

# OPERATIONS MANUAL

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(Change 1)

NAVY LEAGUE  
of the  
UNITED STATES

2004



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# **PART THREE**

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# **COUNCIL HANDBOOK**

d. Several programs are outlined in different program guides available through the Regional Activities Department at National Headquarters.

These Program Guides include the following:

1. Welcoming New Members
2. Community Education
3. Highline Program
4. Membership Recruiting
5. Retention
6. Hosting National Navy League Meetings
7. Legislative Affairs
8. Sea Service Family Support
9. Council Formation and Council Building
10. Ship Commissioning
11. Public Relations Handbook
12. Nominating Procedures
13. Business Awareness: Community Affiliates, Business Associates, and Corporates
14. Youth Programs
15. Ship Adoption

**Note: More information about Adopt-a-Ship or Station may be found on page 100, as well as in Attachment Two at the end of the manual.**

## *2. Youth Programs*

### *a. Introduction*

1.) The Navy League of the United States is committed to the support of youth programs. Participation in a Naval Sea Cadet Corps (NSCC) and/or NJROTC program teaches a sense of duty, honor, and patriotism. Navy League support for these programs helps ensure America's future well being and security. In addition, such programs create in the nation's our youth a healthy appreciation for the adventures and challenges of life in the sea services. Strong council support for these programs not only epitomizes the Navy League's own "Pride, Service and Patriotism" slogan, it helps ensure that the nation's youth develop these same characteristics.

2.) The Navy League of the United States encourages cooperation with and support of all recognized youth programs—e.g., the Boy Scouts of America, Boys' Clubs, Big Brothers, Camp Fire Girls, Girl Scouts, etc.--and especially naval-oriented programs such as the NJROTC and NROTC, which espouse goals complementary to the Navy League's own Naval Sea Cadet Corps and Navy League Cadet Corps. The Navy League's youth programs are aimed at educating and training the nation's young people in citizenship and in maritime matters.

3.) The basic objectives of the Navy League's youth programs are best achieved

through the Naval Sea Cadet Corps and Navy League Cadet Corps programs. There are no other national youth programs more oriented toward enhancing the citizenship potential of its members, emphasizing the importance of the nation's maritime forces, and explaining and demonstrating the pros and cons of a career in these forces. Consequently, the Cadet Corps programs deserve, and need, the full support of all councils and of each council member.

b. Naval Sea Cadet Corps (NSCC) and Navy League Cadet Corps (NLCC)

1.) The Naval Sea Cadet Corps was established by the Navy League of the United States in 1958, federally chartered on September 10, 1962, and is the premier youth development program of the Navy League of the United States. Navy support for the program is authorized by Chief of Naval Operations instructions and is provided to the extent possible within the limits of available resources and on a basis that will not interfere with assigned Navy missions. Cadets and adult leaders are authorized to wear the Navy uniform, appropriately modified with a distinctive Sea Cadets insignia. Close ties also exist with the U.S. Coast Guard for Cadet operational training. NSCC Cadets are afforded the opportunity of advanced pay grade enlistment in the Navy and Coast Guard as a result of NSCC training, and are provided assistance for entrance into officer programs. The Naval Sea Cadet Corps program is designed for youths 13 through 17 years of age. The Navy League Cadet Corps, established under the auspices of the NSCC for youths 11 through 13 years of age and is also sponsored by the Navy League. The goals of the Naval Sea Cadet Corps program are:

- (a.) To build in every Cadet a sense of patriotism, courage, and self-reliance, confidence, and similar qualities which will mold strong moral character, good citizenship traits and a drug-free, gang-free lifestyle;
- (b.) To develop an interest and skill in seamanship and seagoing subjects;
- (c.) To instill in Cadets an appreciation of the modern Navy as an essential element of America's defense team; and
- (d.) To make Cadets aware of the prestige of a military career and increase the advancement potential of those who serve.

2.) As a direct consequence of our long-term commitment to Youth Programs and close relationship with the maritime services, The Navy League of the United States is in a unique position to provide the opportunity for personal growth for our country's young men and women. One of the most important means to develop our nation's youth into the leaders our country needs in the future is to sponsor a Naval Sea Cadet Corps and/or Navy League Cadet Corps unit. In order for a council to support a successful NSCC/NLCC program, and before undertaking the sponsorship of either or both types of units, a careful evaluation of resources must be made to ensure sound and capable adult leadership will be available for all phases of the program. This requires identifying unit officers and Navy League members to serve on the council's NSCC Committee. In accordance with the NSCC Regulations Manual, the NSCC Committee will prepare for the council president's signature a letter forwarding recommendations for assignment of unit officers and prospective Commanding Officer to the NSCC Executive Director for review and approval. The NSCC Committee shall maintain financial support and fiduciary oversight for their sponsored NSCC/NLCC unit. Although a close working relationship will certainly develop between the council Youth Committee and unit leadership, all NSCC/NLCC unit administration and operations, including officer assignments, shall be in direct

control of the Executive Director, NSCC, through the NSCC chain of command. Any issues dealing with unit administration or operations that cannot be resolved at the local level should be addressed to the Executive Director, NSCC, via the NSCC Regional Director and Field Representative. A step-by-step procedure for establishing a unit is included in a Formation Manual, and details of unit administration may be found in the NSCC Regulations Manual. Both publications may be obtained by written request addressed to: Executive Director, Naval Sea Cadet Corps, 2300 Wilson Boulevard, Arlington, Virginia 22201-3308, or by a telephone call to (703) 243-6910, or from the NSCC Web site at ([www.seacadets.org](http://www.seacadets.org)).

c. NJROTC

1.) NJROTC Adopt-a-Unit Program

NJROTC units receive federal funding through the U.S. Navy. As of early 2002 there were currently almost 520 NJROTC units throughout the United States and its U.S. territories with approximately fifty thousand cadets enrolled. The number of units is expected to increase to 700 in the next few years. In order to increase emphasis on NLUS youth programs, Navy League councils are asked to adopt NJROTC units in their communities and to support them to the maximum extent possible through awards ceremonies, special events, and visits to ships or bases. Navy League Councils desiring to adopt an NJROTC unit are requested to fill out an “adoption form” and return it to the Director of Youth Programs, Navy League of the United States, 2300 Wilson Boulevard, Arlington, Virginia 22201-3308. (Attachment 5 includes a sample adopt-a-unit form.)

**NOTE: It is recognized that there are a number of councils that are either unable or unwilling to sponsor a Cadet Corps or NJROTC unit. There also are a number of councils presently sponsoring a Naval Sea Cadet Corps unit who wish to cooperate and work with other nationally recognized youth programs. For these councils, the following section attempts to present suggestions and ideas through which a council youth program can be implemented at little or no expense, and still meet the objectives of educating and training the nation’s youth in citizenship and maritime matters.**

d. Program Guidelines

1.) Objectives

a.) To make better citizens of America’s young people by educating them in the importance of sea power and maritime forces to the nation;

b.) To expose the nation’s youth to the traditions and historical backgrounds of the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard and U.S. flag-Merchant Marine;

c.) To acquaint young men and women of junior high school and high school age with the career opportunities that are offered by America’s naval/maritime forces; and

d.) To make possible first-hand observation of those services by young people through visits to service installations, schools, training centers, etc.