



# United States Naval Sea Cadet Corps

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## MEMORANDUM

From: Deputy Director, U.S. NAVAL SEA CADET CORPS (NSCC)

To: Distribution

Subj: 1998 NSCC/NLCC Training Information/Guidance for Commanding Officers of Training Contingents (COTCs)

Ref: (a) Escort Officer Handbook (Revised 12/94)  
(b) NSCC Action Letter 5-95 (Change #1, NSCC/NLCC Escort Officer Handbook)  
(c) NSCC Action Letter 4-98

Encl: (1) Senior Escort Officer Training Report, NSC-9 (Rev 2/98)  
(2) Report of Cadet Returned to Unit, NSC-9A (Rev 1/90)  
(3) NSC TWT Audit Report, NSC-10 (Rev 1/95)  
(4) NSC Accident Report, NSC-25 (Rev 2/98)  
(5) Unit Training Preparation Evaluation, NSC-26 (1/84)  
(6) NSCC Action Letter 9-94 of 3 Nov 1994 (extracted from ref (a))  
(7) NSCC Information Letter 6-97 of 1 July 1997  
(8) NSCC Action Letter 4-96 of 1 March 1996  
(9) SUPPORT PERSONNEL AT TWT SITES  
(10) COMNAVSUPSYSCOM P301100Z Sep 97 and Tab (G) (Food Service Charges at Appropriated Fund Dining Facilities Fiscal Year 1998) to Office of Under Secretary of Defense Memo 26, Sep 1997, Subj: FY 1998 DoD Reimbursable Rates  
(11) Recommended COTC, dates, and POC list for next years training

1. Congratulations on your assignment as a Commanding Officer of a Training Contingent (COTC) and thank you in advance for your contribution to the NSCC program and to the young men and women for whom you will have responsibility during their training. You are the most important person in preparing for this training and will be the most important person at your training site. You are the one person most responsible for the overall training experience of the Cadets, and for the health and welfare of those cadets entrusted to your care. That is why only you are privileged to be called the Commanding Officer! This letter is intended to assist you in organizing and preparing for your training, executing the training evolution itself, and completing the required follow up reports. What you really need to know is in ref (a), the Escort Officer Handbook, and while this letter may serve as a ready reference it does not relieve you from your responsibility for being intimately familiar with that Handbook. Knowledge of the

Escort Officers Handbook, this letter, early planning, crisp execution of responsibility and a genuine concern for our future leaders, plus good common sense are the key ingredients for a most enjoyable and productive training experience for all involved. If you do not have a copy of reference (a), please contact me immediately so we can provide you with one. Also, if your copy of reference (a) has not been updated with reference (b), please call me at 703-243-6910 and I will immediately send one to you.

2. Section seven of reference (a) discusses the COTC Training Report. Enclosures (1) through (5) are included in reference (a), but a copy of each is enclosed for immediate availability and easier use in providing required reports to NHQ. Accountability of training funds is extremely important, and the enclosed copy of the NSC TWT Audit Report, enclosure (3), is an update to that *originally* provided in the Escort Manual of 12/94. **Do not wait** until the training period is over to begin filling out required reports. You should be familiar with these forms and begin proper record keeping/documentation from the time the first Cadet arrives. Your final reports to NHQ are due **within 30 days** from the end of the training event. Those reports are required and we have them on our tickler so feel assured we will be looking for them.

3. Most of the following has been previously disseminated, and most things will be “old hat” to many of you, but they bear repeating. Please note that these following reminders are presented in three sections, the first being reminders of things to be done before your training starts. The second section presents reminders of things to be done during training and the third and final section are again reminders of those things that must be done after training is completed. They are presented in checklist format to further aid you before, during, and after training.

#### **A. THINGS TO BE DONE BEFORE TRAINING STARTS.**

\_\_\_ COTC, **submit request** for orders.

\_\_\_ Start **escort list, identify your help** as best you can, have them submit for their orders early.

\_\_\_ Maintain liaison with HQ to ensure you have from HQ the **up to date list of attendees**. We intend to provide that list automatically, however, if training is soon upon you and you don't have it, call! Make use of this list during Cadet in-processing. This will make completion of your after action NSC-9 much easier.

\_\_\_ Where practicable and numbers permit or where circumstances dictate (specific or unique site requirements) contact attendees to ensure they know **where, when and how to report**.

\_\_\_ Where appropriate, **obtain flight/travel arrangements** of your cadets so that you know when to expect them, how they're getting to the training site, and what arrangements you might have to make to get them from transportation arrival site to training site.

\_\_\_ Review **reports required after training**, decide which ones need to be worked during training, assign responsibility and manage ahead of schedule.

\_\_\_ **Build your own checklist** of required planning actions, list the things you've got to do to get ready.

\_\_\_ Ensure you **take with you:**

\_\_\_ Escort Officers Handbook

\_\_\_ Attendee list

\_\_\_ Ref (c) for PRT

\_\_\_ Items and other letters referenced herewith

\_\_\_ Your own list of necessary items identified when you built your own checklist

\_\_\_ For any **transportation** arrangements for which there is cost, do not arrange for or pay costs until first authorized by HQ Capt Nyland.

\_\_\_ Where possible, **visit the host training site**, introduce yourself around, and personally review training accommodations. Minimally, conduct liason over the phone so that you know what is going on. Understand berthing and food charges; at encl (10) are the DOD and NavSup food charges for 1998. NSCC qualifies as a non-profit youth organization. Contact HQ if you think you're being overcharged.

\_\_\_ Know who your host site point of contact is. **Develop your daily itinerary** with him/her. Be prepared to educate him or her about the Sea Cadets; you might want to review OPNAVINST 5760.5B, Navy Support and Assistance to Nationally Organized Youth Groups.

\_\_\_ **Hold an All Officers Meeting** with your Escort Officers prior to the start of training to ensure each person is aware of his/her responsibility. Cover the Escort Officers Handbook. Review your organization and responsibilities. Review the information from Appendices G, H, J, and K from reference (a); i.e., Standards of Conduct, (Action Letter (8-94)) Motivational Training, Action Letter (7-94)) and Navy's Zero Tolerance Policy with regard to Sexual Harassment and Fraternization. Make sure they know what to do, and what is expected of them. Promote positive attitude and excellence.

\_\_\_ Brief your staff on requirements for and wear of **the alternate uniform**. Regulations Manual, Section 0733.2, Action Letter 10-97, and Uniform Regulations, Section 1408 on page 7 are your references. Remember, we want to look sharp and be sharp in the eyes of our Navy hosts.

\_\_\_ Reemphasize among your entire leadership cadre that **hazing, harassment, and any form of mistreatment is totally unacceptable**. It is grounds for immediate dismissal from the

program. It is not practiced or condoned in today's Navy and it will not be a part of the NSCC.

**DO NOT accept anyone for training who is not properly enrolled.** Although you may think that you are doing them a favor, you are really putting them, yourself, and the NSCC Program in jeopardy. If their ID card has expired, so has their **"insurance"**, and any unexpected accident could result in a disastrous financial situation as well as, quite possibly, reduced and inadequate medical care.

Ensure you are alert for **pre-existing medical conditions** or prescription medications. You should read and be familiar with the contents of NSCC Information Letter 9-94, dated 3 November 1994, "NSCC/NLCC Policy Regarding Prescription Medication and Pre-Existing Medical Conditions" (a copy is at page 52-S-1 of reference (a) and included at encl (6)). Insurance coverage is covered in NSCC Information Letter 6-97 of 1 July 97, a copy of which is at encl (7).

If you are responsible for a large number of Cadets, consider **assigning one of your staff as your Medical Officer**, (it's in ref (a)). Even for a relatively small training contingent it might be a wise idea. Then coordinate all medical problems through your single point of contact with our HQ point of contact, Mrs. Evelyn Tadle at our number, (703) 243-6910.

## **B. THINGS TO BE DONE DURING/ONCE TRAINING STARTS.**

**Call Headquarters and advise of a phone number where you can be reached.** This is of utmost importance; we simply must be able to get to you with regard to any circumstances which might arise with regard to cadets.

**Send home** those Cadets reporting who are ill or who have **pre-existing medical problems**. **This is terribly important!** Just so you know, we at HQ continue to work claims from last summer where cadets were taken to emergency rooms for care and those \$2,000 bills are not being honored by our insurance company because the parent and/or child didn't acknowledge a seemingly insignificant health concern which was clearly pre-existing. It happens and it can happen to you and your cadets.

**Send home** those cadets who might have arrived **without funds** to pay for their training.

**On day 1, conduct the PRT** in accordance with ref (c). Identify any cadets below standard and follow the guidance provided ref (c). Do not send them home, just follow the prescribed guidance.

**NO** alcoholic beverages or tobacco products around the cadets, **NO** profanity, and **ABSOLUTELY NO** fraternization, **NO** sexual harassment, and **NO** favoritism. Ensure that you are properly groomed and that your uniform is correct, observe military courtesies, and,

as stated before, “lead by example”. Enjoy what you are doing and be proud of the big part you play in helping to send the right message from responsible adults to today’s youth and tomorrow’s leaders. Adult leaders are watched closely by cadets, parents, active duty personnel, and others. You serve as “positive” role models for the cadets, and are expected to lead by example. You cannot avoid this.

\_\_\_ Cover with **staff cadets the same guidelines** provided to your escorts (if they are a part of your training).

\_\_\_ Ensure that **selected reservists** if assigned to assist, **pay their bills prior to departing**. Selected Reservists, if assigned, are usually on paid orders, and as such are reimbursed for their messing and berthing (if not received as part of their advance pay) when they submit their travel claim.

\_\_\_ **Utilize military medical support whenever available**. Quick decisions to send personnel to civilian emergency rooms lead to increased insurance costs, as well as the loss of medical coverage for sickness. Enclosure (7) provides some specifics on this issue, and should be reviewed prior to the time when a decision is needed. Also, if an accident occurs, the NSC Accident Report, enclosure (4), should be completed immediately, and the original submitted to NHQ for our follow up with medical claim responsibilities. This is extremely important, do not delay in submitting this information.

\_\_\_ Ensure that you **maintain good records** that list all personnel who report for training or escort duty. A copy of all NSC-24Cs must be sent to NHQ for our documentation

\_\_\_ **Annotate the attendee report** provided separately prior to departure, so that all know what happened to each cadet from, “no show” to “sent home because of \_\_\_\_\_”. We are asking you to return a copy of this annotated report after training so that both field and headquarters has the same understanding of what happened to the cadets. We want you to make this your running log; an accounting for all cadets. In the event an NSC-24C for recording locally assigned training is used, add this to your attendee log and provide HQ with a copy of the NSC-24C. This log is intended to assist you so that post training preparation of encl (1) will be easier.

\_\_\_ **Be a stickler on safety!** Ensure your cadets get the rest they need, ensure they eat right, drink right, and that they are cared for. Ensure that temperature/humidity are considered during any training evolution involving PT or marching. Dehydration tends to be a major problem and will sneak up on you if you’re not attentive to it. You must encourage cadets to drink plenty of water. Brief your staff on first aid for heat injury.

\_\_\_ **And how about sunscreen?** Who’s got the sunscreen?

\_\_\_ **Don’t bicker** in the public eye. Resolve differences in private. If Sea Cadet leaders bicker

in front of cadets or undermine each other, training suffers, retention suffers, the Sea Cadet Program looks bad in the eyes of active duty personnel, parents, Sea Cadets, etc. Please remember “why” this program exists, and keep the long range goals/benefits as your targets.

\_\_\_ Complete encl (11). Give us your recommendation as to whom you would recommend for **COTC for this training next year**. Include host activity key points of contact and phone numbers as appropriate.

\_\_\_ **Be the Commanding Officer**, exude command presence, exercise MBWA (management by walking around). Remember, your cadets and staff don’t care how much you know or don’t know, they will want you to be their commanding officer and **what they will care about most, is how much you care about them!**

### **C. THINGS TO BE DONE AFTER TRAINING.**

\_\_\_ Properly **thank/recognize** those individuals (Reserve, Regular, Civilian, Training Site Personnel, etc.) who helped to make your particular training evolution a success. (Enclosure (7) provides some guidance for the proper recognition of volunteers and supporters.) As appropriate, send the recognition either to or via their boss for proper presentation, or send a copy of what was written/presented to their boss if that seems more appropriate.

\_\_\_ Fill out **enclosure (9)** and return it with the other material provided. This additional requirement should not be very time consuming, and it will help us to compile some worthwhile statistics on a national basis. It will also enable us to recognize, for you, some of the folks who may have been of great assistance to you and deserve recognition from HQ.

\_\_\_ Pay particularly **special attention to fiscal accounting** (encl 3). Guarantee that you are beyond reproach in meeting your responsibilities in managing other people’s money. Complete your audit in detail and present a flawless audit that provides full accounting. Per ref (a) understand that seed money for future years at the same site stands at \$500.00. Monies remaining beyond that after training are to be forwarded to HQ.

\_\_\_ Make a copy of your **annotated attendee list, and send it** along with required reports listed next to HQ.

\_\_\_ **Complete remaining required reports** and return to HQ promptly. Enclosures (1), (2 as necessary), (3), (4 as necessary), (9), and (11), are to be sent to HQ. Let HQ know who else deserves special recognition so that we can appropriately recognize outstanding performance. All these and a copy of your annotated attendee list should be sent to HQ **within 30 days of completion of training**. Most COTCs in the past have been able to meet this deadline, however, if you find you can’t (because of billing practices of host activities for example) please advise us of your expected delay and the problem.

4. Challenging training, conducted in a positive manner, is critical to both recruiting and retention and is the most important ingredient to ensuring the USNSCC maintains its respect. Naval Sea Cadets and Navy League Cadets want to do things that their peers cannot do, and most of these training opportunities provide unique experiences. Good training is our way to help these young people increase their self-esteem, become more mature, and better prepare themselves for future challenges.

5. Your support is invaluable. This is a program about helping young people reach their potential and become outstanding citizens in this great nation of ours. They deserve our best effort and we know that without your willingness to volunteer, and give your precious time and effort, there would be no USNSCC program and these valuable opportunities would be taken forever from within reach of the Cadets. Our job is to help you make it a success. Your job as Commanding Officer is to make it happen. We have total confidence in your ability and standby to help. Call if you have questions.



H. J. Nyland  
Capt (Ret)

Distribution:  
All 1998 NSCC Summer Training Site COTCs