ready,**” will be used prior to the command of execution “**TWO.**”
- b. Personnel may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or colors are not going to approach within 6 paces. The salute will not be rendered if the person (colors) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (colors) saluted has passed or the salute is returned, then execute the second movement of the hand salute.
- c. When the command “**Present, ARMS**” is given, if not armed, personnel execute the hand salute on the command “**ARMS.**” Stay at that position until the command “**Ready, TWO**” or “**Order, ARMS**” is given.

0804 **MOVEMENTS (CONTINUED)**



FIGURE 8-4-10 HAND SALUTE

0805 **STEPS AND MARCHING**

1. **General**

- a. All steps and marching movements beginning from a halt start with the left foot.
- b. The instructor indicates the proper rhythm by counting cadence.
- c. To change direction on the march, the command of execution is given as the foot in the desired direction of the turn strikes the deck.

2. **Quick Time**. The purpose of quick time is to march at 112 to 120 steps per minute taking 30-inch steps. This is the standard pace for marching a formation. It may be executed when halted at attention, marking time, marching forward at double time, or marching at half step. The command is “**Forward, MARCH.**”

- a. When halted, the command to march forward at quick time is “**Forward, MARCH.**”
- b. On “**Forward,**” personnel shift their weight to the right leg without noticeable movement.
- c. On “**MARCH,**” personnel step off smartly, left foot first, and march straight ahead with 30-inch steps. Personnel swing their arms easily in the natural arcs, 6 inches straight to the front and 3 inches to the rear. Movements should not be exaggerated.

0805 **STEPS AND MARCHING (CONTINUED)**

3. **Double Time.** The purpose of double time is to march at 180 steps per minute taking 36-inch steps. It may be executed when halted at attention, marking time, double timing in place, or marching forward at quick time. The command is “**Double Time, MARCH.**” When given while marching, the command “**MARCH**” may be given as either foot strikes the deck.
 - a. **When Halted.** At the command “**Double Time,**” shift personnel shift their weight to the right leg without noticeable movement. On “**MARCH,**” they step off on the left foot and begin an easy run, taking 180, 36-inch steps per minute. At the same time raise their forearms until parallel with the deck and make fists with their hands.
 - b. **When Marching at Quick Time.** When the command “**MARCH**” is given, personnel take one more 30-inch step then step off in double time. To Resume Quick Time, the Command is “**Quick Time, MARCH**” On “**MARCH,**” personnel take one more 36-inch step then lower their arms and slow to quick time.
 - c. **When Marching in Place.** Take one more step in mark time (or double time in place), the step off forward in double time.
4. **Halt.** The purpose of halt is to stop the movement of a marching unit. It is executed in two counts when marching at quick time, and three counts when marching at double time. It may be executed when marching at quick time, half step, double time, side step, back step, mark time, and double time in place. The command of execution is “**HALT,**” which is always preceded by a preparatory command designated by the size of the unit, such as “**Squad, Division,**” or “**Company.**” The command of execution may be given as either foot strikes the deck except for side step.
 - a. **While Marching at Quick Time or Half Step.** Take one more step after “**HALT.**” Then bring the rear heel forward against the other.
 - b. **While Marching at Double Time.** Take one more double time step after “**HALT.**” Then take another at quick time, and then bring the rear heel forward against the other.
 - c. **While Marching at Mark Time.** Take one more step in place after the command “**HALT.**” Then bring the heels together.
5. **Mark Time.** The purpose of mark time is to march in place at quick time cadence. It may be executed when halted at attention, double timing in place, marching at half step and marching forward at quick time. While marching, the command may be given as either foot strikes the deck. The command is “**Mark Time, MARCH.**”
 - a. **When Halted.** On the command “Mark Time,” shift your weight to your right leg slightly without noticeable movement. On the command “**MARCH,**” beginning with the left foot, then alternating, personnel raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swinging their arms naturally as in marching.

0805 **STEPS AND MARCHING (CONTINUED)**

- b. **When Marching at Quick Time.** On the command “**MARCH,**” take one more 30-inch step as if coming to a halt. Bring your heels together. Begin marking time without loss of cadence with the opposite foot. To Resume the March at Quick Time, The Command is “**Forward, MARCH.**” On the command “**MARCH,**” take one more step in place, then step off with a 30-inch step.
 - c. **When Marching at Double Time in Place.** On the command “**MARCH,**” take one more step in place at double time, then commence marking time.
 6. **Half Step.** The purpose of half step is to march forward at quick time taking 15-inch steps. It may be executed when halted at attention or marching forward at quick time. While marching it may be given as either foot strikes the deck. The command is “**Half Step, MARCH.**”
 - a. **At the Halt.** On the command “**Half Step,**” personnel shift their weight to their right leg without noticeable movement. On the command “**MARCH,**” they step off forward in quick time cadence with 15-inch steps. The balls of the feet should strike the deck before the heels. At the same time personnel begin swinging their arms 6 inches to the front and 3 inches to the rear.
 - b. **Marching in Quick Time.** On the command “**MARCH,**” personnel take one more 30-inch step, then begin the 15-inch steps. To resume quick time from half step, the command is “**Forward, MARCH.**” It may be given as either foot strikes the deck. On “**MARCH,**” personnel take one more half step, then step off at quick time.
 7. **Columns.** The purpose of this movement is to change the direction of the marching unit in a column. It may be executed when the squad is halted or marching in column. The command is “**Column Right (Column Left, Column Half Right, or Column Half Left), MARCH.**” The squad leader establishes the pivot for the movement.
 - a. **When Marching.** The commands of execution are given on the foot in the direction of the turn. On the command of execution “**MARCH,**” the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of the march.
 - b. **When Halted.** At the command of execution “**MARCH,**” the squad leader faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.
 - c. **Column Half Right (Left).** Movement is executed as described above except that the pivot is 45 degrees to the right (left).
 - d. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.

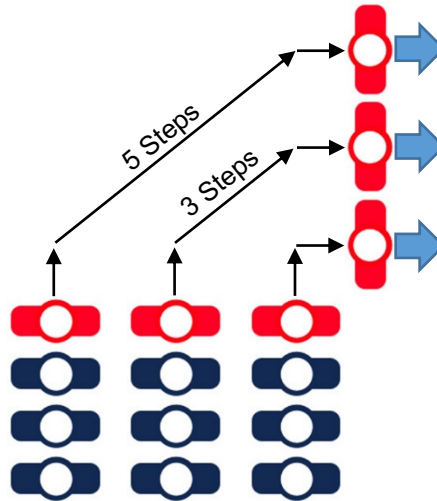


FIGURE 8-5-1 COLUMNS

8. **Flank.** Used to move the entire formation to the right, left or rear as one.
 - a. **From the Halt**
 - 1) For Right Flank, the command is “**By the Right Flank, MARCH.**” On the command “**MARCH,**” turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.
 - 2) For Left Flank, the command is “**By the Left Flank, MARCH.**” On the command “**MARCH,**” turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.
 - 3) For To the Rear, the command is “**To the Rear, MARCH.**” On the command “**MARCH,**” step forward with the left foot, turnabout to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.
 - b. **While Marching.** The command of execution is given as the foot of the desired direction of movement strikes the deck.
 - 1) For Right (Left) Flank, on “**MARCH,**” without losing cadence, take one more step in the original direction. Pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count. When marching to the flank the only other movement that can be given is a flanking movement in the opposite direction that will bring the individual or unit back to the original front.
 - 2) For To the Rear, the command of execution “**MARCH**” is given when the right foot strikes the deck. When marching to the rear, the only movement that can be given is another “**To the Rear, MARCH**” in order to bring the individual or unit back to its’ original front.

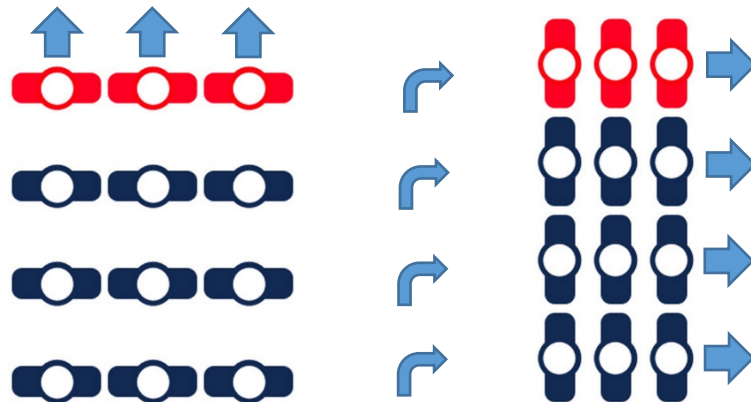


FIGURE 8-5-2 MARCHING AT THE FLANK

9. **Oblique.** The steps for a Right (Left) Oblique is the same for a Flank, only at a 45 degree angle. When marching in oblique, the only movement that can be given is “**Forward, MARCH**” in order to bring the individual or unit back to its’ original front.

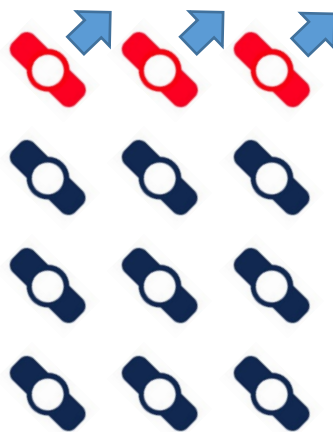


FIGURE 8-5-3 MARCH AT THE OBLIQUE

10. **To March at a Route Step**

- a. The command is “**Route Step, MARCH.**” It is commanded as either foot strikes the deck and only while marching at quick time. After “**MARCH,**” personnel are no longer required to march in cadence, but must keep interval and distance. They may talk, but in a low voice.
- b. To resume marching at a quick time, the command is “**Squad (Division, Squadron, Detail, etc.), ATTENTION.**” After commanding “**ATTENTION,**” the unit leader will count cadence until all personnel are in step. Pick up the step as soon as possible and continue marching at attention. Commands that involve precision in execution will not be given until the command to resume marching at quick time has been given and all members of the formation have picked up the step and cadence.

0805 **STEPS AND MARCHING (CONTINUED)**

11. **To Form a Column of Files**

- a. On the preparatory command “**Column of Files from the Right,**” squad leaders turn their head and eyes to the right and give the following supplementary commands. The third squad leader commands “**Forward.**” The remaining squad leaders command “**STAND FAST.**” The guide remains in position. On the unit leader’s command of execution “**MARCH,**” the third squad marches forward; the remaining squads stand fast, then as the fourth to the last member of the squad to the right is about to pass their position the squad leader;
- b. The second squad leader turns his/her head and eyes to the right and commands “**Column Half Right, Column Half Left, MARCH.**” The squad leader on his/her own command of execution “**MARCH,**” steps in the right oblique then pivots back to the left, so as to march at normal distance in single file behind the leading squad. The remaining squad members march forward and execute the pivots on the same point as established by the squad leader;
- c. The first squad leader turns his/her head and eyes to the right and commands “**Column Half Right, MARCH**” and “**Column Half Left, MARCH,**” so as to march at normal distance in single file behind the leading squad.

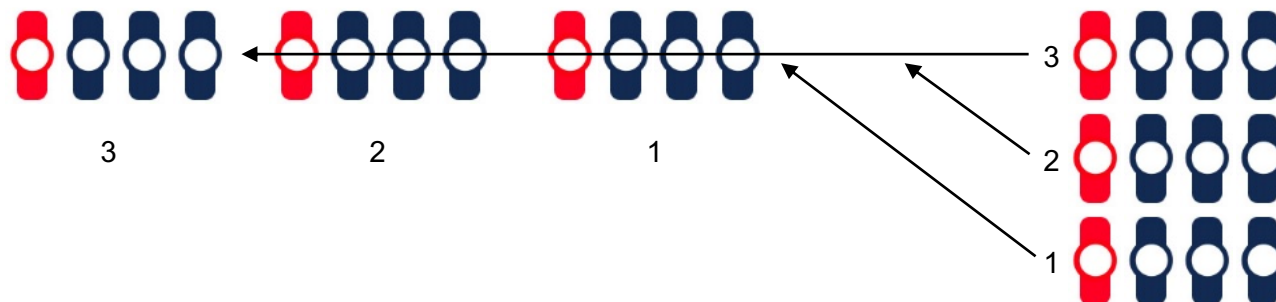


FIGURE 8-5-4 FORM A COLUMN OF FILES

0806 **GUIDE AND GUIDON BEARER**

1. **General.** The Guide or Guidon Bearer is the individual upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file. This person is normally positioned to the immediate right for the first squad leader when the formation is in a line, or immediately in front of the third squad leader when the formation is in a column.

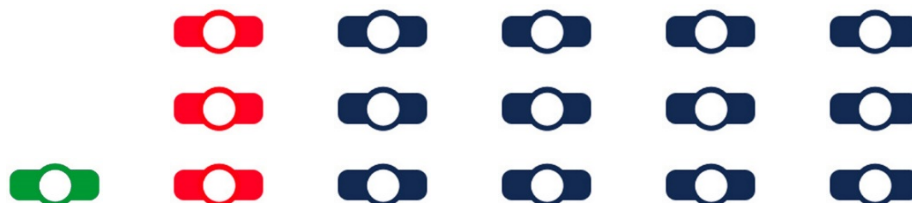


FIGURE 8-6-1 POSITION OF THE GUIDE FOR FORMATION IN A LINE



FIGURE 8-6-2 POSITION OF THE GUIDE FOR FORMATION IN A COLUMN

2. **Guidon.** The guidon is a division or company identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the commander. The color and design is at the discretion of the unit commanding officer, but normally will include, unit name, logos, and slogans. Dimensions do not normally exceed 20 inches tall by 28 inches long. The guidon staff will be made of wood or metal between seven and eight feet in length with a silver polished upper and lower ferrule, joint connector, and Army spear/spade.



FIGURE 8-6-3 GUIDON AND STAFF

3. **Notes**
 - c. At the unit, the guidon may be displayed on the quarterdeck between morning and evening colors, except during inclement weather and when carried in formation.
 - d. In selecting a guidon bearer, the unit leader should choose an individual who is outstanding in bearing, appearance, and ability.
 - e. When acting as guidon bearer, the individual is considered under arms.
 - f. The guidon is brought to present guidon, parade rest, and order guidon with the formation.
 - g. When at route step or at ease march, the guidon may be carried in either hand.

0806 **GUIDE AND GUIDON BEARER (CONTINUED)**

- h. When at order guidon, bring the guidon to carry on the preparatory command for marching in quick time.
- i. When at order guidon, the guidon is brought to carry on the preparatory command for any facing or marching movement.
- j. The guidon staff should be marked with two thumbtacks. The first tack marks the position of the guidon bearer's right thumb position at order guidon. The second thumbtack is placed 6 inches above the first tack to mark the guidon bearer's right thumb position at carry guidon.
- k. The two grasps of the guidon are identified as the "V" grip and the strong grip. The staff is placed in the "V" formed by the thumb and fingers of the right hand. Thumb along the trouser seam with the fingers extended and joined. The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear.
 - 1) The "V" grip is used at the order and when executing "**Present Guidon**" and during "**Eyes Right/Left.**"
 - 2) The strong grip is used while on the march and facing movements.



"V" GRIP



STRONG GRIP

FIGURE 8-6-4 PROPER GUIDON GRIPS

4. **Movements**

- c. **Order Guidon.** At order guidon, the ferrule rests on the deck touching the outside edge of the right shoe close to the little toe. The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The rest of the body is at attention.

0806 **GUIDE AND GUIDON BEARER (CONTINUED)**

- d. **Carry Guidon.** This is the normal position of the guidon while marching at quick time. It is carried using the strong grip with the ferrule 6 inches above the deck and the flat side of the spearhead facing front.
- e. **Double time with the Guidon.** For marching at double time, on the preparatory command, bring the staff across the body with the spearhead to the left. The right hand grasps the same spot as at carry. The right forearm is level with the deck and the elbow against the body. Grip the staff with the left hand in front of the point where the neck and left shoulder join. The flat side of the spearhead should face front.



FIGURE 8-6-5 ORDER



FIGURE 8-6-6 CARRY



FIGURE 8-6-7 DOUBLE TIME

- f. **Carry Guidon from Order Guidon.** This movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved. Execution is begun on a preparatory command such as "**Forward,**" "**About,**" etc.
 - 1) On the preparatory command, reach across the body and grasp the staff with the left hand 2 inches above the right.
 - 2) Change the grasp to the strong grip, while raising the staff with the left hand until the lower ferrule is 6 inches above the deck. Hold the staff vertical with the right hand.
 - 3) Move the left hand smartly back to the side.

0806 **GUIDE AND GUIDON BEARER (CONTINUED)**

- g. **Order Guidon from Carry Guidon.** This movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon. If there are a series of movements, executed immediately one after the other, order guidon will not be executed until after the final one. Order guidon is executed in one count by allowing the staff to slip through the right hand until the lower ferrule rests on the deck, and change the grasp to the “V” grip.
- h. **Present Guidon from Order or Carry Guidon.** From order or carry guidon, this movement is executed on command. Since the right hand is 6 inches lower on the staff at carry than at order, the ferrule will extend farther to the rear when at present guidon from order than it will at present guidon from the carry.
 - 1) From order guidon, the command is **“Present, ARMS.”** It is executed in one count.
 - 2) On **“ARMS,”** lower the guidon straight to the front. The right arm is extended until the lower portion of the staff rests in the pit of the right arm and the entire staff is horizontal to the deck. As the staff is lowered rotate the staff to the right so that the sharp edge of the spearhead faces down. Hold the right elbow firmly against the body.



FIGURE 8-6-8 PRESENT GUIDON

0806 **GUIDE AND GUIDON BEARER (CONTINUED)**

i. **Order/Carry Guidon from Present Guidon.**

- 1) To return to order guidon, the command is “**Order, ARMS.**” On the preparatory command “**Order,**” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On “**ARMS,**” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. Then let the staff slide straight downward through the right hand until the lower ferrule rests on the deck, the left hand steadies the staff as it slides downward. Cut the left hand smartly back to its normal position at the left side. The flat side of the spearhead is back facing to the front.
- 2) To return to carry guidon the command is “**Ready, FRONT.**” On the preparatory command “**Ready,**” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On “**FRONT,**” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. The flat side of the spearhead facing to the front. Cut the left hand back to the left side and turn the head and eyes smartly to the front.



FIGURE 8-6-9 RETURN TO ORDER/CARRY GUIDON

- j. **Ready Guidon from Order or Carry Guidon.** This movement is used as a signal for aiding troops in the execution of commands where hearing verbal commands is difficult. When directed by the unit commander, the guidon is brought to ready guidon on specified preparatory commands. Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left), at which times the guidon must render honors.

0806 **GUIDE AND GUIDON BEARER (CONTINUED)**

- 1) On the specified preparatory command, bring the left hand across the body to grasp the staff above right hand. Change the grasp of the right hand so that the staff is gripped from the rear. Then raise the right hand to shoulder height, causing the guidon to be raised approximately 3 feet. At the same time, change the grasp of the left hand from above the right hand to just above the lower ferrule. This is the position of ready guidon.
- 2) On the command of execution, smartly lower the right hand and staff to the position of carry guidon. At the same time, return the left hand to a position above the right hand and steady the staff as the grasp of the right hand is changed. Return the left hand to the position of attention.

k. **Guidon Salute from Carry of Order Guidon.**

- 1) The command is “**Guidon (Hand), SALUTE.**” This movement may be executed on command, when in formation, or individually if the guidon bearer is in route to or from a formation. It is executed in two counts
- 2) On “**SALUTE,**” move the left hand, palm down, smartly to a position approximately 18 inches above the right hand with the left arm parallel to the deck. Keep the thumb and fingers straight and together. Touch the staff with the first joint of the forefinger. Turn the head and eyes toward the person being saluted.
- 3) After the salute is returned, or the command “**Order ARMS,**” or “**Ready, TWO**” is given move the left hand smartly back to the left side and look to the front.



**FIGURE 8-6-10
READY GUIDON**



**FIGURE 8-6-11
GUIDON SALUTE**

j. **Rest Positions**

- 1) Parade Rest from Order Guidon. The command is “**Parade, REST.**” It is executed in one count. It may be given only when halted at attention. On the command of execution “**REST,**” slide the right hand up the staff to shoulder height. The staff remains in place and vertical. Without loss of motion, straighten the right arm so the staff of the guidon tilts forward at 30 degrees. The fingers and thumb of the right hand are wrapped around the staff. The ferrule remains in the same position as at order guidon. The flat side of the spearhead remains facing front. Place the left hand behind the back, just below the belt. Keep the fingers straight and touching. The palm is flat and facing the rear. At the same time, move the left foot smartly 12 inches to the left of the right foot.
- 2) At Ease from Any Position of the Guidon. The command is “**AT EASE.**” It is executed in two counts. It may be given only when halted at attention. On the command, and for count one, execute parade rest as described in the previous paragraph. On the second count, you may relax and, except for your right foot and ferrule, move about. Do not talk.
- 3) Rest from Any Position of the Guidon. The command is “**REST.**” It is executed in the same manner as at ease the only exceptions being that you may talk and hold the staff in either hand.
- 4) From parade rest, at ease, and rest, the command is “**Division (Company/ Battalion, etc.), ATTENTION.**” On the preparatory command, go to parade rest, if not already in that position. At the command “**ATTENTION,**” go smartly to order guidon.



FIGURE 8-6-12 PARADE REST WITH GUIDON

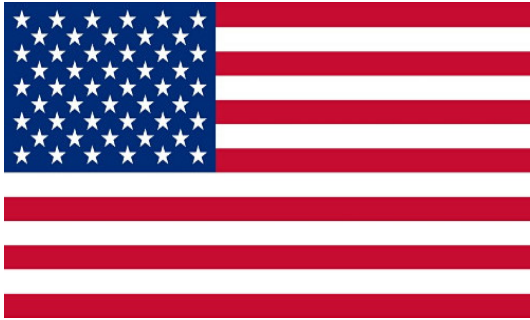
0807 COLORS AND COLOR GUARD

1. National and Organizational Flags

a. General

- 1) When flown from ships or crafts of the Navy or from a flagstaff at commands ashore, the national flag will be displayed per the provisions of U.S. Navy Regulations. The national flag is also called the “national ensign” or “ensign.”
- 2) Units of the NSCC/NLCC should be equipped with a national flag and an organizational flag. The organizational flag is an official flag and is typically the Naval Sea Cadet Flag or the Flag of the United States Navy, if the unit has not acquired a Naval Sea Cadet Flag.
- 3) When mounted on a staff (pike) and carried by an individual on foot, or displayed or cased in a fixed location, the national flag is called the “national colors” and the organizational flag is called the “organizational colors.” The term “colors” means either or both the national colors and the organizational colors.
- 4) When at the home unit, the colors of an organization, when not in use, are kept by the commanding officer. Whenever practicable, colors should be kept uncased and displayed in the office of the commanding officer, or other appropriate place like the Quarterdeck. They may be cased, however, by placing them within a protective covering. Colors that are kept cased and not used often should be unfurled and aired frequently.
- 5) Uncased colors will be treated with dignity and formality. When moved while outdoors, they will be marched by a color guard from the organizational headquarters to the place of the ceremony. If it becomes necessary to case or uncase the colors outdoors, it will be accomplished with proper ceremony as described in Paragraph 0807.4.
- 6) Whenever the colors are brought forward of the line of personnel in formation (e.g., parading the colors, for retirements, awards, etc.) the command must present arms. If a band is present, then the appropriate music, e.g., “National Anthem,” “To the Colors,” or “Retreat” is played.
- 7) During training and rehearsals (except full dress rehearsals), colors will be cased.
- 8) Colors, including organizational flags, are never allowed to touch the deck.
- 9) The use of gold fringe on the U.S. Flag is should be reserved for indoor ceremonial flags. Colors used for parade function should be unfringed.
- 10) Unit award streamers that are earned in accordance with the NSCC Awards Manual, Chapter THREE, will be displayed on the NSCC/NLCC organizational flags.
- 11) The national and organizational colors are only destroyed when they have become damaged beyond economical repair or soiled beyond reasonable cleaning.
- 12) National and organizational colors should be carried on wood or metal 9 foot flagstaffs. Flagstaffs may be fixed or adjustable in length.

NATIONAL ENSIGN



FLAG OF THE UNITED STATES NAVY



FLAG OF THE NAVAL SEA CADET CORPS



FLAG OF THE NAVY LEAGUE CADET CORPS



FIGURE 8-7-1 NATIONAL AND ORGANIZATIONAL COLORS

b. **Color Salutes**

- 1) By the National Colors. The national colors renders no salute, except as specified in U.S. Navy Regulations, Paragraph 1263.1.
- 2) By the Organizational Colors. In military ceremonies, the organizational colors salutes while the "National Anthem," "To the Colors," "Retreat," or "Hail to the Chief" is being played, and when rendering honors to the organizational commander, individual of higher rank, or the dead, but in no other case.

c. **Hoisting, Lowering, and Folding the National Ensign**

- 1) General
 - a) The ceremonial hoisting and lowering of the national ensign at 0800 and sunset, respectively, shall be accomplished ashore per the provisions of U.S. Navy Regulations and this paragraph.
 - b) A detail consisting of a petty officer and two other cadets will hoist and lower the ensign.

- c) The Command Duty Officer will verify that the proper ensign is flown at the appropriate time and under all weather conditions.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

- 2) Positions of the Ensign. The ensign is flown from the peak or truck of the mast, except when directed to be flown at half-mast. The ensign at half-mast is flown, when possible, with the middle point of its hoist opposite the middle point of the mast. The middle point of a guyed mast is midway between the peak of the mast and the point of attachment of the guys. The middle point of a mast with a yardarm is midway between the peak of the mast and the yardarm. Technically, an ensign at any position other than at the peak of the mast is half-mast. Local conditions may require other positions. To half-mast the ensign, it is first hoisted to the peak and then lowered to the half-mast position.
- 3) Hoisting the Ensign. The detail assigned to hoist the ensign is formed in line with the petty officer carrying the folded ensign in the center. The detail is then marched to the flagstaff, halted, and the ensign attached to the halyards. The halyards are manned by the two junior members, who take positions on opposite sides of the staff, facing it, so they will be able to hoist the ensign without fouling it. The flag should be clearly marked so that the blue field is raised first. Additionally, the ensign should be pulled sufficiently, prior to the beginning of colors, to insure the blue field is hoisted first. This action precludes the embarrassment of hoisting the ensign upside down. The petty officer continues to hold the ensign until it is hoisted clear of his grasp to prevent it from touching the deck. When the ensign is clear, the petty officer executes a hand salute. After the ensign is hoisted, the other members of the detail grasp the halyard in their left hand and execute a hand salute. On the last note of the "National Anthem" or "To the Colors," all members of the detail terminate their hand salutes. If the ensign is to be flown at half mast, it is then lowered slowly to that position. The halyards are then secured to the cleat of the mast. The detail is again formed, marched off and dismissed.
- 4) Lowering the Ensign. The detail is formed at the guardhouse, marched to the flagstaff, and the halyards manned in the same manner as for hoisting the ensign. On the first note of the "National Anthem" or "Retreat," the ensign is slowly lowered. If at half-mast, it is first hoisted smartly to the peak on the first note of the music, and then slowly lowered. The noncommissioned officer catches it at the last note of the music. The ensign is detached from the halyards and folded as prescribed below. The halyards are secured to the mast; the detail is formed and marched off, where the ensign is turned over to the Command Duty Officer.
- 5) Folding the Ensign. The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease also parallels the red and white stripes with the blue field on the outside of the fold. The lower corner of the fly end (away from the blue field) is folded up to the top so the single (folded) edge lays perpendicular across the stripes. By

repeatedly folding along the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat.

0807 COLORS AND COLOR GUARD (CONTINUED)

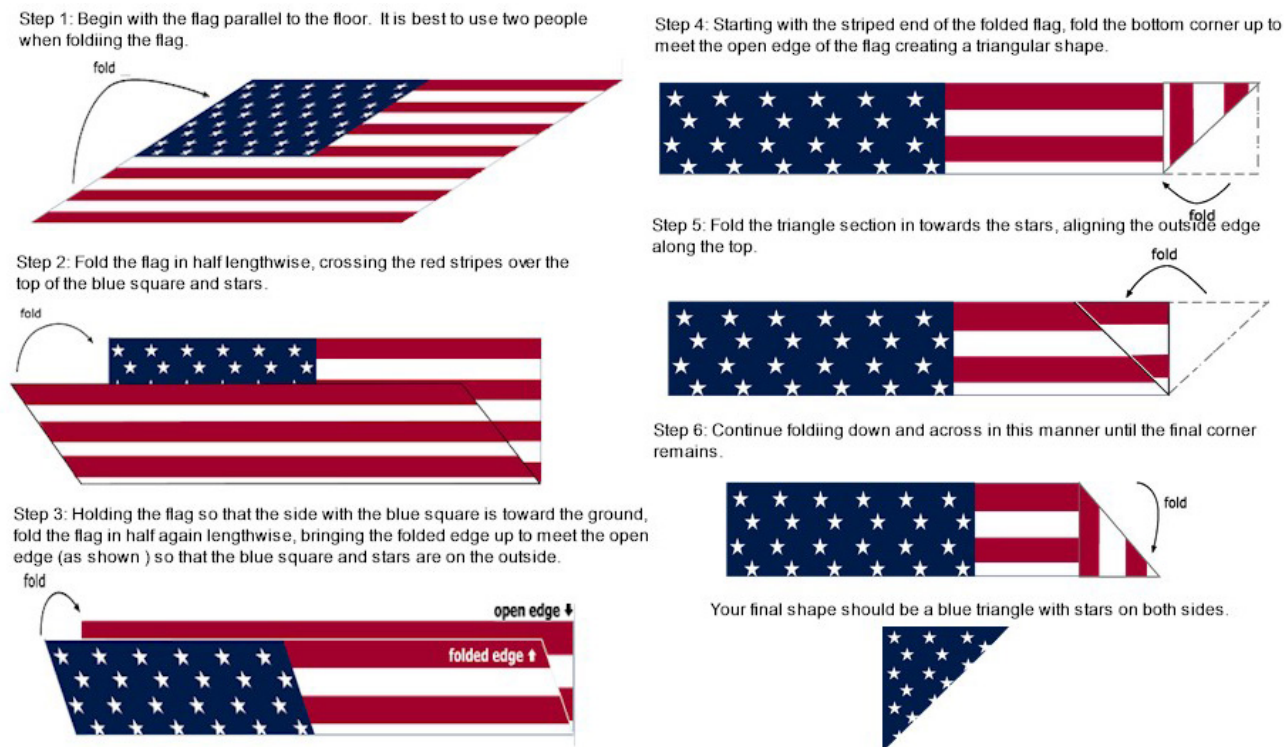


FIGURE 8-7-2 FOLDING THE ENSIGN

d. Salutes and Honors to the National Flag

- 1) General. Salutes to the national flag are rendered per U.S. Navy Regulations.
- 2) By Individuals. Individuals in the Navy, when in uniform and covered will render the appropriate salute (hand, rifle, etc.) as indicated below. Persons not in uniform will stand at attention, face the flag and place the right hand over the heart. Gentlemen, if covered, remove their headdress with the right hand and hold it at the left shoulder, so that the right hand is over the heart.
 - a) During morning colors and evening colors individuals stop and face the flagstaff, or in the direction of the music, when "Attention" is sounded. Salutes are rendered by individuals on the first note of the "National Anthem," "To The Colors," or "Retreat," and terminated on the last note. Individuals would remain at attention facing the flagstaff/music until "Carry On" is sounded, and then continue about their duties.
 - b) When being passed by or passing the national colors uncased.

- c) A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

3) **By Persons in Formation**

- a) During morning colors and evening colors the unit leader stops the formation and causes it to face the flagstaff, or in the direction of the music, when "Attention" is sounded. The formation commander salutes for the formation on the first note of the "National Anthem," "To The Colors," or "Retreat," and terminate the salute on the last note. The formation is kept at attention facing the flagstaff/music until "Carry On" is sounded at which time the formation commander would move the formation to its destination or dismiss the formation.
 - b) When being passed by or passing the national colors uncased, persons in formation are brought to attention and order arms if halted, or attention if marching. The formation commander shall render the salute for his unit, facing the colors if the formation is halted. Persons in formation participating in a ceremony shall, on command, follow the procedure prescribed for the ceremony.
- 4) **By Occupants of Vehicles.** During morning colors or evening colors or when being passed by or passing an uncased national colors, all vehicles in motion will be brought to a halt. Persons riding in such vehicles shall remain seated at attention until colors are over or the color has passed.

2. **Color Guard**

a. **Composition**

- 1) The standard NSCC/NLCC color guard consists of four individuals of approximately equal height. Two petty officers are the color bearers and two other members, junior to the color bearers, are the color guards. The senior color bearer carries the national colors and commands the color guard. The junior color bearer carries the organizational colors, which is always on the left of the national colors. If a female is part of the color guard she will wear trousers, and not a skirt, for uniformity. The color bearers should not wear medals or ribbons and badges because the slings will destroy them. Slings are adjusted so that the colors are the same height when at the carry or, if this isn't possible, the national colors are slightly higher than the organizational colors. If necessary, have the senior color bearer slightly taller than the organizational color bearer. All members of the color guard will wear their uniforms in accordance with NSCC/NLCC Uniform Regulations, Chapter SIX. When only the national colors is carried, the color guard will include only one color bearer.
- 2) Color guards armed with rifles will be trained to execute a modified rifle manual. This involves pauses on the part of one or the other riflemen so that the rifles move to and from the right and left shoulders at the same time, as described in Paragraph 0807.3
- 3) The color guard is formed and marches in one rank at close interval with the color bearers in the center. While marching, members of the color guard do not swing their free arms.

- 4) The color guard does not execute to the rear march, about face, or flanking movements. When the unit to which the color guard is attached executes any such commands, the senior color bearer orders a movement appropriate for the color guard.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

- 5) The color bearers are unarmed, but the color guards will carry rifles (except when inside a chapel). Only color guards mounted on horseback carry the noncommissioned officer's sword vice a rifle or pistol. When participating in a ceremony inside a chapel, the color guard will be unarmed and uncovered.
- 6) Swords, sabers or cutlasses are not authorized substitutes for rifles.
- 7) All colors carried by the color guard are attached to staffs of equal height. The standard color staff consists of a 9 1/2-foot, hardwood pole capped at each end by metal ferrules. A metal spearhead or halberd screws into the top of the staff and a streamer attachment device may also be affixed to display an organization's award streamers.
- 8) The manual of arms for color guards armed with rifles must be synchronized so that the rifles move (e.g., off of or to the shoulder) at the same time. Since the left rifleman is at left shoulder arms and the right rifleman is at right shoulder arms, moving to and from the right/left shoulder to the order, present or back the shoulder often involves different "counts" in the movement for each rifleman. To get the rifles moving together one or the other of the riflemen will have to do an occasional pause in the manual of arms so the other rifleman may catch up.

3. **Manual of the Colors**

a. **Order Colors**

- 1) At order colors, the lower ferrule rests on the deck touching the outside edge of the right shoe. The staff is gripped in a strong grip with the thumb wrapped around the front of the staff with the fingers wrapped to the rear. The right elbow is held close to the side so the forearm will help support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The color bearer is at attention.
- 2) Color guards armed with rifles are at order arms when the colors are at the order.



FIGURE 8-7-3 ORDER COLORS

0807 **COLORS AND COLOR GUARD (CONTINUED)**

b. **Carry Colors from Order Colors**

- 1) When changing from order colors to carry colors, the command is “**Carry, COLORS.**”
- 2) At the Command “**Carry,**” change the grip on the staff to the “V” grip so as to grip it from the rear between the thumb and fingers of the right hand with the fingers around the staff.
- 3) At the command “**COLORS,**” color bearer raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff vertical. Grasp the staff at the lower ferrule with the left hand to steady it and align it with the sling socket. Do not look down. All organizational colors will be raised to the carry with the national colors. The right rifleman goes to right shoulder arms and the left rifleman goes to the left shoulder arms.
- 4) Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's chin.
- 5) All members of the color guard will halt their movements before executing the last count. On the senior color bearer's command “**Ready, CUT,**” all members will move their free hands smartly to their sides.

Note: If the color staffs need additional support due to high winds, the color bearers will grip the staff with their left hands just below their right.



FIGURE 8-7-4 ORDER COLORS TO CARRY COLORS

0807 COLORS AND COLOR GUARD (CONTINUED)

c. Order Colors from Carry Colors

- 1) When changing from carry colors to order colors, the command is “**Order, COLORS (ARMS).**” Execution is begun on the preparatory command.
- 2) At the command “**Order,**” grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff moves to the right side of the body with the ferrule just forward of the sling socket.
- 3) At the command “**COLORS,**” lower the staff to a point approximately 2 inches above the deck along the outside edge of the right shoe; release the staff with the left hand and re-grip it above the right hand.
- 4) Relax both hands so the staff will slide down until the ferrule rests on the deck. Then trim or strip the colors by maintaining a grip on the staff with the left hand and raising the right hand to lightly grasp the fabric of the colors. Pull it down along the staff (do not attempt to throw or tuck it) and re-grip the staff with the right hand, with the fabric under the right arm. Then change the position of the right hand to that described for order colors. Color guards armed with rifles will execute order arms from right and left shoulder. All members of the color guard will halt their movements before executing the last count. The senior color bearer will then command “**Ready, CUT,**” at which time all members of the color guard will return their left hands smartly to their sides and color guards will assume order arms.



FIGURE 8-7-5 ORDER COLORS FROM CARRY COLORS

d. Present Colors from Order Colors

- 1) To change from order colors to present colors the command is **“Present, COLORS (ARMS).”** Execution is begun on the preparatory command.
- 2) At the command **“Present,”** change the grip on the staff in the same manner as for carry colors. The national color bearer executes the movement to carry colors.
- 3) At the command **“COLORS,”** organizational color bearer executes the movement to carry colors. The color guards execute present arms.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

- 4) On the senior color bearer’s command **“Ready, CUT,”** only the color bearers will move their left hands smartly to their sides.
- 5) Once the color guard is at present colors, and when appropriate, the organizational color bearer will render a salute with the organizational colors by straightening the right arm and lowering the staff naturally to the front.
- 6) Salutes by the organizational colors are not automatic when presenting colors. They will be rendered only during honors to national colors, to the commander of the organization represented by the colors or to an individual senior in rank to the organizational commander.
- 7) When musical honors are played, the organizational colors will salute on the first note of music. The colors will be returned to the vertical position following the last note of music or the last volley of a gun salute. If no music is to be played and a color salute is appropriate, the organizational colors will salute immediately after the color guard has gone to present colors.
- 8) When marching, the salute is rendered when six paces from the reviewing stand or person to be saluted. Carry colors is resumed when six paces beyond the reviewing stand or person to be saluted.

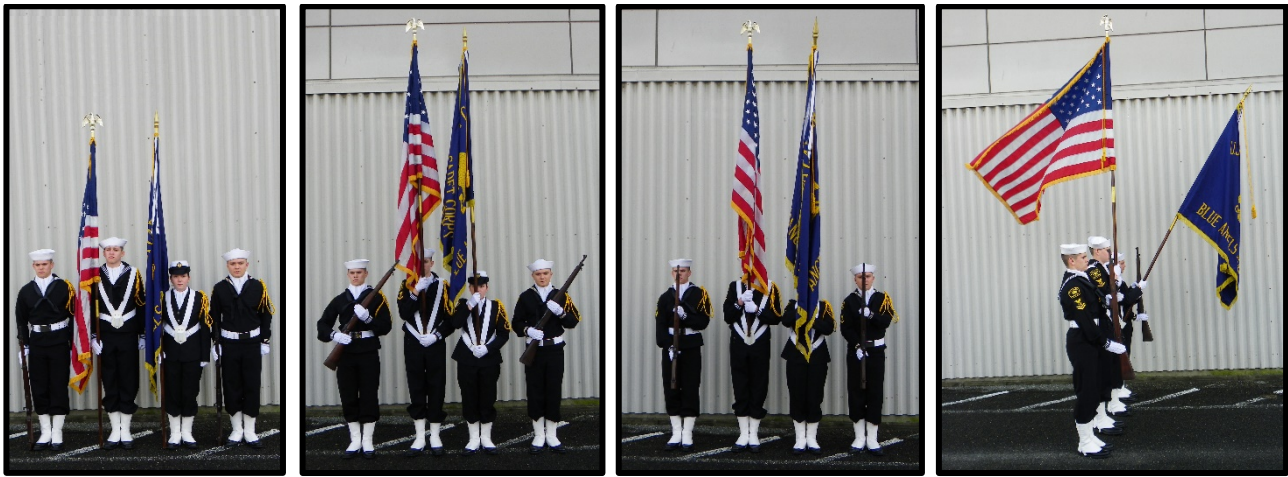


FIGURE 8-7-6 PRESENT COLORS FROM ORDER COLORS

e. Order Colors from Present Colors

- 1) When changing from present colors to order colors, the command is **“Order, COLORS (ARMS).”**
- 2) At the command **“Order,”** if the organizational colors are still saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front. The color bearers then grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff remains centered on the body with the ferrule just forward of the sling socket.
- 3) At the command **“COLORS,”** all colors are brought to the position of order colors. Color guards execute order arms from the shoulder as described in Paragraph 0807.3c. Colors are trimmed, if necessary, and the command **“Ready, CUT”** is given in the same manner as for order colors from carry colors.

0807 COLORS AND COLOR GUARD (CONTINUED)

f. Present Colors from Carry Colors

- 1) To change from carry colors to present colors, the command is **“Present, COLORS (ARMS).”**
- 2) At the command of execution **“COLORS,”** the color guards execute present from the shoulder as described in Paragraph 0807.3d. The national color bearer remains at carry colors.
- 3) The organizational colors will salute if appropriate.

g. Carry Colors from Present Colors

- 1) To change from present colors to carry colors, the command is **“Carry, COLORS.”**
- 2) At the command **“Carry,”** if the organizational colors are saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front.
- 3) At the command **“COLORS,”** color guards return to the shoulder as described in Paragraph 0807.3b. Before executing the last count, the color guards will await

the national color bearers command “**Ready, CUT.**”

h. **Rests with Colors**

- 1) The color guard assumes the parade rest position in lieu of at ease or rest. At ease or rest are not used by the color guard when carrying uncased colors. Only the senior color bearer or person in charge of a formation with which colors are posted gives the command from the position of order color. It is executed in one count.
- 2) At the command “**Parade, REST;**” “**AT EASE;**” or “**REST,**” all members of the color guard execute parade rest. The color staff will remain along the color bearer’s side and will not be thrust forward as with a guidon staff. The national and organizational colors bearers will grasp the sling socket with their left hand.



FIGURE 8-7-7 RESTS WITH COLORS

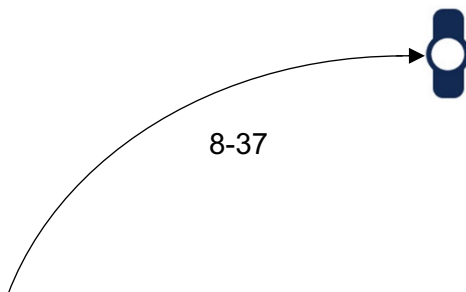
0807 **COLORS AND COLOR GUARD (CONTINUED)**

4. **Movements of the Color Guard**

a. **Face the Color Guard to the Right (Left)**

- 1) The command is “**Right (Left) Turn, MARCH.**” It may be executed while halted, marking time, or marching.
- 2) On the command “**MARCH,**” with the right (left) flank color guard acting as a stationary pivot, the color guard turns to the right (left) while half stepping until they face the new direction. When making the turn, all members of the color guard face the same direction maintaining their alignment.
- 3) Upon completion of the turn, the color guard will be marking time. The senior color bearer must immediately give the next appropriate command, such as “**Forward, MARCH**” or “**Colors, HALT.**”

RIGHT TURN



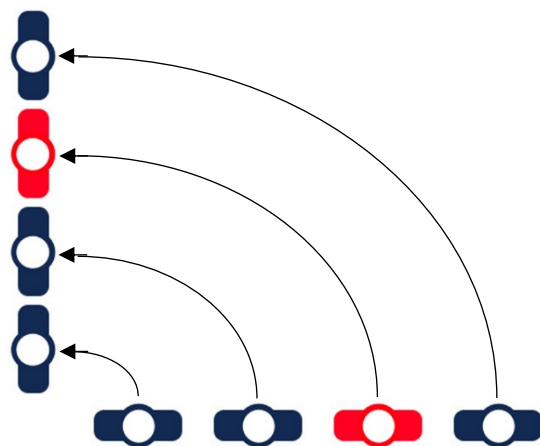
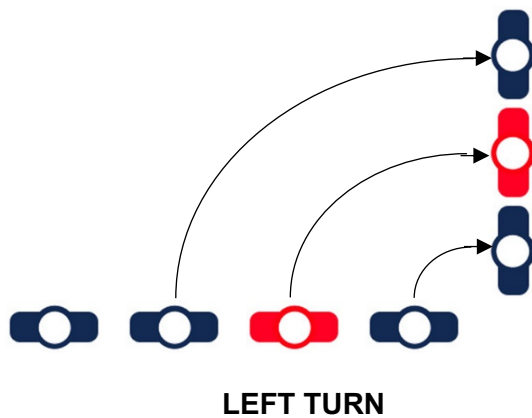


FIGURE 8-7-8 RIGHT (LEFT) TURN

0807 **COLORS AND COLOR GUARD (CONTINUED)**

b. Face the Color Guard to the Rear

- 1) The command is **“Countermarch, MARCH.”** It may be executed while halted, marking time, or marching. When marking time or marching, the command of execution **“MARCH”** is given as the left foot strikes the deck. On the command of execution, the entire color guard takes one step forward with the right foot and executes the movement.
- 2) The national color bearer pivots to the left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of march and begins marking time.
- 3) The organizational color bearer takes one half step forward, pivots to the right outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing the new direction of march and begins marking time.
- 4) The right color guard takes two half-steps forward, pivots to the left, outside the organizational color bearer, moving into the position formerly occupied by the left color guard, facing the new direction of march and begins marking time.

- 5) The left color guard takes three half-steps forward, pivots to the right outside the right color guard, moving into the position formerly occupied by the right color guard, facing the new direction of march and begins marking time.
- 6) Upon completion of this movement, the entire color guard marks time until it is halted or until it receives the command **“Forward, MARCH”** or **“Colors, HALT.”**

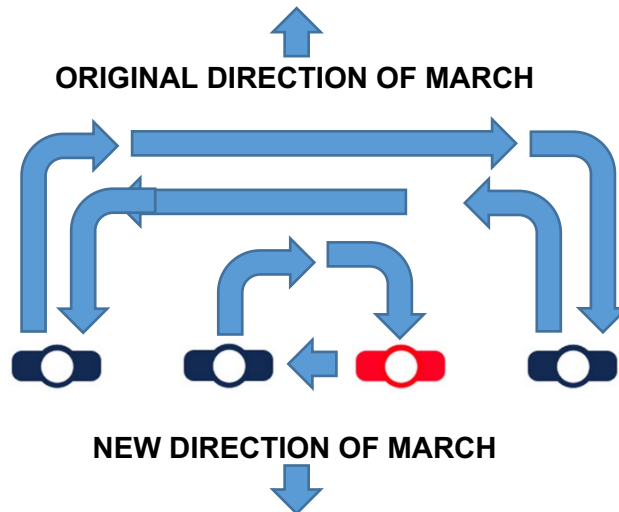


FIGURE 8-7-9 COUNTERMARCH

c. Indoor Ceremonies involving Color Guards

- 1) On occasion color guards will be required for indoor ceremonies, military or civilian. Normally an indoor ceremony consists of marching on the colors, the “National Anthem,” (or pledge of allegiance), posting the colors and retiring the colors. Close coordination with the master of ceremonies, and an on-site rehearsal (if possible) are needed to preclude confusion and misunderstandings during the ceremony.

0807 COLORS AND COLOR GUARD (CONTINUED)

- 2) The Normal Sequence of Events should be as follows:
 - a) The master of ceremonies asks the guests to please rise for the march on the colors and to remain standing for the “National Anthem” and the posting of the colors.
 - b) The color guard marches in from the designated entry and moves to its position, and does a right (left) turn or countermarch to face the audience and remains at the carry. The senior color bearer then gives the command **“Present, COLORS.”** The color guard executes. After the “National Anthem” is played the senior color bearer gives the command **“Carry, COLORS.”** The senior color bearer would then give the commands necessary to move the color guard to three paces in front of where the colors are to be posted, halts and gives the command to **“Order, COLORS.”** Once the color guard is at the order, the organizational color bearer then steps to the right oblique and places the organizational colors in the stand. Once the organizational color bearer is back in position the national color bearer steps to the left oblique and places the national colors into the stand. When the national color bearer is back in position the senior color bearer commands

“Present, ARMS.” The riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **“Order, ARMS;”** **“Shoulder, ARMS;”** and then using whatever commands necessary, marches the color guard from the auditorium.

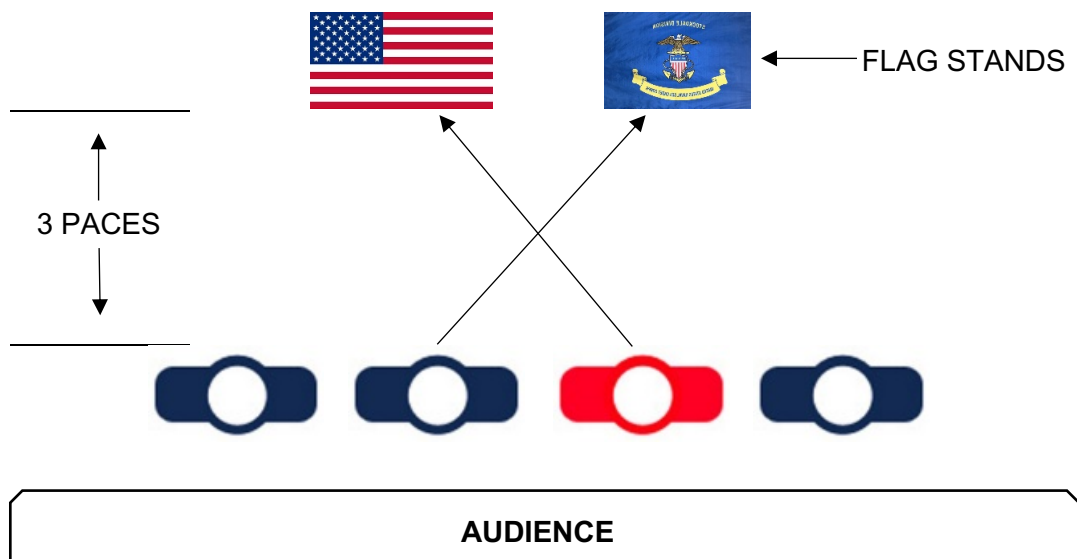


FIGURE 8-7-10 POSTING AND RETRIEVING THE COLORS INDOORS

- 3) When it is time to retire the colors, the color guard assumes its position to re-enter the auditorium for that part of the ceremony.
 - a) The master of ceremonies would then ask for the guests to rise for the entering of the colors.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

- b) The color guard marches to a position three paces in front of where the colors are posted, halts and goes to the order. The senior color bearer then commands **“Present, ARMS,”** the riflemen execute present arms and the color bearers execute a hand salute. The senior color bearer then commands **“Order, ARMS.”** The color guard goes to the order. The national color bearer then steps to the left oblique and retrieves the national colors. When the national color bearer is back in position the organizational color bearer steps to the right oblique and retrieves the organizational colors. When the organizational color bearer is back in position the senior color bearer commands, **“Carry, COLORS”** and then, using whatever commands necessary, marches the color guard from the auditorium.
- 4) When performing an indoor ceremony, oddities will be encountered that will necessitate some adjustments by the color guard. Some examples are:
 - a) If performing in a house of worship, covers are not worn and weapons are not carried. Those portions of the ceremony requiring present arms are deleted and the riflemen may be omitted.

- b) The ceiling may be too low to carry colors; march in at the trail.
 - c) The aisles may be too narrow for a color guard to march in normal formation. The color guard would then march in by two's or in column of ones. If marching in by twos then the color bearers lead and the riflemen follow. Upon reaching the spot for presenting the colors, the riflemen would step into their normal position. If marching in a column of ones the order of march is **ALWAYS**, right color guard, national color bearer, organizational color bearer, left color guard. When reaching their spot the color guard would reform. Make sure the colors don't reform inverted.
 - d) When marching on in single file, prior planning must be practiced. This will ensure the correct column movement is executed in order for the color guard to be facing the audience, without becoming inverted.
- d. **Color Guard Protocol.** The primary mission of the color guard is to ensure that the national colors is handled and displayed with the utmost care and respect. Upon receiving or uncasing the national colors, the color guard assumes a ceremonial posture; meaning that all movement will be by marching at attention and the most relaxed halted position will be parade rest.
- 1) **Dismissing the Color Guard.** In dismissing the color guard at the conclusion of a drill or ceremony, the procedure is as follows:
 - a) The guard marches from its post and halts 10 paces in front of and facing the unit commander, halts and remains at the carry.
 - b) The unit then executes present arms during the march past, then the color guard marches the colors to the quarterdeck or office of the commander officer.
 - c) The color guard is dismissed from organizations smaller than a company (e.g., funeral escort) in a similar manner.

0807 **COLORS AND COLOR GUARD (CONTINUED)**

- 2) Casing and Uncasing the Colors
 - a) While it is not a precision movement, casing and uncasing the colors should be accomplished with appropriate dignity and ceremony.
 - b) To uncase the colors, the color guard will be formed at carry colors. The supernumerary or other designated individual(s) will center on the color guard. First the national color bearer and then the organizational color bearer will lower their staffs so that the cases may be removed. The individual(s) removing the cases will then step back and salute the national colors before retiring.
 - c) To case the colors, the color guard will be formed at carry colors. The individual(s) with the cases will center on the color guard and salute the national colors. The organizational color bearer followed by the national color bearer will lower their staffs so that their colors may be furled and cased. Rather than wrapping the colors around the staff, the colors should be folded on top of the staffs and held until the cases are slipped on. The rope and tassel and streamers, if any, are kept clear until the colors are folded onto the

staff, and then are placed as flat as possible, on the colors. This may require two persons to accomplish. Care should be taken to ensure that color cases fit easily over the colors. Cases constructed with too narrow of a diameter cause undue wrinkling and may even damage the colors.

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CHAPTER NINE: CEREMONIES

0901	GENERAL.....	9-1
0902	REFERENCES.....	9-1
0903	UNITS IN FORMATION.....	9-2
0904	GRADUATION.....	9-2
0905	CHANGE OF COMMAND.....	9-5
0906	NLCC TRANSITION.....	9-6
0907	CHIEF PETTY OFFICER PINNING.....	9-7
0908	RETIREMENT.....	9-9

0901 **GENERAL**

1. **General**. There are numerous occasions that call for the conduct of a ceremony, and all of them are special events to celebrate or honor units or deserving individuals. These ceremonies will normally be conducted either as a review, a parade or an indoor ceremony as outlined in this chapter. The following are examples of occasions for a ceremony:
 - a. Training contingent graduations;
 - b. High school graduations;
 - c. Unit and Regional Director change of command ceremonies;
 - d. Navy League Cadet Transition.
 - e. Chief Petty Officer advancements;
 - f. Presentation of decorations and individual retirements;
 - g. Commissioning of an NSCC Division, Squadron, Battalion, or NLCC Training Ship;
 - h. Naval Sea Cadet Corps or U.S. Navy Birthdays;
2. **Military Funerals**. Funerals and memorial services are ceremonies conducted in accordance with military directives and should be done under the direction of the cognizant military service; therefore they are not covered in this manual.

0902 **REFERENCES**

1. **General**. The following references will be used to guide units and training contingents on the conduct of parades, color guard performances, graduation ceremonies, and other special occasions where units of the NSCC/NLCC will be making public appearances:
 - a. Marine Corps Drill and Ceremonies Manual (MCO 5060.2 Series), Part II, Chapters 15 through 24.

0903 UNITS IN FORMATION

1. **General**. The order of units in a formation is normally assigned by the appropriate authority. Unless otherwise directed, the following order will be observed:
 - a. Units of the United States Armed Forces
 - 1) United States Army
 - 2) United States Marine Corps
 - 3) United States Navy
 - 4) United States Air Force
 - 5) United States Coast Guard
 - b. NSCC Units (by date of commission)
 - c. NLCC Units (by date of commission)
2. **Leadership**. The senior cadet present, normally a Chief Petty Officer, will act as the Battalion Adjutant. They may be assisted by other CPOs and/or PO1s depending on the size of the formation. All commands should be given at a sufficient volume, while either facing the formation, or turning the head in such a way, that they can be clearly heard by all participants.
3. **Commands**. Only standard marching commands shall be given. Exhibition or "trick" commands may be used but should be kept to a minimum based on the experience level of cadets present, and must not interfere with or slow the progress of the parade.
4. **Formations**. Unless otherwise dictated, unit formations should be formed up in a close interval of three, four, five, or six columns depending on size; formations over six columns are not recommended. Personnel should be placed within the formation first by rank (highest to lowest), then by height (tallest to shortest). The guide should be of sufficient height to provide an even pace for all personnel.

0904 GRADUATION

1. **General**. Graduation or Pass-in-Review ceremonies are conducted at the discretion of the Commanding Officer, and only when time and the availability of sufficient cadet and officer participants permit. They are generally conducted when it is felt it would be appropriate for the type of event or training completed. Normally, graduation ceremonies are arranged for NSCC Recruit Training, NLCC Recruit Orientation, Petty Officer Leadership Academies, Regional Training (i.e. Flagship, Pass-in-Review, etc.), and other types of formalized training where recognition would be appropriate.
2. **Planning**. The Operations Officer should coordinate preparations for the graduation ceremony with the unit or training contingent host command. A planning meeting should be conducted as soon as possible with all the key players to ensure availability of the following:

0904 **GRADUATION (CONTINUED)**

- a. Parade ground or suitable indoor area (i.e., gym);
- b. Podium with microphone and loudspeakers;
- c. Sufficient chairs (and floor plan as to how they will be arranged);
- d. Ceremonial music (live or recorded), host command drill team (optional), and boatswain's pipe, as appropriate; and,
- e. Sufficient Cadet Completion certificates and awards.

3. **Invitations**

- a. Normally, the commanding officer of the host command is the Guest of Honor. Most ceremonies should have a Guest of Honor, a Guest Speaker, and the host command's Chaplain. The CO should invite the Base Commander, local Navy League officials, and other host command guests well in advance (ideally during the initial planning conference), so that they have sufficient time to reserve that time/date slot in their planning calendar. If the host command CO is unable to attend the ceremony, he or she might provide a substitute (normally the Base or Command Executive Officer or other designated person).
- b. Invitations should be prepared and mailed or provided to cadet parents, host command guests, VIPs, and other interested parties who might attend. Include directions to the ceremony site (indicating parking areas) and a contact telephone number. A guest list should be prepared and maintained.
- c. If a distinguished guest (i.e., Admiral, Senator, CEO, NLUS, etc.) is invited and agrees to visit the NSCC training site or graduation ceremony, the commanding officer and PAO of the host command must be informed and provided with the full name, rank or title, and date of the visit of the distinguished guest.

4. **Preparations**. During the planning phase, the following must be accomplished:

- a. Rehearse the ceremony with the staff and cadets at least twice before the ceremony;
- b. Conduct a uniform inspection to ensure that dress uniforms are cleaned and pressed the day before the ceremony. NSCC officers should pay particular attention to their appearance during the ceremony;
- c. Rehearse the piping of the Guest of Honor aboard; and,
- d. Ensure that the host command Pass and Security Office are informed about time, date, and location of the ceremony.
- e. On the day before the ceremony, ensure that the following tasks are accomplished:
 - 1) Clean and set up the ceremony area and test the equipment.

0904 **GRADUATION (CONTINUED)**

- 2) Assign a staff member to remain in the ceremony area to watch over it until relieved. Once relieved, he or she may get into their dress uniform for the ceremony.
 - 3) Provide Base Security with an updated guest list. Ensure that the base main entrance sentry also receives a copy of the guest list.
 - 4) The Commanding Officer will assign staff members to greet and usher parents, command guests, and distinguished visitors to their seats (ensure that there are seats designated for the Guest of Honor, VIPs, etc.).
5. **Sequence of Events**. A sample graduation ceremony program is available on the NSCC Homepage. Normally, the following order of events should occur:
- a. When the Guest of Honor arrives, he or she is piped aboard;
 - b. The CO salutes, greets and escorts the Guest of Honor to his or her seat;
 - c. The CO approaches the podium and welcomes the Guest of Honor, Guest Speaker, parents, and other guests, and introduces the Chaplain;
 - d. The Chaplain gives the Invocation;
 - e. The CO introduces the staff and orders the contingent to prepare for personnel inspection;
 - f. The CO escorts the Guest of Honor to the training contingent, following directly behind him or her throughout the personnel inspection;
 - g. After the inspection, the CO escorts the Guest of Honor to the podium for his or her comments;
 - h. After the Guest of Honor's comments, the CO introduces the Guest Speaker for his or her comments;
 - i. Presentation of cadet certificates and awards commences. The CO should present the Certificate of Appreciation to the dignitaries and host command as required;
 - j. The CO escorts the Guest of Honor to the reviewing point and the contingent proceeds with the Pass-in-Review;
 - k. The CO introduces the Chaplain for the Benediction;
 - l. Upon completion of the ceremony, the CO escorts the Guest of Honor to the point of departure;
 - m. The Operations Officer orders the contingent dismissed from the ceremony.

0905 **CHANGE OF COMMAND**

1. **General.** Change of Command ceremonies are conducted whenever there is an approved change in the leadership of an NSCC unit, NLCC Training Ship, or NSCC Region. This ceremony is only expected when the change is under favorable circumstances, and not when a commanding officer has been relieved for cause. In some instances the Change of Command Ceremony may be conducted in conjunction with a Retirement Ceremony. In either case, the focus is on the departing individual and the accomplishments made during his/her tenure as Commanding Officer or Regional Director.
2. **History.** The history of the Change of Command can be traced as far back as the legions of the Roman Empire, where the unit's Colors were passed on to the new commanders who assumed their duties due to the death of the previous commander or by his suitable replacement.

The ceremony most of us have witnessed is a custom that is entirely Naval in tradition. While the Army and the Air Force have similar ceremonies, they do not replicate the formality and impressiveness of this absolute transfer of authority, responsibility, and accountability from one individual to another.

In the early days of the Navy, the process of moving mail and people was slow. After the orders were received from the Navy Department, the outgoing Captain would call all hands to quarters and read his orders; the incoming Captain would then read his orders as well. This procedure was followed so that all personnel were aware of the change in the command of their vessel. The presence of all hands ensured that only duly authorized officers held command, and this transfer of authority was validated by the witness of the entire crew.

Today's ceremonies are still filled with pageantry, recognition and tradition. The heart of the ceremony is the official reading of orders. All hands are usually dressed out in full dress uniforms; and all hands present are accompanied by friends, families and supporters of both the incoming and outgoing commanding officers.

With the words "I relieve you, sir." The change is made official and the transition of authority, responsibility and accountability passes to the incoming commanding officer.

3. **Officials.** The Regional Director in the case of a unit change of command, and the NHQ Representative in the case of a regional change of command, will serve as the officiating party. Members of the sponsoring NLUS Council or other sponsoring organizations may also be requested to officiate in the absence of the Regional Director or NHQ Representative.
4. **Awards.** Upon completion of a successful tour as a Commanding Officer or Regional Director it is normal procedure to present an award or commendation. Allow sufficient time for processing awards so that they are available for the ceremony. All awards will be prepared and submitted in accordance with the NSCC/NLCC Awards Manual.
5. **Sequence of Events.** A sample change of command ceremony program is available on the NSCC Homepage. Normally, the following order of events should occur:
 - a. When the Official Party (Guest Speaker, Commanding Officer, Prospective Commanding Officer) arrives, attendees will rise; they will be piped aboard;

0905 **CHANGE OF COMMAND (CONTINUED)**

- b. The Master of Ceremonies (MC), Military Guests, and Leading Petty Officers will salute, during the pipe;
- c. The MC will approach the podium and welcome the Guest of Honor, Guest Speaker, parents, and other guests, and introduce the Chaplain;
- d. The Color Guard will parade the Colors, and the National Anthem will be played. Colors will be posted;
- e. The Chaplain will give the Invocation;
- f. The official party and guest may be seated; cadets in formation may be placed "At Ease";
- g. The MC will introduce the Guest Speaker;
- h. The MC will introduce the departing Commanding Officer/Regional Director for his/her comments;
- i. The presentation of awards to the departing Commanding Officer/Regional Director, if any, will commence;
- j. The outgoing and incoming Commanding Officer/Regional Director will each report to the cognizant official of their readiness to be relieved/to assume command;
- k. The MC will introduce the new Commanding Officer/Regional Director for comments;
- l. The MC will introduce the Chaplain for the Benediction;
- m. Upon completion of ceremony, the official party will be piped ashore;
- n. The Operations Officer will order the contingent dismissed from the ceremony.

0906 **NLCC TRANSITION**

1. **General.** When Navy League Cadets graduate from the NLCC and transfer to the NSCC, an appropriate ceremony recognizing their accomplishments and their change in status is appropriate. This "Fleet Up" or "Cross Decking" ceremony should be conducted with all the pomp and circumstance that are appropriate to recognize this significant milestone.
2. **Reference.** Transfers of NLCC Cadets to the NSCC are done in accordance with NLCC Regulations, Chapter THREE and NSCC/NLCC Administration Manual, Chapter ONE.
3. **Invitations.** Invitations should be prepared and an announcement should be included in the Plan of Day/Month to provide notice of the ceremony. Parents should be strongly encouraged to recognize the importance of this milestone in their cadet's career through their attendance at this event.

0906 **NLCC TRANSITION (CONTINUED)**

4. **Planning.** The ceremony can be conducted as a stand-alone ceremony, as part of scheduled awards quarters, or at the normally scheduled quarters held at the end of the drill day. Planning should begin early enough to prepare the appropriate NLCC Certificates of Discharge (NSCADM 031) as well as process the appropriate reenrollment/transfer documentation.
5. **Sequence of Events.** A sample NLCC transition ceremony program is available on the NSCC Homeport. Normally, the following order of events should occur:
 - a. The Executive Officer will serve as the Master of Ceremonies;
 - b. The XO will approach the podium and welcome the parents and guests;
 - c. The Color Guard will parade the Colors, and the National Anthem will be played. Colors will be posted;
 - d. The XO will call the transitioning cadets front and center; they will salute the Commanding Officer as a group;
 - e. The Commanding Officer will make comments regarding the importance of their service and the expectations of their new status as NSCC Cadets.
 - f. The NLCC Certificate of Discharge (NSCADM 031) will be read and presented to each cadet;
 - g. The cadets will recite the NSCC Cadet Oath;
 - h. Award of the NSCC/NLCC Prior Service Ribbon will be made, when applicable;
 - i. Advancements in rank may be made as applicable;
 - j. The cadet(s) will be dismissed, and fall in with the cognizant NSCC unit formation;
 - k. The XO will thank the guests and parents for attending and direct the Operations Officer to "Carry out the Plan of the Day.

0907 **CHIEF PETTY OFFICER PINNING**

1. **General.** Advancement to Chief Petty Officer is a special honor in the Naval Sea Cadet Corps; it is the culmination of a Cadet's dedication to the NSCC and a reward for superior service. The rank of Chief Petty Officer holds a special place in Navy and Coast Guard tradition, and as such, the advancement of a cadet to Chief Petty Officer is a significant event in the cadet's career that is due the pomp and circumstance of the position.
2. **Reference.** Advancement of NSCC Cadets to the rate of Chief Petty Officer is done in accordance with the NSCC/NLCC Administration Manual, Chapter ONE.

0907 **CHIEF PETTY OFFICER PINNING (CONTINUED)**

3. **Invitations**. Invitations should be prepared and an announcement should be included in the Plan of Day/Month to provide notice of the ceremony. Parents should be strongly encouraged to recognize the importance of this milestone in their cadet's career through their attendance at this event.
4. **Planning**. The ceremony can be conducted as a stand-alone ceremony, as part of scheduled awards quarters, or at the normally scheduled quarters held at the end of the drill day. Planning should begin early enough to prepare the cadet for the transition. Inclusion of Navy and/or Coast Guard Chief, Senior Chief, and/or Master Chief Petty Officers in the planning process is strongly encouraged, and one of these individuals may be willing to act as the prospective Chief Petty Officer's "sponsor."
5. **Sequence of Events**. A sample CPO pinning ceremony program is available on the NSCC Homeport. Normally, the following order of events should occur:
 - a. The Executive Officer will serve as the Master of Ceremonies;
 - b. The XO will approach the podium and welcome the parents and guests;
 - c. The Color Guard will parade the Colors, and the National Anthem will be played. Colors will be posted;
 - d. The XO will call the cadet(s) to be recognized to front and center; because they are uncovered, they will not salute the Commanding Officer;
 - e. The Commanding Officer will make comments regarding the importance of their service and the expectations of their new status as NSCC Chief Petty Officers.
 - f. Incoming Chief Petty Officers will normally wear the Khaki uniform for the pinning ceremony, in accordance with NSCC/NLCC Uniform Regulations, without a cover or collar devices;
 - g. The NSCC CPO Advancement Certificate (NSCADM 027) will be read;
 - h. Honored guest(s) selected by the Cadet(s) will come forward and pin the anchors on the appropriate collars;
 - i. If available, a current or retired member of the Navy or Coast Guard Chief Petty Officer's Mess will place the cover upon the head of the new Chief Petty Officer(s);
 - j. Each new Chief Petty Officer will face the appropriate direction, and be introduced for the first time as "Chief Petty Officer XXX, Naval Sea Cadet Corps" by the Commanding Officer;
 - k. The XO will thank the guests and parents for attending and direct the Operations Officer to "Carry out the Plan of the Day."

0908 **RETIREMENT**

1. **General**

- a. The Military Retirement Ceremony is a time-honored naval tradition where tribute is paid to a colleague in recognition of their years of dedicated service to Naval Sea Cadet Corps. While retirements are infrequent in the NSCC, this section serves as a guide in the event one is conducted.
- b. Retirement services are normally held for those members of the NSCC Officer's Corps who have been placed on the NSCC Retired List under the authority of the Executive Director in accordance with USNSCC Regulations, Section 6.10.

2. **Planning**. The Operations Officer should coordinate preparations for the retirement ceremony. A planning meeting should be conducted no less than 60 days before the event with all the key players to ensure availability of the following:

- a. Parade ground or suitable indoor area (i.e., gym, auditorium);
- b. Podium with microphone and loudspeakers;
- c. Sufficient chairs (and floor plan showing how they will be arranged);
- d. Ceremonial music (live or recorded), color guard, and boatswain's pipe, as appropriate; and,
- e. Appropriate certificates and awards.

3. **Invitations**

- a. Normally, the retiring member selects the Guest Speaker. Most ceremonies should have a Retiree, a Guest Speaker, and a Chaplain. Guests should be invited well in advance (ideally during the initial planning conference), so that they have sufficient time to reserve that time/date slot in their planning calendar.
- b. Invitations should prepared and mailed or provided to cadet parents, guests, VIPs, and other interested parties who may attend. Include directions to the ceremony site (indicating parking areas) and a contact telephone number. A guest list should be prepared and maintained.
- c. If a distinguished guest (i.e., Admiral, Senator, CEO, NLUS, etc.) is invited and agrees to attend ceremony, the commanding officer and PAO of the host command must be informed and provided with the full name, rank or title, and date of the visit of the distinguished guest.

4. **Sequence of Events**. A sample retirement ceremony program is available on the NSCC Homeport. Normally, the following order of events should occur:

- a. Ushers, Escorts, and Sideboys muster for briefing; they stand by to escort visitors into the auditorium.
- b. The Master of Ceremonies takes position at the podium; the official party and special guests get in position to enter.

0908 **RETIREMENT (CONTINUED)**

- c. Guests rise for the arrival of the official party and guests.
- d. Parade the Colors.
- e. Perform the National Anthem.
- f. Post the Colors.
- g. Introduce the Chaplain for the Invocation
- h. Guests are seated.
- i. Opening Remarks by the Master of Ceremonies
- j. Introduction of the Guest Speaker
- k. Presentation of Certificates and Awards
- l. Introduction of the Retiring Member
- m. Closing remarks by the Master of Ceremonies
- n. Pipe the member "Over the Side"
- o. Dismiss the Sideboys
- p. Dismiss the Guests

**APPENDIX 1
STANDARDS OF CONDUCT**

**[CANCELLED BY USNSCC REGULATIONS, CHAPTER 7 AND
THE USNSCC VOLUNTEER CODE OF CONDUCT]**

APPENDIX 2 TRAINING CODES

The current training codes are:

1. **Aviation**

AC Aviation, Air Traffic Control
AF Aviation, Flight Training
AG Aviation, FAA Ground School
AM Aviation, Maintenance Technology
AN Aviation, Basic Airman
AS Aviation, Wilderness Survival
AV Aviation, Advanced Airman
AX Aviation, Other

2. **Coast Guard**

GC Coast Guard, Shipboard/Cutter Operations
GL Coast Guard, Locally Arranged
GM Coast Guard, Maritime Interdiction
GS Coast Guard, Shore/Boat Station
GX Coast Guard, Other
GY Coast Guard, U.S. Coast Guard Academy Introduction Mission (AIM)

3. **Construction**

CB Seabee, Basic
CD Seabee, Advanced
CF Seabee, Field Operations
CX Seabee, Other

4. **Dive:**

DA Dive, SCUBA Certification, Advanced
DB Dive, SCUBA Certification, Basic
DO Dive, Explosive Ordnance
DU Dive, Underwater Research
DX Dive, Other

5. **Food Services**

FC Food Service, Culinary Arts
FS Food Service, Cook/Steward Training
FX Food Service, Other

6. **International Exchange**

XE International Exchange, IEP
XL International Exchange, Locally Arranged
XU International Exchange, U.S. Hosted
XX International Exchange, Other

APPENDIX 2 TRAINING CODES

7. Leadership/Professional Development

N1 Leadership, Officer Professional Development (101)
N2 Leadership, Officer Professional Development (201)
N3 Leadership, Officer Professional Development (301)
ND Leadership, Junior Professional Development (JPD)
NF Leadership, NHQ Headquarters Representative Meetings and Conferences
NG Leadership, Regional Director's Meetings and Conferences
NP Leadership, Petty Officer Academy, (POLA)
NR Leadership, Chief Petty Officer Development
NX Leadership, Other

8. Medical and Health

MB Medical, Basic
MC Medical, Advanced
MD Medical, Drug Education/Defy/Dare
MF Medical, Field Medicine
MG Medical, Fitness Training
MH Medical, Surgical Technician
MJ Medical, Emergency Medical Technician
MV Medical, Veterinary Medicine
MX Medical, Other

9. Navy Shore

RA Navy Shore, Maritime Industrial Arts
RB Navy Shore, Music/Band, Basic
RC Navy Shore, Music/Band, Advanced
RD Navy Shore, Field Operations
RE Navy Shore, Navy Engineering School
RG Navy Shore, Gunner's Mate School
RH Navy Shore, Ceremonial/Honor Guard
RJ Navy Shore, Photojournalism
RK Navy Shore, STEM/SeaPerch/Robotics/Cyber
RL Navy Shore, Heritage History
RM Navy Shore, Communications/Electronics/Radio
RN Navy Shore, Naval Intelligence
RP Navy Shore, Religious Program Specialist
RQ Navy Shore, Marine Mammal Research
RR Navy Shore, Recruiting Office Duty
RS Navy Shore, Operational Specialist
RV Navy Shore, Vehicle Maintenance
RX Navy Shore, Other
RY Navy Shore, U.S. Naval Academy Summer Seminar (NASS)
RZ Navy Shore, NSCC SEAL Orientation/Challenge

APPENDIX 2 TRAINING CODES

10. NLCC Training

LB NLCC Orientation, Basic
LC NLCC Orientation, Advanced
LD NLCC Drug Education
LE NLCC Exploration
LF NLCC Field Operations
LG NLCC Coast Guard Training
LH NLCC Medical Training
LJ NLCC Photojournalism
LK NLCC STEM/SeaPerch/Robotics/Cyber
LM NLCC Master-At-Arms Training
LN NLCC Ceremonial/Honor Guard
LO NLCC Aviation Training
LP NLCC Leadership Academy
LQ NLCC Fitness and Lifestyles Training
LR NLCC Regional Event (Flagship, ORI, Etc.)
LS NLCC Sailing, Basic
LT NLCC Sailing, Advanced
LU NLCC Seamanship, Basic
LV NLCC Seamanship, Advanced
LW NLCC Marksmanship
LX NLCC Training, Other
LZ NLCC SEAL Orientation/Challenge

11. Public Safety

PF Public Safety, Fire Fighting
PH Public Safety, Hazardous Materials
PJ Public Safety, JAG/Legal
PL Public Safety, Lifeguard
PM Public Safety, Marksmanship
PO Public Safety, Police/Master-at-Arms
PQ Public Safety, Search and Rescue
PS Public Safety, Homeland Security
PX Public Safety, Other

12. Recruit Training

RT NSCC Recruit Training

13. Regional Evolutions

EF Regional Event, Flagship
EI Regional Event, Regional Inspection (ORI)
EM Regional Event, Meeting/Officer's Call
EP Regional Event, Pass in Review
EX Regional Event, Other

APPENDIX 2 TRAINING CODES

14. Special Operations

SB Special Operations, SWCC
SJ Special Operations, JSOC
SL Special Operations, SEAL
SX Special Operations, Other

15. Seamanship

OA Seamanship, Sailing, Advanced
OB Seamanship, Sailing, Basic
OC Seamanship, Basic Marlinspike
OD Seamanship, Advanced Marlinspike
OE Seamanship, Small Boat Operations
OL Seamanship, Amphibious Operations
OM Seamanship, Mine Warfare
ON Seamanship, Navy, Shipboard
OP Seamanship, Port Operations
OS Seamanship, Submarine Seminar
OX Seamanship, Other

Notes

1. As additional opportunities are developed they will be added to this appendix.
2. Not all training evolutions within a given category will be the same. Availability of local resources, to include instructors and training aids, are vastly different from one location to another and dictate differences in training potential.

**APPENDIX 3
MEMORANDUM OF UNDERSTANDING FOR
ACTIVE/RESERVE SERVICE MEMBERS SUPPORTING
USNSCC TRAINING**

**APPENDIX 4
VOLUNTEER TRAVEL ALLOWANCES**

APPENDIX 5
TRAINING CONTINGENT PROCUREMENT POLICY