

PARENT

& GUARDIAN HANDBOOK | 2021



U.S. NAVAL
SEA CADET CORPS

www.seacadets.org



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

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WELCOME ABOARD

This handbook serves as a guide for parents during their child's involvement with the U.S. Naval Sea Cadet Corps (USNSCC). The USNSCC is comprised of two programs: the Navy Sea Cadet Corps (NSCC) for ages 13-17, and the Navy League Cadet Corps (NLCC) for ages 10-13. This handbook will assist parents of current cadets and those with an interest in having their child join the program.

Over the next few months, your family will be introduced to the regulations and customs of the USNSCC. We strive to instill a sense of personal honor, patriotism, courage, self-reliance, and confidence in an anti-drug, anti-alcohol, anti-tobacco, and anti-gang environment.

Many things about the USNSCC may be unfamiliar, especially for parents with no military or military-affiliated experience. Because of this, it is not uncommon for parents of a new cadet to feel "lost" and a little disoriented. The USNSCC maintains an open-door policy with all parents, which means that if, after reading this booklet, there are additional questions or concerns, parents are welcome to address them with the unit's staff.

BENEFITS OF MEMBERSHIP

The USNSCC is a nationwide organization dedicated to helping eligible youth realize personal success and achievement through a nautically-oriented training program. There are approximately 400 Sea Cadet units in the United States, with units in nearly every state, as well as Puerto Rico, Guam and the Virtual Battalion. The USNSCC is also a participating member of the International Sea Cadet Association, which provides opportunities for cadets to take part in training activities abroad.

Through Sea Cadet leadership, your child will learn skills in basic seamanship and its naval adaptations.

Membership in the NSCC and NLCC allows youth to sample military life with no obligation to join the military. Should cadets decide to enlist in the military, their training may allow them to enlist at an advanced pay grade. Historically, a number of Sea Cadets have received scholarships and appointments to military academies and ROTC programs.

ELIGIBILITY REQUIREMENTS

The NSCC/NLCC affords equal opportunity for participation to all young Americans. No person will be subjected to discrimination at any time on the basis of race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin. To qualify for our senior program, the NSCC, the prospective cadet must be between 13 and 17 years of age. Youth ages 10-13 can apply to our junior program, the NLCC. The prospective cadet must be unmarried and a full-time student in good academic standing and of good moral character. Eligibility requirements are found in the USNSCC Regulations. These regulations, along with other important manuals including cadet and volunteer codes of conduct, uniform manual, etc., can be found at homeport.seacadets.org, under the "policy" section.

All prospective cadets must have parental consent and must be prepared to attend drills regularly in order to enroll. Cadets should be motivated, ready to have fun and be open to learning new things.

An applicant must fully and truthfully disclose his or her medical history, must complete a physical examination performed by a licensed medical practitioner, and must be up-to-date with common immunizations.

While not a prerequisite for enrollment, cadets will find that physical fitness is a key element of success in the NSCC/NLCC program, and that their continued enrollment and advancement will depend on their ability to pass physical fitness tests. Our program uses a U.S. Navy-based physical fitness program, which includes curl-ups (we are transitioning from curl-ups to planks), push-ups, and a timed one-mile run. Tests are given at least twice per year, and passing scores are required to attend and graduate from Recruit Training, some advanced trainings, as well as for advancement in rank.

We strongly believe in the positive impact that our program has on our nation, our sea services and our youth so it is important to us that we are accessible to anyone who wants to join us regardless of physical disability. In compliance with the Americans with Disabilities Act (ADA), it is the policy of the USNSCC that no qualified person will be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination by the USNSCC simply because that person has a disability. The USNSCC will grant reasonable accommodations to eligible candidates where necessary to permit full participation.

COSTS

While there is a standard enrollment fee for membership in the NSCC/NLCC, the actual cost of participation varies by unit and individual cadet depending upon the activities and training planned. National Headquarters has an annual enrolment fee of \$90, but each unit may have additional feels to cover their annual operating budget. The budget may be larger or smaller depending upon the size of the unit, fund raising activities and donations by unit sponsors. To find out more about the specific costs for the local unit, contact the Commanding Officer.

Advanced trainings typically cost between \$150 and \$300, however, some may be more expensive such as SCUBA.

HOW TO JOIN

The most important part of being a Sea Cadet is participation at the local unit. With approximately 400 units across the United States, Guam, and Puerto Rico and with our new Virtual Battalion, our training is more accessible than ever. Interested parents and children should visit our website www.seacadets.org and select the “JOIN” button at the top and follow the steps outlined to locate a local unit and become a Sea Cadet. Parents may also wish to directly liaise with their local unit. Once you have located one, feel free to contact them as well, via their website or social media accounts. Soon, a unit representative will contact you.

Fill out the form on our website to get connected with your local unit.

If you are under the age of 13, a parent or guardian must submit your information via our form.

GREATNESS HAS NO AGE.

JOIN THE U.S. NAVAL SEA CADET CORPS TODAY

Your privacy is very important to us. If you are under the age of 13, you must have a parent or guardian submit your information via this form. Read more about our privacy policy under our [Terms of Use](#).

Are you ready for the adventure of a lifetime? Do you want to prove that greatness has no age? Then grab your boots and come chart your course with the U.S. Naval Sea Cadet Corps. We are now accepting young adults ages 10-18. Please fill out the form below to join this elite program.



- What do you want to do today? ✓
- ☐ I want to be a Cadet.
 - ☐ I want my child to be a Cadet.
 - ☐ I want to be an Adult Volunteer.
 - ☐ I want to start a New Unit.

PARENTAL SUPPORT

Parents need to keep in mind that if their child decides to join either the NSCC or NLCC, they will play an important role in assuring their child's success as a cadet. The U.S. Naval Sea Cadet Corps is a non-profit, volunteer organization that relies heavily on parents to support the efforts of volunteer officers and instructors working with their children. With this in mind, parents should:

- Treating your cadets like adults and encouraging them to advocate for themselves, allowing them to grow in an atmosphere of wise freedom.
- Encourage their child to be respectful of officers and adult volunteers.
- Praise their child for his or her accomplishments.
- Remind their child to listen to and obey instructions.
- Be punctual in dropping off and picking up their child from USNSCC functions.
- Offer the unit assistance or your expertise.
- Donate locally or nationally
- Help foster friendships with other parents and cadets.

Parents who are interested in volunteering with unit activities and responsibilities are encouraged to read the section on Volunteer Opportunities.

SURFING THE WEB

Parents will find both the USNSCC web site (www.seacadets.org) and the USNSCC Homeport page (<http://homeport.seacadets.org>) helpful in answering frequently asked questions. In addition, local units typically post information specific to their own locations and activities on their own web sites. For example, a local unit web site is where you are likely to find details on the time, location and uniform needed for of a given event (e.g., upcoming events, drills, award ceremonies, training sessions, PT, etc.). It is recommended that parents visit these sites to better understand the program and learn how it operates. Further, it is highly recommended that parents consult these sources of information when local unit officers and instructors are not readily available.

Finding a unit web site: In order to find a local unit's web site, please follow the zip code search guidance above in the "How to Join" section.

Parents can also stay informed by connecting to USNSCC's social media platforms:

Youtube: youtube.com/seacadets

Facebook: facebook.com/usnscc

Instagram: [@officialusnscc](https://instagram.com/@officialusnscc)

Twitter: twitter.com/seacadets

COMMUNICATING WITH YOUR UNIT

In addition to interacting on a unit's web site, parents are encouraged to find out if their unit has a preferred method of communicating with parents and cadets. Some units may prefer connecting through a team-style app, while others are more comfortable with a traditional newsletter or email. If you are in doubt, feel free to reach out and ask.

If you are not sure to whom you should reach out, please review the “Chain of Command” section of this handbook so you are familiar with the unit’s hierarchy. For example, in the military, a unit’s Commanding Officer (CO) is equivalent to a Chief Executive Officer (CEO) of a corporation in the civilian world, and you wouldn’t, in most cases, contact the CEO to find out what time the store opens and closes. Similarly, a unit CO may appoint someone else in the unit to field questions from parents, allowing the CO to focus their time and energy on running the unit. It is also important to have reasonable expectations regarding response times for inquiries, as the adults who run the unit are unpaid volunteers, and typically have families and full-time jobs. They may primarily respond to emails on weekends. Learning the preferred method of communication with your unit will help you and your cadet stay well informed and help keep the unit running smoothly.

****Please note, it is important when inquiring about Sea Cadet activities, encourage your cadet to lead the communication by utilising their chain of command.***



OUR NAVY HERITAGE

Cadets will be exposed to many naval customs and traditions, including the use of a vocabulary based on a long and rich history of ships and the sea. Shipboard terms are often used at Navy Operational Support Centers and other land-based facilities where cadets drill.

The jargon used by a group identifies the members, promotes cohesiveness, and sets them apart from those who are not in that profession, sport, club, or organization. This is especially so with the sea services. A short glossary of nautical and military terms used by the U.S. Navy and the U.S. Coast Guard is located at the end of this handbook.

THE THREE CORE VALUES OF THE NAVY

Our naval customs and traditions have developed and evolved since 1776 when the Continental Congress authorized the creation of the Continental Navy. Naval customs and traditions help maintain discipline and order throughout a military organization. Many of the customs include acts or expressions of respect, such as the hand salute, or considerations of the three core values of the U.S. Navy: Honor, Courage, and Commitment.

HONOR - “I will bear true faith and allegiance...” Accordingly, we will conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates. We will be honest and truthful in our dealings with each other and with those inside and outside the USNSCC as well as the U.S. Navy. We are accountable for our professional and personal behavior. Illegal and improper behavior is unacceptable and will not be tolerated.

COURAGE - “I will support and defend...” Accordingly, we will have the courage to meet the demands of our profession and the wherewithal to complete our mission despite any challenges we may face.. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

COMMITMENT - “I will obey the orders...” Accordingly, we will demand respect up and down the chain of command. We will care for the safety, professional, personal and spiritual well-being of our people. We will show respect toward all people of all races, religions, and genders.

FUN FACT:

As part of the Department of the U.S. Navy, the Core Values of the Marine Corps are also Honor, Courage, and Commitment.

THE CORE VALUES OF THE SEA CADETS

The United States Naval Sea Cadet Corps core values mirror those promoted by the maritime services and reflect both the mission and vision of the U.S. Naval Sea Cadet Corps. They have been selected because they represent the values expected of youth leaders as they leave high school and pursue futures in academics, the workforce, or military service. The USNSCC core values are Honor, Respect, Commitment, and Service.

HONOR - We always conduct ourselves in the highest ethical manner. We are honest and truthful. We abide by an uncompromising code of integrity. We hold ourselves accountable. We take responsibility for our actions. We keep our word.

RESPECT - We treat all people with dignity, fairness, and compassion. We believe in the power of diversity. We foster an inclusive culture within the U.S. Naval Sea Cadet Corps. We instill trust and respect within the chain of command, both as followers and leaders.

COMMITMENT - We prioritize the safety, and care for the professional, personal, and spiritual well-being, of our fellow cadets and volunteers. We seek to operate as a team to improve the quality of our work, our people, and ourselves. We pursue positive change and constant improvement for ourselves, our shipmates, and the U.S. Naval Sea Cadet Corps.

SERVICE - We place the priorities of our country, the U.S. Navy, the U.S. Coast Guard, the U.S. Merchant Marines, the U.S. Naval Sea Cadet Corps, and our shipmates above our own. We strive to be our best by building moral courage, instilling trust, and inspiring hope in those we serve and those with whom we serve.

GOVERNMENT SUPPORT OF THE USNSCC

The Secretary of the U.S. Navy has authorized the wearing of Navy uniforms by members of the USNSCC. They must be modified with the NSCC/NLCC insignia according to our uniform regulations.

The U.S. Congress has allocated funds to help subsidize the cost of recruit and advanced trainings, and Cadets, after successful completion of basic training, are eligible to train aboard U.S. Navy ships and Coast Guard ships, as well as participate in shore activities.

Use of these government spaces in the course of our training is a unique part of the USNSCC experience, and all of us, cadets, parents, instructors, volunteers, etc., must do our part to maintain this privileged access to the military. In general, military personnel are respectful and courteous of civilian guests and their inquiries, however, their primary mission is service to and security of our country. Parents and cadets are expected to demonstrate appropriate decorum and respect when visiting our military installations.

To encourage your Senator or Congressman to continue the government's sponsorship of the Sea Cadets, visit our website: <https://www.seacadets.org/legislative-affairs>

CADET TRAINING

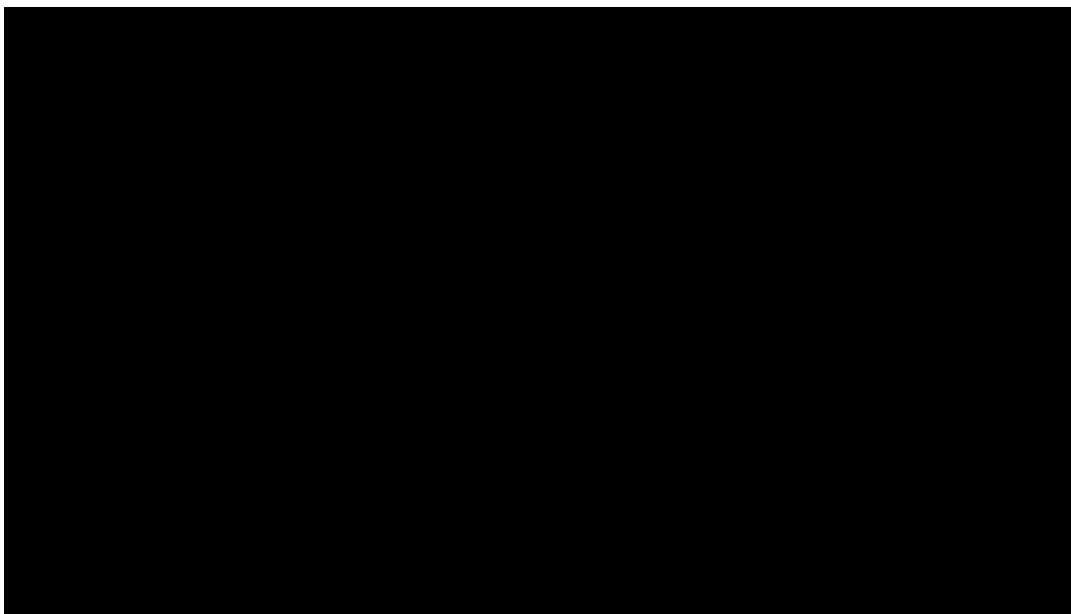
While much of the programs structure mirrors that of the our Nation's military, their main purpose is to foster good citizenship while cultivating an interest in and appreciation for our nation's maritime services. Cadets study a broad range of subjects, both in the classroom and through practical, hands-on application.

Cadets are required to attend and graduate recruit training, a fast paced 9 - 14 day training focused on basic military instruction and team building. After recruit training, cadets can participate in a number of unique advanced trainings such as field operations, robotics, SCUBA, submarine training, culinary arts, SEALs, and even International Exchange Programs. Only you can chart your course.

BOOT CAMP | SEA CADET RECRUIT TRAINING & NAVY LEAGUE ORIENTATION

Sea Cadets are must attend Recruit Training to progress in the program. Recruit Training serves as a cadet's introduction to military routine and discipline. Graduating is their first step towards advancing in the Sea Cadet program. Sea Cadets may choose a training period during the summer or winter months to accommodate employment arrangements or family vacations.

League Cadets may choose to attend an optional Navy League Orientation. While not a requirement, this week-long training helps cadets garner skills in self-confidence, discipline, and teamwork.



NCSO Recruit Training

Fort Irwin/Angeles Gap, PA - 2018

MALE

List the quantities of items packed in "Qty packed" column. Bring this sheet completed to check in.

MALE RECRUIT SEABAG LIST

EVERYBODY must pack everything in sections A-D. Quantities of items in fields E & F are determined by which uniforms you are bringing. **YOU MUST HAVE A TOTAL OF 100 BETS or MORE items in any combination or combination.**

For each uniform set you must have at LEAST 3 corresponding uniform items.

Section	Item	Qty packed	Section	Item	Qty packed
SECTION A Essentials	1) ID Card, current, signed w/ photo, unexpired		SECTION D Personal Items	1) Towel, WHITE, bath	
	1) Service number			1) Watchband, WHITE	
	1) Lock w/ 2 keys			1) Soap	
	1) Socks*			1) Shoe deo	
	1) This packing worksheet, completed by recruit			1) Shower shoes, BLACK, plain*	
SECTION B Drink whistles	1) Drink whistle, yellow		SECTION E NEWBY*	1) NEWBY items (NEWBY name tape, no USNCSO tape)	
	1) Drink whistle, blue			1) NEWBY NEWBY (NEWBY name tape and USNCSO tape)	
	1) Drink cap			1) Blue t-shirt	
	1) Necktie/sart			1) NEWBY game pants preferred, but any tan camo is acceptable	
	1) White belt w/ skirt top			1) NEWBY 2 piece cover (can use the same one from your whites)	
SECTION C Neckties/sart	1) Necktie/sart		SECTION F COVER	1) BLACK LEATHER boots (NO suede)	
	1) Drink bottle			1) Black belt w/ skate fit	
	1) Socks*			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
	1) Socks, black, leather, outdoor style (NO CORPSTRAPS)			1) USNCSO (USNCSO green name tape and USNCSO tape)	
	1) Socks without top (NO NAME PLATES)			1) BECKON t-shirt (NO! green, dark brown, tan, blue or white. You can order the correct color board brown t-shirts here: http://www.usmca.com/militarywhitebottoms/pack-lee-n280)	
SECTION D Standard uniforms/manufacturing	1) PT shirt, BLUE or BLACK NSC/O or Navy*		SECTION G INSPECTION USE ONLY	1) NEWBY game pants preferred, but any tan camo is acceptable	
	1) PT shirt, solid color w/ NSC/O or Navy*			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) PT shirt			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) PT Socks, Navy, NSC/O or plain BLUE			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) PT Socks, Navy, NSC/O or plain BLUE			1) USNCSO 2 piece cover (can use the same one from your whites)	
SECTION E NEWBY*	1) Socks, WHITE, (at ankles or calf socks, NO knee socks)		SECTION H INSPECTION USE ONLY	1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) Socks, WHITE, (at ankles or calf socks, NO knee socks)			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) Socks, WHITE, (at ankles or calf socks, NO knee socks)			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) Socks, WHITE, (at ankles or calf socks, NO knee socks)			1) USNCSO 2 piece cover (can use the same one from your whites)	
	1) Socks, WHITE, (at ankles or calf socks, NO knee socks)			1) USNCSO 2 piece cover (can use the same one from your whites)	
SECTION F COVER	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION I INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)	
	1) USNCSO (USNCSO green name tape and USNCSO tape)			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
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SECTION G INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION J INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)	
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SECTION H INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION K INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)	
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	1) USNCSO (USNCSO green name tape and USNCSO tape)			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
SECTION I INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION L INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)	
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	1) USNCSO (USNCSO green name tape and USNCSO tape)			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
SECTION J INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION M INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)	
	1) USNCSO (USNCSO green name tape and USNCSO tape)			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
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	1) USNCSO (USNCSO green name tape and USNCSO tape)			1) USNCSO (USNCSO green name tape, no USNCSO tape)	
SECTION K INSPECTION USE ONLY	1) USNCSO (USNCSO green name tape, no USNCSO tape)		SECTION N INSPECTION USE ONLY	1) USNCSO (USNCS	

Packing the Sea Bag



1 START WITH AN EMPTY BAG

Hold your sea bag up with the bottom on the floor. Roll the top of the bag down until the sides reach the floor (like cuffing pants). Now the bag is half the size and easier to pack the bottom.

2 ADD YOUR CLOTHES

Start adding your main clothing items, which includes, tops, bottoms, and then undergarments.

3 ROLL THE SIDES

Roll the sides of the bag up so that it's standing roughly three quarters of the way tall. This gives you room to continue packing.

4 BOOTS AND SHOES

Place any boots or shoes that you need in the bag. You can also add any hats/covers.

5 ADD FINAL ITEMS

Roll the sides of the bag all the way up. You're now ready to include any final items or accessories.

6 TOP IT OFF

Top off the bag with a towel, toiletries, and other personal items like deodorant, toothpaste, or a notebook and pen.

7 CLOSE THE BAG

Close up the bag and stow it where you need it so you're ready to go.

8 CHECK YOUR LIST

It might be helpful to check a sea bag list to make sure you have everything, or check it off as you go.

HOW TO SIGN UP FOR TRAINING

USNSCC's training activities are posted here: <http://homeport.seacadets.org/secure/Training.aspx>. It is recommended that you regularly visit this link to stay up-to-date on training opportunities.

As stated above, most recruit and advanced trainings take place during the summer (starting as early as May in some areas), with some being held during winter and spring break. Your cadet should talk with their chain of command about their interests and seek suggestions and recommendations. Cadets must register for training through their units. Parents or the cadets can contact their units to request participation in an upcoming training, but the registration itself is done by the units. The local unit Commanding Officer must endorse a cadet's training request, but the Commanding Officer of the training has final approval authority.

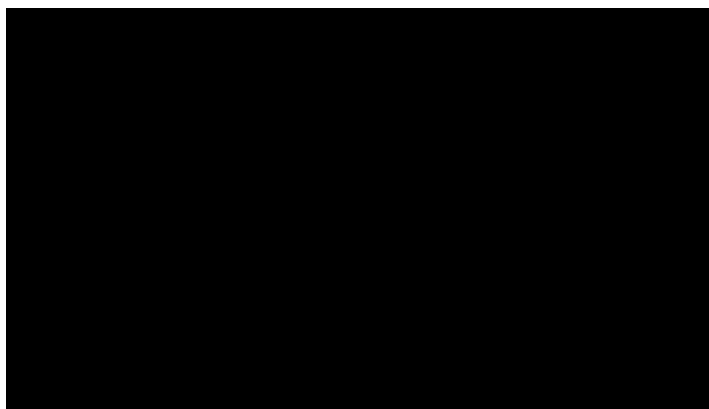
Keep in mind many advanced trainings have a limited number of spaces (known as "billets") and may fill up quickly. It is important to monitor the list of training opportunities and plan ahead to ask your unit to register your cadet. Some trainings may also have pre-requisites and age/rank requirements, so it is important to be mindful of that as well. Typical time frames for announcing new trainings are listed below, but a training may be added at any time.

Training Season	New trainings typically announced:
Spring Training (during spring break)	January-March
Summer Training (May-Aug)	March – May
Winter Training (Dec-Jan)	October - November

COST FOR TRAINING

Thanks to a generous grant from the U.S. Navy, USNSCC National Headquarters is able to subsidize the cost for cadet training, which is a major benefit to our program. As of 2020, the cost for a cadet training(including over-night accommodations and food) is approximately \$150 per week.

This amount does not include travel expenses associated with traveling to and from the training site or any required "Sea Bag" items not issued by the unit (i.e., uniforms, towels, pillows, blankets, etc.). Guidance on when and how to obtain items will be provided by your unit staff.



DRILLS

Every unit is required to conduct a specific number of drills each year. Typically, units drill one weekend or two Saturdays each month. Some drill one night each week. Each unit has an established drill schedule, often posted on their unit web site. Units seldom deviate from their scheduled drills, but some changes may be made due to holidays.

Drills end on time and parents are asked to pick up their cadets within 10 minutes of the scheduled end of drill. Units discourage parents from picking up cadets early and disrupting the discipline of the drill routine. However, parents are often welcome to observe drills and final muster. Coordinate with your unit staff to do so. The Commanding Officer (CO) is usually available at the end of each drill to talk with parents.

WHAT TO BRING



Each NSCC/NLCC unit has its own unique drill routine. Cadets should always wear the appropriate uniform of the day and carry their cadet ID card. The unit's officers and instructors will establish any other requirements for meals, snacks, special equipment or course material. This type of information is generally communicated through a Plan of the Month and/or Plan of the Day.

PLAN OF THE MONTH

Every good team must know how to communicate. The way that our officers communicate with parents and cadets each month is through the Plan of the Month (POM). The POM provides the month's drill dates, the appropriate uniforms (Uniform of the Day or UOD) and a list of any special requirements or other pertinent information for activities and events. Some units also communicate promotions, special events and other information in the Plan of the Month.

It is very important that parents and cadets read the POM as soon as it is received. Cadets are expected to know the information contained in the POM. Parents and cadets typically begin receiving the POM at the start of the month following the cadet's enrollment into the Corps. If a POM is not provided, parents should contact the unit's Commanding Officer or other designated representative

SAMPLE PLAN OF THE MONTH



U.S. NAVY SEA CADET CORPS
ANYTOWN DIVISION AND TRAINING SHIP ANYTOWN
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PLAN OF THE MONTH

The Plan of the Month is an official document of ANYTOWN Division and Training Ship ANYTOWN. Its contents reflect current orders of the Commanding Officer and official unit announcements. All Division personnel are responsible for reading and understanding the information contained herein. Parents and guardians of Cadets are encouraged to read the Plan of the Month and to make note of meeting days and special announcements that may affect personal schedules.

SEPTEMBER 2021

LT Water T. Doer, NSCC
NSCC EXECUTIVE OFFICER
800-555-2222

LTJG Arleigh Burke, NSCC
NLCC EXECUTIVE OFFICER
800-222-5555

Drill Dates: 08 SEP 12 & 22 SEP 12

Drill Hours: Saturdays, 0730-1600 Hours (Cadets must report aboard by 0715)

Uniform of the Day:	08 SEP	Officers/CPOs:	Khakis
		Cadets:	NWUs PT Gear
	22 SEP	Officers/CPOs:	Service Dress Blues
		Cadets:	Service Dress Blues

DRILL ROUTINE:

0715 – Cadets report aboard	1200 – Return from Noon Meal
0730 – Physical Fitness Training	1215 – Training
0800 – Morning Calers	1530 – Study Time/Admin Time/Sweeps
0900 – Orientation day	1600 – Quarters
1000 – Muster & Inspection	1630 – Secure from drill
1015 – Step Off for Noon Meal	1700 – Secure Building

NOTES

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<http://www.navyleague.org>

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ATTENDANCE

Drill attendance is one of the Annual Inspection criteria for each unit, so cadets are required to attend 75% of the unit's regular drills. See the unit's Commanding Officer to discuss needs for excused absences. When it is necessary to miss a drill, the cadet or parent should contact their immediate supervisor using the chain of command (see page 10) until (individual) is reached. If a cadet misses too many drills or does not call when he/she is going to be absent, the cadet could be put on probation or dropped from the program.

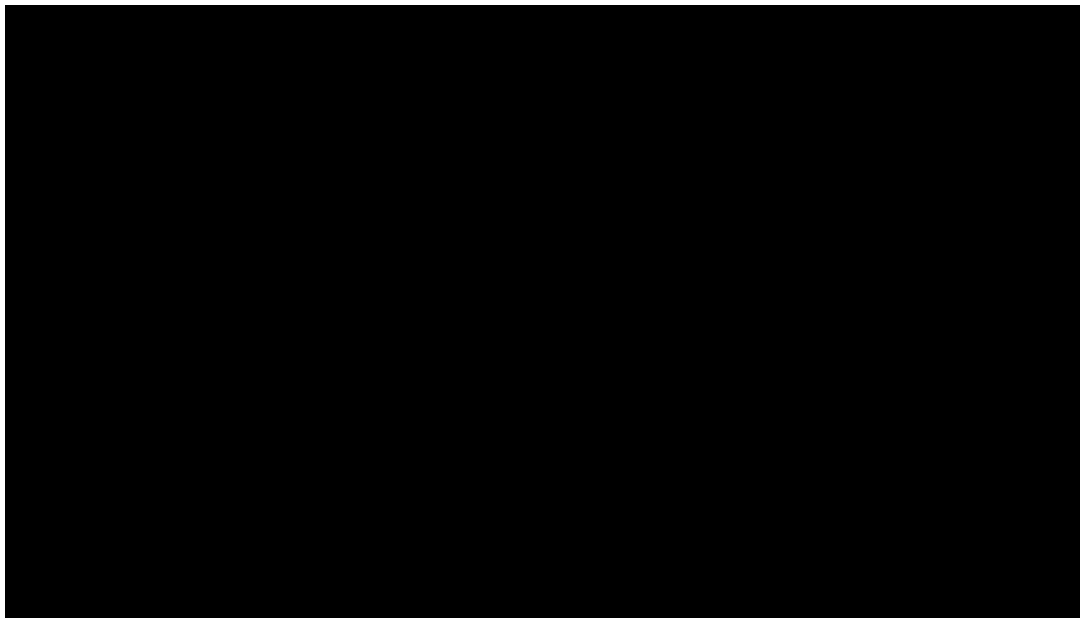
Cadets who are absent from drill may make up drills by drilling virtually, drilling with a neighboring unit, or in another manner to be determined by their unit CO. The Unit CO has the sole discretion to approve or deny any make-up drill requests. Cadets shall not be permitted to make up more than two 3-hour drill periods per month.

PRT

NSCC unit commanding officers will schedule physical fitness training as a regular part of the unit's overall training program. The physical fitness standards are listed in the NSCC Physical Readiness Test policy, available on Homeport. Fitness programs are available for adults as well as cadets. It is essential that cadets are able to meet the rigors of recruit and other summer training evolutions. Cadets scheduled to attend NSCC Recruit Training must pass the minimum standards prior to the CO signing and submitting a Request for Training. Cadets must pass the Physical Readiness Test (PRT) prior to the completion of NSCC Recruit Training. If failed, the cadet is required to "repeat" Recruit Training. Successful completion of Recruit Training is required to attend any type of Advanced Training. Units will schedule a semi-annual formal PRT in the spring and fall to ensure that cadets are prepared for summer and winter training periods, and that they meet the requirements for promotion.

Tested events include:

- 1 mile run
- Sit-ups (we are transitioning into planks)
- Push-ups



CADET COURSEWORK

In order to advance in rank and responsibility, cadets must complete specific coursework required by USNSCC. The Polaris learning management system affords cadets the opportunity to complete their coursework online, independently and between drills. Cadets will be automatically assigned a required Polaris Advancement Course or PAC, based on their standing in the program (known as their “rank”). Cadets must attain a grade of 80% or higher to pass the course.

CADET ADVANCEMENT

As cadets attend monthly drills, participate in advanced training and complete their coursework and other requirements, they have the opportunity to advance in the program. This is a very important achievement for the cadets, and a visible recognition of their time, hard work and dedication. Units typically have advancement ceremonies to publicly honor cadets selected for the next rank. For details on cadet advancement requirements, please see the NSCC/NLCC Administration Manual, located at Homeport.seacadets.org, on the Policy tab.

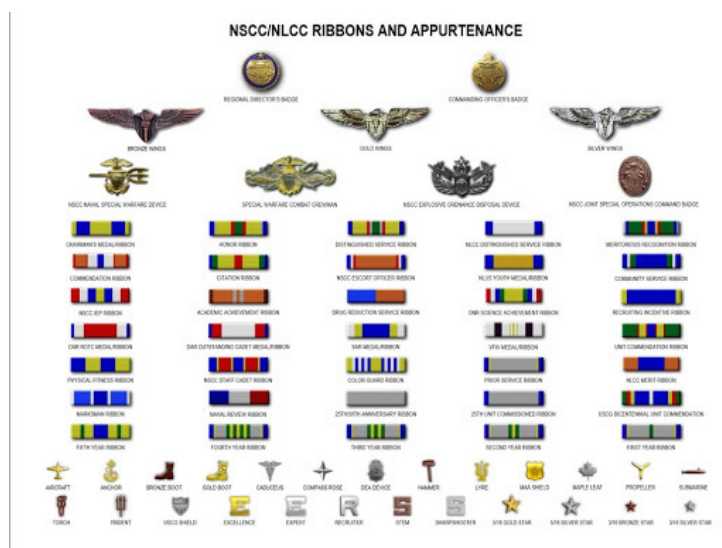
Your cadet can track their advancement progress through the Polaris learning management system. Here, they can log into the system and view their service record and ribbon rack.

AWARDS & SCHOLARSHIPS

Personnel who successfully complete an event or preform exceptionally at a unit or training will be awarded any applicable ribbons and appurtenances in accordance with the Awards Manual located in the Policy tab of Homeport.

Cadets may also be eligible to receive annual awards from their unit or National Headquarters. Information on these awards can be found in the Awards Manual.

There are a number of college and trade-school scholarships available to outgoing cadets. Each year, scholarship applications are sent to the field and interested and eligible cadets may apply. Please visit the Awards Manual at [Homeport>Standing Guidance>Scholarships](#) for more information.



PROPER APPERANCE

UNIFORMS

The unit will issue surplus Navy uniforms to cadets, typically for a reasonable fee or deposit. Uniforms are issued to the best of the Corps’ ability within the limits of the uniform supply available to the program from the U.S. Navy. Typically, uniforms may be exchanged throughout the cadet’s participation in the program at no additional cost. Remember that these are used uniforms and not all sizes are available. Not all required items may be issued; items such as white hats, black socks, dress shoes, boots, athletic shoes, name tapes, and other miscellaneous items may be required at the cadet’s expense. Some uniform items, particularly in hard-to-find sizes, may also need to be purchased by parents.

Parents are responsible for alterations as needed. If the cadet leaves the program, all issued uniforms must be returned.

NAME TAPES AND FLASHES

Each NSCC/NLCC unit has its own unique drill routine. Cadets should always wear the appropriate uniform of the day and carry their cadet ID card. The unit’s officers and instructors will establish any other requirements for meals, snacks, special equipment or course material. This type of information is generally communicated through a Plan of the Month and/or Plan of the Day.



MEMBER TYPE	UNIFORM TYPE	SURNAME	CORPS
NLCC CADET	NWU Type III SHIRT	NAME	USNLOC
	NWU Type III TROUSER	NAME	No Tape
	NWU Type III PARKA	NAME	USNLOC
	NWU Type I SHIRT	NAME	USNCCG
	NWU Type I TROUSER	NAME	No Tape
	NWU Type I PARKA	NAME	USNCCG
NSCC CADET	NWU TYPE III SHIRT	NAME	USNSCC
	NWU TYPE III TROUSER	NAME	No Tape
	NWU TYPE III PARKA	NAME	USNSCC
	NWU TYPE I SHIRT	NAME	USNSCC
	NWU TYPE I TROUSER	NAME	No Tape
	NWU NWU TYPE II PARKA	NAME	USNSCC

NAME TAPE PLACEMENT

Our new NWU Type III uniform, as seen below, has velcro name tapes. This allows for easy cleaning and exchanging at the unit and cadet level.

However, our NWU Type I uniform, the blue camoflauge requires that nametapes be sewn on.



DRESS UNIFORM FLASH PLACEMENT

All patches and flashes must be sewn on. Please use the following guides to sew on our flashes and rank patches. As a reminder, do not use glue, staples, or other adhesives to fasten patches and flashes to your cadet's uniform.



FIGURE 4-2-3 NLCC CADET CHEVRONS AND RATING BADGES



FIGURE 4-2-1 NSCC CADET CHEVRON AND RATING BADGES

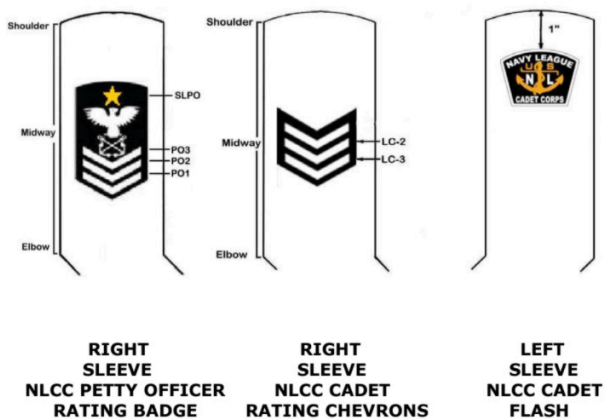


FIGURE 4-2-4 NLCC CADET CHEVRONS AND RATING BADGES

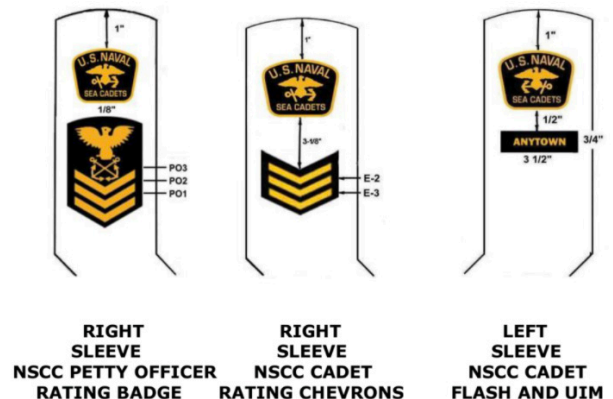


FIGURE 4-2-2 NSCC CADET SHOULDER FLASH AND RATING BADGE PLACEMENT

PERSONAL GROOMING

Good grooming and personal appearance practices instill pride and self-confidence in cadets. All cadets are expected to be clean and well-groomed at all times. Uniforms are expected to be clean and pressed with all patches and nametapes attached securely in the proper position. Cadets will be taught grooming customs and traditions early so that they may assimilate into the unit with as little disruption as possible. Parents can help by being aware of the following grooming standards and reminding the cadet that these are the grooming expectations while in uniform.

Male: Hair must be short, above ears, no sideburns, and no facial hair. Nails trimmed even with the end of the finger and clean. No earrings may be worn; a religious medal may be worn if it is not visible.

Female: Hairstyles must present a professional, balanced appearance. And the appropriateness of any hairstyle shall be evaluated by its appearance when the proper headgear is worn. For additional guidance, see the U.S. Navy's recently implemented regulations for female sailors: <https://allhands.navy.mil/Features/Hair/>

Makeup, if worn, should be natural in appearance and jewelry should be one pair of silver ball earrings only. A religious medal may be worn if not visible. Fingernails may not be more than $\frac{1}{4}$ inch past the end of the finger. The use of natural nail polish is acceptable.



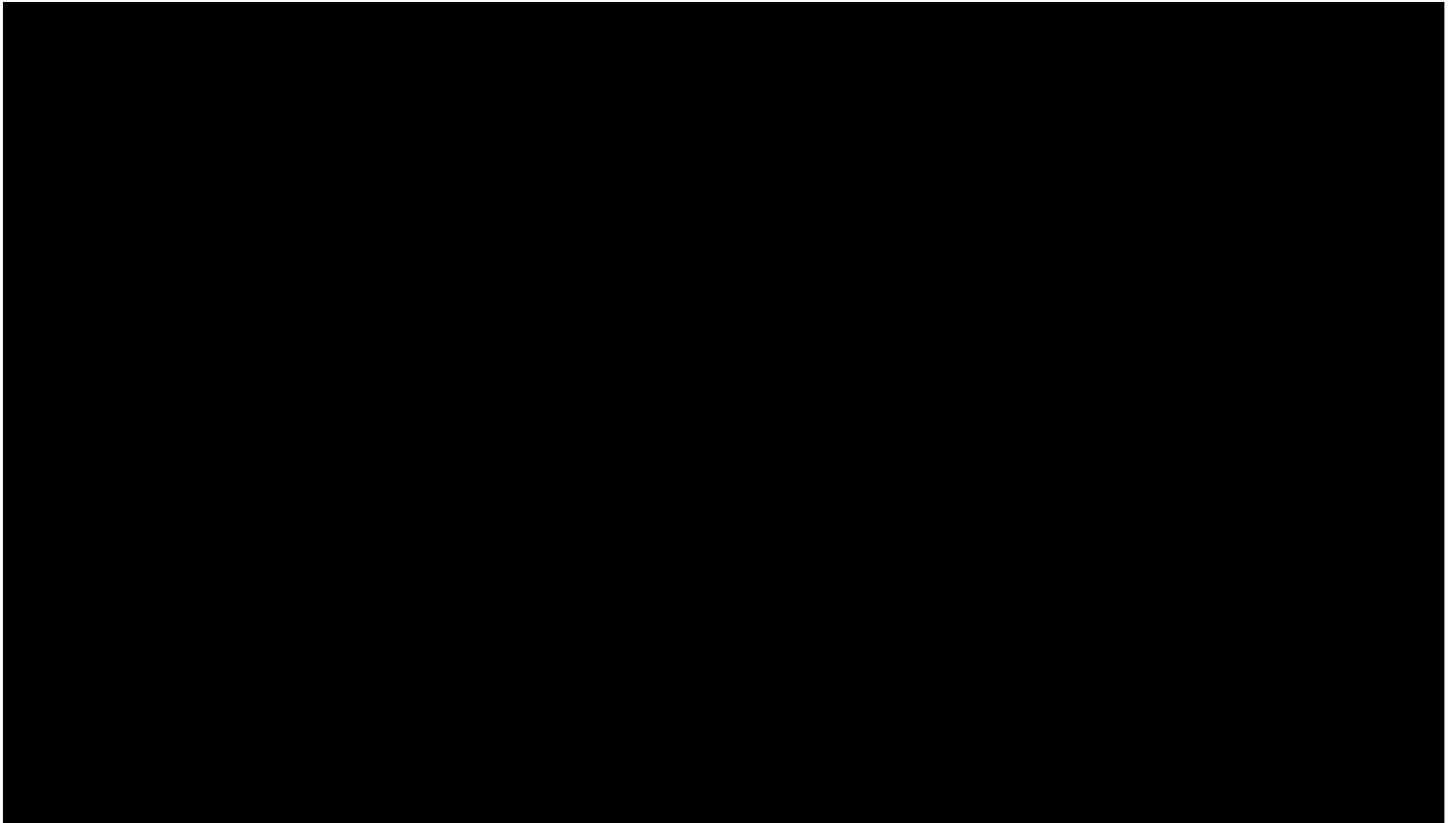
WHY IS THE UNIFORM IMPORTANT

Wearing the U.S. Navy uniform is an honor, not a right. During a cadet's time in the program, they will learn of the importance of wearing the uniform both properly and proudly.

Encourage your cadets to care for the uniforms during unit activities and at home. They are not meant to be a costume or fashion accessory.

When cadets wear an official uniform, they are representing the U.S. Navy. Many civilians do not know the difference between a cadet and a sailor. Cadets must act appropriately when in uniform.

Watch the video below to hear from two of our volunteers who are active duty Navy sailors.



Why is Our Uniform Important | Video URL: https://youtu.be/14sJ_aKQiK0

CHAIN OF COMMAND

Every person in the military has someone to whom they are responsible. Even the President of the United States has to answer to someone: the American people. Every member of the NSCC/NLCC, from your cadet to the Commanding Officer, make up the unit chain of command.

All personnel are responsible to those above them in the chain of command, and each member of the program is responsible for following the policy and regulations of the USNSCC.

CADET CHAIN OF COMMAND

Within the cadet chain of command structure, a newly enrolled cadet, with no supervisory responsibility, is typically the lowest-ranked individual in the chain. The next higher-ranking individual in the chain will generally be another cadet with some leadership responsibility (like a squad leader charged with taking a roll call or a head-count). The senior cadet has some leadership authority to enforce standards among subordinates, and to take their concerns to a higher level if needed. The overall intent of this orderly structure is to keep units running smoothly, by having a clear understanding of everyone's role and responsibility in an organization.

The chain of command varies by unit, so the structure at your local unit may look different from this example.

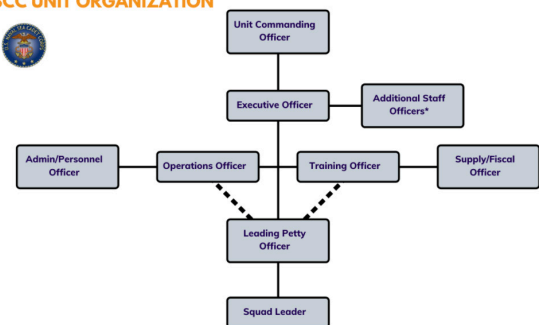
OFFICER CHAIN OF COMMAND

Like the cadet chain of command the officer chain of command is the line of authority and responsibility along which orders are transmitted. Not all units have the same structure, so the chain of command for the local unit may be quite different from the example provided below. These differences are often due to the size of the unit, the availability of adult volunteers, and the skills of those who do volunteer.

The figure above shows a typical unit's COC structure.

SAMPLE UNIT CHAIN OF COMMAND

NLCC/NSCC UNIT ORGANIZATION



*Additional Staff Officers may include Public Affairs, Medical, Recruiting, etc., depending on the number of available adults and the needs of the unit.

NON-CHAIN OF COMMAND VOLUNTEERS

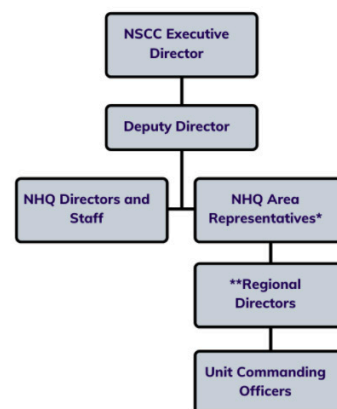
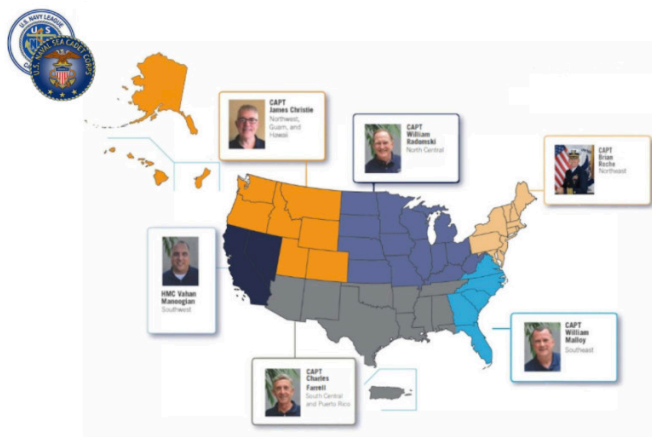
Parents who want to volunteer in a capacity that will routinely put them in direct contact with cadets will be asked to complete an Adult Enrollment application so that a background check may be conducted and proper liability risk mitigation is achieved. Cadets are expected to treat all adult volunteers and guests with respect and courtesy. Parent volunteers sometimes have a tendency to ask cadets to help in a work effort. If these requests interrupt a cadet who is acting under the direction of an order or request from someone within the chain of command, the cadet is placed in an awkward position. Consequently, parent volunteers are asked to be courteous and respectful of the cadets. This might include confirming that the cadet is available and able to help, answering cadets' questions when they can, and always encouraging cadets to seek out resolution through the chain of command.

CONFLICT RESOLUTION

As with all organizations, people with strong views and opinions sometimes arrive at an impasse where intense disagreements have the potential to disrupt business operations. This can happen at a unit when parents and/or adult volunteers cannot cooperate with each other, have interpersonal conflicts, and/or have very strong differences in their views of how the unit should operate. In such an event, the chain of command may temporarily break down at the unit level. When this occurs, parents should follow the U.S. Naval Sea Cadet Corps' national chain of command (see Figure 3) to resolve questions or problems in an orderly, respectful, disciplined, and professional manner. Parents with questions about the chain of command should discuss them with the unit's Commanding Officer and ask that the appropriate parties be involved if necessary.

While strong emotions and feelings can get to the best of us, parents should remember that this program exists for the benefit of our cadets, and disagreements between adult volunteers should not overshadow the mission of the USNSCC unit: to inspire, encourage and develop American youths into great leaders of character.

NLCC/NSCC FIELD ORGANIZATION



*The entire field is divided into six geographical "Areas" that are supervised by NHQ Representatives.

** The field is further sub-divided into a total of 15 "Regions" staffed by Regional Directors.

OUR FACILITY HOSTS

There is no direct chain of command relationship between USNSCC unit leadership and the facility where unit activities are held. However, unit Commanding Officers maintain a positive working relationship with the facility host and he or she will follow chain of command protocol to resolve any concerns involving the facility host.

There have been reported instances of parents going directly to facility hosts with complaints about their unit or how their cadet is treated. Parents may have used this approach because they were unaware of the chain of command. It should be noted that involving active duty military personnel in this way is inappropriate and constitutes a breach in the chain of command.



VOLUNTEERING

PARENT VOLUNTEERS

Some units have a parents' organization that helps the unit in many ways. These organizations operate independent of, but with guidance from, the unit Commanding Officer. Parents' organizations are made up of parents that wish to be involved and help out, but may not have the time to commit to every drill weekend.

Sea Cadet units can always use help with making phone calls, sending emails, providing transportation, raising funds, or obtaining chaperones for unit functions. Parents are welcome to be as involved as their schedules permit. Units need extra hands in many important areas and parents with extra time, energy, skills and dedication would certainly be beneficial to the smooth operation of a unit. The value of parent participation is tremendous!

OFFICERS AND INSTRUCTORS

Officers and instructors are adult volunteers who have made the commitment to become members of the U.S. Naval Sea Cadet Corps and to support a local unit with a greater level of involvement. These volunteers are responsible for the day-to-day operation of the unit and drills. They are expected to attend a professional development series of training programs, which are designed specifically for USNSCC officers and instructors.

Many USNSCC officers have previous military experience. Some are currently serving in active or reserve duty in one of the armed services. However, this is not a requirement. Any parent can complete an application to become an officer or instructor. Parents wishing to participate as officers or instructors should be advised that all applicants are subject to a security screening and/or background check. The adult volunteer application can be found at Homeport.seacadets.org, under "Forms and Templates", "Administrative Forms" NSCADM 002 – Volunteer Application.

Once complete it should be submitted to your unit. Refer to the NSCC/NLCC Administration Manual, located at Homeport.seacadets.org, under the "policy" section, for a complete list of qualifications and procedures for enrollment. Questions regarding enrollment as an NSCC/NLCC officer should be directed to the unit Commanding Officer.

**3,000+ VOLUNTEERS FROM ACROSS
THE NATION SPEND OVER 238,000
HOURS VOLUNTEERING EACH YEAR.**



TRAINING



UNIT



REGIONAL

Our volunteers hail from diverse backgrounds. **Many of our volunteers are active duty, reserve, or retired servicemembers. Over 360 of our volunteers are serving active duty and reserve in the U.S. Military.** Our volunteers serve in a variety of areas including in their local units, during advanced trainings, and for their regional staff.

DUAL PARENT AND OFFICER ROLES

A cadet parent serving as a unit volunteer should be careful not exhibit any biases toward their child when executing the duties of their office. Having the dual role of parent and officer can be a challenge for both the parent and the cadet, and should only be pursued after careful consideration. Here are the basic rules of conduct to follow:

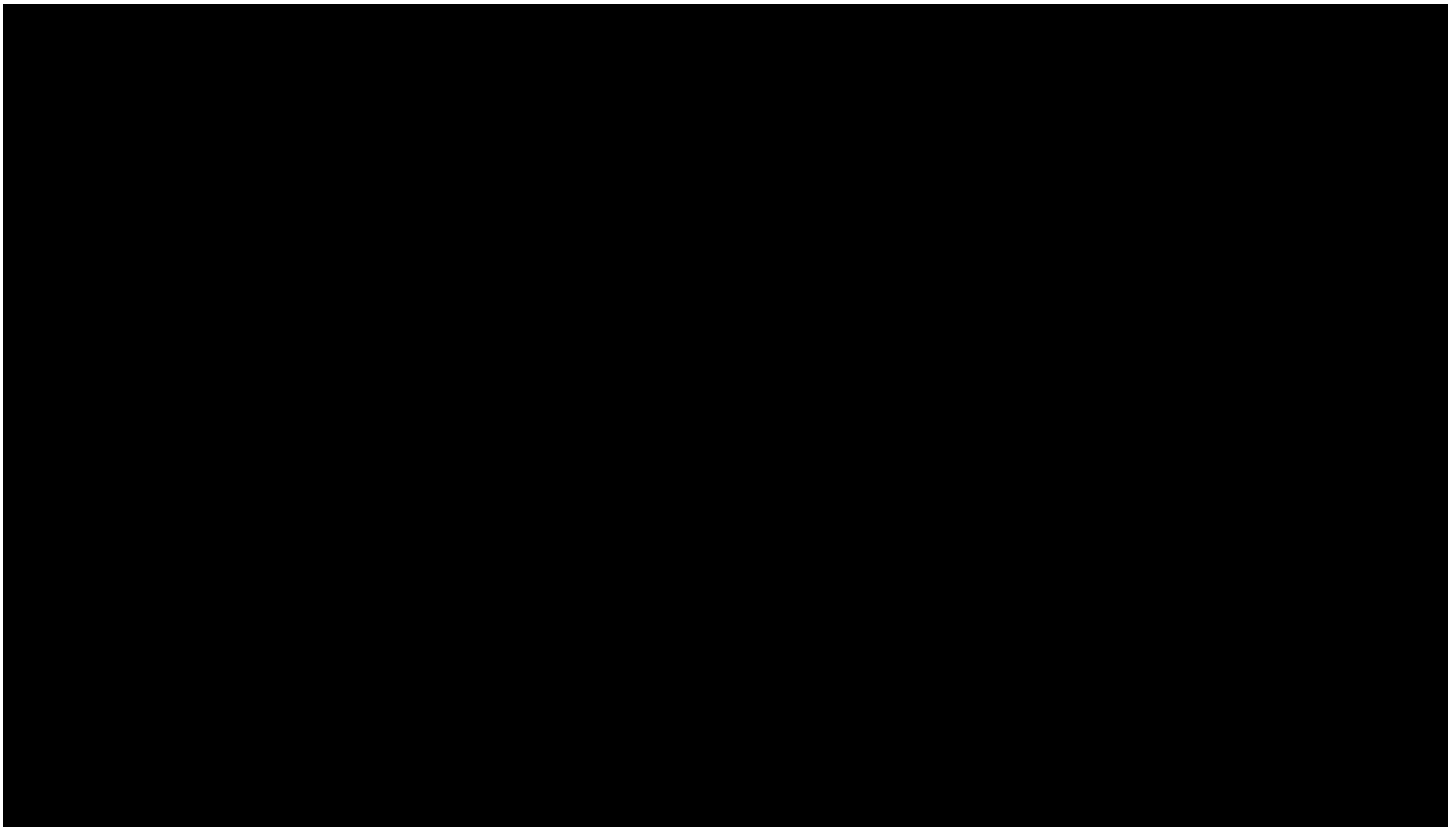
Successful parent officers DO:	Successful parent officers DO NOT:
Use the Navy greeting of rank and last name when addressing their cadet.	Use their cadet's first name or a pet name like "Princess" while at Sea Cadet functions.
While at drill, respond to their cadet only when the cadet addresses them by their rank and last name.	Respond to their cadet during a drill if they refer to the officer as "Mom" or "Dad".
Treat their cadet the same as all other cadets at all times.	Give special privileges that have not been earned or set higher expectations of behavior.
Request other officers and instructors to work directly with their cadet whenever possible.	Ask or expect to always be assigned to be with the same group of cadets as their cadet.
Utilize other officers and instructors within the chain of command to intervene in any reprimand or discipline of their cadet, if needed.	Publicly reprimand or discipline their cadet in excess of the situation or outside the context of the chain of command.
Act with sensitivity to peer pressure that their cadet may face due to having a parent serve as an officer or instructor in the unit, adapting their behaviors or enlisting the support of others in the chain of command to balance any conflict among cadets.	Take sides or ignore conflict among the cadet ranks that could stem from accusations of parent bias.

OTHER WAYS TO SUPPORT US

In addition to volunteering your time as a unit member, you may also choose to financially support the USNSCC, either at the national level through one of our [fundraising campaigns](#), our scholarship fund, or give directly to your local unit. Your donation will make it possible for us to train more cadets, engage more young Americans, and expand our ability to provide an unparalleled value for parents and guardians looking for meaningful life-changing opportunities for their children. Your contribution enables our cadets to train in a wide array of military disciplines in order to forge deep moral character, grow as leaders, and prove that greatness has no age.

Company match: The U.S. Naval Sea Cadet Corps is registered with Benevity! (a software system that facilitates employer matching donations with employee contributions). This means your company may MATCH any donation you give to USNSCC. Visit [Benevity](#) to see if your company is already a partner.

You can also find the U.S. Naval Sea Cadet Corps and many of our local units on Amazon Smiles!



Your Support Matters | Video URL: <https://youtu.be/wmz-2d0cfWk>

SUPPLEMENTARY ITEMS

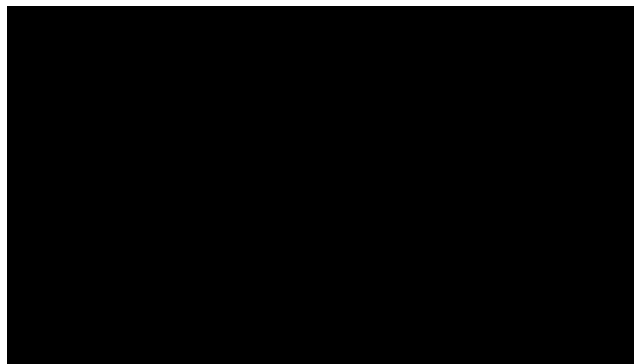
UNIT HANDOUTS & ORIENTATION ITEMS

Each unit may have supplementary material specific to their unit that they provide to parents including, but not limited to the following:

- Welcome Letter to Parents
- Local Unit Policy Statement or Handbook
- Local Unit Costs
- Parent Organization Information
- Local Web Site Address
- Plan of the Month
- Unit Chain of Command and Contact Information
- Drill Calendar
- Contract of Understanding for Applicant and Parent
- Local Welcome Aboard Letter to Cadets
- Cadet Handbook or Cadet Qualification Standard

WEB LINKS AND RESOURCES

- [United States Navy](#)
- [MCPON Reading List](#)
- [Naval Historical Center](#)
- [Navy Traditions and Customs](#)
- [U.S. Naval Sea Cadet Corps](#)
- [NSCC Homeport](#)
- [Facebook Page](#)



TALK LIKE A CADET:

GLOSSARY OF NAUTICAL TERMS

Glossary of Nautical Terms

All hands	The entire ship's company - everyone in the unit.
Aye, aye	The traditional and expected response to an order.
Belay	To cancel an order or stop an action, as in "Belay the small talk!"
Billet	Billet can mean a specific personnel position, assignment, or duty station which may be filled by one person, most commonly used by the United States Navy, the United States Marine Corps, and the United States Coast Guard.
Bulkhead	A vertical partition, i.e., a wall.
Colors	The morning or evening ceremony of hoisting or lowering the U.S. flag.
Compartment	A room. Sailors sleep in berthing compartments in a ship. A small compartment housing officers is called a stateroom. The compartment where the Captain lies is called the cabin. It is the only cabin in a naval vessel.
Cover	Head gear, such as the cadet's white hat or ball cap.
Division	A local unit of the Sea Cadet Corps in which the training involves general seamanship topics. Sea Cadet Squadrons concentrate on aviation while Sea Cadet Battalions study SeaBee construction subjects.
Door	The nautical term for a door—an opening in a bulkhead (wall)—is "door." It is not a hatch. A hatch is an opening in a deck.
Drill	A training period scheduled for the unit. Commonly on a regularly scheduled weeknight or weekend, it can also include special training events, parades, etc.
Field Day	A general clean-up of the facility involving all hands. Galley
The kitchen.	
Gear Adrift	Items, such as personal gear, not properly stowed.
Head	The bathroom or, more specifically, the toilet, so named because in the days of sail it was a simple seat over a hole cut in the overboard of the bow in the foremost part (head) of the ship.
Ladder	Doesn't necessarily mean something with rungs, it also means stairs. A stairwell is called a ladderwell.
Midshipman	An adult, typically a former cadet or college student, appointed by the National Chairman to a position of leadership in the Naval Sea Cadet Corps (including the Navy League Cadet Corps), under the age of 21.
Muster	To assemble the cadets for a roll call.

TALK LIKE A CADET:

GLOSSARY OF NAUTICAL TERMS

Officer	An adult appointed by the National Chairman to a position of leadership in the Naval Sea Cadet Corps (including the Navy League Cadet Corps). In order of precedence officer ranks include: Warrant Officer, Ensign, Lieutenant Junior Grade, Lieutenant, and Lieutenant Commander. By custom, it is common to address a Lieutenant Junior Grade as "Lieutenant" and a Lieutenant Commander as "Commander."
Overhead	The ceiling. The deck forms the overhead of the compartment below it.
Quarterdeck	The area of the ship or training facility, commonly the entrance, set aside for ceremonial purposes.
Rack	Common slang for bunk or berth where the cadet sleeps.

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