

NSCC/NLCC

***ADVANCEMENT
AND TRAINING
MANUAL***

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CHAPTER ONE

INTRODUCTION

- A. **Background.** All training is in support of the goals and objectives of the NSCC. They are:
- To develop an interest and skill in seamanship and seagoing subjects.
 - To develop an appreciation for our Navy's history, customs, traditions, and its significant role in national defense.
 - To develop positive qualities of patriotism, courage, self-reliance, confidence, pride in our nation and other attributes which contribute to development of strong moral character, good citizenship traits, and a drug-free, gang-free lifestyle.
 - To present the advantages and prestige of a military career.

The NSCC training program permits cadets and adults to train aboard military installations and ships, attend selected military schools and seminars, and participate in international exchange programs and other programs in support of these goals and objectives. Academic curricula provide rate training with unclassified Navy correspondence courses supplemented by classroom instruction and on-the-job training. Cadets who successfully complete the NSCC training program may enlist in the Army, Navy, Coast Guard and Marine Corps at advanced pay grades. This training also is beneficial to cadets who apply for officer training programs. The Advancement and Training Manual, the Escort Officers Handbook both support the NSCC training program, along with the Summer Training Schedule promulgated annually each spring, and the COTC guidance letter also promulgated annually each spring to all COTC's for that year. The Advancement and Training Manual and the Escort Officers Handbook provide general (although detailed) guidance considered non-perishable, while the Summer Training Schedule and COTC letter provides guidance and policy unique to the particular training year. Guidance for administration and completion of correspondence courses is as separately promulgated in the Correspondence Course Manual. NSCC training is also supported at the NSCC website, resources.seacadets.org and the NSCC Training website at compass.seacadets.org.

B. **Unit Orientation.** NSCC units form as divisions, squadrons, or battalions, depending on the general orientation of the supporting naval activity and the interests of the cadets. However, all cadets follow a core curriculum that provides basic orientation in the mission and career opportunities available in each of the Navy's or Coast Guard's professional specialties.

a. NSCC Divisions are oriented in general toward the surface Navy or Coast Guard. Cadets will complete the Navy's Seamanship Correspondence Course and participate in traditional activities associated with ships and maritime service.

b. NSCC Squadrons are oriented toward Navy/Coast Guard aviation. Cadets may complete the Navy's Basic Aviation Correspondence Course in lieu of the Seamanship Correspondence Course and participate in traditional activities associated with Naval and other service component aviation programs.

c. NSCC Battalions are oriented toward Navy Sea Bee and Medical Training. Cadets will first complete the Navy's Seamanship Correspondence Course. After completing the Seamanship Course they will be enrolled in the Navy's Sea Bee Combat Handbook, volumes I and II. For Medical training, Navy's Basic Medical Correspondence Course may be available. They will also participate in traditional activities associated with Navy Sea Bees and the Navy's Medical Corps.

C. **Precedence of Service Directives.** Should conflicts arise between Navy/Coast Guard directives and the NSCC training program, the former take precedence. Conflicting NSCC directives will be held in abeyance until changed.

D. **Relationship to Other Services.** NSCC training is oriented toward the maritime services to include training at Maritime Academies and onboard NOAA ships. Cadets may also train with other services (Army, Marine Corps, Air Force) when there are no Navy or Coast Guard facilities within a reasonable

distance, provided that the training is in a field that has a Navy or Coast Guard counterpart (medical, aviation, etc) and supports the goals and objectives of the NSCC.

NSCC units may participate in joint training with school-base ROTC/JROTC programs and other youth organizations when such training is mutually beneficial.

E. **Navy League Cadet Corps (NLCC)**. The NLCC program is supported by its own basic syllabus that permits 11-13 year olds to train in nautical fields and attend selected summer training, but not to the extent afforded by the NSCC. The basic syllabus is provided by NHQ. Additionally, NLCC cadets may participate in an advanced NLCC Orientation course based on the USCG Small Boat training course.

NLCC cadets may train aboard Navy and Coast Guard activities on the same basis that authorizes use of facilities for the NSCC, but such training may not interfere with NSCC training. The two types of NLCC units are:

1. Training Ships – Independent units of 15 or more cadets that train separately, but are affiliated with nearby NSCC units.

2. Companies – Units that are part of NSCC Divisions, Squadrons, or Battalions, but lack sufficient enrollment to form Training Ships. Regardless of numbers, training is in accordance with the prepared NLCC syllabus.

CHAPTER TWO

UNIT TRAINING

A. **NSCC/NLCC Drills**. Drills are periods that require full unit participation, which meet specific NSCC/NLCC training objectives. Field trips, parades, other civic/military events, regional training evolutions/competitions (Flag Ships), constitute a **drill period** and **do not** count as advanced training. Activities that do not involve the entire unit, such as color guard performances, are not counted as drills.

Unit commanding officers may conduct drills one night each week (minimum 2 hours required), or on weekends (Saturday and Sunday) counting one drill for three to four hours of training (minimum 3 hours required). Units must conduct a minimum of forty (40) drills each year. The unit commanding officer may conduct additional drills as desired. In order to promote maximum participation in summer training without impacting drills and attendance, Unit CO's are authorized to construct their drill schedules so that all drill requirements are met September through May, leaving June July and August open for summer training participation (or other months of the Unit CO's choosing).

B. **Attendance**. Unit personnel must attend a minimum of 75 percent of all scheduled drills to maintain "satisfactory attendance". Members who fail to maintain satisfactory attendance, and who do not respond to counseling and other measures to improve attendance may be dropped from the program at the discretion of the unit commanding officer.

For reasons beyond their control – illness, family plans, etc. – members will miss drills. Absence for valid reasons, as determined by the unit commanding officer, are excused drill, and will not be counted as missed drills in determining satisfactory attendance. Unit commanding officers will establish procedures for reporting, recording and making up of excused/missed drills at the unit level. However, when submitting the Monthly Activity Report (NSC-8) to NHQ, excused drills are counted as absences.

C. **Plan of the Day**. The unit commanding officer or designated staff officer publishes a Plan of the Day (Month) and distributes copies to all unit personnel within ten days of the first scheduled drill for each month. At a minimum, the Plan of the Day should include:

1. Unit CO, XO and leading PO name, address, and telephone number.
2. Day(s) or month for which the plan is prepared.
3. Uniform of the day for officers and cadets.
4. Watch and duty assignment, as required.
5. Schedule(s) of activities.
6. Special notes.
7. Signature, rank, and title of the person who prepares the Plan of the Day.

D. **Quarterdeck Log.** The Quarterdeck Log is an official diary of everything that takes place during NSCC/NLCC Unit activities, and must be neat and legible. The Officer of the Deck or Petty Officer of the Watch, as assigned, maintains the log near the quarterdeck, and signs it when relieved at the completion of his/her watch. To correct an error in the log, the person making the entry draws a single line through the entire line of entry, enters the correct information on the next line, and initials the correction in the right hand margin of the page.

E. **Training, General.** NSCC training falls into several broad categories: NLCC, NSCC Recruit, NSCC Advanced, and NLCC & NSCC Unit training at the local training site. NLCC and NSCC Recruit and Advanced training are addressed in Chapters 3 and 4. Unit specific training is addressed in paragraph F. Motivational and Standards of Conduct guidance for all training is:

(1). **Motivational Training.** Motivational training is commonly associated with some type of strenuous physical exercise as a result of disciplinary problems. Training of this type could be construed as harassment, physical abuse, or demeaning to the cadet and **WILL NOT BE TOLERATED**. Unit Commanding Officers, COTC's, Escort Officers, and all cadets/adults involved in training cadets and adults will ensure that strenuous physical activity **WILL NOT** be used as a disciplinary or motivational measure. Example: DO NOT "DROP" a company of cadets for "push-ups" because of "one" cadet's misconduct.

The key in providing positive motivation is to instill a sense of personal responsibility for one's actions. It is the responsibility of the Chain of Command to maintain "good order and discipline". To do so, the following should be considered. The list begins with recommended discipline for minor infractions and increases to more severe measures, based on larger or repetitive discipline problems.

1. **Personal Counseling.** Counseling should always be considered the first step in correcting behavior. Counseling will be done in private (*offending cadet by him or herself not in front of their peers*) with the appropriate individuals present (*at least two adults*). When counseling female cadets, a female escort officer will be present. NO EXCEPTIONS. The objective of the counseling is not to demean the cadet/adult for his/her behavior, but to reinforce what is expected as an individual functioning in a regimented, disciplined, and structured environment. Profane or abusive language will not be used in the counseling session. If after a reasonable period of time, there is no improvement, the next higher level of action shall be taken.

2. **Extra Military Instruction (EMI).** EMI is defined as additional training necessary for an individual to correct one or more deficiencies in performance, attitude or appearance. EMI may consist of one or more of the following. Unit commanding officer's, COTC's, Escort Officers, and all cadets/adults WILL NOT be demeaning.

- Additional marching not to exceed one hour per day to be performed during other than normal training periods. Can be imposed individually or as a unit/group.

- Curtailment of liberty or free time and assignment to additional watches.
- Restriction to a specific area for additional study of NSCC Regulations, etc.

3. **Executive Officers Screening Mast.** If the above measures prove to be ineffective, an Executive officers Screening Mast may be held to determine whether the person should be assigned to a new section or new company, or referred to Captain's Mast.

4. **Captain's Mast.** Captain's Mast shall be held for all who are unable to adapt to prescribe disciplined training. Mast proceedings shall determine the appropriate disciplinary action. If at training, it may be recommended for the person to return to the duty section, sent home, or depending on the severity of the action, discharged from the program.

5. **Involving parents.** Depending upon the severity of the offense, and the cadet's initial response after the first counseling session, COTC's may want to contact the parent. If EMI is determined to be appropriate, advising the parent or guardian in advance of the offense and the EMI to be awarded can only preclude potential parental displeasure after the action. If the cadet continues to not respond and/or parental difficulties arise, immediate return of the cadet to his or her home is always appropriate. Parents of cadets and cadets themselves elect to participate in the program, as it exists. If cadets and/or parents express displeasure with the existing program, they can always be invited to participate in one of the many other youth programs more to their liking.

(2). **Standards of Conduct.** It is the responsibility of the chain of command to detect and immediately correct any behavior on the part of personnel conducting training that de-emphasizes the value of the individual that may otherwise produce negative results, oppression, mistreatment or cruelty. ALL personnel associated with training or performing the role of an Escort Officer must be meticulous in their personal behavior, military bearing, demeanor and overall actions to ensure the projection of a professional and positive image. ALL personnel will become familiar with and adhere to the policies in Appendix 1.

F. **Training, Unit Specific.** Unit training is one of the key elements to the NSCC program. It is the responsibility of the unit commanding officer to ensure a viable and continuous training plan is developed to support the mission of the units' designation (division, squadron, battalion) and ultimately the goals and objectives of the Sea Cadet Program. It will be the driving force that results in unit retention and growth and ultimately overall growth of the Sea Cadet Program and improved citizenship for all cadet corps members. Unit training can be locally arranged; it can be away from the drill site; it can be as a team; or it can be individual. Lesson plans are available on the Sea Cadet Training website Compass. Unit CO's are highly encouraged to take advantage of these resources. It is also important to note that NSCC governing directives, to include the OPNAVINST's, are purposefully extensive and liberal to allow a very wide range of activities in support of NSCC's goals and objectives. OPD 201T is recommended for all NSCC Officers. It focuses on development of local training activities in support of Unit specific training.

1. **Cadet Training.** The NSCC cadet's individual training program for advancement consists of Navy Correspondence Courses, Recruit Training (RT) and Advanced Trainings (AT). It should be supported by a strong unit-training program augmented with "fun" activities, to provide a balanced program for training of cadets in a highly successful unit.

Successful units excel and gain their reputations for excellence by being the ones that do things for the cadets. Fun and exciting things that catch and retain the cadet's attention so they will want to return to the next drill. Summer training provides lots of exciting opportunities for the cadets to participate in, but it only covers 3 months of the year. Cadet decisions regarding citizenship traits and character will be made at the unit level, based on the experiences and role modeling that the unit provides. That's why unit training is so important. It's these experiences that cause a unit to grow. To that end NSCC encourages:

- Maximum participation by all adults in OPD 201T
- Close coordination with local active duty Navy and other service bases and stations for development of training opportunities

- Incorporating USCG and other service leadership training programs into Unit training
- Participation in USCG Auxiliary sponsored programs, assisting in boat shows
- Asking Power Boat Squadrons to cover topics of interest
- Aggressive pursuit of guest speakers to visit and instruct cadets
- Participation in swimming and other waterborne programs
- Development of physical fitness programs to enhance daily lifestyles to include proper nutrition
- Training with other units in your area
- Cross training with other federally sponsored youth groups, Young Marines, Civil Air Patrol
- Field trips
- Participation in civic events, goodwill and community volunteer programs
- Aggressive pursuit of opportunities to participate in ceremonies and parades, etc.
- Participation in community Anti-Drug and Anti-Gang Programs. Contact local DEA Agents and local law enforcement agencies to conduct unit seminars.
- Etc, etc.

2. **Adult Training.** Officer Professional Development (OPD) Courses and the Officer Midshipman Study Guide (OSG) are available to enhance the adult volunteers knowledge of the NSCC/NLCC Program.

- The OSG is a comprehensive exam on the Sea Cadet Program regulations, manuals, etc. required for Advancement to Ensign.
- Adults are to forward the completed exam to the NHQ Representative for grading.
- Upon receiving a passing grade, the NHQ Representative will notify the Unit CO and NHQ to update the adult's service record.
- OPD 101 provides an introduction to the Navy and its relation to the Sea Cadet Program.
- OPD 201 consists of two modules OPD 201 Admin and OPD 201 Training (both required for promotion credit). These modules provide unit management procedures for Administration and Training.
- OPD 301 is an introduction to command management and leadership.
- Additionally, adults are the Escort Officers for the cadet training evolutions. Knowledge gained as an escort and enhanced by the OPD courses is required for advancement in the officer ranks.
- At Appendix 2 is a flow chart detailing requirements for advancement and promotion in the adult/officer ranks. (NO Early Promotions) Depending upon funding availability, a modest per-diem allowance may be available to offset adult out of pocket expenses incurred when attending training.

3. **Classroom Training.** Instruction in Navy subjects such as, Alcohol and Drug Awareness, Sexual Harassment and Fraternalization, and Standards of Conduct are classes to be taught semi-annually. Other subjects germane to unit orientation are highly encouraged. Check the Sea Cadet Training website at compass.seacadets.org for lesson plans on these subjects.

4. **Correspondence Courses.** Select unclassified Navy correspondence courses are available to the cadets and adults at the unit level. Certain mandatory courses are the "homework" cadets must complete for advancement. The BMR is recommended for adults not having a military background. Guidelines for course enrollment and grading are provided in a Correspondence Course Manual separately promulgated to each unit. Additional copies are available at NHQ. Additionally all correspondence courses are separately provided on a CD disc to each unit. Local reproduction of the disc for use by each cadet is encouraged.

5. **Practical (On-The-Job) Training.** Units should take full advantage of "Hands On" training in work centers aboard Navy/Coast Guard ships and stations, supervised by qualified active duty personnel.

6. **Physical Training.** NSCC unit commanding officers (CO's) will schedule physical fitness training as a regular part of the units overall training program. The Physical Fitness Standards are listed on form NSCTNG 020. To augment these standards the NSCC borrows heavily from the President's Challenge Physical Fitness Program. CO's are strongly encouraged to visit the website www.fitness.gov or www.presidentschallenge.org to review this program. Fitness programs are available for the cadets and

adults as well. It is essential 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 the Request for Training Authority (NSCTNG 002) to the COTC. Cadets must be able to pass the Physical Fitness Test prior to the completion of NSCC Recruit Training. If failed, the cadet is required to “repeat” Recruit Training the following year. Successful completion of Recruit Training is required to attend any type of Advanced Training. NSCC’s Physical fitness standards (and Navy’s swim qualifications) are at Appendix 3 along with comments regarding maintenance of a PT program at the unit level that encourages daily activity.

7. **Swim Training.** All cadets should meet the minimum swim qualifications in accordance with the Navy. Specific levels of swim qualification are a prerequisite to apply for select Advanced Training evolutions. This information will be noted on the Summer Training Schedule or in the Summer Training Guidance. Where facilities permit, the unit should train and practice with qualified instructors (USN, USCG, Red Cross, etc). *See Appendix 3 for Navy’s swim qualifications.*

8. **Small Arms Safety and Training.** The objective is to ensure that all small arms training conducted by NSCC personnel are conducted in a safe and efficient manner. Safety SHALL always be paramount to any Small Arms training conducted by the NSCC. When League Cadets are included in small arms training, their age, physical ability and physical size will be taken into consideration when selecting the type of firearm to be used in the live fire training. Prior to conducting live fire training, all personnel, including all adult escort officers and volunteer range personnel shall be present for a firearms safety briefing. This briefing shall cover the Cardinal Rules of Firearms Safety (in the checklist), basic firearms nomenclature, range commands and rules, fundamentals of marksmanship. The policy, checklist and lesson plan are available on the Sea Cadet Training Website compass.seacadets.org.

9. **Specialized Training for Increasing Cadet Challenges.** The NSCC training program provides specialized training for cadets seeking exceptional challenges. These programs include, but are not limited to, multiple SEAL and SWCC courses, EOD/MDSU training, SCUBA, FAA and Flight Schools, among others. For these types of training, cadet prerequisites have been developed/adjusted to further promote cadet success and to prevent harm. Additionally, the instructor/escort corps is tailored from subject area experts and further embellished as necessary to guarantee not just a successful program for cadets, but also a program that will meet parental expectations. If cadets want these additional challenges, they are encouraged to apply for these existing programs as published in the NHQ training schedules. Including specialized training having exceptional challenges and/or modeled in the form of games or war gaming, without development of appropriate prerequisites, embellishing the instructor/escort cadre, and without prior approval of NHQ is NOT AUTHORIZED. Examples include: war gaming modeled after Navy SERE training having a POW phase; combat/aggressor force- counter force training; any POW training with or without restraint devices; BUD’s like training outside of existing NSCC approved programs; paintball or air soft; rappelling not on an approved tower having qualified instructors, and any small arms training not IAW established guidelines and policy as prescribed in para (1) above. **PAINT-BALL IS NOT AUTHORIZED UNDER ANY CIRCUMSTANCES** . Call NHQ for any questions.

10. **NLCC Training.** NLCC Training Ships and Companies, use the NLCC Training Syllabus that provides classroom lessons, practical factors, and exams for advancement through all NLCC ranks at the unit level.

11. **Drill Teams/Color Guards.** Unit drill teams and color guards for local and regional activities offer not only training in precision marching, but provide opportunities for public appearances that enhance unit recruiting and cadet self esteem. CO’s will set high standards of military smartness and precision so that teams reflect credit upon the unit and corps. The NSCC/NLCC Uniform Manual lists the appropriate color guard uniform.

12. **Boating and Power Squadrons.** Boating offers opportunities to learn seamanship. Unit CO’s may invite the U.S. Coast Guard Auxiliary to conduct classes in Boating Safety and Seamanship. CO’s will ensure adequate adult supervision and compliance with all safety rules and precautions. Cadets can earn special appurtenances in accordance with the NSCC/NLCC Awards Manual.

13. **Education-Orientation Visits (EOV).** EOV's are special tours or training at Navy or other military facilities that may require Local Training Orders (NSCTNG 003). As an example, the United States Naval Academy offers a one-week seminar each summer for youth. Though EOV's are bona-fide NSCC/NLCC activities and may result in ribbon awards; they do not necessarily count as advanced training (AT). NHQ will evaluate each EOV to determine credit for advancement.

14. **DEFY Program.** Units are encouraged to partner with and become mentors for the Navy's Drug Education for Youth (DEFY) program. Visit the DEFY website www.hq.navy.mil/defy or contact the DEFY Program Office (202) 433-3113 for information regarding a DEFY program in your area. The program provides an excellent opportunity to enhance the units program for Drug Awareness. Additionally, DEFY provides excellent recruiting for the NSCC/NLCC program.

15. **Drug Enforcement Agencies (DEA).** A list of local DEA Agents is provided in the Summer Training Guidance. Units are strongly encouraged to contact the agents for unit seminars.

17. **Extra-Curricular Activities.** Flag Ship Competitions support the basic training objectives of the NSCC/NLCC Program.

18. **Training Support.** The Naval Sea Cadet Program is carried in law with Navy sponsorship specifically assigned to Commander, Navy Recruiting Command by OPNAVINST 5760.2C. OPNAVINST 5760.5B details specific support to be provided. Copies are readily available at NHQ.

CHAPTER THREE

CADET/ADULT ADVANCEMENT REQUIREMENTS

A. **NSCC Rate Structure.** The NSCC cadet rate structure and terminology generally parallels that of the Navy and Coast Guard, from NSCC Seaman Recruit (E1) to NSCC Chief Petty Officer (E7 – NSCC only). Cadets enroll as Seaman Recruits and advance through the ranks when they satisfy promotion requirements.

1. **General Cadet Advancement Requirements.** The specific training and academic requirements for advancement through the rate NSCC CPO are indicated in the table below.

a. Cadets must meet all requirements listed in the table below for each advancement in rate (including the minimum time in rate) before advancement is made. The unit must also adhere to the Table of Cadet Petty Officer Allowances, paragraph 0520.1 in the NSCC Regulations for advancement to PO2, PO1, and CPO.

b. The Record of Cadet Advancement NSCADM 009 is used to record completed correspondence courses, annual training, and advancements.

c. Cadets must score 70% or higher to pass each assignment of the correspondence course. An aggregate score of 70% or higher is required to pass the course.

d. Scores required to pass the Petty Officer Leadership Exams (PO3/PO2/PO1).

(1) PO3 – 60 percent.

(2) PO2 – 60 percent.

(3) PO1 – 63 percent.

e. Cadets must complete an Advanced Training (AT) for advancement to E3 through CPO. Advance Training's will be listed on the Summer Training Schedule. Cadets who successfully complete an advanced training will be given credit for "one" Advanced Training, regardless of the number of days. Credit for Locally Arranged Training will be discussed below.

f. Cadets may "bank" up to three (3) advanced trainings per year.

g. Cadets recruited early in the school year may not have the opportunity to attend NSCC Recruit Training until after the minimum 3 months time in rate for E2. In this case, unit commanding officers may effect a temporary advancement (E2-T) by an entry on the NSCC/NLCC Administrative Remarks form NSCADM 008. As a result cadets may wear E2 stripes. **However stripes will not be worn while attending NSCC Recruit Training unless specifically approved by NHQ, as requested from the RT COTC.** The following requirements must be met.

1. Cadets have completed the Basic Military Requirements Course (BMR)
2. Cadets have been enrolled for at least 3 months

h. NLCC Cadets who transfer to the NSCC program may be advanced to E2-T under the following criteria. Unit commanding officers record an entry on the NSCC/NLCC Administrative Remarks form NSCADM 008.

1. A minimum of one year in the NLCC program with no break in service between programs.
2. Successfully completed NLCC Orientation Training scheduled by NHQ.

NOTE: As a motivational tool, former NLCC cadets and highly motivated NSCC cadets who complete the BMR prior to attending NSCC Recruit Training, Time in Rate for E3 starts on the date the cadet is advanced to E2-T.

RANK	MIN. TIME IN RATE	CORRESPONDENCE COURSE	EXAM	REQUIRED TRAINING
E - 1 RECRUIT				
E - 2 APPRENTICE	3 MONTHS	BMR	NONE	NSCC RECRUIT
E - 3 SN/AN/FN	6 MONTHS	** SN, AN, FN	NONE	ADVANCED TRNG
E - 4 (PO-3)	6 MONTHS	COURSE 14504 PO3/PO2	PO - 3	ADVANCED TRNG
E - 5 (PO-2)	6 MONTHS	COURSE 14504 PO3/PO2	PO - 2	ADVANCED TRNG
E - 6 (PO-1)	6 MONTHS	COURSE 14145 PO1	PO - 1	ADVANCED TRNG
E - 7 (CPO)	6 MONTHS	COURSE 14144 CPO	NONE	**POLA

****NOTE: (1) Petty Officer Leadership Academy (POLA) may be completed at any time after being advanced to E3 but prior to advancement to CPO. The Junior Petty Officer Development (JPD) Course is not a requirement for advancement. (2) The Airman Course may be done in lieu of the Seaman Course when assigned to a Squadron.**

2. **NSCC Cadet Advancement Procedures.** The advancement criteria for NSCC Sea Cadets are

referenced above. ALL requirements must be met prior each advancement. The unit commanding officer (CO) is the advancement authority for Sea Cadets from Recruit through the rate of E5 (PO2). Advancements are recorded on the Record for Cadet Advancement NSCADM 009. CO's may not advance cadets to "acting" or "temporary" E3 or above. **MERIT/EARLY advancements are NOT authorized.**

a. **Advancement Procedures for PO3.** Upon completion of the requirements listed below the Unit Commanding Officer may advance the cadet to the rate of PO3.

1. Score a 3.2 or higher on assignments 1 and 2 of the PO3/PO2 Correspondence Course graded by CNET.
2. The PO3 exam may be administered after passing assignments 1 and 2. A passing score of 60 percent or higher on the PO3 exam must be achieved.
3. Complete an Advanced Training (AT) authorized by NHQ.
4. Meet the minimum time in grade according to the above table.

b. **Advancement Procedures for PO2.** Upon completion of the requirements listed below the Unit Commanding Officer may advance the cadet to the rate of PO2.

1. Score a 70% or higher on the remaining assignments 3 through 5 of the PO3/PO2 Correspondence Course graded by CNET.
2. Receive a passing score of 60 percent or higher on the PO2 exam.
3. Successful completion of Petty Officer Leadership Academy (POLA)
4. Meet the minimum time in grade according to the above table.

NOTE: Cadets may choose to complete the entire PO3/2 Correspondence Course and receive an aggregate score of 70% before taking the PO3 and PO2 exam.

c. **Advancement Procedures for PO1:** The Executive Director retains sole authority to advance Sea Cadets to the rate of PO1. Upon receipt of the below documents NHQ will process an Advancement Certificate (NSCADM 026) and a new ID card indicating the new rank of PO1.

1. Cover Letter of Recommendation from unit commanding officer addressing the cadets addressing the cadets abilities, contributions and potential.
2. Record of Cadet Advancement (NSCADM 009).
3. A copy of the auto-generated email indicating the passing score. Do "NOT" send the Completion Letter/Certificate.
4. A copy of the Certificate of Completion for the PO1 Correspondence Course signed by the CNET representative.
5. A copy of the Petty Officer Leadership Academy (POLA) Certificate.

d. **Advancement Procedures for CPO:** The Executive Director retains sole authority to advance Sea Cadets to the rate of CPO. Upon receipt of the below document NHQ will process and Advancement Certificate (NSCADM 027) and a new ID card indicating the new rank of CPO.

1. Cover Letter of Recommendation from the unit commanding officer addressing the cadets abilities, contributions, and potential.

2. Record of Cadet Advancement (NSCADM 009).
3. Copy of Advancement Certificate to PO1 (NSCADM 026) issued by NHQ.
4. Copy of Completion Certificate for Petty Officer Leadership Academy (POLA).
5. Copy of Completion Certificate for the CPO Correspondence Course signed by the CNET Representative.
6. Must be age 16 (no waivers).
7. Advancement packet must be **endorsed by the NHQ Representative**.

B. **NSCC PO3 through PO1 Advancement Examination Guidelines**. A copy of the auto-generated email indicating the passing score. Do “NOT” send the Completion Letter/Certificate.

1. **Unit Commanding Officer/Unit Test Administrator**.

a. Once the cadet has completed the applicable PO Correspondence Course and the cadet is ready to take the exam, proceed to the Online PO Test Site to register the cadet for the exam

b. Grade the exam post the auto-generated email in the cadet service jacket and annotate the Record of Cadet Advancement. The email is the required document submitted when requesting advancement to PO1. **If the cadet does not pass the exam they must wait 30 days.** After 30 days, return to the Online Petty Officer Test Site to create a new random question test.

c. Destroy the answer sheet.

2. **Unit Commanding Officer/Unit Test Administrator**. You have the responsibility for the proper handling, controlling and safe guarding exam material. Additionally, when administering the exam every effort must be made to maintain and protect the integrity of the exam.

a. Unit commanding officers/Unit Test Administrators with “no” computer/internet access within their unit, complete the Advancement Examination form NSCTNG 014 and forward to NHQ ATTN: Stephen Bunting or email sbunting@navyleague.org to request an exam.

b. An exam will be generated specifically for the cadet and mailed to the unit. The cadet’s name will appear at the top of the exam. Notify sbunting@navyleague.org upon receipt.

c. Select an appropriate location to administer the exam. This location should afford the cadet adequate lighting and ventilation. If more than one cadet is taking an exam, the location should be large enough to maintain integrity of the exam. (Cadets should not sit next to each other.) The location should be away from the flow of traffic to minimize distractions.

d. As the commanding officer, you may designate someone to proctor the exam. Assign only NSCC Officers or Instructors. **Midshipman and Cadets are NOT allowed to proctor exams.**

e. Return “ALL” exam(s) and exam material to NHQ ATTN Stephen Bunting for grading.

f. Destroy all scrap paper used by the cadet(s) during the exam.

g. Upon notification the cadet has passed the exam; annotate the Cadet Record of Cadet Advancement (NSCADM 009).

3. **Exam Proctor.**

- a. Inform cadets that food; snacks and beverages are not permitted in the exam room. This means NO EATING OR DRINKING throughout the exam.
- b. Distribute the exam materials consisting of exam, answer sheet, two pieces of letter size plain white bond paper and two sharpened pencils to each cadet. Remember Cadet's name appears at the top of the exam.
- c. Inform cadets how to clearly mark/circle the answer.
- d. Inform cadet(s) of the time given to complete the exam; i.e., 3, 4, hours. Time from start to completion should be closely monitored, and the as the proctor you should periodically announce the current time and time remaining.
- e. Maintain silence and order throughout the period of the exam. Maintaining exam integrity is paramount. Cadets should be directed not to discuss the contents of the exam with anyone outside of the exam room.
- f. At the end of the exam period, collect the exam and any exam material..
- g. If proctor is someone other than unit commanding officer, return the all exam material to the unit commanding officer.
- h. If the proctor is the unit commanding, follow steps above in paragraph 3-b for handling of completed exams.

C. **NLCC Advancement Requirements.** The NLCC Training Syllabus is the source document for NLCC cadets. The syllabus contains activities and exams required for advancement. During the summer NLCC Orientation and NLCC Advanced Orientation is available for cadets to attend to augment the syllabus. Although this training is available it is NOT a requirement for advancement. The table below indicates the rate structure for NLCC cadets LC-1 through LC-6. The unit commanding officer is the advancement authority for NLCC cadets through all rates.

RANK	TIME IN RATE	TIME IN NLCC	PRACTICAL FACTORS	EXAM
RECRUIT				
APPRENTICE	4 MONTHS	4 MONTHS	PART I	PART I
ABLE	4 MONTHS	8 MONTHS	PART II	PART II
PO3	4 MONTHS	12 MONTHS	PART III	PART III
PO2	6 MONTHS	18 MONTHS	PART IV	PART IV
PO1	6 MONTHS	24 MONTHS	PART V	PART V
SLPO				

D. **Adult Advancement Requirements.** Adults are required to perform Escort Duty (EO) for a continuous period of 5 days in support of summer or winter training for advancement. Adults are also designated as Commanding Officer of Training Contingent (COTC) for each training evolution. These duties coupled with OPDs; Time -In - Grade and Time - In -Service are requirements for advancement and promotion. See Appendix 2 for guideline chart.

CHAPTER FOUR

SUMMER & WINTER, RECRUIT & ADVANCED TRAINING

A. **Purpose.** The summer training program provides cadets with an introduction to the Navy and Navy career fields, supported by classroom and practical training in service specialties of their choice. Opportunities to train at other service component bases and stations as well as opportunities to train at maritime academies and onboard NOAA ships, and with other maritime related or general citizenship programs will also be provided. The NSCC has been successful over the past several year's in obtaining a federal grant in support of the program because of its merit. Grant monies are specifically targeted for reducing cadet costs associated with summer training. With the inception of the Federal Grant, the opportunity for cadets to attend a training evolution and in some cases multiple evolutions, has been greatly enhanced giving cadets greater opportunities to advance in the program. The training evolutions will be promulgated to the field by the posting of a training schedule for the summer months on the Compass website compass.seacadets.org in early March of each year. The winter schedule will be available early November of each year. Spring training may also be available, and if so will be similarly advertised.

1. **COTC's and scheduling of training.** The NSCC relies entirely on its' adult volunteer officer corps. In addition to being Commanding Officers of units, or assigned to staff functions in support of units or regions, adult officer volunteers also serve as Commanding Officers of Training Contingents (COTC's). Within the general training categories listed below those officers desiring to plan, organize, and escort cadets on training as COTC's, first notify NHQ of their desires and intent, coordinating first through their local chain of command. Following NHQ approval, the proposed evolution is included in the Summer (or appropriate) Training Schedule with the Officer identified as COTC. COTC's receive specific guidance from NHQ, screen all cadet applications, request and manage all funds associated with the training, and complete the required after action reports. Personnel interested in being COTC's should contact NHQ via their chain of command.

2. **COTC Prerequisites.** Minimum qualifications are established as completion of the Officer Midshipman Study Guide, completion of OPD 101, and one years experience in the NSCC program. Completion of OPD 201 is very highly recommended as is having had previous escort duty at the particular training for which they wish to be COTC. Exceptions must have NHQ approval.

3. **COTC's chain of command: Administrative and Operational.** COTC's once identified as COTC's assume responsibility for working directly for NHQ in the scheduling, planning, and conduct of their training. They serve as the primary point of contact for all aspects of training, and have the responsibility for all aspects of their training. That is why only the COTC is called the Commanding Officer. However, because training is conducted all across the United States, oversight is also provided by the existing local chain of command for the area where training is conducted. That is the particular NHQ Representative and Regional Director. While the Administrative Chain of Command is from the COTC to NHQ, the operational Chain of Command is from the COTC through the area Regional Director and NHQ Representative. If a COTC needs help, it is the local operational chain of command that will be tasked to assist and/or provide onsite assistance.

B. NSCC Training Categories.

1. **Recruit Training (Fourteen Day Module).** Recruit training is the cadet's introduction to military routine and discipline and is the cadets first step towards advancing in the Sea Cadet Program. Cadets spend two weeks learning basic Navy subjects, elementary seamanship, basic damage control, and quarter's maintenance. Additionally, cadets participate in Physical Fitness Training. While attending Recruit Training a cadet must pass a Physical Fitness Test in order to receive credit for completing Recruit Training. Successful completion of Recruit Training is required before attending Advanced Training. It is the unit Commanding Officers responsibility to ensure cadets are prepared medically, physically and psychologically prior to attending Recruit Training. To qualify for Recruit Training a cadet must meet the below requirements.

a. Be enrolled in the NSCC program a minimum of six weeks prior to the start of Recruit Training. *This time limit is established to ensure proper enrollment, opportunity to get required uniforms and opportunity to complete BMR requirements. If a new cadet can meet all these requirements in under 6 weeks, he or she can go.*

b. Be age 14 prior to 1 September of the training year or be a former NLCC Cadet who is age 13 and has successfully completed NLCC Orientation Training scheduled by NHQ and is considered “mature” enough by the unit commanding officer.

c. Passed the Physical Fitness Test at the unit prior to attending Recruit Training.

d. Successfully complete BMR course number 14325 or receive training on Chapter 1, sections on Hazing, Sexual Harassment, and Fraternization and Chapters 5, 6, 9, and 10 prior to reporting to Recruit Training. These chapters will provide the cadet the requisite knowledge needed to complete recruit training. While formal completion of the BMR is best, training at the unit level on these specific chapters and sections is sufficient for meeting the prerequisites for attending Recruit Training. The unit commanding officers signature on the orders certifies the cadet is ready for training, which includes having completed the BMR, or has received training on these specific chapters and sections.

e. Obtain the required uniform items (Sea Bag List) and comply with directives directed by the Commanding Officer of Training Contingent (COTC).

2. **Recruit Training (Nine Day Module)**. Navy Recruiting Command has approved a nine day Recruit Training Module for the NSCC Program. It parallels the Navy’s Delayed Entry Program. Cadets wishing to attend the nine day recruit training will be required to complete and pass a mandatory test at the unit level to certify knowledge on the subjects listed below. Lesson plans will be available for downloading on the Sea Cadet Training website compass.seacadets.org. The unit CO’s approval signature on the NSCTNG 001 will be the verification to the COTC that the cadet has passed the prerequisite exam. The COTC will not forward the NSCTNG 001 to NHQ for orders without verification from the unit CO that the cadet has passed the test. As with the fourteen-day module, while attending Recruit Training cadets must pass a Physical Fitness Test in order to receive credit for completing Recruit Training. To qualify the cadet must meet the below requirements.

a. Be enrolled in the NSCC program a minimum of six weeks prior to the start of Recruit Training. *This time limit is established to ensure proper enrollment, opportunity to get required uniforms and opportunity to complete BMR requirements. If a new cadet can meet all these requirements in under 6 weeks, he or she can go.*

b. Be age 14 prior to 1 September of the training year or be a former NLCC Cadet who is age 13 and has successfully completed NLCC Orientation Training scheduled by NHQ and is considered “mature” enough by the unit commanding officer.

c. Passed the Physical Fitness Test at the unit prior to attending Recruit Training.

d. Complete and pass a test on the following subjects.

1. Standards of Conduct.
2. Chain of Command.
3. Professionalism.
4. Officer Rank Recognition.
5. Enlisted Rank Recognition.
6. Heritage, Military Honors and Courtesies.
7. Core Values, Code of Conduct.
8. Core Values, Decision Making.
9. Core Values, Leadership

10. Heritage, Navy History.
11. Heritage, Ships.
12. Watchstanding.

e. Obtain the required uniform items (Sea Bag List) and comply with directives as directed by the Commanding Officer of the Training Contingent (COTC).

3. **Advanced Training Categories.** To qualify for and receive credit for advanced training (AT), cadets must first successfully complete NSCC Recruit Training. Unit CO's must be familiar with the prerequisites for each AT before submitting the training request NSCTNG 001 to the COTC. Prerequisites will be noted in the "Remarks Section" of the Summer Training Schedule and in the Summer Training Guidance. IF the unit CO is uncertain they should contact the COTC.

a. Advanced training is that training promulgated in the NHQ Training Schedules. General categories include Airman, Leadership, Medical, Seamanship, Seabee Training, Submarine Seminars, Master-At-Arms and Music School. As additional opportunities are developed they will be added to the Summer Training Schedule. Not all training evolutions within a given category will be the same. Availability of local resources, to include instructors and training aids, are vastly different and dictate the differences. Where possible and as available, NHQ will maintain a master curriculum for each of the general training categories to serve as a footprint or model for that type training at the different sites.

b. Special training categories such as SEAL, SCUBA, EOD/Diving will require cadets to pass a special physical fitness test in addition to passing the NSCC physical fitness test.

c. Information on the International Exchange Program (IEP), Canadian Exchanges and Independently Arranged Exchange Programs will be promulgated by separate Information Letter and through the IEP Information Letter promulgated by NHQ each spring. International Exchange Program Information is maintained at the IEP website at www.usnsc.org, click "International Exchange Program".

d. The Foundation for Teaching Economics (FTE). Each year one-week programs are offered at prestigious college campuses throughout the United States. NHQ will promulgate information to the program by Information Letter. Cadets attending this program will receive credit for Advanced Training. Visit the FTE website at www.fte.org for more information.

C. **NLCC Summer/Winter Training Categories.** NLCC Training consists of Orientation and Advanced Orientation. Neither is mandatory for advancement. However if a League Cadet is only age 13 and wishes to attend Sea Cadet Recruit Training the cadet must have completed NLCC Orientation the previous year as described in paragraph B.

D. **Locally Arranged Training.** Training arranged by the unit CO and not listed on the Summer Training Schedule will be considered as "Locally Arranged Training". Locally Arranged Training will NOT be considered Advanced Training for advancement unless approved by NHQ with the following exception: Military Recruiting Offices/Stations. To receive credit for "Advanced Training" for advancement, Locally Arranged Training must meet the following criteria.

1. The purposed training must be a minimum of 5 days.
2. The training must support the mission of the unit and the *goals and objectives of the* Naval Sea Cadet Corps.
3. The proposed training must be in a "structured" environment.
4. If funding is required the Local Funding Request NSCTNG 023 will be submitted.
5. A critical element to advanced training (in addition to subject matter learned) is the leadership/follower ship attributes learned when training with a group of cadets; being in charge and/or

having another cadet in charge of you, and learning to take and give direction. One or two cadets assigned on local orders to a legal office or dental clinic, although meeting the all the criteria above, doesn't necessarily provide the leadership/follower ship training so essential to the NSCC program. Accordingly, the general policy is that NSCC cadets can count only one such assignment towards advancement in their NSCC career, but having that assignment count as an advanced training is still subject to NHQ approval. *Cadet performance and personal family financial situations may dictate that waivers of this policy are warranted. NHQ will entertain waivers. E-mail requests are encouraged.*

6. **BOTTOM LINE.... THE UNIT CO MUST REQUEST AND RECEIVE APPROVAL FROM NHQ FOR ALL LOCALLY ARRANGED TRAINING TO BE CONSIDERED AS ADVANCED TRAINING FOR ADVANCEMENT.**

E. **U.S. COAST GUARD Training.** The USCG is a strong supporter of the Sea Cadet Program and *offers* excellent opportunities for cadets. Training opportunities are noted in the Summer Training Guidance. Additionally, unit CO's are encouraged to coordinate with USCG Stations in their area for local training. To receive credit for Advanced Training the USCG Training must meet the following criteria.

1. Must be a minimum of 5 days.
2. The unit CO must submit the Coast Guard Statement of Understanding NSCTNG 017 to NHQ.
3. If funding is required the unit CO must submit the Request for Reimbursement of Coast Guard NSCTNG 022.
4. The Local Training Orders NSCTNG 003 must be used to verify attending the training.

F. **Training onboard Navy and NOAA ships.** Training onboard Navy ships is locally arranged training as developed by NSCC Officers local to ship homeports. The guidance for embarkation on Navy ships is covered in OPNAVINST 5720.2L. To embark on naval ships sailing on cruises for short duration, cadets age 12 is not recommended. Check with the ships commanding officer for clarification. All coordination is to be through NSCC Officers and staff local to the ships homeports. Opportunities and procedures for training onboard NOAA ships will be as announced and detailed in the NSCC Summer Training Schedule.

G. **Unit Summer Training Preparation.** Preparing for Summer Training begins with the enrollment process. It is the overall responsibility of the Unit CO to ensure a cadet has a current ID card through the summer months, is medically qualified to be in the program and can pass a physical fitness test prior to attending summer training. These prerequisites are outlined below.

1. **ID Cards.** As stated in the Summer Training Guidance ID cards must be current through the end of the training evolution. This certifies the cadet is properly insured. ***NHQ WILL NOT PROCESS ORDERS FOR ANY CADET NOT PROPERLY ENROLLED.***

2. **Medically Qualified.** Part of the enrollment process is to complete the Medical History NSCADM 020 and Report of Medical Exam NSCADM 021. Unit CO's should screen cadets and adults at least 30 days prior to training to ensure there are NO changes to the Medical Forms. Ensure that the NSCC/NLCC Policy Regarding Prescription Medication is FULLY UNDERSTOOD.

3. **Physically Qualified.** An important part of unit training as mentioned in Chapter Two is a Unit Physical Fitness Program. Physical Fitness is required during each unit drill and should be encouraged daily! It is the Unit CO's responsibility to ensure a cadet can successfully pass a physical fitness test prior to attending Recruit Training and Advanced Training. More importantly, the cadet must be able to "maintain" that level of proficiency (See Appendix 3). Screen the cadets and adults at least 30 days prior to the start of training to ensure there are NO CHANGES. The Unit CO **WILL NOT** send a cadet or adult to training with a preexisting injury, i.e., broken leg or arm, etc. **NHQ Insurance DOES NOT COVER PREEXISTING INJURIES!**

H. Unit Summer Training Administration. The Summer Training Schedule will be promulgated to the field the end of February/beginning of March of each year. It will be posted to the Sea Cadet Training Website COMPASS. The schedule will include type of training, dates, cost, point of contact/COTC information and other pertinent information concerning the training evolution. FOLLOW THE DIRECTIONS ON THE SCHEDULE. The following steps should be followed to obtain NHQ Orders for the requested training evolution.

1. The unit staff should meet in early spring to identify which cadets require attendance at Recruit Training and Advanced Training.

2. Prior to submitting The Request for Training NSCTNG 001/2, it is the UNIT CO's RESPONSIBILITY TO ENSURE CADETS AND ADULTS ARE:

a. PROPERLY ENROLLED. The expiration date of the ID Card MUST EXTEND PAST THE ENDING DATE OF THE REQUESTED TRAINING.

b. MEDICALLY QUALIFIED. The cadet MUST BE FREE OF ALL PRESCRIPTION MEDICATIONS.

c. PHYSICALLY QUALIFIED. CADETS MUST SUCCESSFULLY PASS THE NSCC PHYSICAL FITNESS TEST PRIOR TO ATTENDING TRAINING. IF attending SEAL or EOD Training cadets MUST ALSO PASS THE SEAL PHYSICAL FITNESS TEST IN ADDITION TO THE NSCC PHYSICAL FITNESS TEST. The cadet MUST BE FREE OF ALL PREEXISTING INJURIES. FOR EXAMPLE, DO NOT SEND A CADET TO TRAINING RECOVERING FROM A RECENT BROKEN ARM OR LEG.

NOTE: Cadet's attending the Recruit Training "Short Course" must have passed the required exam.

3. IF all of the above requirements are met the units CO may then in good conscience sign the NSCTNG 001/2 verifying the cadet/adult is QUALIFIED to attend training.

4. Complete ALL blocks of the NSCTNG 001/002 and submit with the required training deposit to the COTC or as directed by the Summer Training Schedule a MINIMUM OF FOUR (4) WEEKS PRIOR TO THE START OF THE TRAINING EVOLUTION. Additionally, forward a copy of the ID Card showing the "expiration date" with the NSCTNG 001/002. **An ID Card with an expiration date extending beyond the end date of the training will reserve a slot for the cadet/adult SUBJECT TO COTC ACCEPTANCE.** Deposits will be cashier's checks, traveler's checks or money orders. NO PERSONAL CHECKS or UNIT CHECKS.

5. The COTC is the APPROVING AUTHORITY for cadets attending training. Additionally, the COTC is the APPROVING AUTHORITY for personnel requesting Staff Cadet and Es cort Officer positions.

6. DO NOT submit the NSCTNG 001/002 for training evolutions marked "Pending" or "TBD". The Summer Training Schedule will be updated daily or when new information becomes available.

7. The COTC will forward the original NSCTNG 001/002 to NHQ for the issue of National Training Authority NSCTNG 005/006.

8. Upon receipt of the NSCTNG 001/002 NHQ will verify the enrollment. If the directions in step (4) were not followed concerning the ID Card, the NSCTNG 001/002 will be returned to the unit CO noting "orders are pending" receipt of enrollment fees. A "current enrollment" and COTC approval will guarantee NHQ Orders. NHQ does not accept "faxed copies" of checks or credit cards. ALL orders are mailed to the Unit CO or the person that is designated to receive unit mail.

9. Prior to attending training the unit CO will interview cadets/adults to determine the medical and physical status has not changed and endorse the NSCTNG 005/006. If there is a change, the NSCTNG 005/006 will be held in abeyance until a family physician certifies the person is medically and physically qualified. Personnel who report for training with medical or physical problems will be sent home at the expense of the cadet/adult or the unit's expense.

10. Cadets applying for multiple training opportunities will write across the top of the NSCTNG 001 the training codes of the other AT's they are requesting. This information is for NHQ use only and WILL NOT generate additional orders. A separate NSCTNG 001 or NSCTNG 002 is required for each training evolution.

11. Multiple Training Evolutions will require an additional deposit as noted in the Summer Training Guidance. The cost to cadets attending multiple evolutions is based solely on the average cost of all training evolutions.

I. Summer and Advanced Training Logistics. Unit CO's are required to brief cadets and parents on the "do's and don'ts" below when it comes to arranging public transportation to and from a training location during the summer.

1. It is the parent's responsibility to arrange transportation for their child to and from the training site. This means from the doorstep of the unit-drilling site or individual residence to the doorstep of the training site. When using commercial transportation in addition to airline or train tickets, fees for taxi or shuttle bus should be considered. As a courtesy **ONLY**, COTC's may offer travel assistance to and from local airports, train stations or bus stations.

2. Do not purchase Non-Refundable Airline Tickets. Training evolutions are dependent upon escort availability, host site accommodations, and host training site security measures in effect at the time of training. Changes to non-refundable airline tickets incur a penalty that averages \$75 to \$100. **NHQ will not reimburse for these penalties, regardless of reason.**

3. Some commercial air carriers do not allow under aged children to travel unescorted by an adult. If parents or units arrange for unaccompanied commercial travel for cadets be sure to ask if the carrier will honor your arrangement.

4. Parents must be reminded to respect security when entering military bases. Most NSCC training is conducted on military bases. Base security personnel are very sensitive to visitors and are very focused on their particular base security measures. These security measures pertain to cadets/adults attending training evolutions on the Summer Training Schedule and "Locally Arranged Training".

J. Training Staff. The COTC is the APPROVING AUTHORITY for Staff Cadets and Escort Officers.

1. **Staff Cadets.** To enhance and develop leadership skills the COTC will select qualified cadets for the training evolution. A ratio of 1 to 10, one staff cadet for every 10 cadets attending training will be the basic guideline for selecting staff cadets. In nominating cadets unit CO's will observe the following criteria.

a. Properly enrolled. The expiration date MUST exceed the last day of the training.

b. Medically and Physically qualified and mature.

c. Cadets should be graduates of NSCC Leadership Training (POLA) and have completed at least one other Advanced Training (AT). Completion of the Junior Petty Officer (JPD) Course cannot be substituted for POLA completion.

d. **ONLY** Cadet Petty Officers E4 or higher will be assigned to Staff Cadet Duties involving direct supervision of trainees. Cadets in the grade of E3 may be assigned administrative duties and watch

standing duties.

e. Cadets will not perform back-to-back staff cadet duties unless authorized by NHQ. Staff Cadet Duties at “Stacked” training (multiple trainings at one site) is authorized.

f. New cadets graduating from Recruit Training WILL NOT “roll over” to Staff Cadet Duty at NLCC Orientation or Advanced Orientation.

g. NLCC Cadets will not serve as Staff Cadets, *unless specifically approved by NHQ.*

h. Staff Cadets will pay the same price as other cadets to attend the training. NO Reduced prices. *Staff cadet training counts as advanced training. Back-to-back staff cadet opportunities during “Stacked Training” will not count towards “banked training”.*

i. Perspective Staff Cadets will complete and submit the NSCTNG 001 along with the **“appropriate”** deposit to the COTC for approval and a copy of a valid ID Card. Fees for second and subsequent training evolutions will be promulgated in the Summer Training Guidance.

j. The COTC will submit the NSCTNG 001 to NHQ for the issuing of the National Training Authority NSCTNG 005.

k. NHQ will verify the enrollment of the cadet, process the orders and forward a copy of the NSCTNG 005 to the unit CO.

l. Prior to the start of the training evolution, the CO will verify there is NO change in the cadet’s medical and physical status and endorse the bottom of the NSCTNG 005. The same rules apply as in paragraph H-9 above.

2. **Adult Escorts.** NHQ is the approving authority for all COTC’s. The COTC is the approving authority for Adult Escorts. When applying for Escort Duty Unit CO’s and adults should observe the following criteria.

a. Enrolled. The expiration date MUST exceed the ending date of the training.

b. Medically and Physically qualified. While not required to get physicals, adults are required to maintain on their NSCADM 20 annotations/comments accurately reflecting their medical condition. Adults can get sick and/or injured just like cadets, and possibly require emergency room visits or hospitalization just like cadets. COTC’s need to know of any medical problems or special circumstances that their adult escorts might have.... just like cadets. Keeping the NSCADM 20 up to date in the personnel file is required.

c. Completed the Officer Midshipman Study Guide and OPD 101.

d. Complete the Escort Officer Questionnaire NSCTNG 024 and submit with the Request for Training Authority NSCTNG 002 to the COTC. The NSCTNG 024 will help the COTC in filling billet assignments for the training.

e. The COTC will submit the NSCTNG 002 to NHQ for the issuing of the National Training Authority NSCTNG 006.

f. NHQ will verify the enrollment of the adult, process the orders and forward a copy of the NSCTNG 006 to the unit CO.

g. Prior to the start of the training evolution, the CO will verify there is NO change in the adults medical or physical status and endorse the bottom of the NSCTNG 006. The same rules apply as in paragraph I-9 above.

K. **Service Records**. Service records will be presented to the OOD or appropriate Training Staff Officer upon arrival at the training. The right side of the service records should be in following order for ALL personnel top to bottom.

(1) NSCTNG 013 Recruit Training Check-off List. (Cadets Only) This form may be adopted for cadets attending Advanced Training (AT).

(2) Copy of Cadets/Adults ID Card front and back

(3) NSCTNG 005/006 NSCC Training Authority or NSCTNG 003/004 Locally Arranged Training

(4) NSCTNG 001/002 Request for Training Authority

(5) NSCADM 009 Record of Cadet Advancement

(6) NSCADM 001 Cadet Application or NSCADM 003 Officer/Midshipman Application

(7) NSCADM 020 Report of Medical History

(8) NSCADM 021 Report of Medical Exam (Cadets Only)

(9) All other appropriate documents in reverse chronological order

L. **Training Forms**. NSCC forms used in support of training and referenced throughout this Manual are listed at Appendix 4. These forms may be downloaded from the Sea Cadet Resource Page.

APPENDIX

- (1) Standards of Conduct
- (2) Officer Promotion Guidelines
- (3) Physical Fitness (PT) Standards
and Swim Qualifications
- (4) Training Forms
- (5) Officer/Midshipman Study Guide
On-Line Procedures

STANDARDS OF CONDUCT FOR ALL NSCC/NLCC PERSONNEL

A. Standards of Conduct. All personnel associated with training and administration of NSCC/NLCC cadets will adhere to the following standards of conduct.

1. **Address of Cadets.** The use of vulgar, obscene, profane, sexually oriented, humiliating, or racially/ethnically-slanted language to address or refer to a cadet directly or indirectly, is prohibited. A cadet will be addressed only by his/her last name, rank/rate, or by the word “cadet”.

2. **Personal Services.** Any attempt to use a cadet as a personal servant is prohibited. Some examples are: cleaning, polishing or providing any service on shoes, clothing or other personal belongings of NSCC officers, instructors, or staff cadets; being sent to the Navy Exchange to make purchases for any personnel or running personal errands, i.e., post office, retrieving personal articles such as automobile, keys, etc.

3. **Maltreatment.** Maltreatment is construed to include any form of assault regardless of the degree of force used, imposing directly or indirectly and form of abusive or oppressive treatment or imposing directly or indirectly excesses in physical exertion or activity or harassment (verbal or otherwise). The threat of any of these acts, even without physical action, may also be considered maltreatment and is prohibited. Striking another person cadet or adult may not necessarily result in bodily harm; nevertheless, if an officer or company command strikes a cadet or another adult, even though it is a light low, the effect is that of punishment. Improper punishment and maltreatment are a violation of NSCC Regulations.

4. **Assault.** An attempt or threat to do bodily harm to another person with unlawful force or violence and without legal justification or excuse is construed as an assault. If such assault is consummated by the inflicting of harm, it is battery. The degree of harm necessary to constitute a battery is so slight that almost any offensive touching of a person or object is a battery. Assaults are prohibited by NSCC Regulations.

5. **Supervisor Actions.** The following instructions are provided to ensure that personnel supervising cadets (including staff cadets) neither unintentionally nor through ignorance of statute law commit violations of NSCC Regulations. All personnel are expressly prohibited from touching the person or clothing of a cadet either directly or by use of a material object, except at such times as they are acting within the scope of their authority for the purpose of:

- Correcting a cadet’s position
- Correcting a cadet’s movements
- Fitting or correcting the arrangement of a cadet’s clothing or equipment
- Conducting a lawful examination or inspection of his/her person, his/her clothing, or his/her equipment
- Conducting a demonstration incident to training
- Protecting or avoiding a cadet suffering bodily injury or harm
- Self-defense

NOTE: When touching a cadet for any of the purposes above, the amount of physical contact, including extent of contact and force of the contact, will not exceed the minimum necessary to accomplish that purpose.

6. **Hazing.** Any activity designated solely to harass or annoy any individual is called “hazing” and is prohibited. Hazing is construed to include any act which degrades an individual or endangers an individual’s health or welfare, or which is carried out only for the personal amusement of an individual’s superiors.

7. **Larceny.** Any person who wrongfully takes, obtains or withholds, by any means whatever, from the possession of its true owner or any other person, any money, personal property, or article of value of any

kind, with intent to permanently deprive or defraud another person of the use and benefit of such property or to appropriate the same to their own use or the use of any person other than the true owner, is guilty of larceny and is in violation of NSCC Regulations. Included are the common law offenses of larceny, false consent of the owner of the person entitled to possession thereof characterized the common law offense of larceny.

8. **Larceny by False Pretenses.** Larceny by false pretenses, occurs when property is taken from the owner or other person entitled thereto with the consent of such person but which consent has been obtained by trickery of false pretense that the property will be used for such purposes by the taker, but is intended to be converted to the permanent use of the taker. An example of larceny by false pretense is an individual taking up or allowing the taking of a collection for a unit "kitty" to purchase certain items without any intent to purchase such items but with intent to permanently use the money for the taker's own private purposes.

9. **Embezzlement.** An unlawful withholding of funds or property lawfully in one's possession or an unauthorized conversion of such funds or property to one's personal use constitutes "embezzlement". An example is the failure of a supervisor to return the property of a cadet, which is lawfully in his/her possession, when such cadet is being discharged or transferred, with intent to permanently retain such property. Embezzlement is prohibited by NSCC Regulations.

10. **Wrongful Appropriation.** If the intent of an act otherwise defined as larceny is not to permanently deprive the owner or possessor of the property, but only to temporarily deprive the owner of the same, the offense is wrongful appropriation, is also a violation of NSCC Regulations.

11. **Extortion.** The communication of a threat to another with the intent to obtain anything of value is extortion. The offense is committed when the threat is communicated. The actual or probable success or failure of the extortion is immaterial to the determination of guilt. In view of the power which personnel in authority hold over cadets, the method and intensity of training, any hint of financial distress or desire for gift, loan or testimonial uttered in the hearing of a cadet is generally interpreted by the cadet to be a request for money. Any suggestion or statement to a cadet indicating that the severity of training may be adversely affected if an escort officer, company commander or other person in authority does not receive needed or desired funds is considered to be a threat and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the thing of value. Thus, if one individual solicits a contribution for another upon the basis that retaliation will occur if the contribution is not forthcoming, the crime of extortion is complete.

12. **Soliciting Gifts.** NSCC personnel shall not solicit from a subordinate or give any personal gift or contribution to a superior or to a superior's immediate family, nor accept any personal gift or contribution from a subordinate or the subordinate's immediate family except for official NSCC business or fund raising efforts.

13. **Financial Transactions.** The following prohibitions are hereby established regarding financial or business transactions between NSCC officers/instructor and cadets:

- No officers/instructors shall have any financial or business transactions whatsoever with cadets other than those specifically approved in writing by the commanding officer. Cadets shall not collect money from other cadets or act as an intermediary, in any financial transaction, except for the purpose of collecting the exact amount required for payment of services or for payment of command approved funds. NSCC officers and properly designated members of fund drive committees may collect funds from cadets only in cases of sanctioned fund drives when such instances have been authorized by the commanding.
- Personnel, whether or not in authority over cadets, shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe or money or any other object of value from cadets except for official fund drives or as approved by the commanding officer.

Appendix (1)

- Personnel shall neither require nor request, either expressly or implicitly, any trainee to give, lend, or otherwise furnish them with cigarettes or other smoking device, food, beverages, or any item of clothing, belonging or issued to such cadet, nor shall any personnel accept such item when tendered to them by any cadet.
- When any person finds or discovers any money or other thing of value under circumstances indicating that such money or object was left by cadets for discovery by any personnel, the member shall take the following steps: (a) first, report the incident to the officer who is immediately supervisor in the chain of command and; (b) second, in the presence of the officer to whom the report is made, assemble the company considered to be involved and explain to them that personnel are prohibited by regulations from accepting such money or gift, and that unless it can be returned to the donors, it will be donated to NSCC (in instances where donors are identified, the money will be returned); (c) third, if the donor can't be found, the money or object will be donated to the NSCC.
- Financial transactions involving the collecting of funds from cadets are authorized for the following purposes:
 - Purchase of health and comfort items with the authorization of the escort officer/division officer.
 - The purchase of unit/company pictures/annuals/logs (within authorized spending limits) upon approval of the commanding officer/escort officer.
 - The purchase of personal uniform items.
 - Voluntary offerings made at religious services.
 - Annual Combined Federal Campaign and fund drives as authorized by the Commanding Officer.
 - Payment for cadet haircuts. Cash payments may be made on an individual basis with the approval of the commanding officer/senior escort officer.
 - Collection of funds for reimbursement of messing funds.

14. **Drugs.** The wrongful or illegal use of drugs is prohibited. The illegal or wrongful introduction of drugs into a unit, drill or training site, or military installation with the intent of selling or transferring the drugs; or the illegal or wrongful sale, transfer, or distribution of drugs is a violation of NSCC Regulations and civil law.

15. **Alcoholic Beverages.** 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.

16. **Fraternization.** Officer/cadet relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing with cadets derogates the position of leadership and authority that in turn is detrimental to good order, morale, and discipline. Officer/cadet relationships of a close personal nature, either same sex or opposite sex, are considered unprofessional and will not be tolerated. Good judgment and common sense must prevail. It is impractical to attempt to delineate all conduct or activity that is unethical and prohibited. However, as an example of the type activity prohibited, the following applies:

- To associate or otherwise treat in a personal manner that may be construed as, or lead to, indiscretion or favoritism.

Appendix (1)

- Dating or other such socializing which indicates a personal relationship. Foregoing is applicable not only to cadets currently in training or assigned to a unit but to those recently graduated or departing the program as well.

17. **Tobacco Products**. Cadets are not allowed to use/possess tobacco products. Accordingly, officer/instructor shall not smoke or use any tobacco products in front of cadets and should discourage cadets from starting the use of any tobacco products. Officers/Instructors shall not carry, in a visible manner, tobacco products. Officers/Instructors may use tobacco products only in areas designated for smoking and “**out of the sight of cadets**”.

18. **Missing Meals**. Assignment of extra military duties and/or additional physical training during scheduled meal periods for a cadet or company is expressly prohibited.

19. **Cheating**. Making false statements, cheating or encouraging others to cheat within the competitive system dilutes the system’s intent and encourages dishonesty among trainees. Any personnel who willfully falsify, cheat, conceal or cover-up any tricks, schemes, or devices is in violation of NSCC Regulations and will be dealt with accordingly.

New Officer Promotion Guidelines: Explained

Candidate for NSCC Adult Leader

Qualifications:

- 21 + Years Old
- Waiver for those older than 65
- U.S. Citizen
- Successful completion of background check
- Enrollment paperwork specified in Admin Manual

Current NSCC Midshipman for at least one year?

No

Candidate's Choice

Instructor

Warrant Officer

Additional Qualifications:

- Former Armed Forces, E6 or Above
- Received Honorable Discharge
- Officer/MIDN Study Guide
- Copy of DD-214
- Over age 35

Ensign

Qualifications:

- Officer Study Guide (OMSG)
- OPD 101
- 1 Year as INST (waived for MIDN)
- 1 Year NSCC Time in Service

Lieutenant, Junior Grade

Qualifications:

- OPD 201
- 1 TWT as an ENS, INST or WO
- 2 Years as ENS. (Waived for INST, WO)
- 3Years Minimum NSCC Time in Service

Lieutenant

Qualifications:

- OPD 301
- 1TWT as a LTJG or 2 TWT's for INST, WO
- 3Years as LTJG. (Waived for INST, WO)
- 6 Years Minimum NSCC Time in Service

Lieutenant Commander

Qualifications:

- OPD 401 – See Notes
- 1 TWT as a LT or 3 TWT's as INST, WO
- 1 Career TWT must be Recruit Training
- 4 Years as LT. (Waived for INST, WO)
- 10 Years Minimum NSCC Time in Service

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

Notes:

- All NSCC adult leaders applying for appointment must have successfully completed a criminal background check.
- Minimum NSCC Time in Service for MIDN is reset to zero upon appointment to ENS. MIDN receive the benefit of immediate appointment to ENS, skipping the mandatory one year as an Instructor. Because of the Minimum NSCC Time in Service requirement for LTJG, former MIDN are not eligible for promotion to LTJG for three years after appointment to ENS.
- Officer TWT is now the same as cadet TWT. Ten days, five of which must be consecutive.
- Existing Minimum NSCC Time in Service for ISNT and WO is recognized. Starting in 2001, INST and WO can apply for "jump" promotions at the appropriate level, assuming that all other qualifications are met for ALL prior ranks.
- Once in the "normal" promotion cycle (ENS, LTJG, LT, LCDR), you may not "bank" TWT sessions for subsequent promotions. For example, if an ENS performs two TWT sessions, only one counts for promotion to LTJG. The extra TWT session does not apply for promotion to LT.
- OPD 401 when and if developed.
- Commanding Officers must receive a score of 2.50 or greater the year they wish to promote.
- RD's who meet all promotion requirements may be promoted up to LCDR and there are no unit allowance limitations.

GENERAL PHYSICAL FITNESS GUIDANCE FOR NSCC UNITS

Action Letter 08-04 calls for more emphasis on PT and military drill at the unit level in an effort to reduce injuries at Recruit Training.

The following perspective on NSCC physical fitness training is provided by LTjg Jeffrey Dooley, CO of the Aurora Division. LTjg Dooley is a nationally certified and state licensed Athletic Trainer (ATC). He holds a BA and MA degree in physical education and sports medicine and has completed 30 hours of doctoral work in exercise physiology. He has served as assistant Medical officer at multiple RT's and at Advanced Trainings as well.

“...The physiology involved in developing and maintaining physical fitness is working against us, as is today's society. The primary reason for our youth's decreased overall fitness level is the nation's denial of the importance of physical education. I believe Illinois is the only state which still requires PE throughout high school, and it allows so many waivers to this requirement that they might as well not have it.

...The key factors in an exercise program are mode, frequency, duration, and intensity of exercise. In our case, frequency is something over which we have no control. The optimum frequency is 3-4 times a week; more can provide additional benefits if the individual is prepared for it. No NSCC unit I know of meets more than once a week. Exercising only once a week will provide only slight benefits. Our unit meets twice a month; results from this frequency of exercise would be minimal. Other units meet once a month; we can't realistically expect PT on this frequency to produce any benefits.

A very important factor...is acclimatization to the environment and the physical activity. A sudden large increase in the level of a particular activity, especially in repetitive motions, will quickly lead to overuse injuries such as tendonitis, strains, shin splints, etc. The key to avoiding these is a more gradual build up in the activity level. Even if units spent their entire drill doing nothing but PT and military drill, the jump from twice a month to daily would be difficult for most cadets. We can tell our cadets to go out marching every day, but really have no control over them when they're not at drill....”

The NSCC endorses physical fitness training, but also recognizes the overwhelming importance of encouraging cadets to make good physical fitness habits a matter of daily routine for all the reasons presented above. Units are encouraged to invite ATC's to visit during drills and provide didactic training that allows development of physical fitness programs that are part of daily lifestyles. Resources include The National Athletic Trainers Association (NATA), the Armed Forces Athletic Trainers Society, as well as Colleges and University Athletic Departments.

NSCC MINIMUM PHYSICAL FITNESS STANDARDS

MALE

Age	Curl Ups	V-Sit Reach	Shuttle Run	One Mile Run	Push Ups
13	34	+0.5	12.2	9:45	20
14	36	+1.0	11.9	9:30	20
15	38	+2.0	11.7	9:15	25
16	40	+3.0	11.4	9:00	25
17	40	+3.0	11.4	8:45	30

FEMALE

<u>Age</u>	<u>Curl Ups</u>	<u>V-Sit Reach</u>	<u>Shuttle Run</u>	<u>One Mile Run</u>	<u>Push Ups</u>
13	32	+3.5	13.1	12:15	7
14	32	+4.5	13.2	12:00	7
15	31	+5.0	13.0	11:45	10
16	30	+5.5	12.9	12:15	10
17	29	+4.5	13.0	12:15	12

Note: These minimum standards must be passed prior to submitting for Recruit Training. Cadets must maintain their physical fitness from date of testing through graduation of Recruit Training.

NLCC MINIMUM PHYSICAL FITNESS STANDARDS

MALE

Age	<u>Curl Ups</u>	<u>V-Sit Reach</u>	<u>Shuttle Run</u>	<u>One Mile Run</u>	<u>Push Ups</u>
10	28	1.0	14.5	11:40	12
11	29	1.0	13.5	11:25	14
12	32	1.0	12.4	10:22	15

FEMALE

<u>Age</u>	<u>Curl Ups</u>	<u>V-Sit Reach</u>	<u>Shuttle Run</u>	<u>One Mile Run</u>	<u>Push Ups</u>
10	26	3.0	14.2	13:00	9
11	28	3.0	13.4	12:42	7
12	30	3.5	12.9	12:24	5

SWIM QUALIFICATIONS

The Swim Qualifications per Navy Standards are as follows:

Swim Skills Assessment:

- Shallow Water Swim – 15 yards in water chest deep
- Deep Water Swim – 15 yards in water over the head
- Tread Water for 1 minute
- Prone Float for 1 minute

Third Class Swimmer:

- Successful completion of Swim Skills Assessment
- Deep Water jump – from a minimum height of 5 feet
- 50 yard swim – demonstrating front crawl, breaststroke, backstroke, elementary backstroke
- 5 minute Prone Float
- Shirt and Trouser Inflation

Second Class Swimmer:

- Successful completion of Third Class Swimmer
- 5 minute Prone Float Back Float
- 100 yard swim
 - 25 yards front crawl
 - 25 yards breaststroke
 - 25 yards backstroke
 - 25 yards elementary backstroke

First Class Swimmer:

- Successful completion of Third and Second Class Swimmer Certification
- 100 yard swim – same as second class swimmer – grading criteria stricter than second class swimmer
- 5 minute Prone Float and Back Float
- 25 yard Underwater Swim – demonstrating Burning Oil Maneuver twice

ALL FORMS MAY BE DOWNLOADED FROM THE SEA CADET RESOURCE PAGE

NSCTNG 001 – REQUEST FOR TRAINING AUTHORITY NSCC/NLCC – CADET
NSCTNG 002 – REQUEST FOR TRAINING AUTHORITY – OFFICER
NSCTNG 003 – LOCALLY ARRANGED TRAINING AUTHORITY – CADET
NSCTNG 004 – LOCALLY ARRANGED TRAINING AUTHORITY – OFFICER
NSCTNG 005 – NATIONAL TRAINING AUTHORITY CADET – NHQ USE ONLY
NSCTNG 006 – NATIONAL TRAINING AUTHORITY ESCORT OFFICER – NHQ USE ONLY
NSCTNG 007 – NATIONAL TRAINING AUTHORITY COTC – NHQ USE ONLY
NSCTNG 008 – NSCC/NLCC CADET TRAINING ROSTER
NSCTNG 009 – COTC TRAINING REPORT – COTC USE ONLY
NSCTNG 010 – TWO WEEK TRAINING AUDIT REPORT – COTC USE ONLY
NSCTNG 011 – TRAINING AUTHORITY TERMINATION REPORT – COTC USE ONLY
NSCTNG 012 – UNIT TRAINING PREPARATION EVALUATION – COTC USE ONLY
NSCTNG 013 – RECRUIT TRAINING CHECK OFF LIST
NSCTNG 014 – ADVANCEMENT EXAMINATION REQUEST
NSCTNG 015 – ADVANCEMENT EXAMINATION (INVENTORY) – NHQ REP USE ONLY
NSCTNG 016 – ADVANCEMENT EXAMINATION (DESTRUCTION) – NHQ REP USE ONLY
NSCTNG 017 – COAST GUARD STATEMENT OF UNDERSTANDING
NSCTNG 018 – SEAL PHYSICAL FITNESS REPORT
NSCTNG 019 – NSCC SCHOOL OF MUSIC PROFESSIONAL REFFERAL
NSCTNG 020 – NSCC/NLCC CADET EXERCISE CHART
NSCTNG 021 – COTC REQUEST FOR FUNDING – COTC USE ONLY
NSCTNG 022 – REQUEST FOR REIMBURSEMENT COAST GUARD
NSCTNG 023 – REQUEST FOR REIMBURSEMENT LOCAL
NSCTNG 024 – ESCORT OFFICER’S QUESTIONNAIRE
FOREIGN EXCHANGE APPLICATION – CADET
FOREIGN EXCHANGE APPLICATION - ADULT

Officer/Midshipman Study Guide Procedures

A new web-based Officer/Midshipman Study Guide (OMSG) has been approved for use by all NSCC adult leaders that are seeking an initial appointment or promotion to an Officer or Midshipman rank. The new web-base OMSG is “not” authorized for use by NSCC cadets, nor is it to be used as part of any training program, including POLA. As before, completion of the Study Guide is a requirement for anyone being promoted to an Officer or Midshipman rank.

The OMSG has been re-written to change several of the questions/answers and to include the latest updates of several publications (Admin, Awards, Uniform)

For those who are presently in the process of completing the “paper” version of the OMSG, the OMSG can still be completed using that version, with answer sheets sent to NHQ Reps as is now done. However, this option will only be “grand-fathered” for a three-month period of time, to permit those who are presently working on the paper based version to complete it and send it to the respective NHQ Representative. Complete transition to the electronic web based version will be required for everyone by the end of June. As of 1 July, all Study Guide answers will be completed using this new version only.

In order to complete the new web-based version of the OMSG, the adult must be connected to the Internet. “Off-line” completion of the OMSG is not possible. The web-based version of the Study Guide is set up so that an adult leader does not need a copy of any regulations or publications. All required material to answer the questions is available via hyperlinks. An individual can work at his/her own pace, take the exam in sections, and answers will be “saved” for them to continue the Study Guide when they have time to return to the Web Site. However, if the Study Guide is not completed within four (4) months of first starting it, all of the information will be deleted.

The web-based OMSG can be accessed from the COMPASS national training website at: <http://compass.seacadets.org>

Once connected, it is easy to understand the process and work on answering the OMSG questions. The adult must first complete the two-step, wizard like, registration process in order to access the OMSG. When he/she completes the registration process, an email will be sent to the Unit CO or Regional Director (if on a Region Staff), as well as to the NHQ Representative, so they know who has started to take this exam. The final results go to the respective NHQ Representative for further processing as needed. For those who pass, a copy of the overall results will also go directly to Sea Cadet Headquarters.

The move to an electronic version of the Study Guide is needed in order to permit an easier update of the questions/answers as publications are updated and changed. In addition, it save both time and cost for those involved with this requirement, and therefore enables the small Headquarters staff to direct more effort to other needs.

(Appendix 5)

The Internet Development Group (IDG) developed this web site, and it is another example of the MANY things that they have done to provide invaluable support for the Sea Cadet Program. The IDG is an all-volunteer force that constructed and maintains our on-line presence. Anyone interested in joining this important group should contact LCDR Bill Murphy, NSCC at bmurphy@seacadets.org. If you cannot reach LCDR Murphy, please let NHQ know of your interest and we will ensure follow-up.

We believe this updated Study Guide will be more beneficial to those completing this requirement, and the web site has been designed to make this as “user friendly” as possible. Any suggestions for improvement can be sent to the Headquarters Representatives.