

*UNITED STATES  
NAVAL SEA CADET  
CORPS*



*REGULATIONS*

*SEPTEMBER 2006 (NSCPUB 100)  
Changes 1-9 Incorporated (22 Dec 14)*







**NSCC REGULATIONS  
TABLE OF CONTENTS**

<b><u>CHAPTER</u></b>		<b><u>PAGE</u></b>
<b><u>ONE</u></b>	<b><u>THE NAVAL SEA CADET CORPS (NSCC)</u></b>	
Section 1:	Background	1-1
Section 2:	Objectives and Purposes	1-1
Section 3:	The NSCC Program	1-1-2
Section 4:	Support of the NSCC	1-2
Section 5:	Relationship to Navy League Cadet Corps	1-3
Section 6:	Administration of NSCC/NLCC	1-3
Section 7:	Organizational Relationships	1-3-4
<b><u>TWO</u></b>	<b><u>ROLES OF THE SEA SERVICES</u></b>	
Section 1:	Objectives	2-1
Section 2:	Policy	2-1
Section 3:	Responsibilities of the Navy Recruiting Command	2-1
Section 4:	Responsibilities of the U. S. Coast Guard	2-1
<b><u>THREE</u></b>	<b><u>THE NSCC NATIONAL BOARD OF DIRECTORS</u></b>	
Section 1:	Authority and Finance	3-1
Section 2:	National Officers/National Directors	3-1-3
<b><u>FOUR</u></b>	<b><u>NSCC FIELD ORGANIZATION</u></b>	
Section 1:	General	4-1
Section 2:	NSCC National Headquarters (NHQ) Representatives	4-1-2
Section 3:	NSCC Regional Directors	4-2-5
Section 4:	NSCC Associate Regional Directors/Regional Staff	4-5
Section 5:	Organizational Relationships	4-5-7
<b><u>FIVE</u></b>	<b><u>NSCC UNIT ORGANIZATION</u></b>	
Section 1:	General	5-1
Section 2:	Allowances	5-2
Section 3:	Unit Enrollment	5-2
Section 4:	Officer Billet Descriptions	5-3-5
Section 5:	Commanding Officer Qualifications/Tenure	5-5-7
Section 6:	Unit Organization	5-8
<b><u>SIX</u></b>	<b><u>THE NAVAL SEA CADET</u></b>	
Section 1:	Qualification for Enrollment	6-1-2
Section 2:	Enrollment	6-2-3
Section 3:	Requirements for Continued Participation in NSCC	6-3-4
Section 4:	Female Cadet Participation	6-4

**SEVEN****THE NAVAL SEA CADET CORPS OFFICER**

Section 1:	The NSCC Officer Corps	7-1
Section 2:	Military Personnel	7-1-2
Section 3:	Criteria for NSCC Officer/Midshipman Appointment	7-2-4
Section 4:	NSCC Officer/Midshipman Study Guide	7-4
Section 5:	Screening of Applicants	7-4-5
Section 6:	Officer/Midshipman Appointments	7-5-6
Section 7:	Appointment of NSCC Midshipmen to Officer Status	7-6-7
Section 8:	Seniority	7-7
Section 9:	Officer Promotion Criteria/Procedures	7-7-9
Section 10:	Officer/Midshipman Performance Evaluation	7-9
Section 11:	NSCC Officer Retired List	7-10-11
Section 12:	Enrollment of NSCC Instructors	7-11

**EIGHT****BENEFITS, PRIVILEGES AND RESTRICTIONS**

Section 1:	Benefits	8-1
Section 2:	Privileges	8-1-2
Section 3:	Restrictions	8-2

**NINE****CONDUCT AND DISCIPLINE**

Section 1:	General	9-1
Section 2:	Conduct	9-1-2
Section 3:	Discipline	9-2-5
Section 4:	Misconduct Aboard a Military Activity	9-5

**TEN****TRANSFER, SEPARATION AND LEAVE OF ABSENCE**

Section 1:	Cadet Transfer	10-1
Section 2:	Cadet Separation	10-1-2
Section 3:	Cadet Leave of Absence	10-2
Section 4:	Officer/Midshipman Transfer	10-2
Section 5:	Officer/Midshipman Separations	10-2
Section 6:	Officer/Midshipman Leave of Absence	10-3
Section 7:	Officer/Midshipman Inactive Status	10-3

**ELEVEN****NSCC SERVICE RECORDS**

Section 1:	The Cadet Service Record	11-1
Section 2:	Officer/Midshipman/Instructor Service Records	11-2

**TWELVE****ENROLLMENT FEES, INSURANCE PROGRAMS  
AND FINANCES**

Section 1:	Enrollment Fees	12-1
Section 2:	Insurance Programs	12-1-3
Section 3:	Identification Cards	12-3

Section 4:	Identification Numbers	12-3-4
Section 5:	Finances	12-4-5
Section 6:	Accounting	12-5-6
Section 7:	Unit Budget	12-6
Section 8:	Audit	12-7
Section 9:	Pay and Allowances	12-7
Section 10:	Tax Status	12-7

### **THIRTEEN**

### **REQUIRED ANNUAL INSPECTION AND EVALUATION**

Section 1:	General	13-1
Section 2:	Inspection/Evaluation Procedures	13-1
Section 3:	The Inspection Team	13-1
Section 4:	The Inspection/Evaluation Report	13-2
Section 5:	Unit Standings	13-2
Section 6:	Inspection/Evaluation Completion Certificates	13-2

### **FOURTEEN**

### **UNIFORMS AND EQUIPMENT**

Section 1:	Uniforms	14-1
Section 2:	Procurement of Uniforms/Accessories	14-1-2
Section 3:	Uniform Insignia	14-2
Section 4:	Equipment, Vehicles and Vessels	14-3

### **FIFTEEN**

### **FLAGS, PARADES, COLOR GUARDS AND STANDARD OPERATING PROCEDURES**

Section 1:	Flags	15-1
Section 2:	Parades, Color Guards and Special Ceremonies	15-1
Section 3:	Standard Operating Procedures	15-1-2

### **SIXTEEN**

### **SCHOLARSHIPS**

Section 1:	Scholarship Programs	16-1-2
Section 2:	Individual NSCC Scholarship Program/Funds	16-2
Section 3:	Stockholm Scholarship Program	16-2-3
Section 4:	San Diego Gas & Electric Scholarship Program	16-3
Section 5:	NSCC Board of Directors Fund	16-3
Section 6:	Named Scholarship Program	16-4
Section 7:	Morgan and Helen Fitch Scholarship	16-4
Section 8:	Harry Lee and Rose Howell Scholarship Fund	16-4
Section 9:	Robert C & Helen Scharf Hutton Scholarship Fund	16-4-5

### **SEVENTEEN**

### **UNIT FORMATION, COMMISSIONING AND SUPPORT/OVERSIGHT**

Section 1:	Unit Formation	17-1-2
Section 2:	Unit Commissioning	17-2-3





## CHAPTER ONE

### THE NAVAL SEA CADET CORPS (NSCC)

#### Section 1: Background

##### 0110 - General

**0110.1** The NSCC was established by the Navy League of the United States in 1958 at the request of the Department of the Navy. The NSCC was well received and grew rapidly in both number of units and in the number of young people enrolled. In 1962, the NSCC was federally chartered by Congress under Public Law 87-655 as a non-profit civilian organization with specific objectives and purposes in regard to training of American boys, this training to be accomplished through organization and cooperation with the Department of the Navy. The law established the NSCC as a legal entity, separate from the Navy League, and set forth the corporate powers and other enabling details for the functioning of the NSCC. In 1974, Public Law 87-655 was amended by Public Law 93-504 to permit enrollment of girls in the Corps.

#### Section 2: Objectives and Purposes

##### 0120 - General

**0120.1** The objectives and purposes of NSCC, as stated in Public Law 87-655, are: "... through organization and cooperation with the Department of the Navy, to encourage and aid American youth to develop an interest and skill in basic seamanship and in its naval adaptations, to train them in seagoing skills, and to teach them patriotism, courage, self-reliance and kindred virtues" in a drug-, gang- and alcohol free lifestyle.

#### Section 3: The NSCC Program

##### 0130 - General

**0130.1** The NSCC offers a nautically oriented training program for young Americans, ages 13 through 17. The NSCC allows young people to sample military life with no obligation to join any branch of the armed forces. Should a cadet decide to enlist in either the Army, Coast Guard, Navy, or Marine Corps, prior NSCC training may permit entry at an advanced pay grade (E-2/E-3), depending on the service.

**0130.2** Both the Navy and NSCC strive to provide Naval Sea Cadets with a broad educational base so as to develop the "whole person" concept. To this end, both civilian and military lecturers are invited to present to cadets the wide range of civilian and military career opportunities available to them, and to help explain youth's responsible role in society.

**0130.3** NSCC training, as described in the NSCC/NLCC Advancement & Training Manual, is authorized on board the ships and shore activities of the Navy and Coast Guard, as well as onboard other civilian and military bases and stations having facilities needed to host NSCC advanced training. Training is also conducted at civilian facilities such as fire houses, police facilities, etc. Cadets train in accordance with curricula approved by the Commander, Navy Recruiting Command. Training is conducted by military personnel and by qualified NSCC officers and instructors.

**0130.4** Cadet recruits (E-1) attend a two week recruit training indoctrination at Navy and Coast Guard recruit training commands and at selected regional locations. Cadets, who complete this training, as well as other academic requirements, may be advanced to the apprentice rates (E-2). Upon completing additional training and academic requirements, cadets may advance through the NSCC rate structure, eventually attaining the rate of Chief Petty Officer (E-7). This additional training includes attendance at training evolutions in numerous fields of the Navy/Coast Guard, as well as on-the-job training aboard Navy and Coast Guard ships and shore activities.

**0130.5** NSCC is a member of the International Sea Cadet Association (ISCA) and has exchange programs with Australia, Bermuda, Canada, Great Britain, Hong Kong, Japan, the Netherlands, South Africa, Russia, and Sweden. Each summer selected cadets have the opportunity to meet and to train with their foreign counterparts.

#### Section 4: Support of the NSCC

##### **0140 - Support by the Navy League of the United States**

**0140.1** The Navy League provides support at both the national and local levels. At the national level the Navy League provides significant financial support to assist in defraying the cost of administering the national program. Also, the Navy League provides NSCC National Headquarters with many administrative services necessary to the functioning of the Headquarters staff. Navy League support at the local level is provided through sponsorship of individual units by Navy League Councils. Sponsoring councils provide financial support, assist in finding civilian leadership and, through a standing NSCC committee, assist the NSCC commanding officer as requested to promote success in all phases of the unit's operation.

##### **0141 - Support by Other Organizations**

**0141.1** The NSCC National Board of Directors has authorized sponsorship of units by patriotic service organizations such as the Veterans of Foreign Wars, American Legion, NERA, NRA, etc.), civic organizations (such as Kiwanis, Rotary, Lions, Optimists, etc.) and local schools. This makes the program available to greater numbers of American youth in locations where there are no Navy League Councils or in locations with councils not having resources to provide support. Such sponsorship is authorized with the understanding that the organization will assign a Sea Cadet Committee Chairman and assume the local responsibility for financial oversight of the units.

##### **0142 - Support by the Navy/Coast Guard**

**0142.1** The Navy supports NSCC "to the extent possible within the limits of available resources, and to the extent that this support does not interfere with assigned military missions". Navy personnel are encouraged to serve as adult leaders.

**0142.2** Coast Guard support parallels that provided by the Navy. This support includes authorization for use of training, educational and recreational facilities, and authorization for cadets to train aboard Coast Guard ships and shore activities. Coast Guard personnel are encouraged to serve as adult leaders.

**0142.3** Other military support includes, other armed services and State National Guard, and support parallels that of the Navy. Civilian support may include high school, academies, colleges, and universities, as well as approved youth camps.

## **Section 5: Relationship to the Navy League Cadet Corps (NLCC)**

### **0150 - General**

**0150.1** The NLCC is a nautically oriented training organization for young people age 11 through 13, which is sponsored and fully supported by the Navy League. The NLCC is not included in the federal charter provided NSCC by Public Law 87-655; consequently, it is an entity separate from the NSCC.

**0150.2** The NLCC is operated and administered by the NSCC through executive agreement with the Navy League. Members of the NSCC officer corps provide adult leadership for the NLCC.

## **Section 6: Administration of the NSCC/NLCC**

### **0160 - National Board of Directors**

0160.1 The National Board of Directors, established by Public Law 87-655, is the governing body of the NSCC and NLCC and is responsible for determining the policies and programs of both Corps, and for the control of all funds.

### **0161 - Executive Director**

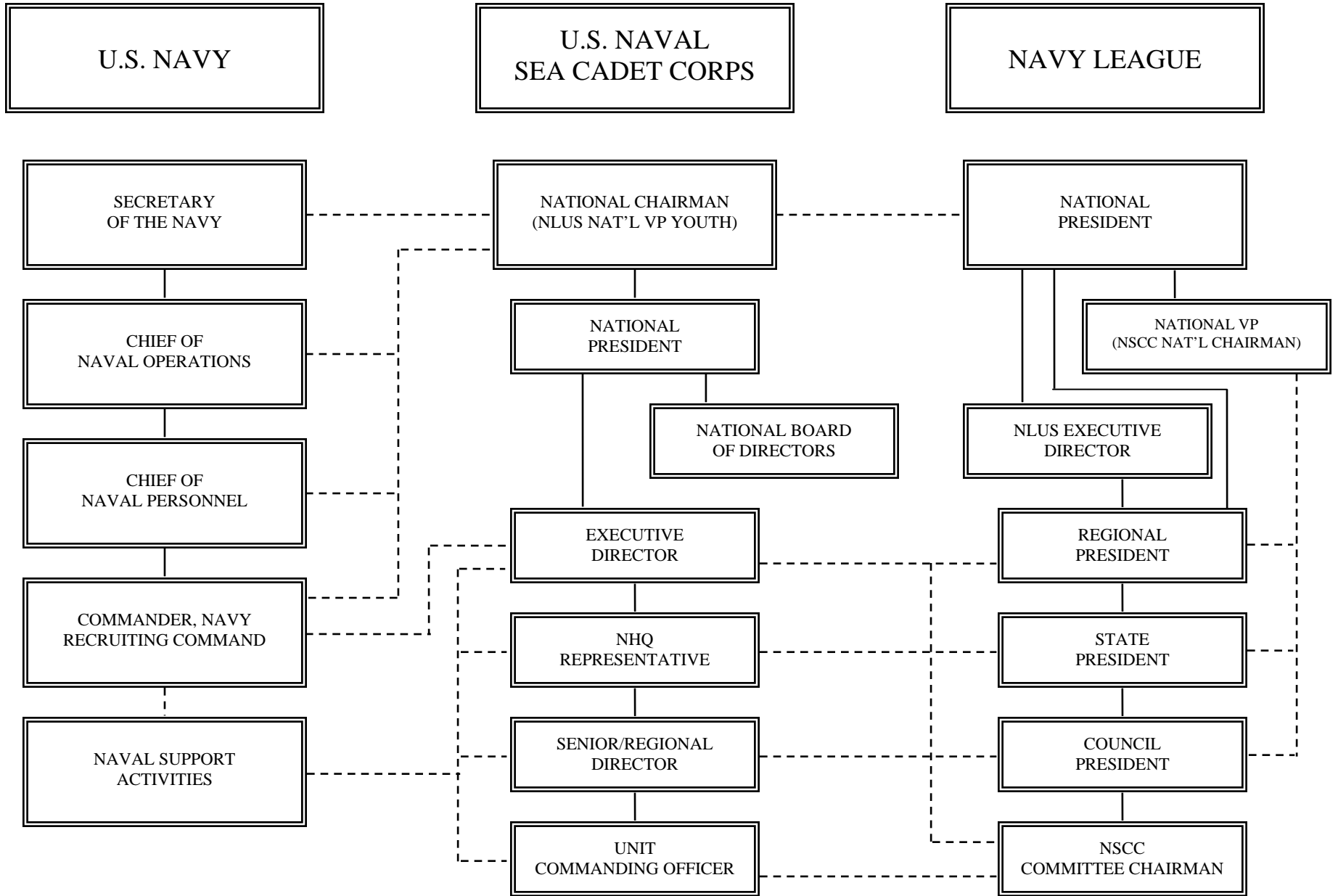
**0161.1** The Executive Director, assisted by a small staff and Headquarters (NHQ) Representatives, implements the policies established by the Board of Directors, and is responsible for the day-to-day management and administration of the NSCC and NLCC.

## **Section 7: Organizational Relationships**

### **0170 - General**

**0170.1** A chart depicting organizational relationships with the Navy League and the Naval Sea Cadet Corps is provided on page 1-4.

# U.S. NAVAL SEA CADET CORPS ORGANIZATIONAL CHART



## CHAPTER TWO

### ROLE OF THE SEA SERVICE

#### Section 1: Objectives

##### 0210 - General

**0210.1** The NSCC was established in response to a request by the Secretary of the Navy that a nationwide Sea Cadet Corps be formed as part of the Navy's efforts to create a favorable image in the minds of United States youth. Four basic objectives mirror the Navy's concern for American youth: first, to imbue a sense of patriotism, courage, self-reliance and confidence in cadets; second, to encourage cadets to develop an interest and skills in seamanship and seagoing disciplines; third, to develop an interest on the part of cadets in the oceans and their importance in world affairs; and fourth, to develop in cadets an interest in, and appreciation for, Navy history, customs and traditions in a gang-, drug, and alcohol free environment.

#### Section 2: Policy

##### 0220 - General

**0220.1** It is the policy of the Secretary of the Navy that Navy youth programs will afford equal opportunity for participation to all United States citizens without regard to race, color, religion, sex, or national origin.

**0220.2** The U.S. Coast Guard has a long-standing record of working with various national youth programs, as operations permit, and at no cost beyond the expense of normal operations. Commands at all levels cooperate fully with the Naval Sea Cadet Corps.

#### Section 3: Responsibilities of Navy Recruiting Command

##### 0230 - General

**0230.1** The Chief of Naval Operations has assigned overall responsibility for coordination of Navy support for NSCC to the Commander, Navy Recruiting Command. These responsibilities include coordination and implementation of Navy policy regarding support of NSCC, and for issuing such instructions as necessary to ensure maximum program support by all Navy commands.

**0230.2** Instructions for Navy support of NSCC are contained in OPNAVINST 5760.5 (Series).

#### Section 4: Responsibilities of the U.S. Coast Guard

##### 0240 - General

**0240.1** The Commandant of the Coast Guard has assigned overall responsibility for coordination of Coast Guard support for the Naval Sea Cadet Corps to the Coast Guard Headquarters Community Relations Branch. These responsibilities include coordination and implementation of Coast Guard policy regarding support of NSCC, and for issuing such instructions as necessary to ensure maximum program support by all Coast Guard commands.

**0240.2** Instructions for Coast Guard support of NSCC are contained in the Coast Guard Public Affairs Manual (COMDINSTM5728.2 (series))



## CHAPTER THREE

### The NSCC NATIONAL BOARD OF DIRECTORS

#### Section 1: Authority and Finance

##### 0310 - General

**0310.1** Authority over the NSCC is vested in the NSCC National Board of Directors as provided in Public Law 87-655.

**0310.2** The National Board of Directors governs in accordance with NSCC Bylaws, providing direction and guidance for the proper administration and operation of the Cadet Corps programs and for the control of all funds. As such, it is necessary that the Board be pro-active in its deliberations and committed to the concepts of excellence, quality management and accountability in attaining program goals and objectives in the training of American youth.

**0310.3** The NSCC Executive Director prepares and promulgates NSCC Regulations, and changes thereto, for the governing and administration of the NSCC in accordance with the Bylaws. Such Regulations, and changes thereto, are subject to ratification by the National Board of Directors at the next duly called meeting.

Section 2: National Officers/National Directors

##### 0320 - General

**0320.1** The titles and duties of National Officers/National Directors are defined and specified in NSCC Bylaws. The remaining paragraphs of Section 2 present a summary of their more important duties and responsibilities.

##### 0321 - The Board of Directors

**0321.1** Members of the Board of Directors are appointed by the National President of the Navy League from among individuals recommended by the National Chairman of the Board of Directors.

**0321.2** Membership of the Board will be a mix of NSCC personnel, NLUS National Directors, and others with the skills/expertise, as needed, to meet Board responsibilities in attaining NLUS/NSCC educational goals and objectives. To the extent possible, membership will provide for a geographical spread of members, to include all NLUS Regions.

**0321.3** While there is no specified tenure as a member of the Board, memberships will be rotated to provide a continuing infusion of new ideas and training concepts to help ensure continuing progress toward attainment of goals and objectives.

**0321.4** Acceptance of appointment to the Board implies that the member will make every effort to attend its meetings, and understands that two unexcused absences is cause for termination.

**0321.5** The Board of Directors schedules two regular meetings each year, one during the time and place of the annual Navy League convention, and the other at a date approximately six months following the convention, usually in conjunction with the NLUS Winter Meeting.

**0321.6** At the Board meeting held in conjunction with the annual Navy League convention, the Board of Directors elects from among its membership National Officers who function in accordance with guidance and policies established by the Board of Directors.

### **0322 - National Chairman of the Board of Directors**

**0322.1** The National Chairman is Chairman of the Board of Directors and is responsible for NSCC policy and for its operation. The National Chairman interfaces with the NLUS National President, the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Coast Guard, and other government agencies on a continuing basis in connection with program support and to help ensure fullest utilization of training resources.

**0322.2** The National Chairman has authority in all matters affecting the maintenance of good order and discipline within the NSCC.

**0322.3** The National Chairman appoints such boards and committees as are necessary to conduct the business of NSCC.

### **0323 - Vice-Chairman of the Board of Directors/President of NSCC**

**0323.1** The National President serves as the Vice-Chairman of the Board of Directors and assists the National Chairman in overseeing the operation and functioning of the NSCC/NLCC programs.

### **0324 - National Officers**

**0324.1** The National Officers of NSCC shall assist the National Chairman in operating the Corps and carrying out its function under the policies set by the Board of Directors.

### **0325 - Vice Presidents of the NSCC**

**0325.1** Vice Presidents are National Officers of NSCC and are members of the Board of Directors. They assist the Chairman and the President in establishing and implementing NSCC policy.

**0325.2** Vice Presidents coordinate, NSCC activities in their respective section of the Nation in conjunction with, as feasible, the NSCC Regional Directors. They may recommend qualified persons to be appointed as Regional Directors, and recommend changes in such appointments.

### **0326 - Judge Advocate**

**0326.1** As the Legal Officer of the NSCC and/or the Board of Directors, the Judge Advocate offers legal opinions on matters affecting the NSCC and any proposed activities.

### **0327 - Treasurer**

**0327.1** The Treasurer is a National Officer appointed by the National Chairman. The Treasurer is responsible for the custody and disbursement of all NSCC funds.

**0327.2** Assistant Treasurer(s) shall be appointed by the Chairman. The number shall not exceed six (6). The Assistant Treasurer senior in office shall perform the duties and exercise the authority of the Treasurer in his absence.



## **0328 - National Directors**

**0328.1** Each National Director will be assigned a specific area of interest within the program, either as a member of a committee or as an individual. A report of the work/progress of each committee or individual will be an agenda item at each meeting of the Board.

**0328.2** Each National Director will maintain liaison with the following, as appropriate, within his/her regions/area:

- NLUS Regional/State/Council Presidents to help ensure program needs are being met and that the program is being supported to the extent permitted by available resources.

- NLUS Regional Presidents to encourage appointment of Regional Vice Presidents for Youth.

- Headquarters Representatives, where assigned, and Regional Directors to provide such assistance as may be needed in furthering program activities.

**0328.3** National Directors are encouraged to attend NSCC activities, such as recruit training graduations, advanced training and training at local drill sites, when possible.



## CHAPTER FOUR

### NSCC FIELD ORGANIZATION

#### Section 1: General

##### 0410 - Organizational Structure

**0410.1** NLUS has 17 regions within the continental United States and overseas. NSCC has subdivided and crossed these NLUS regions for more efficient control and coordination. The NSCC/NLCC programs in each region are conducted under the general supervision of Regional Directors, who are under the supervision of the NHQ Representative, and under the overall direction of the Executive Director.

**0410.2** Each unit is assigned a unit identification code for data processing purposes. The code consists of three numbers and three letters. It identifies the region in which the unit is located and unit name. Unit identification codes appear on NSCC/NLCC identification cards, are used on reports to Headquarters and to obtain computer-generated reports. They are not used in routine correspondence. This code is not the same and has no link to a DoD UIC.

**0410.3** Field Organization Charts are depicted on page 4-7.

#### Section 2: NSCC National Headquarters (NHQ) Representatives

##### 0420 - General

**0420.1** NHQ Representatives perform in a supervisory role between National Headquarters (NHQ) and field activities. Their primary function is to help ensure the success of assigned Regional Directors and unit Commanding Officers in attaining program training goals and objectives, through oversight and coordination of their respective training and administrative functions.

##### 0421 - Consultant Services

**0421.1** NHQ Representative services to be provided within an assigned geographic area include the following:

a. Assisting Regional Directors/unit Commanding Officers in meeting their administrative, training and management responsibilities:

- Establishing and/or facilitating lines of communication between Regional Directors, and/or unit Commanding Officers, to promote inter-regional coordination and use of training resources.

- Establishing-working relationships with Sea Service commands to obtain fullest utilization of training resources, and to encourage participation in the NSCC/NLCC programs on the part of assigned personnel.

- Overseeing and coordinating training and administrative functions of units within assigned regions, providing guidance and direction as necessary for improvement of training programs.

- Scheduling and conducting training/leadership programs and seminars for officers and cadets.

- Making recommendations for imposition of command probation when warranted.
- Recommending disestablishment of assigned units, when considered in the best interests of the Corps.

- Monitoring scheduling/conduct of annual inspections.

- Assisting with and providing guidance/direction on recruiting and retention programs.

b. Assist Navy League Regional/State/Council Presidents, and representatives of other sponsoring organizations, in meeting responsibilities for NSCC/NLCC programs by:

- Attending or arranging for NSCC representation at Navy League Regional/State/ Council, and other organization, meetings.

- Providing Navy League leadership at all levels with a continuing assessment of the quality of support being provided the NSCC/NLCC programs.

- Encouraging and assisting in the formation of new units.

c. Assisting National Headquarters in administering the NSCC/NLCC programs by:

- Coordinating formation of units by other service organizations (VFW, FRA, NERA, etc.) or civic organizations (Kiwanis, Rotary, Lions, Optimists, etc.) and schools in areas where there are no NLUS Councils or lack of council interest.

- Endorsing all unit requests, making comments on feasibility/desirability of request approval for:

- Unit formation
- Unit name changes
- Officer appointments, promotions, inquiries
- Personnel requests, reviews
- Action impacting on or changing unit structure, leadership, sponsorship, and training
- Major pending action.

- d. Providing direction and oversight for the summer, winter, and spring training evolutions scheduled within their areas of responsibility.

### **Section 3: NSCC Regional Directors**

#### **0430 - General**

**0430.1** Regional Directors are appointed by the National Chairman to serve for a period of one or more years. They may be reappointed. There will be at least one Regional Director for each NSCC Region; however, there is no limit as to the number that may be appointed.

**0430.2** Regional Directors are accountable for the proper performance of duties and must, prior to appointment; indicate their willingness and commitment to fully support the Cadet programs.

**0430.3** A Regional Director who finds it impossible to properly fulfill the duties of office, because of illness, or for other reason, should submit his/her resignation to the National Chairman, via the NHQ Representative and Executive Director.

**0430.4** Regional Directors report to the designated NHQ Representative, but when appropriate, have access to the National Chairman via the Executive Director. This establishes the Chain of Command within each Regional Directors' region, and NHQ Representatives' area.

**0430.5** An NSCC officer in the grade of Lieutenant may be appointed as a Lieutenant Commander upon assignment as Regional Director at the direction of the NSCC National Chairman. This will be a one-year probationary appointment, which may be made permanent upon satisfactory performance of all duties and responsibilities.

**0430.6** Where there are two or more Regional Directors within a region, one may be selected or elected by the NHQ Representative to serve as a facilitator responsible for coordinating region-wide programs such as training, flagships, inspections, ORI, etc. Regional facilitators serve at the pleasure of the National Chairman who will assign their responsibilities in addition to normal duties as a Regional Director. Creation of an additional echelon in the chain of command for this position is not authorized.

### **0431 - Duties/Responsibilities**

**0431.1** Regional Directors are responsible for helping to ensure the success of unit commanding officers through oversight of training, recruiting and administrative functions of their assigned units, and only for those units. They have the authority to direct actions as may be necessary to meet this responsibility, keeping the President/Committee Chairman of the sponsoring NLUS Council, or other sponsoring organizations informed. Specific duties/responsibilities of Regional Directors include, but are not limited to, the following:

- Maintain liaison with Navy League Regional/State/Council Presidents, and representatives of other sponsoring organizations within his/her assigned Region, in addition to the Navy Recruiting Command Area and District personnel, and the Coast Guard Navy League Liaison Officer.

- Monitor unit recruiting, training and provide assistance, or direct corrective action as appropriate. When such training is not satisfactory, recommending Command Probation for commanding officers who fail to develop and maintain effective training programs.

- Assist the NHQ Representative in setting up and monitoring training evolutions in their area

- Encourage exchange of information, sharing of training resources and other material assets between units.

- Assist and Coordinate in formation of new NSCC/NLCC units, and in the increase of membership in existing units.

- Request assignment of staff officers, as needed, to assist in meeting administrative and training responsibilities and to assist in conduct of regional inspections, activities and functions. These officers are not Associate Regional Directors.

- Request assignment of Associate Regional Directors for NLCC matters, Recruiting Activities, and other positions when directed by NHQ.

- Develop, as practical, combined unit-training programs and/or competitions to enhance unit training, develop a "regional" concept of organization and cooperation, and fully use available training expertise and resources.

- Assist sponsoring councils and organizations in identifying and nominating to NHQ for approval and appointment, individuals to serve as Commanding Officers of assigned units.

- Keep sponsoring councils, and other sponsoring organizations, appraised of the "tenure status" of unit Commanding Officers, and the need for positive support of the tenure concept.

- Assist the NHQ Representative in scheduling and conducting of officer/midshipman/ instructor training (OPD) seminar courses.

- Ensure that assigned units undergo the annual inspection/evaluation. Units not inspected will be reported to National Headquarters with a statement as to why they were not inspected.

- Establish a "Regional Inspection Team" and ensure that the team is familiar with standardized inspection and grading procedures.

- Establish regional awards to recognize unit and individual achievements.

- Recommend the disestablishment of any NSCC/NLCC unit, or transfer of unit sponsorship, when considered in the best interests of the Corps and the Navy League.

- Encourage formation of parent support groups or auxiliaries by units.

#### **0432 - Regional Director Allowance**

**0432.1** Regional Directors receive a quarterly allowance from National Headquarters to help defray costs of regional administration and activities. The amount paid is on a per cadet basis and is based on the number of cadets, both NSCC and NLCC, enrolling or reenrolling during each quarter (31 March, 30 June, 30 September and 31 December).

**0432.2** Payment of allowance may be withheld pending receipt of the required quarterly report. (See Sub-Section 0433) Quarterly allowance funds withheld will be transferred to the general operating fund at the end of the fiscal year for those Regional Directors delinquent in reporting at the end of each quarter.

**0432.3** Regional Directors will submit an accounting of funds to National Headquarters along with excess funds, when they are relieved of their appointment. National Headquarters will disburse funds to any successor.

#### **0433 - Regional Director Report**

**0433.1** Regional Directors will submit a narrative report on region activities, regional staff activities, the status of assigned and/or forming units and unit formation efforts, and an accounting of funds received on a quarterly basis, to arrive at National Headquarters no later than ten days following the end of the quarter (10 April, 10 July, 10 October, and 10 January).

**0433.2** The narrative report should provide the information needed to accurately assess the operational status of the region and assigned units, commenting on both problem areas and accomplishments/achievements.

Planned corrective actions, where indicated will be noted. The report should include progress in resolving problem areas previously reported, reports on liaison visits, planned regional training activities, and other information needed to accurately reflect conditions within the region.

**0433.3** An accounting of funds received/expended during the previous quarter will be submitted using NSCC Regional Directors Financial Report Form.

### **0434 - Regional Director Meeting**

**0434.1** An annual national meeting of Regional Directors will be held for orientation, training and policy review. The purpose of the meeting is to reinforce their understanding of the role, responsibilities and authority of their position; and, to discuss/resolve issues raised in regional operations/administration and submissions from their units.

## **Section 4: NSCC Associate Regional Directors/Regional Staff**

### **0440 - General**

**0440.1** Associate Regional Directors may be appointed by the Executive Director, acting for the National Chairman, at the request of the Regional Director. Associate Regional Directors will perform such duties as may be assigned by the Regional Director in furtherance of the NSCC/NLCC programs. Where qualified personnel are available, each region will have an Associate Regional Director for:

-NLCC Matters

-Recruiting Activities

The above are the only authorized Associate Regional Director positions.

**0440.2** Regional staff officers may be assigned, as requested by the Regional Director, in accordance with Regional Staff billet descriptions/rank structure. Duties include, but are not limited to; operations, administration, training, recruiting, retention, supply, public relations and such other duties as may be assigned. Personnel assigned to the regional staff should be experienced officers, preferably assigned as a post-command tour. Officers will not normally be assigned to a regional staff upon initial appointment.

## **Section 5: Organizational Relationships**

### **0450 -National Headquarters (NHQ) Representatives**

**0450.1** NHQ Representatives function as national headquarters representatives for the Executive Director in the performance of their assigned duties.

**0450.2** Regional Directors report to the NHQ Representative and will comply with their guidance and direction, and shall keep the NHQ Rep informed about matters concerning assigned units. Regional Directors have direct access (when appropriate) to the Executive Director, keeping the NHQ Representative informed.

### **0451- Unit Commanding Officer**

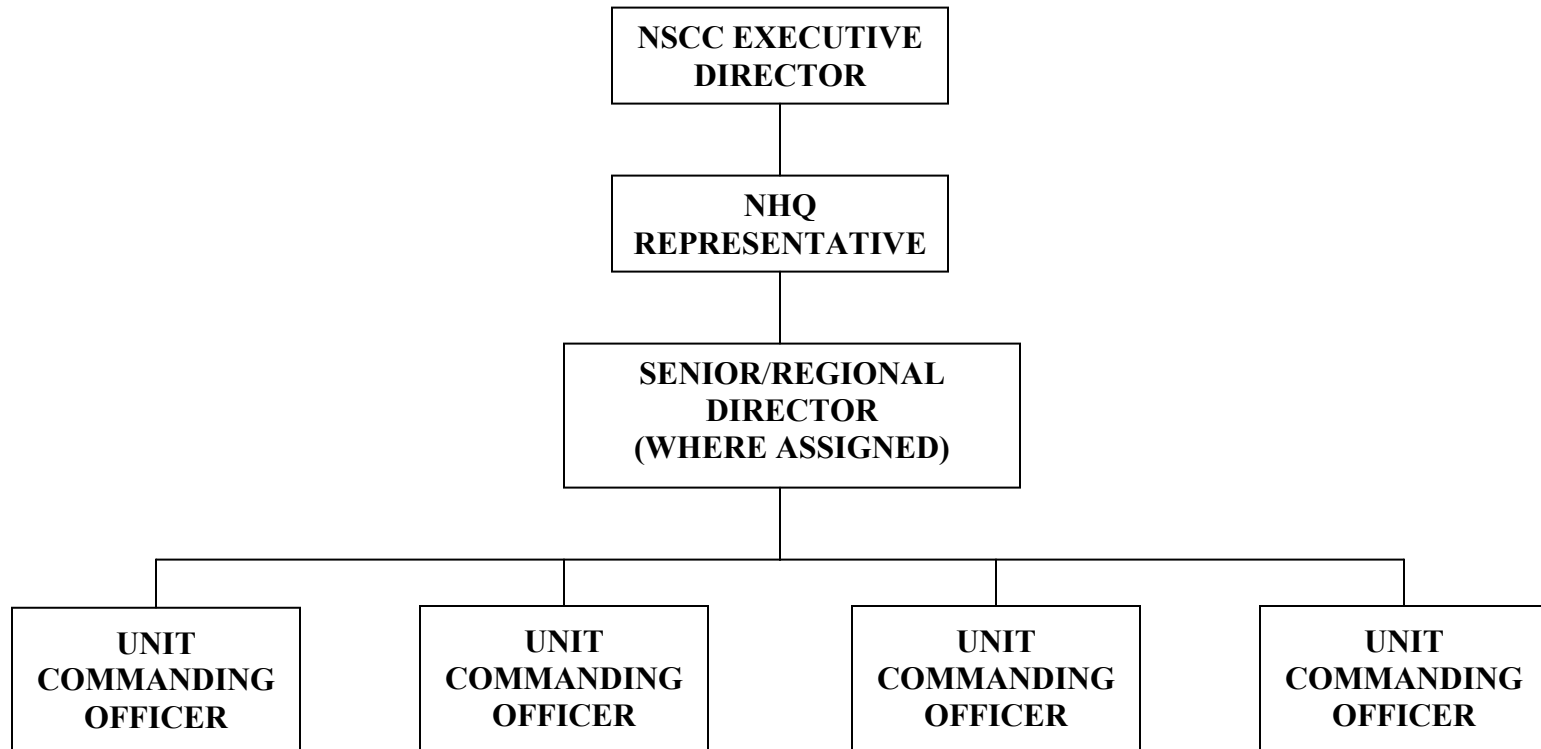
**0451.1** Unit commanding officers report to the Regional Director and have direct access (when appropriate) to their respective NHQ Representatives. Compliance to the NSCC chain of command is absolutely essential.

**0451.2** Unit commanding officers will comply with the direction of the NSCC chain of command in accordance with these Regulations and NSCC Bylaws. The unit must establish a good relationship with the Committee Chairman/Council President to insure the success of the unit in accomplishing its mission.

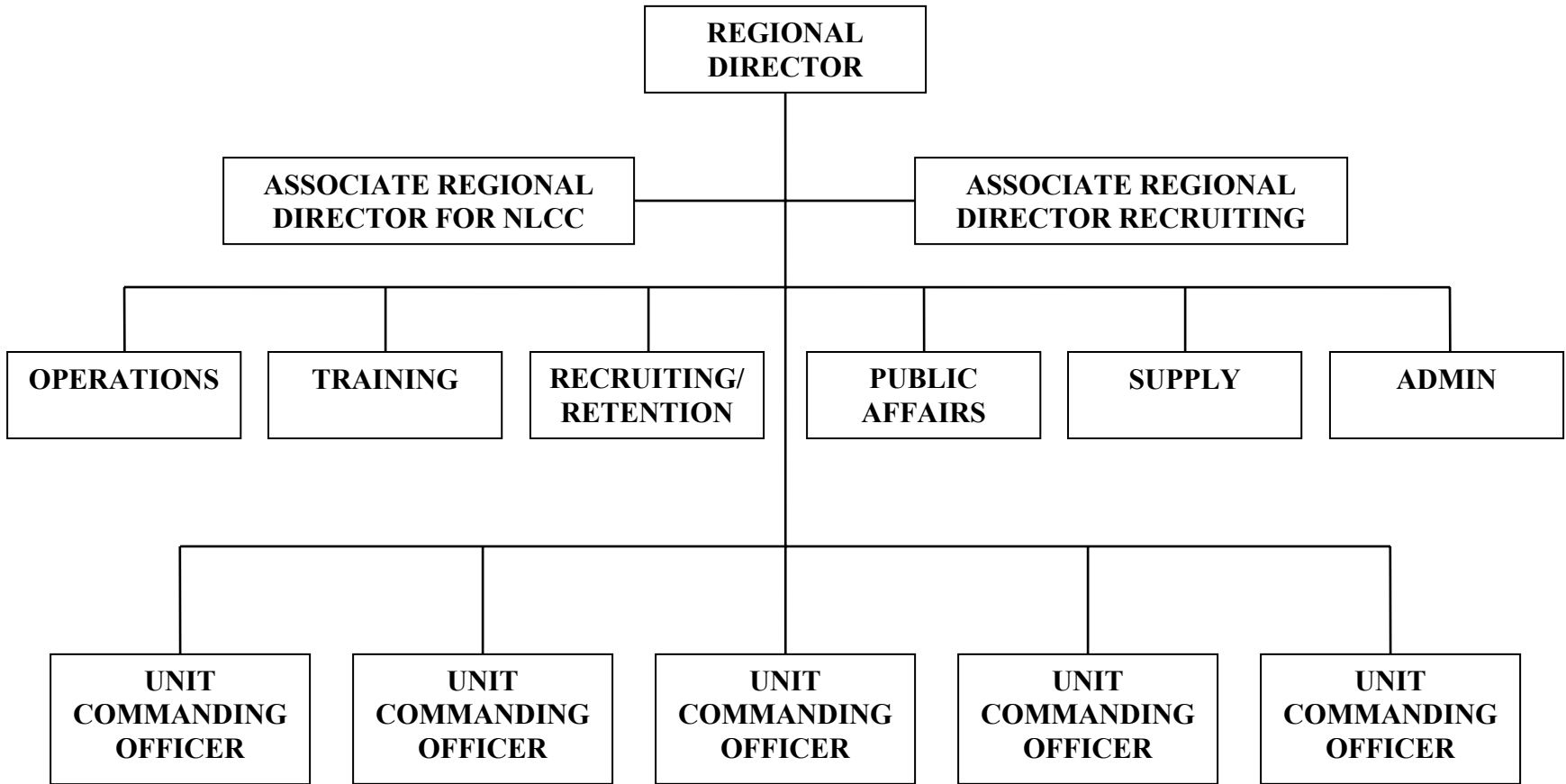
**0451.3** Unit commanding officers will maintain a liaison with the "host" of their meeting location to ensure continued usage of the facility. This may be the school principal, the Commander of The American Legion Post, the base or DOD activity commanding officer, to ensure continued usage of the facility.



**NSCC FIELD ORGANIZATION**



**REGIONAL STAFF ORGANIZATION**



## CHAPTER FIVE

### NSCC UNIT ORGANIZATION

#### Section 1: General

##### 0510 - Unit Designation

**0510.1** Units are designated as divisions, squadrons, or battalions, depending on training orientation. A division is oriented toward the surface Navy, a squadron toward naval aviation, and a battalion toward construction (Seabee) training.

##### 0511 - Adult Leadership

**0511.1** NSCC adult leadership is provided by NSCC officers, midshipmen and instructors. All adults serve at the pleasure and with the confidence of the Chairman. "Loss of confidence" by the Chairman is grounds for removal and may not be challenged.

**0511.2** A NSCC officer is a United States citizen, 21 years of age or over, appointed in the NSCC officer corps. NSCC rank structure is Warrant Officer (WO) through Lieutenant Commander (LCDR) (Pare. 0711.1).

**0511.3** A NSCC midshipman is a former Naval Sea Cadet (E-3 or above), or other individual with appropriate qualifications (JROTC, ROTC, military school, etc.), between the ages of 18 and 21, a high school graduate or GED equivalent, who is appointed to advanced training/supervisory status in the NSCC. A midshipman is considered a member of the NSCC officer corps for administrative purposes only (Pare. 0711.1).

**0511.4** An NSCC Instructor is an individual, over 21 years of age, with special skills or education/professional qualifications, who contributes in his/her area of expertise to unit administration, operation and/or education and training of cadets. Instructors may wear the NSCC uniform or Alternate Uniform. An instructor is considered a member of the NSCC officer corps for administrative purposes only. Requests for waivers of the minimum age requirement will be considered on an individual basis.

##### 0512 - NSCC Cadets/Cadet Rate Structure

**0512.1** A NSCC cadet is a young United States citizen, male or female, between the ages of 14 and 18 (waivers may be requested for motivated individuals) who is enrolled in a NSCC unit.

**0512.2** The cadet rate structure parallels that of the Navy in that cadets enroll as a recruit (E-1) and, after having met certain requirements, may advance, progressively, to the rate of Cadet Chief Petty Officer (E-7).

**0512.3** Each NSCC unit with 15 or more cadets is authorized a Chief Petty Officer who will serve as Chief of the Unit. Waivers for this requirement will be granted for highly deserving personnel.

##### 0513 - Unit Allowance/Billets

**0513.1** Unit allowance establishes the military structure of the unit and the number of adult leader and cadet petty officer billets, by rank and by rate, considered necessary to enable the unit to carry out its training and administrative functions.

**0513.2** A billet identifies a group of duties/responsibilities to be performed by one person.

**Section 2: Allowances**

**0520 - Table of Allowances**

**0520.1** Unit allowances, based on number of cadets enrolled, are given in the following table. Unit allowance for officers and cadet petty officers shall normally not be exceeded. However, waivers will be considered for exceptionally deserving personnel.

	<b><u>Unit Enrollment</u></b>				
	<b><u>Less Than 25 Cadets</u></b>	<b><u>25-39 Cadets</u></b>	<b><u>40-79 Cadets</u></b>	<b><u>80+ Cadets</u></b>	
<b><u>Officer Allowance</u></b>					
LCDR	0	1	2	2	
LT	1	2	4	5	
LTJG	3	4	5	7	
ENS/WO/MIDN/INST	No Limit	No Limit	No Limit	No Limit	
<b><u>Cadet Petty Officer ALLOWANCE</u></b>					
	<b><u>Less than 25 CADETS</u></b>	<b><u>25-30 CADETS</u></b>	<b><u>31-40 CADETS</u></b>	<b><u>41-50 CADETS</u></b>	<b><u>51-60 *** CADETS</u></b>
E-7	1*	2	3	3	4**
E-6	2	3	4	5	6***
E-5	3	4	6	8	10***
E-4	No Limit	No Limit	No Limit	No Limit	No Limit

\* 15 NSCC Cadets Minimum

\*\* Maximum of 4 CPO' Per Unit. Waivers may be requested.

\*\*\* Thereafter, add 1 PO-1 and 2 PO-2 for every 10 cadets or portion thereof

**Section 3: Unit Enrollment**

**0530 - General**

**0530.1** Minimum satisfactory enrollment of a NSCC unit is 25 Sea Cadets and 4 officers. Units whose enrollment consistently falls below these numbers may be placed in a probationary status, along with unit commanding officers being placed on command probation. Units failing to attain and maintain satisfactory enrollment may be disestablished and appointments to command of unit commanding officers may be revoked (see CHAPTER NINETEEN).

## **Section 4: Officer Descriptions**

### **0540 - General**

**0540.1** Organization of a unit must be directed toward achieving the most efficient use of officer resources. This section identifies the primary billets to which officers will be assigned, and the primary duties and responsibilities of each. Commanding officers of units not having enough officers to fill all billets should assign collateral/additional duties as necessary, to ensure that all required unit functions are assigned. Consideration should be given to the skills of unit leaders, which may require adjustments to the following billet descriptions, to best meet these skills and unit needs. There are no special corps (i.e. chaplain, supply, medical, etc.) in the NSCC, regardless of the billet an officer is filling. See Chart page 5-8.

### **0541 - Commanding Officer**

**0541.1** The recommendation of an individual to serve as unit commanding officer may be made by the President of the sponsoring Navy League Council (or head of any other authorized sponsoring organization or the NSCC Committee Chairman acting for the President). The letter of recommendation (accompanied by a completed NSCC Officer Application, and supporting documents if the individual is not an NSCC officer) will be submitted to the National Chairman via the chain of command, for consideration of approval. The recommendation package will be sent via the Regional Director and NHQ Representative for comment and their recommendations, and forwarding on to the NSCC national headquarters. Any differences in recommendations between the sponsoring organization and NSCC Chain of Command will be resolved by the Failure of a sponsoring organization to make a timely recommendation will result in the Regional Director or Headquarters Representative making a recommendation to Headquarters. All subsequent changes of command will be handled in the same manner.

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

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

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

### **0542 - Executive Officer**

**0542.1** The executive officer is responsible to the commanding officer for the proper operation and administration of the unit and for such duties as may be delegated to him/her. The executive officer will assume command in the absence of the commanding officer.

### **0543 - Training Officer**

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

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

#### **0544 - Operations Officer**

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

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

#### **0545 - Administrative Officer**

**0545.1** The administrative officer is responsible to the executive officer for all unit administrative matters, to include the following:

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

## **0546 - Personnel Officer**

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

## **0547 - Supply Officer**

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

## **0548 - Recruiting and Public Affairs Officer**

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

## **0549 - Instructors/Special Assistants**

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

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

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

## **Section 5: Commanding Officer Qualifications/Tenure**

### **0550- General**

**0550.1** Successful attainment of educational/training goals depends, in large measure, on the competence and professionalism of the unit commanding officer, and for a continuing infusion of new training ideas and concepts. To accomplish this, it is necessary to establish minimum qualifications for appointment to command and command tenure. The Commanding Officer serves at the pleasure of the National Chairman and may be removed by the National Chairman for "loss of confidence". Loss of confidence may not be challenged.

**0550.2** Successful implementation of the concepts of command qualifications and command tenure require early identification and training of officers with command potential. When appropriate and applicable, commanding officers will identify and recommend a subordinate junior officer as his/her prospective relief. The name of the officer recommended will be forwarded to the NSCC Committee Chairman/Council President or President of sponsoring organization for review and comments/recommendations. The council will forward via the Regional Director and NHQ Representative their recommendations for forwarding to NHQ. Only the Executive Director, acting for the Chairman, may appoint the Commanding Officer.

## **0551 - Command Qualifications**

**0551.1** To help ensure that the individual nominated for appointment to command has the requisite skills and aptitude for the position, it is necessary to establish minimum qualifications for appointment to command to guide those involved in the selection process.

**0551.2** Minimum qualifications for appointment to command from within the unit or from a regional staff are as follows:

- Must complete the following Officer Professional Development (OPD) training courses:
  - Basic Orientation (OPD-101)
  - Program Management (OPD-201)
  - CO/XO Command Course (OPD-301)
- Should have served as unit/regional training officer, or executive officer.
- Must have served as escort officer for NSCC and/or NLCC recruit training.

**0551.3** Individuals who will receive their original officer appointment along with their appointment to command, as in the case of forming units, must be screened to ensure competency and aptitude for command, prior to nomination to National Headquarters. Nominations will be forwarded to National Headquarters through the Regional Director and cognizant NHQ Representative, for endorsement.

**0551.4** The initial appointment for new unit Commanding Officers will usually be LTJG. With qualifying background and experience, a Commanding Officer may be appointed a LT if warranted.

## **0552 - Command Tenure**

**0552.1** Command tenure provides upward mobility for junior officers and is a source of senior, well-qualified officers, as needed, for continuing service at the regional level. National Headquarters, assisted by NHQ Representatives and Regional Directors, will ensure that program objectives are met by:

- When possible keeping sponsoring councils, or other sponsoring organizations, apprised of the "tenure" status of commanding officers.
- Assisting in identification and nomination of commanding officers. Working with the President/Committee Chairman (acting for the President) of the sponsoring organization may nominate an individual to the National Chairman. Only the Executive Director by direction from the National Chairman may appoint the Commanding Officer.

**0552.2** Appointments to command will be for three-year periods. At the end of that time the incumbent commanding officers may be re-nominated for up to an additional three-year period, or a qualified relief may be nominated to replace the incumbent. If no recommendation for continuation letter is received by NHQ, continuation will be automatically assumed.

**0552.3** If the incumbent commanding officer is re-nominated, National Headquarters will approve/disapprove continuation based on performance, specifically:



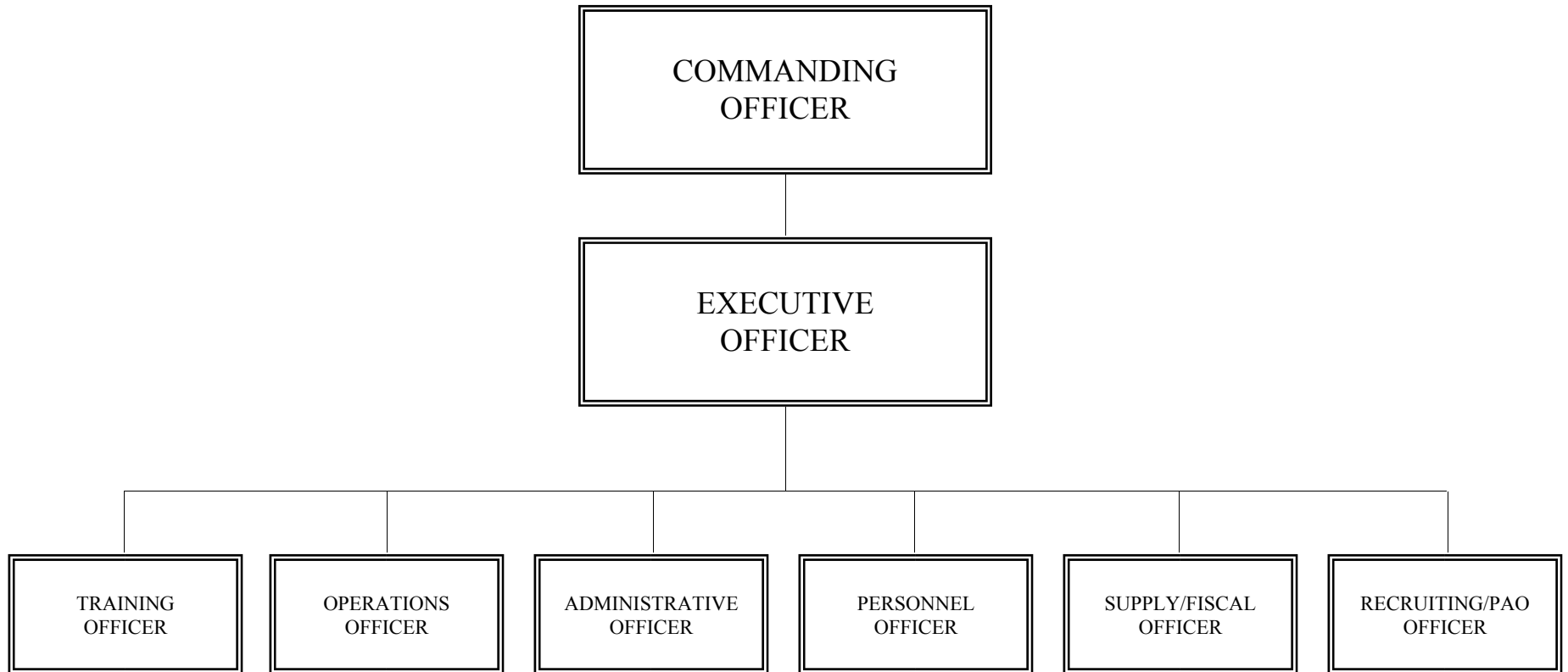
- Officer Evaluation/Evaluation Form evaluations
- Record of annual inspection completion. Minimum score of 2.5 for the first year, improving to 3.2 for the third year with no significant discrepancies.
  
- Minimum satisfactory enrollment (NSCC: 25 cadets and four officers/NLCC: 15 cadets and two officers).
  
- Unit participation in summer training.
  
- Evidence of a prospective commanding officer training program.

**0552.4** If continuation is approved, the incumbent commanding officer may be reappointed for up to an additional three-year period. If continuation is not approved by NHQ:

- The President of the sponsoring organization may be requested to nominate a relief. If a qualified relief is not on board, the Regional Director and NHQ Representative will be requested to assist in the search.
  
- If no qualified relief is identified, the incumbent commanding officer may be reappointed for a period not to exceed one year.

# U.S. NAVAL SEA CADET CORPS

## UNIT ORGANIZATION



SUGGESTED TABLE OF ORGANIZATION

## CHAPTER SIX

### THE NAVAL SEA CADET

#### Section 1: Qualification for Enrollment

##### 0610 - Membership

**0610.1** A Naval Sea Cadet must be a citizen or legal permanent resident of the United States. If an applicant is a foreign national with permanent residency status, they must present their Permanent Resident Card (“Green Card”) at the time of enrollment.

##### 0611 - Age

**0611.1** Cadet applicants must be 13 years of age and not yet have reached their 18th birthday to enroll. If motivated enrolled cadets have not graduated from high school by their 18th birthday, a waiver can be requested for continued enrollment until completion of high school and summer training of their graduation year as long as they are in compliance with Section 0632 series.

##### 0612 - Physical Examination

**0612.1** Cadet applicants must take a physical examination (minimum-sports type) to determine their degree of fitness for entry into NSCC. This examination is to be conducted by a physician or authorized/certified physician’s assistant or nurse practitioner, military or civilian and NSCC Medical Report of Medical History (NSCADM 020) and NSCC Report of Medical Examination Form (NSCADM 021) will be used to record the results of the examination. The physician’s office form may be used to record the examination results if the NSCC Medical Examination Form (NSCADM 021) is used as the guideline for the examination and the physician office is going to charge an additional fee to record the results on the NSCC form. The NSCC is committed to providing accommodations to those applicants who have disabilities which may prevent them from participating in NSCC training activities. The NSCC Medical Reference Policies and Procedures Manual sets forth the guidelines and procedures for requesting reasonable accommodations.

**0612.2** In the event a medical condition is noted by the examining physician on the medical forms, the examining physician should note any physical limitations associated with the medical condition. For example, if asthma is listed as a medical condition, the examining physician should indicate whether there is a physical limitation in the amount of running and/or walking an applicant can perform. It should also be noted if the medical condition is controlled by medication such as an inhaler.

**0612.3** Cadet applicants must be advised admission into the NSCC does not mean, or infer, that they can subsequently meet the criteria for subsequent enlistment into the armed forces.

**0612.4** Urinalysis and hemoglobin (blood) testing should be performed if the applicant has a history of urinary or hemoglobin problems.

## **0613 - Education**

**0613.1** Cadet applicants must be enrolled in school/home schooled and have a satisfactory scholastic standing.

## **0614 - Moral Character**

**0614.1** Cadet applicants must have a good moral character and be free of felony/misdemeanor convictions.

## **0615 - Marital Status/Parenthood**

**0615.1** Cadet applicants must be single and without child to be enrolled in the NSCC Program. Pregnancy, single parenthood, and marriage are grounds for dismissal and the cadet shall be separated from the program.

## **Section 2: Enrollment**

### **0620 - Parent/Guardian Interview**

**0620.1** The commanding officer, or a designated representative, must interview the parent(s)/guardian(s) of each cadet applicant to ensure their understanding of the goals and objectives of the NSCC, the nature of the training, and the need for their support in the conduct of training. They will be advised that participation in the NSCC is not a commitment to future enlistment in the armed forces.

**0620.2** Parent(s)/guardian(s) must sign the agreement on the Cadet Application and Agreement Form (NSCADM 001) in the presence of an NSCC officer. A cadet applicant cannot be enrolled in the NSCC until the agreement has been signed. All applicants are required to sign a hold harmless agreement.

**0620.3** Parent(s)/guardian(s) will be briefed on the coverage provided by the NSCC accident insurance program. Parent/guardian signifies that they understand the accident insurance coverage when they sign the agreement. The family's health insurance information needs to be obtained, and then updated yearly, in case the cadet gets sick or injured during a drill or advanced training.

**0620.4** The success of the NSCC/NLCC programs in accomplishing defined training goals depends in large measure on parental support. The NSCC thrives on a family concept where parents/ guardians volunteer support upon enrolling their children as cadets in the program. The NSCC/ NLCC Parental Agreement Form (NSCADM 004) is designed to meet the need of formally requesting parents to assume an active role in activities of the NSCC program. The NSCC/ NLCC Parental Agreement Form (NSCADM 004) is to be completed at the time of the required unit commanding officer/parent/cadet applicant interview, which is conducted during the enrollment process. Having indicated the degree to which they will participate, unit commanding officers must follow-up immediately with the parents/guardians. Particular attention should be placed on participation in the Parents Auxiliary Group. The NSCC program is run primarily through volunteers. For any applicant who may require reasonable accommodation for a disability in order to participate in NSCC activities, such accommodation may include a requirement that a parent/legal guardian attend NSCC activities with the cadet.

## **0621 - Enrollment Fees**

**0621.1** Enrollment fees are established by the National Board of Directors. Cadet applicants are not permitted to participate in unit activities until these fees have been paid and an ID Card received. **0621.2** After the application process has been completed and it is determined that the cadet applicant is qualified, enrollment will be recorded on the NSCC Cadet Enrollment/Registration Form and forwarded, with enrollment fees, to National Headquarters. If the NSCC Cadet Enrollment/ Registration Form (NSCADM 007) is not completed properly, or there is a shortage in fees, the unit is notified of the missing/incorrect information or shortage in fees, and provided with a time frame that the required information/fees must be submitted to NHQ. If the additional information/fees are not received in the specified time frame, all fees submitted with that NSCC Cadet Enrollment/Registration Form (NSCADM 007) will be forfeited and none of those cadets will be enrolled. If excessive fees are received, the enrollments will be processed and the overage in fees will be considered as a "donation" to the Corps. If a check is received by NHQ and it is returned from our bank for insufficient funds (NSF), the issuing unit will be assessed those bank charges. Those charges must be paid before NHQ will process any further enrollments.

**0621.3** A **cadet applicant** is formally enrolled in the NSCC, and **may participate in all unit activities, when the unit receives the NSCC/NLCC ID card from National Headquarters.**

## **0622 - Promise of Naval Sea Cadets**

**0622.1**"I promise to serve God, honor our flag, abide by Naval Sea Cadet Corps Regulations, and carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps, the Navy, the Coast Guard, and my country."

## **Section 3: Requirements for Continued Participation in NSCC**

### **0630 - Personal Decorum**

**0630.1** Cadets must maintain a good moral character and remain free of felony/misdemeanor convictions.

**0630.2** Cadets must accept discipline as a personal challenge leading to advancement and leadership opportunities.

**0630.3** Promiscuous sexual behavior is not responsible behavior. Such behavior, including pregnancies or causing pregnancies, is serious misconduct, which will normally result in separation/dismissal. Mitigating circumstances may moderate the disciplinary action taken. The Executive Director must approve continuance/dismissal from the Corps under these circumstances.

**0630.4** Hazing, harassment or any other demeaning behavior exercised by any adult or cadet upon another cadet is grounds for immediate dismissal. Superior rank or position is not an excuse for subjecting juniors to such behavior.

## **0631 - Personal Appearance**

**0631.1** Cadets must maintain a neat, clean military appearance. The uniform must be clean and worn with NSCC insignia affixed correctly, at all NSCC drills and functions.

**0631.2** Cadet grooming standards will conform to Navy standards with the exception that facial hair will not be worn.

## **0632 - Scholastic Standards**

**0632.1** Cadets must maintain a scholastic standing, which ensures advancement in school.

**0632.2** Failure to pass to the next school grade, suspension from school, or leaving school, is cause for disenrollment from the NSCC.

## **0633 - Drill Attendance**

**0633.1** Cadets are expected to attend a minimum of 75% of scheduled drills. Cadets failing to do so may, at the option of the commanding officer, be disenrolled from the NSCC.

## **0634 - Physical Fitness**

**0634.1** Cadets are expected to be able to comply with the Corps Physical Fitness Program unless a waiver for a disability has been granted. Units are required to conduct regular physical fitness training with the results recorded on the Cadet Exercise Chart (NSCTNG 020) at least **quarterly**. Being able to meet the Corps physical fitness standards is a requirement for completing Recruit Training and continued enrollment and advancement in the Corps. These or higher standards are required for follow on Advanced Training. Local provisions to accommodate cadets with a disability are authorized.

## **Section 4: Female Cadet Participation**

### **0640 - General**

**0640.1** Female cadets may be enrolled if there is a female adult leader attached to the unit who is available to supervise female cadet participation in training at all times. Common sense must dictate here. For example, multiple female cadets in a classroom setting will not require the female instructor to be in the room, but in the area. Any counseling of a female cadet will require two or more adults present, one of whom shall be female.

**0640.2** Female cadet training will generally be the same as that given to male cadets except where common sense dictates otherwise. Female cadets are not authorized to be in a vehicle alone without other female cadet(s) or a female escort.

## CHAPTER SEVEN

### THE NAVAL SEA CADET CORPS OFFICER

#### Section 1: The NSCC Officer Corps

##### 0710 - General

**0710.1** The NSCC officer corps is composed of dedicated men and women, civilian and military, who are interested in the education and training of American youth, and in furthering the goals and objectives of the NSCC/NLCC. All are volunteers, receiving no pay or allowances. The NSCC rank structure is for the purpose of an NSCC support and seniority system. Accordingly when used, it should clearly identify the NSCC officer as such when the identity is not evident, i.e. writing, voice communications, like the armed services, use of NSCC titles is not appropriate in personal business dealings.

##### 0711 - Rank Structure

**0711.1** Rank structure of the officer corps generally parallels that of the Navy except that there is no rank in NSCC above the rank of LCDR. NSCC officer ranks are: WO, ENS, LTJG, LT, and LCDR. While not officers, Midshipmen and Instructors are, for administrative purposes, considered to serve in the NSCC Officer Corps.

**0711.2** The initial rank of an officer applicant will normally be to that of an Instructor for the first year. When they have met that and other requirements (21 or over, service, educational and training), they can be appointed to the rank of Ensign. Waivers to this policy will be made via the chain of command by the unit commanding officer (NSCC Committee Chairman when nominating a prospective unit commanding officer). Only the Executive Director, acting for the National Chairman, may approve and authorize the initial rank to which the applicant will be appointed. Initial appointments in the grade of either LT or LCDR are not normally made. The initial appointment for new unit Commanding Officers will usually be LTJG.

**0711.3** Initial appointment to Warrant Officer (WO) is limited to those individuals who attained the rate of E6 or above with 8 years of military service on active duty or in a reserve component, received an Honorable Discharge, and who wish to instruct in a technical skill or perform a single function with the unit. A WO may request a "Jump" promotion to LTJG or above after serving one (1) year or longer in grade and has met "ALL" requirements for the intended rank.

#### Section 2: Military Personnel

##### 0720 - NSCC Officer Appointment

**0720.1** Military personnel (active duty, reserve or retired) affiliating with a unit must apply for NSCC Officer, Instructor, or Auxiliary appointment regardless of present or past military status. Active, Reserve, and Retired personnel will be enrolled as Instructors or Auxiliary if they desire to wear their authorized military uniform. Otherwise, they may enroll as a NSCC officer, wearing the appropriate NSCC Uniform.

##### 0721 - Correlation of Rank

**0721.1** There is no correlation between rank in the military and rank in the NSCC. Initial appointment in the NSCC may not, therefore, be in the equivalent rank held in the military. In no case will an individual be appointed in a rank above LCDR (see Para. 0711.1) except for the Chairman and President.

### **Section 3: Criteria NSCC Officer/Midshipman Appointment**

#### **0730 - Citizenship**

##### **0730.1**

NSCC Officers, Midshipmen, Instructors, and Auxiliarists must be citizens or legal permanent residents of the United States. If an applicant is a foreign national with permanent residency status, they must present their Permanent Resident Card (“Green Card”) at the time of enrollment.

#### **0731 - Age**

**0731.1** NSCC officers must be at least 21 and normally not more than 65 years of age. The Executive Director, when requested by the unit commanding officer and/or NSCC Committee Chairman, may waive the age limitation for applicants over age 65.

**0731.2** Midshipmen must be at least age 18 and not yet have reached age 21.

#### **0732 - Moral Character**

**0732.1** NSCC officers, instructors and midshipmen must possess high moral standards, adhere to high ethical standards of behavior, be citizens in good standing in the community, and be free of felony conviction. Felony conviction after appointment will normally be cause for revocation of appointment.

**0732.2** Officers, instructors and midshipmen must respect the dignity and rights of the individual and provide an environment which is free from all forms of abuse. Any behavior on the part of personnel, which de-emphasizes the value of the individual, or which otherwise may produce negative results, constitutes oppression, mistreatment, sexual harassment and cruelty, and will not be tolerated.

#### **0733 - Weight/Physical Standards**

**0733.1** NSCC officers, midshipmen and enrolled (uniformed) instructors have been **granted the privilege** of wearing the naval officers' uniform, **appropriately modified by NSCC insignia**, in recognition of their role in furthering the goals of the U. S. Navy in training American youth. It is incumbent upon each to wear the uniform with pride, dignity and respect, presenting a sharp, neat military appearance that reflects credit upon the Naval Sea Cadet Corps and the Navy at all times. A key element in this regard is weight control. For this reason, among others, NSCC has established weight standards for officers, midshipmen and uniformed instructors similar to those established by the U.S. Navy and Coast Guard. Unit Commanding Officers and Regional Directors will insure full compliance with established uniform policy and standards of appearance.

**0733.2** While paralleling Navy and Coast Guard standards, NSCC weight criteria are less stringent. This accommodates the fact that NSCC adult leaders are volunteers from all walks of life, ranging in age from 21 to well over 75 years old. These volunteers, as a group, may not, nor are they expected to, meet the rigid medical and physical requirements prescribed for active duty and reserve personnel. NSCC weight standards will, however, accommodate the vast majority of adult leaders while maintaining desired standards of military appearance. Accordingly, officers, midshipmen and uniformed instructors will conform to the weight standards shown below:



**NSCC WEIGHT CHART - MEN****NSCC WEIGHT CHART – WOMEN**

<b>(Wrist Measurement)</b>							<b>(Wrist Measurement)</b>						
<b>HT (In)</b>	<b>less&lt; 6 ½ in</b>	<b>6 ½ to 7 in</b>	<b>7 to 7 ½ in</b>	<b>7 ½ to 8 in</b>	<b>8 to 8 ½ in</b>	<b>more&gt; 8 ½ in</b>	<b>HT (In)</b>	<b>less &lt; 5 ½ in</b>	<b>5 ½ to 6 in</b>	<b>6 to 6 ½ in</b>	<b>6 ½ to 7 in</b>	<b>7 to 7 ½ in</b>	<b>more&gt; 7 ½ in</b>
60	144	152	159	167	175	183	60	126	134	141	149	156	164
62	152	160	168	176	183	191	62	132	140	147	155	162	170
64	160	168	176	184	192	200	64	138	145	153	160	168	175
66	169	177	184	192	200	208	66	144	151	159	166	174	181
68	177	185	193	201	208	216	68	150	157	165	172	180	187
70	185	193	201	209	217	225	70	155	163	170	178	185	193
72	194	202	209	217	225	233	72	161	169	176	184	191	199
74	202	210	218	226	233	241	74	167	175	182	190	197	205
76	210	218	226	234	242	250	76	173	180	188	195	303	210
78	219	227	234	242	250	258	78	179	186	194	201	209	216
80	227	235	243	251	258	266	80	185	192	200	207	215	222

**0733.3** Individuals requesting an officer, midshipman, or uniformed instructor appointment in the Naval Sea Cadet Corps must meet the above weight standards and present a sharp, neat, military appearance. Commanding Officers may request a waiver for initial appointment for exceptionally well qualified people by submitting a recommendation to the Executive Director, via the chain of command, with a full length side view photograph and justification for the waiver. (Waivers will be considered on a case-by-case basis under exceptional circumstances).

**0733.4** Individuals requesting an officer, midshipman, or uniformed instructor appointment who are unable to meet NSCC weight standards may be enrolled as a non-uniformed instructor, midshipman or officer.

**0733.5** A sharp, neat, military appearance will be a factor considered by all future promotion boards. Service records must have a current three quarter or full-length photo and one must be submitted with all promotion recommendations.

**0733.6** Regional Directors and unit Commanding Officers are responsible for recommending officers, midshipmen and instructors under their command, or requesting assignment to their command, for waiver of weight standards. Waiver requests will include a full-length side view photograph and a written statement detailing performance, contributions to the program and future potential of the person for whom the waiver is requested. Endorsements will comment on these factors. All original paperwork requests will be submitted to the NSCC Executive Director, via the chain of command.

**0733.7** Physical examinations are required for officer, midshipman or instructor applicants. Records are kept locally with copies of NHQ. Physicals are for informational purposes to ensure that they are physically able to perform the duties and physical demands of the billets or training evolutions they are to fill.

### **0734 - Educational/Professional Qualifications**

**0734.1** Applicants should have educational and professional qualifications which enable them to contribute to the achievement of NSCC goals and objectives in the training and education of American youth. While no particular qualifications are specified, applicants with nautical skills/background are desired.

**0734.2** Applicants for midshipman appointment may be former Naval Sea Cadets (NSCC E-3, or above), JROTC cadets, ROTC midshipmen, or other individuals having qualifications which would be of benefit to the NSCC, and are high school graduates or possess a GED or equivalent.

## **Section 4: NSCC Officer/Midshipman Study Guide**

### **0740 - General**

**0740.1** The NSCC Officer/Midshipman Study Guide is designed to provide officer/midshipman applicants with a working knowledge of NSCC Regulations, the Corps' other manuals that provide guidance for the program, and the NSCC Information/Action Letters, which modify or supplement the Regulations. Officer and Midshipman applicants must successfully complete/pass the OMSG prior to appointment, and must submit proof of passing the OMSG with the Adult Application (NSCADM 002). Enrolled Instructors must successfully pass the OMSG within the first year of enrollment and will not be re-enrolled without proof of completion (with a passing score).

**0740.2** A grade of 3.2, or better, is required for satisfactory completion of the study guide. Applicants will be notified of results on a "PASS/FAIL" basis. Applicants failing to attain a passing mark will be required to resubmit.

## **Section 5: Screening of Applicants**

### **0750 - General**

**0750.1** The importance of screening applicants cannot be overstated. While the basic responsibility for doing so rests with both the commanding officer and the NSCC Committee Chairman, each adult leader must be screened and monitored to detect behavior traits which might indicate that the individual concerned is not suited for contact with youth in the NSCC training situation. No adult will be allowed to participate in cadet activities or have direct contact with cadets until such time as a background check is completed at NHQ and the enrollment is subsequently entered. However:

1. Prospective adult volunteers will be allowed to observe cadet activities during the course of two (2) calendar days prior to submitting their application for enrollment, provided they are accompanied by another enrolled adult and are never allowed to be alone with the cadets during this "orientation" period.
2. Following the orientation, and upon submission of the adult application, such individuals will not be allowed to participate in unit activities until their background check comes back "Complete" and "Clear" and they have received an ID card.

### **0751 - Screening Procedures**

**0751.1** Measures to be taken in screening applicants are:

- a. Interviews will be conducted separately by the commanding officer, and where possible by the NSCC Committee Chairman. Subjects to be covered include; education, marital status, employment and job history, drinking and drug use habits, previous affiliations with other youth groups, and reasons for wishing to affiliate with the NSCC.
- b. Each reference listed on the applicant's NSCC Officer/Midshipman Application Form must be contacted by the unit commanding officer or his representative, using the NSCC Officer/Midshipman Questionnaire Form. Responses are to be kept confidential and marked "for official use only".

- c. There are agencies available through public domain websites where units can scan for criminal history on potential volunteers. If the unit chooses to take advantage of these websites, and **derogatory information is discovered, it will be forwarded to NHQ immediately for verification through our vendor**. Unit personnel are not to confront an individual regarding information obtained in the public domain. Nationally, NHQ will request a background check on all adults upon receipt of the full completed Adult Leader Application (NSCADM 002). Unfavorable results will be further investigated and commented upon by individuals with records. The results of the inquiry/investigation by NHQ and NHQ Reps will determine the fitness for the individual to be enrolled in the program. **Failure of an individual to respond to an inquiry is grounds for non-enrollment (or dismissal if the information is obtained subsequent to an enrollment)**.
- d. All applicants who state they had prior military service shall submit a copy of their DD-214 (Record of separation/discharge from the armed forces) with the NSCC Officer/Midshipman Application form.
- e. Retired, Active duty and reserve personnel will present their current military ID card to the Unit Commanding Officer upon submission of the Adult Leader Application (NSCADM 002). A Statement of Service from the applicants command will be submitted in lieu of the ID Card. **NOTE: Photocopying of the military or dependent identification card is a violation of Title 18, US Code part I, Chapter 33, Section 701 punishable by both fine and/or imprisonment.**

**0751.2** Should unfavorable information become available after the applicant has been appointed to officer status, the program provides the means through which the individual's appointment may be terminated.

## **Section 6: Officer/Midshipman Appointments**

### **0760 – General**

**0760.1** Appointment as an officer, midshipman or instructor in the NSCC can be effected only by the Executive Director acting for the National Chairman. No commanding officer/NSCC Committee Chairman/Council President, or any other person, can appoint any individual as a NSCC officer, midshipman or instructor.

### **0761 - Probationary Appointments**

**0761.1** Adult applicants, regardless of source or qualifications, will be appointed in a **probationary status for one year as an instructor**. The purpose of the probationary status is to provide a period of time during which the motivation, suitability and performance of each person entering the NSCC program as an adult leader can be assessed. Only those instructors who can be expected to make meaningful contribution to the NSCC program will be considered to receive appointments as officers. Midshipmen will be appointed as NSCC Officer upon reaching age 21 and applying for officer status. The purpose of the probationary appointment program is to insure the quality and competence of the officer corps. Applicants shall be fully advised of their probationary status and NSCC termination policy.

**0761.2** Midshipmen and instructors may wear the NSCC uniform (provided they meet the requirements of 0733), be assigned to a billet, and may be fully integrated into unit operations without reservation or restriction.

**0761.3** Probationary appointments will be completed/terminated when:

- a. The individual has completed one year of satisfactory service in a probationary status and has been recommended for appointment to Ensign by the unit commanding officer. Non-uniformed instructors, uniformed instructors desiring to remain instructors and those that were enrolled as an officer initially (i.e., officers of a forming unit) must fulfill one year of satisfactory service. No administrative requirements or submission of documentation to NHQ are required.
- b. When the commanding officer/NSCC Committee Chairman is of opinion that the individual concerned does not display the inclination, motivation, appearance or attributes desired in a NSCC adult leader, a recommendation for termination of probationary appointment may be made at any time during the probationary period.
- c. The recommendation will be by letter to National Headquarters via the chain of command with a copy to the individual concerned. National Headquarters will make notification of termination of probationary status, to the individual concerned by letter, via the commanding officer. The provisions of Para 0932.2 regarding revocation of appointment do not apply to termination of probationary appointments.
- d. There is cause as determined by the Executive Director.

**0762 - Permanent Appointments**

**0762.1** Permanent NSCC officer appointments will be automatic to individuals who:

- a. Have completed one year in a probationary status, and
- b. Are recommended for appointment by their commanding officer. All recommendations for appointment (to include waivers) will be made via the chain of command by letter to the Executive Director using the Officer Promotion/Evaluation Form (NSCADM 017).

**0763 - Applications for Appointment**

**0763.1** Midshipman and instructor original applications will be submitted to National Headquarters by the commanding officer.

**0763.2** See the NSCC Administrative Manual for the required documents to be enclosed with the application:

**0763.3** Officer applications for new units starting up will be submitted by the NHQ Representative, prospective commanding officer, Regional Director, or the NSCC Committee Chairman, via the chain of command, to National Headquarters. The NSCC Officer/Midshipman Application Form will be used.

**0763.4** See the NSCC Administrative Manual for the required documents to be enclosed with the application.

**0764 – Processing of Applications**

**0764.1** National Headquarters personnel will review each application and supporting documents for completeness. Incomplete documents will be returned to the unit for corrective action.

**0764.2** When documentation is complete, the Executive Director will issue appointments as appropriate.

## **Section 7: Appointment of NSCC Midshipmen to Officer Status**

### **0770 – General**

**0770.1** Midshipmen may be appointed to officer status in the rank of Ensign upon reaching age 21. Only midshipmen exhibiting the qualities of leadership, military bearing and the high standards of performance desired in members of the NSCC officer corps, will be so appointed.

**0770.2** Appointment of midshipmen to officer status in the grade of Ensign is an original appointment and, as such, selection board action is not required. This also starts their time in service, setting the NSCC clock to zero, for future promotions.

**0770.3** Unless a waiver is required, commanding officers may forward recommendations for officer appointment to the Executive Director. In those cases where NHQ Representatives desire to comment on all officer appointments, an updated NSCC Officer/Midshipman Application or Evaluation Form should be enclosed. Upon receipt, the Executive Director will issue an appointment to Ensign.

## **Section 8: Seniority**

### **0780 – General**

**0780.1** Seniority among officers and midshipmen will be based on the length of service in rank, with the officer having the longest period of service in the same rank considered to be senior. When two officers in the same rank have equal amounts of service in rank, the officer with the longest continuous period of service in the officer corps will be senior.

## **Section 9: Officer Promotion Criteria/Procedures**

### **0790 - Selection Board**

**0790.1** Selection to Ensign (O-1) is an appointment to officer status and selection to LTJG (O-2) is an administrative procedure, both of which are completed by NHQ any time during the year. Selection for promotion to LT (O-3) or LCDR (O-4) rank will be by action of a selection board, normally convened in December, by the National Chairman.

**0790.2** Selection boards will be convened at least once each year and more frequently if in the best interests of the officer corps. The Executive Director will promulgate convening dates.

**0790.3** The Deputy Director (or Training Director) will normally serve as Recorder of the selection board; and, with the assistance of the Assistant Recorder (s), shall prepare the necessary documentation for the board's consideration.

## **0791 - Selection Criteria**

**0791.1** Selection for promotion is based on the needs of the Corps and individual performance. Each officer recommended for promotion must, in addition to meeting criteria as listed below, be fully deserving of promotion to the next higher rank. If the promotion system is to be credible and meaningful, promotion recommendations must be based on performance, leadership, and contributions to the unit and overall NSCC program, not longevity or friendship. In extraordinary circumstances where an officer has been unable to meet the specified criteria in NSCC Regulations, a waiver may be submitted with the NSCC Officer Promotion/Evaluation Form giving full justification why the criteria should be waived.

**0761.3** Probationary appointments will be completed/terminated when:

- a. The individual has completed one year of satisfactory service in a probationary status and has been recommended for appointment to Ensign by the unit commanding officer. Non-uniformed instructors, uniformed instructors desiring to remain instructors and those that were enrolled as an officer initially (i.e., officers of a forming unit) must fulfill one year of satisfactory service. No administrative requirements or submission of documentation to NHQ are required.
- b. When the commanding officer/NSCC Committee Chairman is of opinion that the individual concerned does not display the inclination, motivation, appearance or attributes desired in a NSCC adult leader, a recommendation for termination of probationary appointment may be made at any time during the probationary period.
- c. The recommendation will be by letter to National Headquarters via the chain of command with a copy to the individual concerned. National Headquarters will make notification of termination of probationary status, to the individual concerned by letter, via the commanding officer. The provisions of Para 0932.2 regarding revocation of appointment do not apply to termination of probationary appointments.
- d. There is cause as determined by the Executive Director.

## **0762 - Permanent Appointments**

**0762.1** Permanent NSCC officer appointments will be automatic to individuals who:

- a. Have completed one year in a probationary status, and
- b. Are recommended for appointment by their commanding officer. All recommendations for appointment (to include waivers) will be made via the chain of command by letter to the Executive Director using the Officer Promotion/Evaluation Form (NSCADM 017).

## **0763 - Applications for Appointment**

**0763.1** Midshipman and instructor **original applications** will be submitted to National Headquarters by the commanding officer.

**0763.2** See the NSCC Administrative Manual for the required documents to be enclosed with the application:

**0763.3** Officer applications for new units starting up will be submitted by the NHQ Representative, prospective commanding officer, Regional Director, or the NSCC Committee Chairman, via the chain of command, to National Headquarters. The NSCC Officer/Midshipman Application Form will be used.

**0763.4** See the NSCC Administrative Manual for the required documents to be enclosed with the application:

### **0764 – Processing of Applications**

**0764.1** National Headquarters personnel will review each application and supporting documents for completeness. Incomplete documents will be returned to the unit for corrective action.

**0764.2** When documentation is complete, the Executive Director will issue appointments as appropriate.

## **Section 7: Appointment of NSCC Midshipmen to Officer Status**

### **0770 – General**

**0770.1** Midshipmen may be appointed to officer status in the rank of Ensign upon reaching age 21. Only midshipmen exhibiting the qualities of leadership, military bearing and the high standards of performance desired in members of the NSCC officer corps, will be so appointed.

**0770.2** Appointment of midshipmen to officer status in the grade of Ensign is an original appointment and, as such, selection board action is not required. This also starts their time in service, setting the NSCC clock to zero, for future promotions.

**0770.3** Unless a waiver is required, commanding officers may forward recommendations for officer appointment to the Executive Director. In those cases where NHQ Representatives desire to comment on all officer appointments, an updated NSCC Officer/Midshipman Application or Evaluation Form should be enclosed. Upon receipt, the Executive Director will issue an appointment to Ensign.

## **Section 8: Seniority**

### **0780 – General**

**0780.1** Seniority among officers and midshipmen will be based on the length of service in rank, with the officer having the longest period of service in the same rank considered to be senior. When two officers in the same rank have equal amounts of service in rank, the officer with the longest continuous period of service in the officer corps will be senior.

## **Section 9: Officer Promotion Criteria/Procedures**

### **0790 - Selection Board**

**0790.1** Selection to Ensign (O-1) is an appointment to officer status and selection to LTJG (O-2) is an administrative procedure, both of which are completed by NHQ any time during the year. Selection for promotion to LT (O-3) or LCDR (O-4) rank will be by action of a selection board, normally convened in December, by the National Chairman.

**0790.2** Selection boards will be convened at least once each year and more frequently if in the best interests of the officer corps. The Executive Director will promulgate convening dates.

**0790.3** The Deputy Director (or Training Director) will normally serve as Recorder of the selection board; and, with the assistance of the Assistant Recorder (s), shall prepare the necessary documentation for the board's consideration.

### **0791 - Selection Criteria**

**0791.1** Selection for promotion is based on the needs of the Corps and individual performance. Each officer recommended for promotion must, in addition to meeting criteria as listed below, be fully deserving of promotion to the next higher rank. If the promotion system is to be credible and meaningful, promotion recommendations must be based on performance, leadership, and contributions to the unit and overall NSCC program, not longevity or friendship. In extraordinary circumstances where an officer has been unable to meet the specified criteria in NSCC Regulations, a waiver may be submitted with the NSCC Officer Promotion/Evaluation Form giving full justification why the criteria should be waived. The waiver recommendation will then be submitted to the promotion board for consideration. Upon convening the annual selection board, the National Chairman will provide guidance to the board members in the form of a precept which will emphasize those factors deemed most important in the selection process, such as effectiveness of unit training, enrollments, etc. Criteria, which must be met, to be considered for promotion are:

#### **All Officers:**

Must be affiliated with a unit or regional staff with satisfactory drill attendance. Have a performance index of not less than 3.0 as computed on the NSCC Officer Promotion/Evaluation Recommendation Form.

#### **For Appointment to Ensign (Admin Action Only):**

- Must have served one (1) year as Instructor or Midshipman.
- Must have served one (1) year minimum in the NSCC.
- Must have completed OPD 101 Officer Orientation.
- Must have completed Officer/Midshipman Study Guide.

#### **For Selection to Lieutenant, Junior Grade (Admin Action Only):**

- Must have served two (2) years as Ensign \*.
- Must have served three (3) years minimum in the NSCC.
- Must have completed OPD 201 Officer Orientation.
- Must have served as escort for RTC/Advanced Training as Ensign, Instructor or Warrant Officer.
- Must not place unit staff in excess of allowance for LTJG.

#### **For Selection to Lieutenant (Board Approval):**

- Must have served three (3) years as LTJG \*.
- Must have served six (6) years minimum in the NSCC.
- Must have completed OPD 301 Officer Orientation.
- Must have served as escort for a RTC/Advanced Training as LTJG (total of 2 as officer). Must not place unit staff in excess of allowance for LT.

#### **For Selection to Lieutenant Commander (Board Approval):**

- Must have served four (4) years as LT \*\*
- Must have served ten (10) years minimum in the NSCC.
- Must have served as escort for a RTC/Advanced Training as LT (total of 3 as officer).
- One of the TWT must have been at Recruit Training Indoctrination.
- Must not place unit staff in excess of allowance for LCDR.



\* Instructors and Warrant Officers can "Jump Into" promotions at the appropriate level, assuming that all other qualifications are met, including OMSG.

\*\* Regional Staff members are eligible for promotion to LCDR.

**Unit Commanding Officers, in addition to the foregoing:**

- Unit must have satisfactory minimum cadet manning for the type of unit (25 NSCC Cadets or 15 NLCC Cadets).
- Unit must have received satisfactory grade on the annual inspection (2.5 minimum).

**0792 - Accelerated Promotions**

**0793 - Promotion Recommendations**

**0793.1** Commanding officers will submit promotion recommendations on the NSCC Officer Promotion/Evaluation Form for unit officers to the Executive Director, via the chain of command, through the cognizant Regional Director and NHQ Representative. NSCC Committee Chairmen may submit promotion recommendations on the NSCC Officer Promotion/Evaluation Form for unit commanding officers to the Executive Director, via the chain of command, for their recommendation. Regional Directors will submit promotion recommendations on the NSCC Officer Promotion/Evaluation Form, for staff members or unit commanding officers, to the Executive Director, via the cognizant NHQ Representative. Regional Directors must take the initiative to insure a promotion recommendation is submitted on all their completely eligible Commanding Officers.

**0794 - Selection Board Action**

**0794.1** Only those officers meeting prescribed criteria will be considered for promotion by the Selection Board. When the National Chairman has approved Selection Board action, the Executive Director will publish the promotion list and issue promotion letters.

**Section 10 - Officer/Midshipman/Instructor Performance Evaluation**

**07100- General**

**07100.1** Written evaluation of officer, midshipman, and instructor performance will normally be made annually on 31 March and upon detachment from a unit or regional staff. The evaluation format is designed for use as a counseling tool and to provide a performance history for promotion purposes. The NSCC Officer Promotion/Evaluation Form will be used. The form will be signed by the commanding officer preparing the evaluation and by the individual being evaluated. The original of the evaluation form will be forwarded to National Headquarters to arrive no later than 1 May or within 30 days after detachment, as appropriate.

**07101- Evaluation Responsibilities**

**7101.1** Evaluation responsibilities are:

NSCC Committee Chairmen may evaluate the performance of unit commanding officers. They will forward their evaluation to the Executive Director via the Regional Director and NHQ Representative. Regional Directors will take the initiative to insure a report is submitted on unit Commanding Officers; submitting a report if the committee Chairman does not submit a report

Unit commanding officers will evaluate the performance of assigned unit officers/midshipmen/instructors. Regional Directors will evaluate the performance of officer/midshipmen assigned as regional staff, and of Associate Regional Directors.

NHQ Representatives will provide input to the Executive Director for the performance evaluation of assigned Regional Directors.

Unit commanding officers and Regional Directors will prepare detaching evaluation reports of performance on officers/midshipmen being reassigned to other duties within the Corps.

## **Section 11: NSCC Officer Retired List**

### **07110 – General**

**07110.1** The NSCC Officer Retired List was established as of 01 January 1992 to provide a means of recognizing dedicated service on the part of adult leaders. Transfer to retired status permits individuals to retain their NSCC Officer identity and to support the Cadet Corps programs as their circumstances permit.

**7110.2** Officers wishing to be placed on the Retired List must:

- Have satisfactorily completed a command tour as either a unit commanding officer or Regional Director, or have completed a minimum of ten years continuous satisfactory service.
- Submit a written request to be placed on the list via the unit commanding officer or other appropriate authority. A favorable endorsement is required. Requests for retired status by officers who have previously left the program will be submitted directly to National Headquarters for consideration and approval/disapproval.

**7110.3** Status and privileges of officers on the Retired List are:

- Will receive a NSCC Officer Retirement Certificate along with a NSCC identification card (indefinite expiration date) indicating retired status. Annual enrollment/insurance fees are not required.
- May wear the NSCC uniform on ceremonial occasions, or as authorized by the Regional Director, NHQ Representative, or Executive Director.
- May serve as escort officer for extended training periods, but only if insurance is paid.
- May assist regional staffs in specific administrative or training areas such as conduct of annual inspections, training coordination, etc.

**7110.4** Officers on the retired list must keep National Headquarters advised of current address and telephone numbers, and changes thereto as they occur.

## **Section 12 – Enrollment of NSCC Instructors**

### **07120- General**

**07120.1** Instructors are not members of the officer corps, but are enrolled with application to National Headquarters. The onus is on the commanding officer to ensure individuals so enrolled are carefully screened and have the desired moral/behavioral traits to work with youth.

## **07121 – Enrollment**

**07121.1** Individuals not yet 21 years of age will not normally be appointed to instructor status. Waivers may be granted to military personnel, members of ROTC, and to other individuals possessing essential skills.

**07121.2** Instructor enrollments will be forwarded to National Headquarters, using the NSCC Officer/Midshipman Application Form, along with the NSCC/NLCC Adult Leader Enrollment Form, NSCC Officer/Midshipman Questionnaire's, full length side photograph (if going to be a uniformed instructor) and enrollment fees. See Section 0763.2.

## **07122 - Uniforms**

**07122.1** Enrolled instructors may wear the NSCC Instructor's uniform as prescribed in NSCC/NLCC Uniform Regulations, provided they maintain proper grooming and meet NSCC height/weight standards in section 0733. If not within standards, they will wear the alternative uniform.

## CHAPTER EIGHT

### BENEFITS AND RESTRICTIONS

#### Section 1: Benefits

##### 0810- Education and Training

**0810.1** The NSCC provides youth with the opportunity to train aboard Navy and Coast Guard ships/shore activities and other DoD/federal facilities, to receive extensive training in naval subjects and skills under the tutelage of qualified military instructors.

##### 0811 - Enlistment Opportunities

**0811.1** Cadets who successfully complete the NSCC curriculum may enlist in the Navy, Coast Guard, Army, or Marine Corps in advanced pay grades. The advance pay grade given varies with each branch of the service. Commanding officers will maintain close liaison with Navy and Coast Guard recruiters to ensure that cadets are counseled on career opportunities.

##### 0812 - Retirement Point Credit

**0812.1** Navy and Coast Guard drilling Reservists may earn retirement points through participation in the NSCC program (see BUPERSINST 1001.39 (series) and the Coast Guard Administrative Manual (CG-296) for current guidelines and details).

#### Section 2: Privileges

##### 0820 - Wearing of the Navy Uniform

**0820.1** The Secretary of the Navy has authorized NSCC personnel to wear a modified Navy uniform. The modifications, as specified in NSCC Uniform Regulations, are such as to clearly identify the wearer as a member of NSCC.

**0820.2** Authorization for NSCC personnel to wear a modified Navy uniform was granted in recognition of the value of NSCC to the Navy, and of the close relationship established through the training program. This places upon each member of the NSCC the obligation to wear the uniform with pride, dignity, and respect. Careless wearing of the uniform and failure to comply with regulations regarding wearing of NSCC insignias will not be tolerated. NSCC personnel who willfully fail to comply with Navy and NSCC instructions, concerning proper wearing of the uniform will be separated from the Corps.

##### 0821 - Exchange Privileges

**0821.1** Unlimited Navy/Coast Guard (or other military branches) exchange privileges are not extended to NSCC personnel. Properly identified NSCC personnel may, however:

- a. Purchase uniform articles in exchange uniform shops.
- b. Purchase health and comfort items in exchanges when participating in RTC/advanced training periods.

**0821.2** NSCC instructors may purchase health and comfort items when serving as escorts for RTC/advanced training.

### **Section 3: Restrictions**

#### **0830 - Authority of NSCC Personnel**

**0830.1** Authority of NSCC personnel does not extend outside NSCC.

#### **0831 - Firearms**

**0831.1** Units may not possess operable firearms nor will they be brought to drill/training periods.

**0831.2** Units may conduct firearms qualification training for NLCC/NSCC cadets in accordance with current Corps policies.

#### **0832 - Alcoholic Beverages**

**0832.1** Alcoholic beverages are defined as any consumable distilled spirits, wine or fermented malt drink, including beer. Alcoholic beverages will not be consumed within **8 hours prior** to assuming any duties directly associated with cadets. If at a function (Navy Ball, or other military social function) where both cadets and leaders attend as participants, then leaders in uniform or other distinctive Sea Cadet attire are perceived as escorts and as such **will not consume alcohol**. Other Sea Cadet adults in attendance (not in direct supervision of cadets) may consume alcohol in moderation, and will use discretion and common sense when in the presence of cadets. Your actions will leave an impression on the cadets.

#### **0833 - Drugs**

**0833.1** Possession, use, or sale of controlled substances is forbidden and will result in immediate separation from the NSCC. There is no appeal.

#### **0834 - Smoking**

**0834** Adult leaders will not smoke in military formations, while instructing cadets, or when in sight of cadets. Smoking will be confined to authorized areas. Cadets shall be discouraged from smoking.

**0834.2** Cadets shall not smoke during NSCC trainings, activities, or at anytime when wearing the NSCC uniform. This encompasses these entire time periods, beginning to end, and does include breaks, liberty, free time, etc.

## CHAPTER NINE

### CONDUCT AND DISCIPLINE

#### Section 1: General

##### 0910 - Uniform Code of Military Justice (UCMJ)

**0910.1** The NSCC is a civilian organization and, as such, NSCC personnel are not subject to the provision of the UCMJ. Much of the training is conducted aboard DoD and DOT facilities, which are subject to federal jurisdiction and, as such, NSCC personnel are subject to DoD and DOT rules and regulations for their bases.

##### 0911 - Military Regulations/Instructions

**0911.1** NSCC personnel engaged in training aboard ship, or other military activity, will comply with the regulations/instructions set forth by the commanding officer of the host activity, or by higher authority.

##### 0912 - Lawful Orders of Armed Forces Personnel

**0912.1** NSCC personnel engaged in training aboard ship, or other military activity, will carry out the lawful orders of the officers and enlisted personnel assigned to that ship or activity.

##### 0913 - Authority of NSCC Personnel

**0913.1** NSCC personnel will carry out the orders of senior NSCC officers/petty officers (as appropriate) with the exception of orders which involve oppression or misconduct.

**0913.2** NSCC Regulations provide the framework and rules by which the NSCC functions. NSCC personnel will comply with these Regulations, and with those NSCC Information/Action Letters which modify or supplement these Regulations.

#### Section 2: Conduct

##### 0920- General

**0920.1** All commanding officers are required to show in themselves a good example of virtue, honor, integrity, patriotism, and subordination; and to correct, according to these Regulations, all persons who fail to conform to NSCC standards of conduct. At all times, the commanding officer must set the standards of excellence. Failure to do so may result in termination/removal of the commanding officer.

**0920.2** NSCC personnel shall:

- a. Act in a military and seamanlike manner.
- b. Observe/practice the rules of military courtesy and etiquette.
- c. Demonstrate loyalty, self-control and honesty, putting the good of NSCC and the Navy before personal likes/dislikes.

## **0921 - Saluting**

**0921.1** Saluting is the accepted manner of greeting among military people. Salutes will be exchanged between NSCC personnel and members of the armed forces in uniform. Salutes will be exchanged smartly, without flourishes. Armed forces personnel have no requirement to salute NSCC personnel. Failure to salute NSCC personnel by armed forces personnel **should not** be brought to their attention.

**0921.2** Commanding officers will ensure that unit personnel are indoctrinated, knowledgeable and proficient in saluting protocol, prior to wearing the NSCC uniform and their participation in training aboard military activities.

## **0922- Hazing or Child Abuse**

**0922.1** Initiation harassment, or hazing of any kind, is strictly forbidden. It is grounds for dismissal.

**0922.2** No person shall be subjected to oppression or demeaning behavior of any kind. Instances of alleged oppression will be reported to the commanding officer, senior chain of command or NSCC Committee Chairman, as appropriate.

**0922.3** Child abuse is a serious offense in all states. Instances brought to the attention or knowledge of NSCC personnel (real or suspected) shall immediately be brought to the attention of the commanding officer. He will notify the child protective services organization of the jurisdiction he is in, providing information he knows and follow the guidance provided. In instances where an adult is cited as being a sex offender or child abuser, the HQ Representative will immediately advise the unit parents of the matter. Further, the Commanding Officer will follow the recommendations of the authorities working the case.

## **Section 3: Discipline**

### **0930 - General**

**0930.1** Discipline in NSCC shall be directed toward strengthening the character of each cadet through development of self-control and self-discipline.

**0930.2** No commanding officer, or any other person, may maltreat, physically or mentally abuse any person in NSCC. Unit discipline will be maintained by individual counseling and through administrative actions as described herein. Requiring cadets to perform strenuous exercises for disciplinary or motivational purposes places undue mental and physical stress on cadets and will not be tolerated.

**0930.3** Disciplinary actions should be taken in steps to maintain good order and discipline.

a. Personal counseling to provide enlightenment as to what is expected in a regimented, disciplined, structured environment. In this regard, any counseling sessions requires a minimum of two adults present; three is recommended. If a female is receiving the counseling, one female adult must be present.

b Extra Military Instruction (EMI) can include the following:

- Additional marching not to exceed 1 hour a day to be performed outside normal training periods. Can be imposed individually or as a unit/group.
- Curtailment of liberty or other free time and assignment of additional watches.

- Assignment of additional work details, which can include cleaning details. Such work should not be performed after 2200 or before 0600.
- Additional study, correspondence courses, Blue Jackets Manual, NSCC Regulations, etc.

c. Executive Officers Screening Mast to determine reassignment of cadet or referred to Captain's Mast.

### **0931 - Commanding Officer's Mast**

**0931.1** Commanding officers may hold captain's mast on cadets to determine facts and circumstances surrounding alleged acts of misconduct and for all cadets who are unable to adapt to the prescribed disciplined training regimen of the Corps.

**0931.2** If the act of misconduct is minor in nature, the commanding officer should counsel the cadet as to the unacceptable behavior of his/her actions. If the act of misconduct is serious in nature, or if the cadet does not respond to counseling regarding continuing minor acts of misconduct, the commanding officer may impose reduction in rate or dismiss the cadet from the NSCC.

**0931.3** Dismissal of cadets from the NSCC will be effected in accordance with Section 2, Chapter TEN of these Regulations.

### **0932 - Misconduct on the Part of Officers, Instructors, and Midshipmen**

**0932.1** The commanding officer will inquire into the circumstances of alleged acts of misconduct on the part of officers, instructors, and midshipmen in his/her command. The Regional Director, NHQ Representative or the NSCC Committee Chairman may make or be directed to make this inquiry (as appropriate).

**0932.2** If the act of misconduct is minor in nature, the officer, instructor, or midshipman will be counseled as to the unacceptable nature of his or her conduct. If the act of misconduct is of such a nature that continuance of the individual as a member of NSCC is not desirable, the commanding officer, RD, or NHQ Representative will:

a. If the individual is serving in a probationary status, his/her appointment will be terminated in accordance with the provisions of Para. 0761.3. The individual will be offered an opportunity to make a statement to the Executive Director. He has thirty days to respond.

b. If the individual is serving as a member with permanent status, the commanding officer, RD, or NHQ Representative will:

(1) Place the individual in an inactive status, and not permit him/her to participate in NSCC/NLCC activities or to wear the NSCC uniform.

(2) Prepare a summary report and submit it to the Executive Director, via the Regional Director, NHQ Representative, and the NSCC Committee Chairman (if appropriate), recommending revocation of status. The Committee Chairman (when appropriate) may make this report.

(3) Advise the individual concerned that he or she may append a written statement to the report if desired. When no statement is made, the summary report will indicate that the individual has been invited to append a statement, but has declined to do so. The individual has 30 days from placement in inactive status to make a statement.



**0932.3** If the NSCC chain of command does not concur in the recommendation for revocation of appointment, they will endorse the summary report stating his reasons for non-concurrence.

**0932.4** The Executive Director will review the report and, with the concurrence of the National Chairman, affect revocation of appointment, or take other appropriate administrative action as considered appropriate, advising all concerned of action taken. For officers, a “loss of confidence” by the National Chairman is grounds for removal from command and dismissal from the program.

### **0933 - Sexual Harassment**

**0933.1** NSCC policy on sexual harassment in any form is zero tolerance.

**0933.2** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made a condition of a persons' position or job, or when such conduct interferes with an individual's performance or creates an intimidating hostile, or offensive atmosphere. Any member of the NSCC who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

**0933.3** No individual in the NSCC shall:

- a. Commit sexual harassment.
- b. Take reprisal action against someone who reports or provides information on an incident.
- c. Knowingly make a false accusation of sexual harassment, or

d. While in a supervisory or command position condone or ignore sexual harassment of which he or she has knowledge. Regional Directors and unit Commanding Officers exercising sound leadership are responsible for leading the men and women under their command. They must set the example and foster a climate free of any discrimination. The appropriate action to resolve an incident of sexual harassment will depend on the circumstances surrounding the incident. A full range of administrative and disciplinary actions are available, including counseling, comments on evaluations or service records, and/or referral to the Executive Director.

**0933.4** There is a wide range of behaviors that can constitute sexual harassment. To make it easier to understand, it is helpful to think of the entire range of possible behavior in terms of a traffic light.

- Green means "go" or acceptable behavior, which is not sexual harassment.

- Yellow means; "use caution" as the behavior may be sexual harassment. If yellow zone behavior is repeated often enough, especially after having been told it is unwelcome, it becomes red zone behavior and is sexual harassment.

- Red means "stop" don't do it, as this is sexual harassment.

**0933.5** The following examples illustrate these three types of behavior but are not all-inclusive:

- **Green Zone:** Performance counseling, touching that could be instructional in nature as counseling on appearance, showing concern, a polite compliment, or friendly conversation.

- **Yellow Zone**: Many people would find these behaviors unacceptable: whistling, questions about ones personal life, lewd or sexually explicit comments, suggestive posters or calendars, off-color jokes, leering, staring, repeated requests for dates, foul language, unwanted letters or poems, sexually suggestive touching, sitting or gesturing sexually.

- **Red Zone**: Behaviors always considered as sexual harassment are: sexual favors, threats if sexual favors are not provided, sexually explicit pictures or remarks, using status to get dates, or obscene letters or comments. The most severe forms of sexual harassment constitute criminal conduct, e.g. sexual assault, rape, forceful grabbing, fondling, or kissing.

**NOTE**: The above examples are for general guidance only as individuals may believe they are being sexually harassed based on their perceptions, and each incident is judged on the totality of facts of a particular case.

**0933.6** All units will conduct Sexual Harassment training at least twice a year for ALL unit personnel. This training will be documented, along with sign-in sheets, and maintained in unit files.

#### **Section 4: Misconduct Aboard a Military Activity**

##### **0940 - General**

**0940.1** The training of any cadet, or escort orders of any adult leader, will be terminated when involved in misconduct detrimental to NSCC (refer to the NSCC Training Manual and the NSCC/ NLCC Escort Officer Handbook).



## CHAPTER TEN

### TRANSFER, SEPARATION AND LEAVE OF ABSENCE

#### Section 1: Cadet Transfer

##### 1010 - Procedures

**1010.1** Cadets may request transfer to another unit when moving to a different locality, or for any other good reason. Cadet transfers will not be approved/made, when the intent is to escape disciplinary action.

**1010.2** Cadets will submit requests for transfer to their commanding officers, stating the reason(s). The commanding officer will expeditiously bring the cadet's service record up to date and forward it to the commanding officer of the receiving unit. An entry will be made on the Administrative Remarks page stating date of transfer and the name of the unit to which transferred.

**1010.3** Cadets who move to a different locality prior to initiating procedures outlined above should be instructed to contact National Headquarters for assistance in affiliating with a new unit.

**1010.4** Units will report cadet receipts/transfers by entry on the NSCC/NLCC Monthly Activity Report.

#### Section 2: Cadet Separation

##### 1020 - Authority for Separation

**1020.1** Cadets will normally be separated from the NSCC no later than 31 December of the year in which they attain age 18. Waivers of the requirement may be granted to highly motivated cadets in their senior year in high school to permit continued enrollment until graduation and participation in advanced training that year. Requests for waivers will be submitted to the Executive Director for approval, and must specify termination date (the last day of the month in which the cadet will participate), and **must be accompanied by the appropriate re-enrollment** fees outlined on the Cadet Enrollment Form.

**An 18 year old is considered legally an adult in most states. Accordingly, the unit he is serving at, must consider an 18 year old Cadet to be in a 'special class' that is, the law recognizes the 18 year old as such, to be treated as an adult**

**1020.2** Cadets may be separated from the NSCC at any time upon request.

**1020.3** Cadets may be separated from the NSCC for misconduct.

**1020.4** Cadets may be separated from NSCC for unsatisfactory drill attendance, or for lack of motivation for the NSCC Program.

##### 1021- NSCC Discharge Certificate

**1021.1** Cadets in the rate of NSCC E-3, or higher, may be awarded a NSCC Certificate of Discharge, provided such discharge is not occasioned by misconduct or by lack of motivation.

## **1022 - Record of Cadet Advancement**

**1022.1** The NSCC/NLCC Record of Cadet Advancement of each Cadet separated, for any reason, will be forwarded to National Headquarters. A certified copy will be given to the cadet, and a copy maintained in local unit files until the cadet reaches the age of 24.

**1022.2** Any individual who requests their records will be given the record for which they will sign a receipt. This receipt will be retained in a unit copy of the individual's record.

## **1023 - Return of NSCC/U.S. Property**

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

## **Section 3: Cadet Leave of Absence**

### **1030 - Authority**

**1030.1** Cadets may be granted leave of absence for up to 12 months upon recommendation of the commanding officer. All requests will be submitted to the Executive Director for approval. Return from leave of absence will be noted on the units Monthly Activity Report under Personnel Enrolled.

**1030.2** Cadets in a leave of absence status will remain affiliated with the unit, as long as their enrollment is active (fees paid), but will not be carried on unit rolls for drill accounting/inspection purposes.

## **Section 4: Officer/Midshipman Transfer**

### **1040 - Procedures**

**1040.1** Officers/instructors/midshipmen may request transfer to another unit by submitting a letter request to the Executive Director via the commanding officer of the unit to which transfer is desired. Transfer will be approved/effected only with the concurrence of the commanding officer of the receiving unit.

## **Section 5: Officer/Instructor/Midshipman Separations**

### **1050 - Resignation**

**1050.1** Resignation of officer/midshipmen appointments will be made in writing and submitted to the Executive Director via the commanding officer.

### **1051 - Dismissal**

**1051.1** Officers/instructors/midshipmen may be dismissed from the NSCC because of misconduct, for failure to comply with NSCC Uniform Regulations, or for unsatisfactory drill attendance.

## **Section 6: Officer/Instructor/Midshipman Leave of Absence**

### **1060 - Authority**

**1060.1** Officers/instructors/midshipmen may be granted leaves of absence for a period not to exceed 12 months. Requests will be submitted to the Executive Director via the unit commanding officer. Return from leave of absence will be noted on the units Monthly Activity Report under Personnel Enrolled.

**1060.2** Officers/instructors/midshipmen in a leave of absence status will remain affiliated with the unit, as long as their enrollment is active (fees paid), but will not be carried on unit rolls for drill accounting/inspection purposes.

## **Section 7: Officer/Instructor/Midshipman Inactive Status**

### **1070 - Authority**

**1070.1** Officers/instructors/midshipmen may request transfer to inactive status by letter to the Executive Director.

**1070.2** Officers/instructors/midshipmen leaving a unit or regional staff without affiliating with another unit/staff, or upon request by the unit commanding officer or Regional Director, will be placed in an inactive status.

**1070.3** Officers/instructors/midshipmen in an inactive status are not authorized to wear the NSCC uniform or to participate in NSCC activities unless authorized to do so by the Executive Director.

**1070.4** Officers/instructors/midshipmen in an inactive status may request return to active status by letter to the Executive Director via the commanding officer of the unit with which they wish to affiliate. Concurrence of the unit commanding officer is required.

## CHAPTER ELEVEN

### NSCC SERVICE RECORDS

#### Section 1: The Cadet Service Record

##### 1110 - General

**1110.1** A service record will be established for each cadet. The record will contain all documents relating to enrollment, training, advancement, and such other information, which should be a matter of record.

**1110.2** The Navy Enlisted Service Record (NAVPERS 600) or a plain manila folder may be used for cadet records. The folder will be identified as a NSCC service record by stamping "U.S. NAVAL SEA CADET CORPS" in red ink on the front and back of the record, and on all Navy forms entered therein. The record will bear the cadet's name and identification number (Social Security Administration Number).

**1110.3** Contents of the service record are privileged information with access limited to: the individual cadet, designated unit officers, the commanding officer of the supporting military activity, or his designated representative, regional directors/associate regional directors, members of the inspecting party for the required annual inspection, and National Headquarters personnel.

##### 1111 - Service Record Contents

**1111.1** See NSCC Administrative Manual for the documents/information required to be filed in the cadet service record:

##### 1112 - Service Record Verification

**1112.1** Service records will be verified annually on or about 1 January (prior to annual inspection/ evaluation) to ensure that required documents are in the record, are current, and that all advancement/training information has been entered. Unit commanding officers will certify that this review has been completed by signature in the space provided on the inside of the left side of the service jacket folder.

##### 1113 - Disposition of Service Record

**1113.1** The original service records of cadets who are disenrolled for any reason, except for disciplinary reasons, will be given to the individual cadet. Original records of cadets disenrolled for disciplinary reasons will be retained by the unit for a minimum of one year; and will be destroyed at that time. However, a copy of this record will be given to the cadet upon their dismissal.

**1113.2** A copy of the NSCC/NLCC Record of Cadet Advancement of each cadet disenrolled (for any reason) will be forwarded to National Headquarters with the unit's next NSCC/NLCC Monthly Activity Report. A copy should be retained in unit files to assist in verifying NSCC advancement for Navy/Coast Guard/Marine Corps advanced pay grade enlistment purposes. Such records shall be retained until the cadet reaches the age of 24.

## **Section 2: Officer/Midshipman/Instructor Service Records**

### **1120 - General**

**1120.1** A service record will be established for each officer, midshipman, instructor, and auxiliarist upon appointment/enrollment. The record will contain all documents relating to enrollment, appointment, promotion and billet assignment, as well as other information, which should be a matter of record. The NAVPERS 600 or a plain manila folder can be used for officer, midshipman, instructor, and auxiliarist service records, complying with the provisions of Paragraph 1110.2.

### **1121- Privileged Information**

**1121.1** Information in the officer, midshipman, and instructor service record is privileged information. The provisions of paragraph 1110.3 apply in allowing access thereto.

### **1122 - Service Record Contents**

**1122.1** See the NSCC Administrative Manual for the documents/information to be included in the officer, midshipman, and instructor service record.

### **1123 - Service Record Verification**

**1123.1** Officer, midshipman, instructor service records will be verified annually on or about 1 January in accordance with the instructions contained in Para. 1112.1

### **1124 - Service Record Disposition**

**1124.1** The service record of any officer, midshipman or instructor who disenrolls for any reason may be given to the individual concerned, or may be destroyed if such retention is not desired.



## CHAPTER TWELVE

### ENROLLMENT FEES, INSURANCE PROGRAMS, AND FINANCES

#### Section 1: Enrollment Fees

##### 1210 - Authority

**1210.1** Annual enrollment fees for adult leaders and cadets are established by the National Board of Directors. These fees include administration/insurance fees and regional director allowance assessment in the case of cadets, and insurance fees only for adult leaders. Only adult enrollments may be made for more than one year intervals, if the individual so desires, Insufficient bank funds nullify enrollments and individuals are not insured; additionally, checks returned for insufficient funds will incur a significant service charge to cover the charges levied on NSCC NHQ by its bank.

**1210.2** No officer, midshipman, instructor, auxiliarist or cadet may participate in any NSCC activity until his/her enrollment fees have been paid and forwarded to National Headquarters, and their ID card received by the unit.

##### 1211 - Transmittal of Fees

**1211.1** Enrollments/re-enrollments will be recorded on the Adult Leader Enrollment Registration Form (NSCADM 006) or Cadet Enrollment Registration Form (NSCADM 007) as appropriate, and forwarded with enrollment fees to National Headquarters. Initial enrollments will be effective on the date the unit received the ID card back from National Headquarters. The responsibility for prompt submission rests with the commanding officer. The NSCC Administration Manual, Chapter Three provides specific procedures for submission of enrollment fees.

##### 1212 - Refund/Transfer of Enrollment Fees

**1212.1** Enrollment fees paid by cadets who subsequently drop from the program will not be refunded or transferred to another cadet. Parents/guardians should be informed of the policy during the initial interview with the commanding officer. Funds credited to one cadet by NHQ can never be transferred to another cadet or refunded.

**1212.2** Transfer of NLCC cadets with unexpired ID cards, to the NSCC, will be given credit for remaining enrollment time. To complete transfer, appropriate NSCC fees for one year are forwarded to National Headquarters, along with the complete Cadet Enrollment Registration Form (NSCADM 007). A new ID card will be issued for one year plus the time remaining on their NLCC ID card.

##### 1213 - Continuous Enrollment

**1213.1** Cadet enrollment will be continuous. Late payment of enrollment fee will not affect enrollment dates; fees when paid, will go back to expiration date of previous enrollment. Cadets granted a leave of absence, and who have allowed their enrollment to expire, will have their reenrollment date set to the date when the cadet's leave of absence is terminated.

## **Section 2: Insurance Programs**

### **1220 - General**

**1220.1** NSCC insurance programs were established to provide accident coverage for cadets and adult leaders, and liability coverage for adult leaders and sponsoring organizations.

**1220.2** The National Board of Directors approves the insurance underwriter, the amount and type of insurance.

### **1221 - Accident Insurance**

**1221.1** NSCC participates in a group accident and health policy underwritten by Nationwide Insurance Company. The policy is a "secondary" accident insurance policy. That is, the individual's own policy will pay first before the NSCC Nationwide policy becomes operable. Individuals who do not have an insurance policy will be covered under the Nationwide policy as the primary policy. The Nationwide policy covers accidental injury (defined as a sudden, unexpected occurrence from an external force resulting in bodily harm or physical trauma) sustained while participating in authorized NSCC/NLCC activities, and while traveling to and from such activities. Coverage for sickness, requiring medical/surgical treatment, or pre-existing medical conditions are not provided by the policy. Unit commanding officers will capture the cadet's family's health insurance information and enter it on the member's service record documents annually and on the Request for Training Authority (Cadet) (NSCTNG 001) or Request for Training Authority (Officer) (NSCTNG 002) form when member applies for training authorization.

**1221.2** Except for those serving on active duty in a branch of the armed forces, enrollment in the accident insurance program is mandatory for all NSCC personnel.

**1221.3** Commanding Officers/Commanding Officers of Training Contingents will report all cases of accident/illness to National Headquarters as soon as circumstances permit. Telephone reports (collect) are desired for cases involving serious accidents/illnesses. A copy of the NSCC Accident Report Form (NSCADM 022) will be placed in the member's service record and the original mailed to NHQ.

**1221.4** Claims for benefits will be submitted to Nationwide Insurance National Headquarters for processing using the Nationwide Insurance Accident Report Form. Proof of loss (**original, itemized medical bills**) must be forwarded to Nationwide Insurance National Headquarters as soon as possible. Claims cannot be processed without this completed information. Due to privacy law (e.g., Health Information Portability and Accountability Act (HIPAA)), parents are solely

responsible for submitting claims and supporting medical information for their minor children to Nationwide. All claims must be submitted within one year from date of accident/illness.

**1221.5** Parents/guardians will be briefed on the accident policy by the commanding officer, and will sign the back of the back of the NSCC/NLCC Cadet Application and Agreement Form (NSCADM 001) that they have been briefed on the accident insurance coverage. Parents will be advised of the deductible fee.

**1221.6** Unit Commanding Officers should insure that the training and activities that their unit participates in are within the coverage of the Corps insurance policy and are authorized in the Advancement and Training Manual. Particular scrutiny should be given to unscheduled events, or those that are reactionary to an extreme, that may put unit members in danger and violate the trust parents placed upon the Corps for the health and safety of the cadets.

## **1222 - Liability Insurance**

**1222.1** NSCC has a comprehensive general liability insurance policy which is very broad in scope and covers the NSCC, its members and volunteers, the Navy League, its sponsoring Councils and members when involved with NSCC matters. The policy is underwritten by the Cincinnati Insurance Company. For coverage to apply, members and volunteers must incur liability arising out of activities performed on behalf of the Naval Sea Cadet Corps. The policy covers bodily injury and property damage with limits of liability of \$1,000,000 for each occurrence and \$2,000,000 aggregate with an "umbrella" policy in the amount of \$5,000,000. Basic coverage includes bodily injury, property damage and personal injury caused to a third party because of the insured's negligence.

**1222.2** "**Unit-owned" watercraft, buses, trucks, and automobiles are not covered by NHQ insurance.** NSCC units will not purchase, receive as a donation or possess any sort of vessel or vehicle requiring registration and liability insurance coverage. Only an organization that is completely separate and independent from the NSCC unit may hold title and register vessels or vehicles, and that organization is then responsible for providing adequate insurance coverage.

**1222.3** Protection is provided sponsoring organizations and adult leaders while acting in the scope of their duties in NSCC. Meetings at both NHQ and unit training sites are automatically covered under the national policy. Other activities/organizations may be named "additional insured" such request should be submitted to National Headquarters.

## **1223 - NLCC Coverage**

**1223.1** The NLCC is considered to be part of NSCC and fully participating in the NSCC insurance programs.

## **1224 - NSCC Vehicle / Boat Coverage**

**1224.1** The ownership of vehicles and boats by NSCC units is prohibited due to the logistical costs of maintenance and upkeep, and the liabilities incurred by ownership. However, should an organization supporting an NSCC unit decide to accept ownership, all vehicles and boats will be titled and registered in the name of the organization as a separate entity.

**1224.2** General comprehensive liability insurance policy will be obtained, with coverage for personal injury and property damage liability, in the amount of \$1,000,000.00 or more. The policy is to be issued to the title/registered owner (other organization) with the "U.S. Naval Sea Cadet Corps and its affiliates" names as an additional insured. A copy of the policy will be forwarded to Sea Cadet Headquarters yearly (no later than 30 days following policy renewal).

### **Section 3: Identification Cards**

#### **1230 - General**

**1230.1** NSCC identification cards will be issued only by National Headquarters. Unit identification cards/letters, temporary or otherwise, are not authorized.

**1230.2** There are two types of identification cards: one for cadets, and the other for officers, midshipmen, instructors, and auxiliaries. Upon receipt of enrollment fees with the properly completed and legible enrollment forms (and supporting documentation in the case of adult leaders), the appropriate identification card will be prepared and sent to the unit commanding officer for delivery.

### **Section 4: Identification Numbers**

#### **1240 - General**

**1240.1** Each cadet, officer, midshipman, instructor, and auxiliary will be assigned an identification number (normally their Social Security Administration Number) upon enrollment. This number will remain the same throughout the individual's affiliation with NSCC. As part of the identification process, there is a letter identifier assigned to each member, which will remain constant unless there is a status change (midshipman to officer, etc.), at which time a new status letter will be assigned.

**1240.2** The letter indicates status (cadet, officer, etc.). Letters designating the various enrollment categories (status) are:

- A - NSCC officer, male and female (not on active duty)
- S - NSCC officer, midshipman/instructor, male & female, on active duty in armed forces
- D - NSCC midshipman, male and female (not on active duty)
- U - NSCC instructor, male and female (not on active duty)
- G - NSCC male cadet
- W - NSCC female cadet
- V - NLCC male cadet
- Y - NLCC female cadet
- X - NSCC adult, male or female (auxiliary member)

## **Section 5: Finances**

### **1250 - Council (Sponsoring Organization) Responsibility**

**1250.1** The sponsoring Navy League Council (or other sponsoring organization) should strive to ensure that adequate funds are available to the unit commanding officer for proper operation of the unit. This is to be a cooperative effort through donations, fundraising, grants, fees, etc. Units are not expected to be fully funded by their sponsoring organization, as the unit is expected to raise money on their own.

### **1251 - Control of Revenues and Expenditures**

**1251.1** Control of revenues and expenditures is vested solely in the unit commanding officer. However, the unit commanding officer will be deliberate and proactive in keeping the unit's sponsoring organization routinely informed as to the financial condition of the unit.

**1251.2** Means employed in raising funds for operation of the unit must not reflect discredit upon, or be in conflict with, the policies of the Navy League of the United States or NSCC.

**1251.3** Use of the NSCC Insignia/Logo by units for fund raising purposes may be authorized providing the items are not listed in the Agreement between PROMO, Inc. and the NSCC and are not, therefore, competing with PROMO, Inc. for sales.

- a. Authorization to use the NSCC Insignia/Logo for fund raising purposes must be granted by NHQ. Units desiring to do so must:
  - Submit a written application to NHQ describing in detail how the insignia/logo is to be used (i.e., Stadium Cushions, Can Huggers, etc.). Units are to ensure that all items are tasteful and do not discredit the NSCC or the U. S. Navy.
  - National Headquarters will evaluate each application and will grant permission, if acceptable, for use of the insignia/logo. Authorization will be granted for a period of one year. Units must reapply each year for continuation. Items sold for fundraising purposes are not tax deductible, unless the unit or sponsor has been designated a 501(c)(3) organization under the provisions of the Internal Revenue Service Tax Code.

- b. **NHQ tax designator is not an umbrella number, and is for NHQ use only.**

**1251.4** Dues assessed to cadets over and above the enrollment fees levied by National Headquarters must be approved by the units' Regional Director and NHQ Representative.

**1251.5** Planned expenditures for the operation of the unit will be defined and included in the unit's budget as required by Paragraphs 1271.1 and 1271.2.

**1251.6** The writing of checks against insufficient funds (a.k.a. "bounced checks") is a serious accounting error and must be corrected immediately by the unit commanding officer. While one check returned for insufficient funds may be considered an oversight, the writing of multiple

checks on insufficient funds or failing to take immediate action to correct the situation is considered a demonstrated lack on integrity on the part of the unit commanding officer and may be grounds for immediate relief. Specific procedural guidance with regard to checks returned for insufficient funds can be found in the NSCC Administration Manual, Chapter 3

## **Section 6: Accounting**

### **1260 - Accounting Requirements**

**1260.1** Unit bank accounts will be established to facilitate audit and accounting of unit funds. All accounts will have two signatories, the commanding officer and another designee. The cosigner may be the committee chairman of the sponsoring organization. It may not be a spouse or relative of the commanding officer. In addition to signers from the unit/sponsoring organization, the Regional Director may also have access to the account and have signature authority. If the Regional Director declines to have direct access to a unit account, the unit commanding officer is obligated to proactively provide copies of account statements to the Regional Director on a monthly basis, and within ten (10) days of receiving each statement.

- a. The bank reconciliation process is the primary control.
- b. Responsibility for financial transactions must be divided among at least two individuals, the preparer of the transaction, and a reviewer.
- c. Checks for amounts greater than \$2500 must be dual-signed.
- d. Annually, the unit will obtain a bank listing of signature authority for updating and immediate deletion of any individuals who should no longer have signature authority. (Note: this may be required sooner depending upon events such as change of command or unexpected turnover of responsible individuals)
- e. The unit may not make any contractual agreement for bank loans, commercial credit cards, debit cards, or for real estate lease or purchase without the express approval of NHQ.

**1260.2** Unit accounts will be established in the name of the unit as part "of the U.S. Naval Sea Cadet Corps". **Under no circumstances will a NSCC account be opened in the name of an individual.**

**1260.3** Many banks now require an Employer Identification Number (EIN), or sometimes referred to as a Federal Tax Identification Number (TIN) in order to open an account under the name of an organization. This number is used by the IRS for identification purposes, and may be obtained by completing IRS Form SS-4, which may be found at:

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

- a. The application form is straightforward, and there is no registration fee. The form asks about the type of organization, and the proper response for NSCC units is "An unincorporated group of individuals." Under the reason for applying for the number, NSCC units will respond "For banking purposes only."
- b. Once assigned an EIN, units may receive notices from the IRS to file a Form 940 or 941; simply return the notice marked "No employees and no payroll."
- c. Care must be taken to not use the number for any other purpose than unit business.

## **1261 - Unit Finances**

**1261.1** The commanding officer is responsible for all unit finances and shall ensure that an annual financial audit/review is conducted (no exceptions) in cooperation with the sponsoring organization. The report will be made available for the annual unit inspection with a copy submitted to NHQ, and at any time as requested by the Regional Director or National Headquarters Representative. **An annual financial report will be made regardless of a unit being inspected or not.** The actual administration of the unit finances can be delegated at the discretion of the commanding officer who must ensure absolute fiscal integrity of all funds. There will be no co-mingling of unit and personal/business funds; to do so will be considered as a demonstrated lack of integrity on the part of the unit CO and may be grounds for immediate relief. All expenditures shall be fully justified for official NSCC unit use only.

- a. No person who has a documented record of financial management problems (i.e., repeated credit collections, foreclosures, etc.) shall be put in a position of responsibility for unit financial accounts.
- b. No person who has filed for personal bankruptcy within the previous ten (10) years shall be put in a position of responsibility for unit bank accounts.

**1261.2** Unit financial accounting shall be carefully maintained using a NSCC/NLCC Annual Unit Budget/Audit Report Form (NSCADM 018), and records must be kept current and made available at any time for review by the sponsoring organization, Regional Director, or NHQ Representative.

- a. Unit bank account statements will be reconciled within ten (10) of the statement closing date by the officer designated to manage the account(s), and indicate completion by signing and dating the reconciliation form. A second responsible individual will independently review and sign the reconciliation within twenty (20) days of the completion date of the initial reconciliation.
- b. The second person reviewing the reconciliation may not be a spouse or relative of the person completing the initial reconciliation.

**1261.3** Receipts must be kept for all transactions and an accounting of all income and expenses shall be documented. All financial records are the property of the unit.

**1261.4** When a change of command occurs, an audit of the unit's finances must be part of the turnover process and all files will be turned over to the incoming commanding officer.

**1261.5** Unit financial files will be kept for a period of five years after which they can be destroyed.

**1261.6** Uniform deposits, if collected, will be held in a special account and refunded to cadets, in full or in part, upon return of issued uniform items.

## **1262 - Summer Training Accounts**

**1262.1** The following policies will apply to the financial accounting for all summer training:

a. Upon approval of a summer training evolution, summer training accounts will be opened in the name of the U. S. Naval Sea Cadet Corps or NSCC organizational title and not an individual NSCC officer, with the exception of cases discussed in the NSCC/NLCC Escort Officer Handbook or as approved by NHQ.

b. The Commanding Officer of the Training Contingent (COTC) will be responsible for all finances including submission of the final Two Week Training Audit report (NSCTNG 010) to NHQ. Prior to closing out an account or before the final report is submitted to NHQ, an audit/review of the account shall be made by two persons handling the account with both signing the audit. The NSCC Regional Director in the area or the NHQ Representative for the geographic area where the training is held may also manage the account. Actual administration of the account can be delegated at the discretion of the COTC.

c. All summer training accounts will be dual signature. **Under no circumstances will a spouse or relative be one of the two signatories on the account unless specifically approved by NHQ.** The individuals having access to the account are: The Commanding Officer of the Training Contingent, his designated co-signatories and will include the NHQ Representative, and/or Regional Director.

d. Funds collected from cadets are to be used exclusively for training at that site and will not be used for individual unit or regional expenses. Prior approval from the Executive Director is necessary for any deviation from this requirement.

e. Receipts must be included for all expenses; actual receipts are necessary for the NSCC Headquarters annual audit.

f. As long as the training account is active, a copy of the monthly bank statement must be retained by the COTC.

g. Reports will be submitted to NHQ **within 30 days** of completion of training. If it appears that accounts will not be reconciled within **30 days**, NHQ must be notified of the delay and given the reason.

## **Section 7: Unit Budget**

### **1270 - Fiscal Year**

**1270.1** The NSCC fiscal year coincides with the training year, commencing annually on 1 January and ending on 31 December.

### **1271 - Budget**

**1271.1** A proposed budget will be prepared by the commanding officer and submitted prior to the beginning of the fiscal year to the NSCC Committee Chairman and the sponsoring organization President for approval. The budget, as approved, will be forwarded to National Headquarters along with the annual inspection report. The NSCC/NLCC Annual Unit Budget and Audit



Report Form (NSCADM 018) will be used. Local, minor modifications to this form are authorized.

**1271.2** Councils, or other organizations, wishing to form a unit will prepare a tentative budget for that portion of the fiscal year remaining and submit it to National Headquarters along with their request to form a unit.

## **Section 8: Audit**

### **1280 - General**

**1280.1** Unit accounts will be audited annually upon completion of the fiscal year by the NSCC Committee Chairman. The results of the audit will be verified by either the sponsoring organization, NSCC Regional Director, or by the NHQ Representative along with the Annual Inspection/Evaluation Report. The NSCC/NLCC Annual Unit Budget and Audit Report Form (NSCADM 018) will be used. The Inspection/Evaluation Report will be considered incomplete without the NSCC/NLCC Annual Unit Budget and Audit Report Form (NSCADM 018). If a unit is not officially inspected, the unit must still be audited and the audit submitted to NHQ annually.

## **Section 9: Pay and Allowances**

### **1290 - General**

**1290.1** NSCC officers, midshipmen, cadets and instructors do not receive pay and/or allowances. NSCC Regional Directors receive allowances in accordance with provisions of Chapter FOUR, Section 0432 of these Regulations.

**1290.2** NSCC members and families are entitled to claim certain expenses in relation to participation in the Sea Cadet Corps on individual income taxes. Consultation with a tax advisor/preparer for specifics is advisable.

## **Section 10: Tax Status**

### **12100 - General**

**12100.1** NSCC at the national level has been designated a 501(c)(3) organization under the provision of the IRS Code. As such, contributions to the NSCC national program are tax deductible as charitable contributions. The tax exempt status granted NSCC at the national level does not extend to NSCC/NLCC units or to regional staffs. Units desiring to apply for tax exempt status must submit a request directly to the Internal Revenue Service (IRS). Information and application packets are available and from the Internal Revenue Exempt Organizations Offices, Information and telephone numbers for those offices will be published by an NSCC Information Letter. Tax-exempt status may make units eligible for financial support through organizations such as United Way.

**12100.2** Monies expended by individuals in connection with NSCC/NLCC activities (cost of uniforms, travel expenses, etc.) may be listed as deductions in personal income tax returns.

## CHAPTER THIRTEEN

### REQUIRED ANNUAL INSPECTION/EVALUATION

#### Section 1: General

##### 1310 - Requirements

**1310.1** Each unit will be inspected/evaluated annually during the period 1 January to 31 March. The inspection measures unit training and administrative efficiency, and the degree to which program goals are being attained.

**1310.2** The inspection format provides guidelines for the day-to-day administration and operation of the unit, which, if followed, will do much to help ensure that program objectives are met.

**1310.3** National Headquarters will annually review, and revise as necessary, the content and format of the inspection form to ensure that inspection/evaluation objectives are met and that it permits an objective assessment of the administrative and training efficiency of each unit inspected. All levels in the chain of command are encouraged to submit recommendations for improvement of the inspection/ evaluation process.

**1310.4** Regional Directors will ensure that units under their cognizance are inspected and, wherever possible, by a "Regional Inspection Team". Units not inspected/evaluated will be reported to National Headquarters with statements as to why not and recommended actions, as appropriate.

#### Section 2: Inspection/Evaluation Procedures

##### 1320 - General

**1320.1** Inspection/evaluation procedures/instructions will be issued annually by the Executive Director and will be provided, along with the inspection/evaluation report form, to commanding officers and to Regional Directors.

#### Section 3: The Inspection Team

**1330.1** Regional Directors will normally establish the membership of inspection/evaluation teams. Unit commanding officers arranging for inspection will conform to these Regulations in establishing team membership.

**1330.2** The inspection/evaluation team will consist of not less than three members; at least one of which should be a Navy/Coast Guard/NSCC active or retired officer in the rank of LCDR or above. Regional Directors and Associate Regional Directors may serve as members (and as senior members) of inspection/evaluation team.

**1330.3** Members of the sponsoring Navy League Council (or other sponsoring organization) may not serve as members of the inspection/evaluation team. They may, however, participate in the personnel inspection.

**1330.4** Regional Directors will ensure that each inspection team is familiar with these procedures and that standardized grading criteria are used in the inspection process.

## **Section 4: The Inspection/Evaluation Report**

### **1340 - General**

**1340.1** An advance copy of the inspection/evaluation report will be forwarded to National Headquarters immediately upon completion of the inspection. The original, with the NSCC/NLCC Annual Budget/Audit report appended, will be forwarded to National Headquarters via the president of sponsoring council (or other sponsoring organization). Copies of the report will be provided to the NSCC Committee Chairman, the cognizant Regional Director, and the NHQ Representative.

**1340.2** Inspection/evaluation reports must be received in National Headquarters no later than the date specified (normally the last day of April) in the instructions to be considered for national competition purposes.

## **Section 5: Unit Standings**

### **1350 - General**

**1350.1** A score of 2.5, or better, (with no significant training or administrative discrepancies) is required for satisfactory completion of the inspection/evaluation. Significant discrepancies include: lack of audit report; improper cadet promotions; inadequate documentation to verify promotions; inadequate correspondence course/test completions; below minimum enrollment; and lapsed enrollments. A unit found to have any of the significant discrepancies at the annual inspection will be re-inspected by the cognizant Regional Director (or designated Associate Regional Director) within six months after the date of the first inspection/ evaluation.

**1350.2** National ranking of units will be computed and published by National Headquarters.

## **Section 6: Inspection/Evaluation Completion Certificates**

### **1360 - General**

**1360.1** Inspection/evaluation completion certificates will be awarded to those units attaining qualifying inspection scores. See NSCC Administrative Manual for details.

**CHAPTER FOURTEEN**  
**UNIFORMS AND EQUIPMENT**

**Section 1: Uniforms**

**1410 - General**

**1410.1** NSCC cadets, officers and midshipmen are authorized to wear Navy uniforms appropriately modified by NSCC insignia, so as to clearly identify the wearer as a member of NSCC. Failure to wear the appropriate NSCC insignia is grounds for dismissal from the NSCC.

**1411 - Uniform Regulations**

**1411.1** Regulations for the proper wearing of NSCC uniforms are contained in NSCC Uniform Regulations. Compliance with those regulations is mandatory.

**1411.2** Cadets who willfully fail to comply with NSCC Uniform Regulations will be separated from the NSCC. Commanding officers may take this action without the concurrence of National Headquarters. An entry will be made on the NSCC/NLCC Record of Cadet Advancement, stating the reason for dis-enrollment, and the NSCC/NLCC Record of Cadet Advancement is to be forwarded to National Headquarters.

**1411.3** The appointments of officers and midshipmen, who willfully fail to comply with NSCC Uniform Regulations, will be revoked by the NSCC Executive Director. Reports of willful noncompliance will be made to the Executive Director citing the discrepancy and the date of observation. The report will be referred to the individual concerned for comment with revocation of appointment to follow, unless extenuating circumstances are the determining factor in non-compliance. Reports of willful non-compliance may be originated by the following and must be submitted via the NSCC chain of command:

- Unit Commanding Officers
- NSCC Committee Chairmen
- NSCC Regional/Associate Regional Directors
- NSCC Commanding Officers of Training Contingents
- Coast Guard supervisory personnel
- NHQ Representatives

**Section 2: Procurement of Uniforms/Accessories**

**1420 - NSCC Supply Facilities**

**1420.1** Surplus Navy uniforms are stocked at NSCC National Uniform Depot (NUD) in Great Lakes, Illinois, and occasionally other facilities strategically located to serve the Corps uniform supply needs. These uniforms are available to units, at nominal cost for handling and shipping, through National Headquarters. Commanding officers are encouraged to use this source of uniforms to the extent possible because of the savings to be realized. Prompt payment of invoices for uniforms received is expected. Units may not order additional uniforms if the unit has an outstanding uniform bill owed the NSCC NUD.

**1420.2** Orders for surplus uniforms will be sent to National Headquarters using the Surplus Uniform Order Form. Units will be billed for uniform handling charges and shipping costs after the order has been filled. This invoice is on the outside of the shipping container as part of the shipping label on box #1. Do not send money with the order form. A unit has 45 days to pay the invoice from the time the order is shipped.

**1420.3** Uniforms obtained from NSCC NUD are for use of NSCC personnel only. Units may not order excess uniforms in anticipation of new enrollments. Uniform delivery is expeditious upon receipt of orders, which negates the need for excess uniform orders by unit.

### **1421 - Navy Exchange/Mail Out Centers**

**1421.1** NSCC adult leaders are authorized to purchase uniform items from Navy Exchange Uniform Shops, RTC Reclaim Stores, and from the Navy Uniform Support Center, Norfolk, Virginia. To ensure uniforms are distributed only to authorized personnel, a photo copy of the individual's NSCC ID card must accompany each order.

## **Section 3: Uniform Insignia**

### **1430 - General**

**1430.1** NSCC insignia will be worn on all uniforms to modify Navy uniforms as prescribed in NSCC Uniform Regulations. Wearing of NSCC insignia is mandatory.

**1430.2** Through agreement with the Board of Directors, Promotional Marketing (PROMO), Inc., is the sole authorized vendor of NSCC/NLCC insignia, NSCC accessories and selected related promotional materials. No unit or individual may contract for, or otherwise procure; these items from any other source, except as may be specifically authorized by National Headquarters.

**1430.3** The use of the NSCC insignia/logo by units for fund raising purposes has been, and will be authorized, providing the items are not listed in the PROMO/NSCC Agreement and are not, therefore, competing with PROMO for sales. Authorization to use the insignia/logo for fund raising purposes must be granted by NHQ. Units desiring to do so must:

- Submit a written application to NHQ describing in detail how the insignia/logo is to be used, i.e. Stadium Cushions, Can Huggers. Units are to ensure that all items are tasteful and do not discredit the NSCC or the U.S. Navy.

- NHQ will evaluate each application and will grant permission, if acceptable, for use of the insignia/logo. Authorization will be granted for a period of one year. Units must reapply each year for continuation. Items sold for fund raising purposes are not tax deductible, unless the unit or sponsor has been designated a 501(c)(3) organization under the provisions of the IRS Tax Code.

- Use of NHQ's 501 (c)(3) number is not authorized

### **1431 - Navy Insignia**

**1431.2** The wearing of Navy uniform insignia, other than authorized rank insignia and earned Navy/Coast Guard/DOD ribbon awards, breast insignia and appurtenances, is not permitted.

## **Section 4: Equipment**

### **1440 - General**

**1440.1** Commanding officers will ensure that adequate records are kept of all items of equipment/ stores issued or loaned to individuals. Normally, the Supply Officer will accomplish this task.

**1440.2** The ownership of vehicles by NSCC units is prohibited due to the logistical costs of maintenance and upkeep, and the liabilities incurred by ownership. However, units need to ensure their compliance with the Federal Motor Vehicle Safety Regulations (40 CFR Part 390, et al) when a vehicle is leased or borrowed. If:

- Vehicle has a gross vehicle weight rating of 10,001 or more pounds, and/or
- Such vehicle is designated to transport 16 or more passengers, including the driver.

The unit should assure itself that the vehicle and driver are in compliance with the regulations before accepting an offer to use a vehicle for transportation of unit members. These regulations apply as follows:

- Drivers must be properly licensed and physically qualified.
- Certified equipment must be used, vehicles must be registered and driver/vehicle must be properly marked with a DOT number.
- Drivers/vehicles are subject to roadside inspections.
- Subject to Federal Motor Carrier Safety Regulations.

**All vehicles or watercraft owned by a unit must have been authorized by NHQ, must be licensed in the name of the sponsor or other organization, not the NSCC, insured by the sponsor or other organization (with a minimum of \$1 million liability coverage), and operated using sponsor or other organization funds. NSCC NHQ is not responsible for any land or watercraft owned and operated by units. There is no national insurance for these items. NSCC NHQ will be identified as an additional insured on coverage for such watercraft/vehicles.**





## CHAPTER FIFTEEN

### **FLAGS, PARADES, COLOR GUARDS, AND STANDARD OPERATING PROCEDURES**

#### **Section 1: Flags**

**1510.1** Units may carry and display the National Ensign and the NSCC flag on appropriate occasions. State, military or organizational flags may be carried and displayed when appropriate to the occasion and when authorized to do so by competent authority.

#### **1511 - NSCC Flag**

**1511.1** The NSCC flag incorporates the NSCC emblem (golden eagle and anchor) with unit name and "Naval Sea Cadet Corps" inscribed on a navy blue field.

#### **Section 2: Parades, Color Guards and Special Ceremonies**

#### **1520 - Parades**

**1520.1** Units may participate in parades and provide color guards for national holidays/civic celebrations at the discretion of the unit commanding officer.

**1520.2** The order of units in a parade is normally assigned by the Parade Marshall. Unless otherwise directed, NSCC units will take precedence by unit seniority (date commissioned). NSCC units will take precedence over NLCC units.

**1520.3** Special ceremonies/region-wide activities are strongly encouraged. Often referred to as Flagship or Operational Readiness Inspection (ORI), these activities promote team spirit and provide excellent training under competitive conditions. Responsibility for planning and coordination rests with the Regional Director.

#### **1521 - Military Bearing**

**1521.1** Commanding officers will ensure that marching units and color guards are properly trained so that their military bearing and handling of colors reflect great credit upon the Corps.

#### **Section 3: Standard Operating Procedures**

#### **1530 - Unit Operating Instructions**

**1530.1** Units are encouraged to publish standard operating instructions. Such instructions must not be in conflict with these Regulations or with pertinent Navy/Coast Guard directives.

#### **1531 - The Quarterdeck**

**1531.1** The quarterdeck is reserved for honors and ceremonies and as the station for the Officer-of-the-Deck.

**1531.2** NSCC personnel when crossing the quarterdeck will render salutes as required by Navy Regulations.

## **1532 - Quarterdeck Watches and Log**

**1532.1** 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 or Petty Officer-of- the-Watch, and other cadets to serve as messengers as needed.

**1532.3** The duties of the quarterdeck watch will be prescribed by the commanding officer.

**1532.3** A quarterdeck log will be kept to record all events, drills and other activities considered significant. The log must be properly kept, as it is an integral part of the unit's record for the required annual inspection.

**1532.4** Personnel on watch on the quarterdeck must be in the uniform of the day, and present a smart military appearance at all times.

## **CHAPTER SIXTEEN**

# **SCHOLARSHIPS**

### **Section 1: Scholarship Programs**

#### **1610 - General**

**1610.1** There are several separate scholarship programs, each established for the purpose of assisting cadets in continuing their education at an accredited four year college/university, community college, or technical institution/school. The individual scholarship program funds are under the administration and oversight of the U. S. Naval Sea Cadet Foundation (NSCF), Inc. The following funds have been established to provide for scholarships for the NSCC:

- NSCC Scholarship Fund
- NLUS Stockholm Scholarship Fund
- San Diego Gas & Electric Scholarship Fund
- NSCC Board of Directors Scholarship Fund
- NSCC Named Scholarship Program
- Morgan and Helen Fitch Scholarship Fund
- Harry Lee and Rose Howell Scholarship Fund
- Robert and Helen Hutton Scholarship Fund

#### **1611 - Control**

**1611.1** Control of the NSCC Scholarship Program is vested in the NSCC Scholarship Selection Board, the members of which are appointed by the NSCC National Chairman. Control of the funds which provide the monies for the scholarship program rests with the Naval Sea Cadet Corps Foundation, Inc. or NLUS.

**1611.2** The Naval Sea Cadet Foundation, Inc. is a separate and distinct organization which is controlled by its own Board of Trustees and Officers. Funds are controlled by the Foundation Board members who oversee the investment and authorize the release of scholarship funds as directed by the President and Board Trustees of the NCSF.

**1611.3** The number of scholarships to be awarded in any given year and the amount of each scholarship is determined by the NSCF, subject to approval of the NSCF Board of Trustees. The scholarships to be awarded are announced in an NSCC Information Letter each year.

#### **1612 - Eligibility Criteria**

**1612.1** Cadets, applying for scholarships must:

- a. Have been a member of NSCC for at least two years.

- b. Have attained, at a minimum, the rate of NSCC E-3,
- c. Be recommended by his/her:
  - Unit commanding officer,
  - President/NSCC Committee Chairman of the sponsoring organization, and
  - Appropriate school authority (principal/counselor, etc).
- d. Present evidence of academic excellence/achievement:
  - B+ average, or better,
  - SAT/ACT scores,
  - Worthwhile extracurricular activities
- e. Present evidence of acceptance by an accredited four year college or university, two year community college or technical training institution.

**1612.2** Applicants may submit statements concerning financial need. All other factors being equal, these statements may be considered in determining award recipients.

**1612.3** Applicants who have received **full scholarships** from other sources (Service Academies, ROTC, Scholastic Scholarship, etc) are not eligible to be considered for an award. If awarded an NSCC Scholarship and subsequently receive a full scholarship from other sources, the NSCC scholarship money shall be returned.

### **1613 - Applications**

**1613.1** [NSCC Scholarship Application Form \(NSCADM 014\)](#) must be received in National Headquarters no later than the date specified in the annual NSCC Information Letter announcing that year's Scholarship Program opportunities.

### **1614 - Selection of Recipients**

**1614.1** Recipients for all scholarships will be selected by the NSCC Scholarship Selection Board. Announcement of those selected will be made no later than fifteen (15) days following the meeting of the Scholarship Board.

**1614.2** Individual letters will be sent to those cadets selected to receive a scholarship. A copy of this letter will also be sent to the cadet's Unit Commanding Officer and the NSCC Executive Director.

**1614.3** Enclosed with the letter advising of the scholarship award will be a form requesting information as to what college, university, or institution the individual will be attending and certification that the individual has not received an appointment to a service academy, to the USMMA or a ROTC scholarship.

**1614.4** The individual accepts the scholarship award by promptly and properly completing the form enclosed with the letter advising of the scholarship award and submitting the form to NSCC National Headquarters. Failure to submit the form could result in cancelation of the scholarship award.

## **Section 2: Individual NSCC Scholarship Program/Funds**

### **1620 - General**

**1620.1** The NSCC Scholarship Program is the general scholarship program which was the original scholarship fund. Funding for this program was from a number of early supporters of the NSCC, and its principal, as well as interest and dividends are invested in the stock market. The number of scholarships funded under this program will depend on the amount of interest and dividends generated throughout the year and available for providing scholarships(s). In addition to these funds, individuals may give funds on a one time basis, designating specific conditions for their funds.

**1620.2** Eligibility and criteria for selection; [See Section 1.](#)

## **Section 3: Stockholm Scholarship Program**

### **1630 - General**

**1630.1** The Stockholm Scholarship Program was established by the Navy League through a bequest by Carl G. Stockholm, a past National President, to provide financial assistance to a selected cadet, to be designated a "Stockholm Scholar", throughout his/her attendance at an accredited college or university. Such assistance will be provided for no more than four consecutive years. There will be only one designated "Stockholm Scholar" at any one time.

**1630.2** Eligibility and criteria; See [Section 1.](#)

### **1631 - Selection**

**1631.1** A "Stockholm Scholar" will be selected every four years (or less should a designated scholar fail to meet continuation criteria). Selection will be made by the Scholarship Selection Board. Announcement of selection will be made by the National President of the Navy League.

### **1632 - Payment of Awards**

**1632.1** Awards will be paid from accumulated interest/dividends of the Stockholm Scholarship Fund. The Navy League's National Treasurer will determine the exact amount. The first grant will be paid in the year in which selected. Three additional grants will be paid upon certification by the "Stockholm Scholar" that he or she is continuing his/her education in an accredited four year college or university, and that he or she is maintaining a "B" average, at a minimum.

**1632.2** Should the "Stockholm Scholar" fail to meet continuation criteria, his/her status as such will be terminated and a new "Stockholm Scholar" selected.

#### **Section 4: San Diego Gas & Electric Scholarship Program**

##### **1640 - General**

**1640.1** Under the terms of the bequest, the [San Diego Gas & Electric](#) Scholarship Program is limited to "minority" cadets residing in the area serviced by the utility.

**1640.2** Eligibility and criteria; See [Section 1](#).

**1640.3** Payment of award will be from dividends of the San Diego Gas & Electric Funds of which the principle is \$10,000. Awards cannot be taken from the principle funds. If there are insufficient interest/dividend funds for the year, no award will be given for that year.

#### **Section 5: NSCC Board of Directors Fund**

##### **1650 - General**

**1650.1** The NSCC Board of Directors Fund was established by the NSCC Board of Directors to be from donations/contributions made to the fund by members of the NSCC Board of Directors or anyone else desiring to give funds to the program. The fund was established on a principle amount of \$25,000, and is the designated amount which the Board of Directors endeavors to draw sufficient dividends and interest to award a scholarship.

**1650.2** Eligibility and criteria; See [Section 1](#).

#### **Section 6: Morgan & Helen Fitch Scholarship Fund**

##### **1660 - General**

**1660.1** This fund was established through a gift from the founder of the NSCC, Morgan Fitch and his wife, Helen. They have provided a substantial amount of money to fund several scholarships. Mr. Fitch made no stipulations for the scholarship but did stipulate the principal is to be preserved. The NSCF will oversee the investment of this money and provide information to the NSCC Scholarship Selection Board on the amount and number of scholarships each year.

**1660.2** Eligibility and criteria; See [Section 1](#).

**1660.3** Award may be for four years with the stipulation the recipient must be in the upper 50 percentile of his college class. Should the recipient fail to maintain the standard, a new recipient will be selected. Payments will be awarded from the Morgan Fitch Fund, based on annual earnings from the fund.

## **Section 7: Harry Lee & Rose Howell Scholarship Fund**

### **1670 - General**

**1670.1** This scholarship(s) was funded by Ms. June Howell in honor of her mother and father, Harry Lee and Rose Howell. Harry Lee Howell was a physician and LCDR in the U.S. Naval Reserve. The funding for the scholarship is stipulated in June Howell's will. The scholarship is funded from dividends and interest from general funds invested in the market. The NSCF will oversee the money invested and advise the NSCC Scholarship Selection Board on the amount and number of scholarships each year.

**1670.2** Eligibility and criteria; See [Section 1](#).

## **Section 8: Robert C and Helen Scharf Hutton Scholarship Fund**

### **1680 - General**

**1680.1** This scholarship was established by Robert C Hutton in memory of his wife and self. Mr. Hutton was interested in assisting young adults to receive a college education. His primary interest was assisting those interested in aviation, but this is not a requirement for applicants of this scholarship. The money is available to assist any worthy cadet. The principle shall be preserved and the dividends and interest will fund the scholarship. The NSCF will administer this fund and provide for the amount of scholarships each year.

**1680.2** Eligibility and criteria; See [Section 1](#).

## **Section 9: Named Scholarship Program**

### **1690 - General**

**1690.1** NLUS/NSCC members, corporations, organizations, foundations, and other individuals may donate money for a "named scholarship" in the amount of \$25,000. Donations may be spread out over a period not to exceed ten years; however, money from a named scholarship will not be dispersed until the donation, including interest, dividends, and capital gains, reaches \$25,000 and the dividends and interest accumulate for one calendar year. The NCSF will administer this fund and provide for the amount of the scholarship each year. Thereafter, the named scholarship will be awarded annually to a deserving applicant as selected by the NSCC Scholarship Selection Board.

**1690.2** A proposal of a pledge for a named scholarship will be submitted to the NCSF Board of Trustees for review, comment, and/or approval. This presentation is basically directed to participants, individuals, and families that wish to start a named scholarship, but cannot fund the full amount initially. In lieu of a one-time contribution, they would pledge certain specific funds over a fixed period of time, ultimately funding the full \$25,000 for their named scholarship.

**1690.3** The scholarship name would be selected and identified with the first pledge payment. The name selected may be that of a person, organization, ship, squadron, military event, council or region, or any other entity submitted to the NCSF Board of Trustees for their approval.

**1690.4** The maximum period over which a scholarship may be funded is five years with a minimum annual payment of \$5,000 per year. Any term less than five years, or acceleration of payments, is acceptable. However, extensions of the original term, or annual payments less than \$5,000 require approval of the NCSF Board of Trustees.

**1690.5** Any name change in the original scholarship, or the transfer of funds to another donor, requires approval of the original donor, The NSCF, and the Scholarship Selection Board. If the original donor cannot complete the pledge, the funds collected will be provided to another NSCC scholarship fund(s).

**1690.6** Upon final payment of the pledge for \$25,000, the named scholarship will be awarded once the interest and dividends have accumulated for one calendar year.

**1690.7** The amount of funds available for named scholarship awards will be based on the dividends and interest earned by the individual scholarships during the preceding calendar year. The total dividends and interest earned by the named scholarship fund will be apportioned to the named scholarships in direct proportion to the share of the fund that each scholarship represents. Unless otherwise directed by the NCSF Board of Trustees, only dividends and interest will be disbursed as scholarship funds.

**1690.8** Each named scholarship will be individually accounted for to ensure its corpus receives its pro rata share of the named scholarship fund's annual capital gains. Capital gains, therefore, will not be disbursed as scholarship awards.

**1690.9** Eligibility criteria and application processing procedures are contained in [Section 1](#).



## CHAPTER SEVENTEEN

### UNIT FORMATION, COMMISSIONING AND SUPPORT/OVERSIGHT

#### Section 1: Unit Formation

##### 1710 - Authority

**1710.1** NSCC units are normally formed by Navy League Councils. Units may also be formed by authorized service organizations (American Legion, Veterans of Foreign Wars, FRA, NERA, etc.) or civic organizations (Kiwanis, Rotary, Lions, Optimists, etc.) and/or local schools in areas where there is no council, or where there is no Navy League council interest.

**1710.2** The National Chairman is approval authority for formation of units.

##### 1711 - Formation Process

**1711.1** Unit formation is a formal process:

- A request to commence forming a unit is submitted to NSCC National Headquarters. The unit formation process commences when National Headquarters forwards a formation package including formation manual, promotional brochures, NSCC directives and other materials needed to guide and direct unit formation and operations. National Headquarters approval of the request signifies that the unit is formed, and is authorized to commence enrolling, outfitting and training cadets. Occasionally units will request formation and enroll cadets simultaneously, where there are sufficient numbers of prospective cadets to do so.

-When formation requirements have been completed, the sponsoring organization will commence operations as a formed unit.

##### 1712 - Responsibilities

**1712.1** The Council President (or head of other authorized sponsoring organization) will: (1) appoint a NSCC Committee, normally a chairman and three members; and, (2) submit to National Headquarters, via the Regional Director and the cognizant NHQ Representative, a request for authorization to commence unit formation.

**1712.2** The NSCC Committee is responsible for oversight of all phases of unit formation. National Headquarters will provide the committee with detailed unit formation guidance and requirements to be observed in the formation process. In conjunction with the prospective commanding officer of the forming unit, committee responsibilities include:

a. Carefully review NSCC Regulations, the NSCC Administrative Manual, and OPNAVINST 5760.5 (series). This Navy instruction deals with Navy support of NSCC and is required reading.

b. Contact the commanding officers of local Navy and Coast Guard activities, local recruiters, the Navy Recruiting District, Public Affairs Officer, school officials, the leadership of service/civic organizations, and other community leaders to enlist their assistance in forming the unit.

c. Confirm with the commanding officer of the local DoD or Coast Guard activity, the availability of training facilities and materials, and of space for administrative functions and storage of unit equipment.

d. **May recommend** to NSCC NHQ, the prospective adult leadership for the unit. Contact the commanding officers of Navy/Coast Guard activities, and leaders of service/civic organizations for help in identifying adult leaders. Female adult leadership is required if it is planned to have female cadets in the unit. Four or more, prospective unit officers are desired, but not required for unit formation.

e. May **recommend** to NSCC National Headquarters the name of a prospective commanding officer (PCO). **NSCC NHQ (Chairman) is the sole authority to select the unit commanding officer from recommendations submitted during formation or when the unit is formed.**

f. In conjunction with the PCO, interview and assign prospective unit officers to billets. Use every means at their disposal to ensure that each adult leader is suited for instruction of young people.

g. With the PCO, prepare a budget to reflect expected receipts/expenditures through the end of the fiscal year, 31 December.

h. **Recommend** to NSCC NHQ a unit name. The unit may be named after a ship (but **can not** include the 'USS' designator), a geographical location, or an individual (i.e. Medal of Honor Winner from local area). The Executive Director must approve the name selected.

i. With the PCO, prepare the formal request to form the unit for signature of the Council President. Adult leader officer appointment applications and enrollment form and cadet registration and enrollment forms (with enrollment fees for both categories), should accompany the formal request. Two or more officer applicants are desired, but not required, to commence formation operations and five or more prospective cadets, are desired for approval to form the unit. Recommend an initial rank for the PCO. The initial appointment rank for new unit commanding officers is usually LTJG. This letter will be submitted to National Headquarters, via the Regional Director and NHQ Representative.

## **Section 2: Unit Commissioning**

### **1720- General**

**1720.1** A NSCC unit, once formed, may be commissioned when enrollment has reached a minimum of **25 NSCC cadets/4 officers** and upon completion of a pre-commissioning inspection or annual evaluation/inspection. Commissioning indicates that a unit is properly organized and is attaining NSCC training goals. A Training Ship may be commissioned upon reaching **15 NLCC cadets/2 officers**.

**1720.2** Units should strive to complete requirements for commissioning not later than one year after unit formation

### **1721 – Pre-commissioning Inspection**

**1721.1** A pre-commissioning inspection is held to determine if the unit is operationally and administratively ready for commissioning. The Executive Director will provide the inspection form upon request.

**1721.2** The prospective unit commanding officer will schedule the inspection, with the cognizant Regional Director requested to provide the inspecting officer. If the Regional Director is unable to arrange for an inspecting officer, the unit commanding officer will coordinate with the NHQ Representative to make arrangements for a Navy/ Coast Guard Officer to conduct the inspection.

**1721.3** The inspecting officer will forward the inspection report via the chain of command to the Executive Director, indicating whether or not the unit is considered ready for commissioning.

**1721.4** Successful completion of the required annual inspection (see Chapter THIRTEEN) will meet pre-commissioning inspection requirements.

### **1722 - NSCC Warrant**

**1722.1** The NSCC Warrant is the official commissioning document, and is prepared by National Headquarters upon receipt of evidence that all pre-commissioning requirements have been met.

### **1723 - Commissioning Ceremony**

**1723.1** The unit commanding officer should arrange and schedule the commissioning ceremony in coordination with the NSCC Committee Chairman, the commanding officer of the supporting Navy or Coast Guard activity, and the NSCC Regional Director. The NSCC Warrant, to be delivered at the ceremony, will be prepared and forwarded by the Executive Director.

## **Section 3: Unit Support/Oversight of a Formed Unit**

### **1730 - General**

**1730.1** Once the unit is formed, the NSCC Committee discharges sponsor responsibilities by general oversight of the unit. This oversight includes reviewing/auditing financial operations and the overall conditions of the unit regarding the safety and well being of the cadets. The committee should assist, when requested by the commanding officer, constructive ways to ensure that the highest standards are achieved and maintained. The sponsoring organization has no direct authority over the NSCC unit. The committee is not authorized to intervene in the administration and daily operations of the unit. The prerogatives of command must be respected and observed. When, in the opinion of the committee members, the performance of the unit commanding officer is not satisfactory, they may recommend to the NSCC chain of command, in writing, through the council president that the commanding officer be replaced, with reason for the recommendation. Other responsibilities of the committee include, but are not limited to, the following:

- a. When requested, assist the commanding officer in the identification of adult leadership for the unit.
- b. When requested, recommend a replacement for the unit commanding officer when he/she nears tenure (normally three years), or at other times when necessary or appropriate. If the commanding officer's performance is satisfactory and there are no replacements available, command tenure is automatically extended for another three years or until a qualified replacement is found and agrees to assume the CO duties
- c. In conjunction with the Regional Director (lead action officer), may prepare and sign/endorse the required commanding officer's annual performance evaluation, Officer Promotion/ Evaluation Form and forward to the NHQ Representative, no later than 15 March of each year, for his endorsement and forwarding to NHQ.
- d. Upon receipt from the Regional Director, sign/endorse the recommendation on the unit commanding officer for promotion when eligible and warranted by his observed performance. The Promotion/Evaluation Form shall be forwarded to the NHQ Representative for his comments and endorsement to reach NHQ by 1 November of each year.

- e. When requested, assist the unit commanding officer in preparing the unit's annual budget utilizing the NSCC budget/audit form.
- f. Ensure that an annual review/audit (utilizing the NSCC budget/audit form) of the unit's financial records is made, a copy of which is to be submitted with the unit's annual inspection/evaluation report. The unit, at a minimum, should maintain a simple income/expense ledger with back-up receipts and notes. This audit will be performed regardless of whether the unit is inspected or not.
- g. In coordination with the Regional Director, or the designated representative, participate in the unit's annual personnel inspection and as appropriate, unit evaluation (encourage attendance by members of the sponsoring council, or other sponsoring organization). Complete the Relations with Navy League/Sponsoring Organization portion of the inspection/evaluation report prior to the inspection date.
- h. Visit and periodically observe unit drill/activities to assess general operations of unit. Through the Regional Director, recommend such actions as may be necessary to maintain the highest standards for the safety and well being of the cadets.
- i. Assist the unit commanding officer in maintaining minimum satisfactory cadet enrollment: 25 NSCC or 15 NLCC cadets depending on type of unit. Encourage members of the sponsoring council or other organization, to assist in unit recruiting and retention efforts.
- j. Plan for Council and unit promotion of the annual National Sea Cadet Corps Month, as announced by the NLUS National President or the NSCC National Chairman, and the NSCC birthday (10 September) to highlight the Cadet Corps programs. Use the occasion to raise awareness of the Cadet Corps programs and as a recruiting vehicle.
- k. Assist the commanding officer in funding for the unit in support of the budget to the extent possible.
- l. Assist the council or other sponsoring organization in providing appropriate recognition for the unit and for its cadets and adult leaders.
- m. Submit recommendations for NSCC awards, if warranted and appropriate, in accordance with the NSCC Awards Manual, or as otherwise requested.
- n. Act in a timely manner on all NSCC/NLCC administrative items requiring sponsoring council, or other organization, action and/or sanction as presented by the unit commanding officer.
- o. Provide the president and members of the sponsoring council, or other organization, with regular updates on unit activities and programs.
- p. When requested, assist the commanding officer in resolving any local conflicts in application of NSCC policy and guidance concerns of the sponsoring organization that may arise. Bring such differences, when necessary, to the attention of the Regional Director and/or NHQ Representative with recommendations where appropriate.
- q. Maintain on-going communications with the Regional Director and request assistance when needed.

r. When requested, assist the commanding officer of the unit in maintaining liaison with the commanding officer of the supporting military activity, extending appreciation for support of the NSCC/NLCC programs.

s. Invite the unit commanding officer and unit officers to attend council/sponsoring organization functions, encourage them (as well as cadet parents) to join the Navy League and/or the sponsoring organization.

**1730.2** The Regional Director is responsible for evaluation and effectiveness of the unit, providing guidance and direction as required. The Regional Director is authorized to direct corrective actions, which may include replacement of the commanding officer and/or his staff. The Regional Director may consult with the NSCC Committee Chairman when necessary/desired, to help ensure proper performance of the unit.



## CHAPTER EIGHTEEN

### NAVY LEAGUE CADET COMPANIES

#### Section 1: Authorization

##### 1810 - General

**1810.1** NSCC units may form a NLCC company when a NLCC training ship cannot be formed because adult leadership/training facilities are not available. Units will submit requests to form a company to the Executive Director, stating that NLCC cadets will be separately trained, and that the training can be accomplished without detriment to the NSCC training program. Concurring endorsements by the NSCC chain of command and the supporting activity are required. Cadet applicants must have reached their 11th but not their 14th birthday. Waivers to this policy must be submitted to the NSCC Executive Director.

**1810.2** The Executive Director will provide written authorization to form the company.

#### Section 2: Administration, Training and Inspection

##### 1820 - Administration

**1820.1** An officer/midshipman will be designated as office-in-charge of the company. The officer-in-charge will be responsible to the NSCC unit commanding officer for the proper administration of the unit.

##### 1821 - Training

**1821.1** Companies will follow the NLCC Training Syllabus. All training, other than basic training such as saluting, drill, etc., will be conducted separately from NSCC training. NSCC cadets, E-4 and above, may instruct NLCC cadets in military drill and other subjects within their competence.

**1821.2** NLCC cadets may not participate in NSCC advanced training. They may, however, participate in NSCC unit orientation trips provided airlifts or overnight shipboard training is not involved.

##### 1822 - Inspection

**1822.1** NLCC Companies will be inspected using the NLCC Inspection/Evaluation Guide if five or more cadets are assigned; however, a minimum of 15 cadets is required in order to be commissioned so the unit may be included in national award competition.

**1822.2** NLCC Companies are not commissioned units and therefore they are not eligible to participate in national competition.

#### Section 3: Formation of a Training Ship

##### 1830 - General

**1830.1** When NLCC Companies reach and maintain 15 or more cadets, and support facilities and number of adult leaders permitting, they will charter as a NLCC Training Ship.

**1830.2** Support facilities and number of adult leaders permitting, a NLCC Training Ship may begin forming with five cadets. After one year the unit must increase to ten cadets and within two years it must have 15 cadets, the minimum required to form and commission a Training Ship.



## CHAPTER NINETEEN

### COMMAND PROBATION/UNIT DISESTABLISHMENT

#### Section 1: Command Probation

##### 1910- General

**1910.1** Commanding officers of units failing to maintain minimum satisfactory enrollment and/or acceptable administrative/training standards may be placed on Command Probation. This status will continue until the deficiencies noted have been corrected or, if not corrected within a reasonable period of time, his or her appointment to command is revoked.

**1910.2** Reasons for placing a commanding officer on Command Probation include, but are not limited to:

- a. Failure to maintain satisfactory enrollment for two (2) successive quarters (25 NSCC Cadets/4 officers or 15 NLCC Cadets /2 officers),
- b. Financial irregularities, and/or failure to submit an Audit Report even though has no unit inspection.
- c. Failure of unit to undergo required annual inspection/evaluation.
- d. Failure to follow NSCC Regulations, policies, and instruction.

##### 1911 - Authority

**1911.1** Only the Executive Director, acting for the National Chairman, may place a unit commanding officer on Command Probation.

**1911.2** Sponsoring council presidents/NSCC Committee Chairmen, Regional Directors, and NHQ Representatives may recommend Command Probation when considered warranted. Recommendations must be in writing with full justification therefore, and be submitted via the NSCC chain of command.

##### 1912 - Procedures

**1912.1** Unit commanding officers placed on Command Probation will be informed of the reason(s) for such action, required corrective actions, and time frame in which corrective action must be completed, if appropriate.

**1912.2** The Appointment to Command of unit commanding officers who fail to correct specified discrepancies within a reasonable period of time will be revoked.

**1912.3** A unit commanding officer on Command Probation whose appointment to command is revoked, is not eligible for further command or for promotion.

## **Section 2: Unit Disestablishment**

### **1920 - General**

**1920.1** Council Presidents, Regional Directors, and NSCC NHQ Representatives may recommend that a unit be disestablished for good and sufficient reason. The recommendation will be made in writing with full justification. An on-site visit by the Regional Director and/or NHQ Representative with appropriate officials is expected to determine that no possibility exists for continuation of the unit.

### **1921 - Authority**

**1921.1** Only the Executive Director, acting for the National Chairman, may direct disestablishment of a unit.

**1921.2** A council, or other sponsoring organization, may withdraw sponsorship, but does not have the authority to disestablish a unit. Councils withdrawing sponsorship must notify the Executive Director of such action by letter. When this is the case, the NSCC unit should seek another sponsor and notify NHQ of such in writing via the chain of command. The notification letter shall include the comments of the new sponsoring organization. In cases where the unit desires to terminate the relationship, this must be done in writing. The unit should forward a letter to NHQ with endorsement/comment by the sponsoring organization.

### **1922 - Procedures**

**1922.1** When it has been determined that disestablishment of a unit is in the best interest of the Corps, the Executive Director will revoke the unit's Warrant, if commissioned, and remove the unit from NSCC rolls, keeping all concerned notified of the action taken.

**1922.2** The Regional Director and sponsoring organization will be requested to:

- a. Ensure that each enrolled cadet and adult leader is notified that the unit is being disestablished, and that all associated activities will ceased.
- b. Work with the disestablished unit command and cognizant NSCC NHQ Representative to transfer cadets and adult leaders to other NSCC units if possible, and
- c. Work with the cognizant NSCC NHQ Representative to ensure that unit material/property is made available to other units' or to dispose of the material/property as directed by the Executive Director.

## CHAPTER TWENTY

### PUBLIC AFFAIRS

#### Section 1: Policy and Approval Authority

##### 2010 - Policy

**2010.1** Public relations is an "All Hands" evolution. Each member of the Corps is charged with the responsibility of working to build a favorable image of the Corps and of the Navy and Coast Guard in the minds of the public at-large and of American youth in particular.

**2010.2** The Executive Director and NHQ Representatives, along with Commanding Officers and Regional Directors, are responsible for developing and coordinating the public relations program within the NSCC, the Navy, the Navy League, and other entities, to obtain maximum program awareness, and to ensure that all publicity generated supports established policy of the NSCC, the Navy League, and the Navy.

**2010.3** Public relations projects must be in good taste and project a favorable image of the NSCC. Local questions about the propriety of proposed projects will be referred to the HQ Representative or his designated representative for decision.

##### 2011 - Approval Authority

**2011.1** The Executive Director, acting for the National Chairman, is the approving authority for all national public relations programs.

#### Section 2: Public Affairs at the National Level

##### 2020 - External Public Affairs

**2020.1** The external public affairs program is directed toward promoting awareness of NSCC/NLCC on the part of both civilians and the military, and to ensure that all publicity generated is in consonance with established policy of NSCC, NLUS, and the Navy and Coast Guard. Accordingly, National Headquarters will:

- a. Establish a NSCC Public Affairs Network to include both unit and regional members, and provide each with public affairs guidance to include formatted press releases, promotional materials, etc.
- b. Produce promotional videos and brochures as feasible.
- c. Ensure fullest utilization of Sea Power and Navy Leaguer, and Navy/Coast Guard publications as a means of raising awareness of the NSCC/NLCC programs.
- d. Work with active duty and reserve Public Affairs offices of the Navy and Coast Guard to assess what literature and media material are available, and how these materials can be used to the benefit of the Cadet Corps programs.
- e. Arrange for CHINFO, through its field offices, and Naval Reserve Public Affairs Offices, to provide Regional Directors with assistance, guidance and direction in public affairs efforts.

f. Identify volunteers who will assist in public affairs efforts (in a non-pay status) at all levels (unit, regional and national).

g. Place emphasis on Naval Sea Cadet Corps Month and the NSCC birthday (10 September), to encourage supporting Navy/Coast Guard commands and NLUS councils, sponsoring organizations, to highlight the Sea Cadet Corps programs, as well as to use the occasions to recognize individual accomplishments and fund raising purposes. This will serve to raise Navy/NLUS and community awareness of, and increase support for, the Sea Cadet Corps programs.

### **2021 - Internal Public Affairs**

**2021.1** Keeping members of NSCC/NLCC informed is essential to attainment of program goals. Accordingly, National Headquarters will:

a. Publish a program newsletter (Wash-O-Gram) quarterly to keep NSCC/NLCC leadership (officers, midshipmen, and instructors) and NLUS National Officers and Directors, as well as Council Presidents and NSCC Committee Chairmen, abreast of Sea Cadet Corps activities.

### **Section 3: Public Relations at the Unit Level**

#### **2030 - General**

**2030.1** An aggressive public relations program at the unit level is essential; consequently, unit Commanding Officers, NSCC Committee Chairmen, and NSCC Regional Directors/HQ Representatives must use their initiative and good judgment in developing local public relations projects. The Executive Director will publish lists of promotional materials available for this purpose.

**2030.2** Copies of public relations articles and photographs (prints) appearing in local media should be forwarded to National Headquarters for use in national publications.

## CHAPTER TWENTY-ONE

### AWARDS PROGRAM

#### Section 1: General

**2110.1** The awards program is motivational in nature, and was established to recognize achievement on the part of units and of individuals in working toward the educational goals of the NSCC program. The awards consist of: Major individual Awards, Major Unit Awards, and Ribbon Awards. Detailed instructions for the administration of the awards program, as well as a description of each award, are contained in the NSCC Awards Manual.

**2110.2** The NSCC National Board of Directors determines the type of, and criteria for, awards/trophies/ribbons, which may be awarded to units and individuals.

**2110.3** The NSCC Awards Committee, appointed by the National Chairman, selects the units/ individuals to be honored through this program.

#### Section 2: Major Individual Awards

##### 2120 - Chairman's Medal

**2120.1** Recognizes sustained distinguished service/support on the part of individuals meeting such criteria as may be established by the National Chairman.

##### 2121 - Willis E. Reed Award

**2121.1** Recognizes the Naval Sea Cadet who has excelled in all phases of NSCC training, and whose achievements mark him/her as the NSCC Cadet of the Year.

##### 2122 - Keith Weaver Award

**2121.1** Recognizes the Navy League Cadet who has excelled in all phases of NLCC training, and whose achievements mark him/her as the NLCC Cadet of the Year.

##### 2123 - Nicholas Brango Award

**2123.1** A Navy League award which annually recognizes the Naval Sea Cadet Corps officer who has excelled in all phases of NSCC/NLCC training, and whose outstanding qualities of leadership have made a significant contribution toward attainment of Navy League goals, in the education and training of American youth.

##### 2124 – Judge Robert T.S. Colby Award

**2124.1** To recognize an enrolled volunteer Instructor who has excelled in supporting training and/or administration and/or other needs of the Instructor's unit during the past full calendar year.

##### 2125 – Command/Regional Director Badge

**2125.1** Recognizes those NSCC officers who successfully serve (d) as commanding officer/Regional Director of a NSCC/NLCC unit or region. Commanding Officer will request authorization after completion of one year as commanding officer. Regional Directors will be authorized when assuming the billet.

### **Section 3: Major Unit Awards.**

#### **2130 - John J. Bergen Trophy**

**2130.1** Awarded annually to the outstanding NSCC unit in the nation. Honors the late John J. Bergen, a founder of NSCC and a past National President of the Navy League.

#### **2131 - George S. Halas Trophy**

**2131.1** Awarded annually to the outstanding combined NSCC/NLCC program in the nation. Honors the late George S. Halas, a founder of NSCC.

#### **2132 - Morgan L. Fitch, Jr. Trophy**

**2132.1** Awarded annually to the outstanding NLCC unit in the nation. Honors Morgan L. Fitch, Jr., a past National President of the Navy League and a founder of NSCC.

#### **2133 - Navy League of Canada Challenge Trophy**

**2133.1** Honors the NSCC unit making the most improvement during the training year and, in so doing, ranks among the top ten NSCC units in the nation.

#### **2134 - Anthony H. Murray, Sr. Seaman Award**

**2134.1** Awarded annually to the NSCC unit effecting the most cadet advancements to Seaman (E-3) during the training year. Honors the father of past NSCC National Chairman, Anthony H. Murray, Jr.

#### **2135 - Navy Recruiting Command Award**

**2135.1** Recognizes those NSCC units who achieve excellence in cadet recruiting and retention during the training year.

### **Section 4: Ribbon Awards**

#### **2140 - General**

**2140.1** The ribbon award program was established to recognize meritorious performance, provide incentive for greater effort, and to enhance morale. Only those officers, midshipmen, uniformed instructors and cadets who are currently enrolled in either a NSCC or NLCC unit, or who are assigned to a regional staff, are eligible to receive ribbon awards. A list of ribbon awards and criteria for the award of each is contained in Chapter FOUR, NSCC Awards Manual.

