

A large, faded version of the Jake Garn Squadron logo is centered on the page. It features a red Maltese cross with a blue dragon in the center. The dragon is purple and blue with a red tongue and a white scale pattern. The text "JAKE GARN SQUADRON" is arched across the top, and "USNLCC-USNSCC" is arched across the bottom.

STANDARD OPERATING PROCEDURES

MARCH 2024



Jake Garn Squadron Standard Operating Procedures



MISSION

The mission of the Naval Sea Cadet Corps (NSCC) is to build leaders of character by instilling in our cadets the highest ideals of honor, respect, commitment, and service.

FOREWORD

These *Jake Garn Squadron* Standard Operating Procedures (SOP) are designed to clarify some areas and to assist cadets, as well as parents, in understanding basic unit activities and requirements.

As you review the contents, keep in mind that this information is presented to make the transition for cadets and parents from civilian expectations as seamless as possible. This document will be useful in preventing potential issues or concerns while keeping the purpose of the program and its long-term goals at the forefront. This SOP is designed to address many areas regarding the operational activities of this unit; however, it is not all-inclusive and some areas are better covered on the NSCC website. Revisions will be made as needed.

All policies, which are not unit specific, are found on the NSCC national website at www.seacadets.org. Units can add to, but not delete from, the national policies which means units can enhance national policies by tailoring them to the unit's specific needs.



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INTRODUCTION

Welcome aboard the Jake Garn Squadron!

We are incredibly pleased that you have decided to join, or consider joining, the NSCC and embark on one of the biggest adventures in your life. These *Standard Operating Procedures* cover general areas of interest for prospective cadets and unit specifics for current cadets, parents, and adult volunteers. After reading this manual, if you have questions or concerns contact the unit Commanding Officer (CO) either by email, or on any drill weekend.

The NSCC is a national youth leadership development organization that promotes interest and skills in naval disciplines while instilling strong moral character and life skills through leadership and technical programs modeled after the Navy's professional development system. The NSCC is comprised of two programs:

- The Naval Sea Cadet Corps (NSCC) is our senior program for young people ages 13 through end of high school. “Sea Cadets” are high school aged students who participate in our advanced program. There is no requirement to have been a League Cadet prior to joining Sea Cadets. Sea Cadets wear uniforms, learn about the maritime services and a wide variety of career fields, and advance through ranks that mirror the U.S. Navy and U.S. Coast Guard.
- The Navy League Cadet Corps (NLCC) is our junior program for young people ages 10 through 13. “League Cadets” are middle school aged students who participate in our introductory program. League Cadets wear uniforms, train in a disciplined environment, and advance through ranks that mirror the Navy and Merchant Marines. League Cadets may participate in a wide variety of training opportunities to introduce them to the maritime services and a variety of career fields. There is an optional week-long “Navy League Orientation” available to these young men and women.

Though the Navy acts as a liaison to the Sea Cadets program, there is no obligation of those joining to enlist in the Navy, or any other military branch. If a cadet decides to enlist, the NSCC service record acts as documentation to substantiate a cadet’s advancement and time in the program. Depending upon the rank earned in the NSCC, cadets who do enlist in the military may place them at an advanced pay grade in a branch of their choice. There are nationally recognized military branch directives in place which favor the NSCC Program. By offering hands-on training in a wide variety of programs and disciplines, in a short duration of time (normally 5-14 days), cadets will experience serious, intense, fully immersed trainings across the United States, or globally, unmatched by any other youth leadership development program available. In today’s highly competitive environment, cadets will have an advantage over peers that have not participated in a youth leadership program such as this. The more experience one brings to the table, the more options they have in colleges, universities, the military, and in their adult career.

Currently, the NSCC program places more former Sea Cadets into the military service academies than any other youth leadership development program, including the Boy Scouts, JROTC, and Civil Air Patrol. Additionally, those cadets who are accepted to a four-year university may be eligible for scholarships through the Sea Cadet Scholarship Program. Most importantly, the NSCC provides its cadets the opportunity to develop their leadership skills and build character through engaging activities. By no means is this an easy program, but through hard work, commitment and dedication, outstanding opportunities are available for these young American’s.

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SECTION 1 – PARENTS/GUARDIANS

1.1 — Thank You

First, thank you very much for entrusting us with your child. We strive to assist you in molding them into productive and responsible American citizens. We realize this is a volunteer program which does not require the cadets to enlist; however, we do expect commitment to the program from both the parent/guardian and the cadet. Though we understand that we cannot run this program as if these cadets are enlisted personnel, our program is designed to give them a well-rounded, positive, structured experience that closely resembles what military life will be like. This includes expectations in advancement, coursework completion, attendance, and participation. We have published these SOPs, to help us and you better prepare the cadet.

For cadets enrolled in the NSCC program, it is their responsibility to contact Chain of Command (COC) with questions. While it is necessary for a parent to be involved (in the background), a parent that directly involves themselves in cadet matters undermines cadet responsibility and hinders development of that responsibility and individual growth in the NSCC program. We understand some cadets need parental support for some areas; however, when a cadet is at training, parents or guardians are not present and they must rely on their training rather than parental assistance. Again, we stress the expectations of this program require cadets to become responsible. With that said, we believe your cadet will have an experience of a lifetime when the command staff is permitted do the job of providing the best possible training evolutions in the Naval Sea Cadet Program.

1.2 — New Parent Orientation

Within the first couple of months, parents may arrange for a question-and-answer session. This is called the New Parent Orientation (NPO) and will be held on almost any Saturday or Sunday drill in the morning hours. Parents interested in the NPO should contact the Executive Officer (XO) in advance to schedule a time. Unless it is imperative for questions to be answered prior to drill weekend, please make note of all questions after you have read this SOP. Contact either the CO or the XO to schedule an NPO. While we desire to avoid miscommunications, the primary objective of this program is developing cadet responsibility. One of the ways this is done is by making the cadet responsible for communicating and relaying information to the parents or guardians. While the staff may periodically inform parents through email, newsletter, or website, the primary mode of communication is through the cadet. It is not the responsibility of the staff to communicate with every parent about the operations of the unit. It is the responsibility of the cadet to relay information from the COC to the parents or guardians.

1.3 — Initial Enrollment for Cadets

1. \$280.
2. Cash, check, or can be electronically paid at: seacadetsutah.org/donating.
NOTE: if paying electronically, please immediately send an email to the CO (co@seacadetsutah.org) to let him/her know because there are additional enrollment steps the CO must do AFTER the enrollment fee has been paid in order to complete enrollment for the cadet.
3. This covers:
 - a. \$100 uniform deposit (refundable when all uniforms are turned in and accounted for)
 - b. Mandatory National Headquarters (NHQ) fee (insurance, cadet ID, and membership)
 - c. Cost for the unit to order a name plate, name tapes, ribbon racks, and the ribbons each cadet will earn during their cadet experience.
 - d. Unit administrative and operational costs
 - e. Supplies for unit drills and trainings
4. This fee must be paid prior to actively participating in any unit activities, except if attending via a waiver for no more than one weekend drill.
5. All fees (except the uniform deposit) are non-refundable.
6. Cadets will not be issued uniforms or uniform items until this fee is paid in full.
7. All cadets are required to have their ID card photo taken in the working uniform (Type III) to complete the enrollment process.



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1.4 — Reenrollment Fees for Cadets

1. \$180. This must be paid **BEFORE** the ID card expiration date so that the cadet is not dropped by NHQ!
2. Cash, check, or can be electronically paid at: seacadetsutah.org/donating.
NOTE: if paying electronically, please immediately send an email to the CO (co@seacadetsutah.org) to let him/her know because there is an additional reenrollment step the CO must do **AFTER** the reenrollment fee has been paid in order to fully reenroll the cadet.
3. This covers:
 - a. Mandatory NHQ fee (insurance, cadet ID, and membership).
 - b. Continuing unit administrative and operational costs.
 - c. Supplies for unit drills and training.
4. Possible discount: *Jake Garn Squadron* offers a \$50 credit unit credit (per new recruit) to cadets who recruit new members. This can be applied to non-issued uniform items made available (i.e., sweaters, parkas, etc.) OR annual reenrollment fees. The new recruit must be a paid, active cadet before it can be used.
5. Cadets “aging out” of the program due to high school graduation, or turning 18 years of age, whichever occurs later, will pay a pro-rated reenrollment fee based on the time from their reenrollment to “age out” date.

1.5 — Recruit Training and Advanced Training Costs

1. The cost for Advanced Training (AT) is variable – depending on the length and type of training.
 - a. For reference, most 7-9 day trainings in 2023 were \$250. Most formal advanced trainings occur during the summer months of May-August and during Christmas break between Christmas (the 26th) and January 2nd or 3rd. Sometimes, there are other opportunities throughout the year, but, except for the annual military academy trainings for high school seniors in May and June, they are rare.
 - b. Recruit Training (RT) “Boot Camp” (same cost as an advanced training) is required to be completed to make Seaman (SN; SC-3) rank. This must be taken any time after completing Recruit Orientation (the first 3 months) and before being SN eligible.
 - c. Some specialized advanced trainings that require special equipment, locations, etc. such as diving, Seabee, or SEALS, etc., can be as much as \$600 or more.
 - d. *Jake Garn Squadron* will cover the training cost (not travel) for cadets who volunteer to be a Staff Cadet in a Leadership position at RT, Navy League Orientation (NLO), or Petty Officer Leadership Academy (POLA) training. This is a requirement for advancement to Chief Petty Officer (CPO) rank, but counts as advanced training for other ranks.
2. NSCC offers one free training (called “Three for Free”) to all cadets who recruit three new cadets or adults.
 - a. This covers \$250 towards any advanced training.
 - b. This can be earned as many times as possible (3 recruits = 1 free training, 6 recruits = 2 free trainings, etc.)
 - c. The *Jake Garn Squadron* \$50 new recruit credit **CANNOT** be used for advanced trainings because Parents/Guardians must pay for each training directly on the training website, so there is no way to apply that credit.
3. **IMPORTANT:** Parents/Guardians are separately responsible for all travel costs to and from advanced trainings. **DO NOT** buy non-refundable travel tickets until attendance is confirmed!

NOTE: If a cadet's family is ever in a difficult family financial situation due to unexpected circumstances, please reach out personally to the CO or XO as soon as possible, as private arraignments can possibly be made as we never want a cadet to not advance or drop out due to circumstances beyond their own personal control. This is all about the cadets!

1.6 — Miscellaneous Fees

1. Upon disenrollment from the program for any reason, the ID card and all uniforms must be returned to the unit to have the \$100 uniform deposit returned. At that time, if the cadet is leaving under honorable conditions (age out, resignation while in good standing, etc.), the cadet's service record will be given to the cadet to provide the proof of advancement and activities for future military and/or college activities.
2. A replacement ID card requires a NHQ replacement fee of \$10 if lost or destroyed.



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1.7 — Parental Support

1. First and foremost, the cadets are responsible for their own actions, advancement, and uniforms! However, it is completely acceptable to provide "encouragement" and "support" to your cadet... like making sure the uniforms are properly stored, showing them how to use an iron, helping them memorize the general orders and oath, etc.
2. The Naval Sea Cadet Corps is made up entirely of adult volunteers. No one gets paid for any of their time. A common saying amongst adult volunteers is, "*we get paid when cadets succeed.*" The satisfaction from helping young adults grow and learn responsibility and leadership is the payoff of their time. As such, we are always in need of additional adult volunteers. We are not asking for a great commitment of time. Something as simple as teaching a class in something that you have experience in, or giving rides to other cadets when taking your cadet to a drill or training, is of great need.
 - o For example, at the time of this writing, the unit's full-time staff includes an owner/operator of an auto repair business; a Deputy Sheriff; a former K-12 teacher and current college instructor; a retired chef (Le Cordon Bleu graduate); a retired Army Drill Sergeant; and an air conditioning technician.
3. A military background is not needed. Everyone has life and work experiences that could be a huge asset to the unit. However, if you have prior military service, you are requested to submit a copy of your DD-214 discharge papers along with your application. Some required annual trainings, and one officer rank, can only be given or earned by prior service members. If you are a retired military veteran, you may wear your military uniform at any time and/or wear your ribbons on your Sea Cadet uniform.
4. Feel free to seek out and speak to any current unit adult volunteers about what they do and the time they donate. If you might be interested in joining the unit, there are two levels of adult involvement:
 - a. Officer Corps. These are the "full-time" adult volunteers. The NSCC officer corps exists primarily for the benefit of our cadets. It establishes a Navy and Coast Guard-like rank structure, based on the performance, training, and experience of those volunteers who qualify. It permits our cadets to be led by officers who wear insignia and uniforms like those worn by Navy officers. The officer corps enhances our cadets' experience in the NSCC's military training environment. Those who enroll as a staff member will be required to comply with NSCC Regulations for grooming, height, and weight standards (only uniformed officers), and undergo a background check.
 - b. Auxiliary. These are the "part-time" adult volunteers. The Auxiliary consists of volunteers who only desire to make a limited commitment to the NSCC and whose responsibilities are occasional. Any volunteer may transfer into or from the Auxiliary at will. Volunteers holding an officer rank may retain their rank while serving in the Auxiliary.
5. This program exists for the cadets, and even though 50 years of NSCC processes are tried and true, items specific to individual units can be improved upon by one simple idea from a single parent, so do not think the "voice of one" will not be considered or change a process.

1.8 — Training with Non-Registered Staff

There may be training evolutions in which cadets are placed in the care of non-registered NSCC staff. Trainings across the United States and abroad will, from time to time have adult staff or training staff that are not registered with the NSCC program, oversee the safety and training of cadets, depending upon the nature of the training (i.e., a Range Master at a gun range, actual Navy Seals at SEAL training, etc.). This is no different than any other organization that has organized training with transportation or assistance provided by someone other than a registered member of that organization.

On military bases, there will be many times that cadets are trained by Sailors, Marines, Soldiers, or Airmen as well as officers of the military. Military personnel may instruct these cadets without an NSCC officer or registered staff member present.



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SECTION 2 - REQUIREMENTS TO BECOME AND REMAIN A CADET

2.1 — Cadet Application and Medical Disclosure

A Cadet Application (NSCADM 001) must be filled out in its entirety to be enrolled into this program. See [Appendix A](#) for the application and explanation of exactly how to fill out the entire application.

No one will be denied admission to the NSCC due to a medical disability. Where a medical condition precludes full, unlimited participation, a *Request for Accommodation* (Pages 9 and 10) may be presented by the parent or guardian for review so the cadet may participate in NSCC activities to the maximum extent possible. This will be evaluated and approved by the NHQ. Failure to disclose this information is grounds for removal from the unit. The safety of the cadet is paramount, so please provide us with all the information we need upon enrollment.

For the cadet's safety, and to provide the most expeditious treatment of an injury or illness, it is imperative that the information asked for in the application be accurately documented. When a parent does not disclose complete Medical History and the physician signs off on the Medical Exam that a cadet is qualified to participate in the program without restrictions, the parent/guardian is authorizing participation regardless of the type of activity. If the cadet attends training and a medical situation arises, you could be the cause of delayed or inappropriate treatment for a condition we were unaware of. A medical examination, like a high school sports physical, is required for all cadet applicants to the NSCC.

2.2 — Academics (School Grades)

While the requirement to remain in this program states all cadets must have a minimum grade point average (GPA) of 2.0, we understand that at times the GPA may fall below a 2.0 over the course of their academic career. Holding to the requirement of having a GPA not less than 2.0 before we enroll as a prospective Cadet is commendable, however, we realize this may not be realistic for some cadets in a variety of circumstances. The goal is to look at the overall performance of the student over a course of a year.

Examples to avoid:

- *“Johnny has a “D” in English over the past (or current) trimester therefore I prefer not to enroll him until he proves he is really interested in the program by bring that grade up.”*
- *“Suzie holds C’s but seem to be having difficulty over the past couple weeks therefore until I see consistency, I do not want to enroll her until she does what she needs to prove to me that she is serious.”*
- *“Steve has not been turning in his schoolwork assignments on time or at all therefore I choose to keep him home from drill as punishment.”*

While this shows you are very responsible, we need to stress that many times participation in this program can improve academic performance. The NSCC program is not merely about having fun, the cadets are here to learn, work hard, and develop motivational qualities. Failing to attend drill may well deprive them of valuable tools which can help them be more academically successful. Parents or guardians know the cadet better than we do and we ask you to take these things into consideration. Cadets that are consistent in their military functions perform better over a period.

If there is a situation that needs addressing, inform the CO ahead of time, let the cadet attend the drill and allow our staff to manage this situation which will cover unit and program expectations. Cadets can be placed on probation in the unit, if necessary, or deprived from participating in unit activities. We can arrange time for the cadet to complete school assignments during these unit activities. If they stay at home, what they do not see will not bother them. Allow the command staff's experience to collaborate with you to help the cadet. Let us take advantage of an opportunity to support parental objectives.



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2.3 — Drill Attendance

This program is a tough program and mirrors that of the US Navy. Again, expectations are high and we suggest potential cadets and parents think about it carefully prior to enrollment. The NSCC program requires a consistent 75% attendance level, consisting of two days attendance per month for drills, and typically seven to 14 days during the summer for RT or AT. Given that limited amount of time, it is important for cadets and parents to make attendance and participation at drill a priority so that they may get full benefit from the program.

We expect cadets to adhere to all drill requirements. We have made the time to schedule, prepare, and execute daily plans and we expect cadets to attend drill just as they would any other organization they belong to. If a cadet, parent, or guardian cannot make a commitment to have the cadet attend as required, this program may not be a good fit.

Drill Date Information

The unit generally drills one weekend each month (except July). The drill calendar is listed in every POM and on the website for as far in the future as the unit can schedule. Sometimes a change will occur due to scheduling conflicts or issues with training staff that are out of our control. If there is a change to the drill schedule it will be posted on seacadetsutah.org and in the Plan of the Month (POM). We are not always able to anticipate changes that may happen on short notice. In these cases, a phone call via the COC may be in order. While we understand that birthdays and family events occasionally fall on drill weekend, we ask that the cadets adhere to the drill attendance regulation as defined in the NSCC Regulations Manual. Cadets are to arrive (“muster”) at 0745; Morning Quarters is 0800. Drill hours are typically from 0800 – 1500.

Authorized Absence (Excused):

Many cadets participate in school sports, band etc. which require them to be at their event. Cadets that have an event that falls during a mandatory drill weekend, are required inform their Leading Petty Officer (LPO) as soon as an absence is expected. If possible, it is recommended that the cadet be at drill for as much of the day as possible.

If a cadet wakes up unexpectedly ill, or otherwise cannot attend drill, they should immediately contact their LPO (remember he/she will also be preparing for, or traveling to drill). If the LPO is unable to be contacted immediately, or after the drill has started, they should contact the XO (their phone number is listed in the POM) immediately.

Unauthorized Absence (Unexcused):

Unauthorized Absence (UA) refers to a cadet who is not at muster without prior notification. Cadets that are UA, or are less than 75% in attendance, may be placed on probation. Counseling is the first corrective action. If counseling does not correct the issue, the unit has the option to place the cadet on probation or disenrollment from the program. The cadet does not have to be present to be placed on probation or be disenrolled from the program.

Attempts will be made to discuss the concerns with the cadet in the event of probation. If they are not present a notification will be sent to the cadet and the cadet’s parents documenting dates of absences and future requirements to remain active within the unit. Being placed on probationary status may delay advancement, interfere with the opportunity for away trainings, or cause disenrollment from the program. To get the most out of this program, we encourage cadets to make attendance their priority.



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2.4 — NSCC Advanced Trainings (AT)

NOTE: The NLCC does not have any advanced training requirements for advancement. See [Section 4.7](#).

ALL NSCC CADETS MUST ADVANCE TO REMAIN IN THE PROGRAM. Attendance at an AT is required for advancement at every rank (every 6 months). To accommodate typical student school schedules, there are two standard training periods in NSCC: Summer (May – August) and Winter (between Christmas and New Year’s). Sometimes there are some specialized advanced training opportunities outside of these two periods, but they are infrequently offered, and fill up fast when available.

All NSCC cadets must first complete a 1-week (9 day) Recruit Training (“Boot Camp”) as their first training (*available locally each summer at Camp Williams in SLC, or many other places around the country*). Cadets can then take as many advanced trainings as they wish during their entire cadet experience before graduating high school or turning 18 – whichever occurs later. ATs run from 5 to 14 days – most are in the 7-9 day range.

Cadets can “bank” trainings. For example, if they take 2 summer ATs in the same summer, then winter training would not be needed for the next advancement. While only one training is possible during the winter, there have been cadets who have completed 3 or 4 ATs in one summer!

Failure to attend at least one AT over two consecutive training periods (one summer and one winter; about 6-9 months), can be grounds for immediate dismissal from the program – unless they have banked enough ATs to still be advanced.

Here are examples of some of the advanced training opportunities in NSCC:

- Aviation (Airplanes, Drones, and UAVs)
- Coast Guard Operations
- Culinary Arts
- EOD
- Field Operations
- International Exchange (Canada, England, Australia, etc.)
- Marksmanship
- Master-At-Arms
- Medical (EMT) (Beginning and Advanced)
- Music & Band
- Navy History and Heritage
- Photojournalism
- Robotics
- Sailing
- SCUBA (Basic and Advanced)
- Seabee
- SEAL
- Seamanship
- Search and Rescue
- Submarines (Basic and Advanced)



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SECTION 3 – WHAT EVERY CADET MUST KNOW AND FOLLOW

There are three things that every cadet must memorize, word-for-word, as soon as possible:

3.1 — 11 General Orders of a Sentry

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the CO, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

3.2 — NSCC Cadet Code of Conduct

I PROMISE TO:	I WILL:
SERVE FAITHFULLY	<ul style="list-style-type: none"> • Put other before self • Participate with enthusiasm • Meet or exceed all advancement opportunities
HONOR OUR FLAG	<ul style="list-style-type: none"> • Wear my uniform with pride • Follow our Navy’s customs and courtesies
ABIDE BY U.S. NAVAL SEA CADET CORPS REGULATIONS	<ul style="list-style-type: none"> • Know the rules and follow them • Do the right thing, even when it is not popular • Stay away from alcohol, drugs, and gangs
CARRY OUT THE ORDERS OF THE OFFICERS APPOINTED OVER ME	<ul style="list-style-type: none"> • Perform each task with maximum effort • Earn the trust of my superiors and the respect of my subordinates
AND TO CONDUCT MYSELF AS TO BE A CREDIT TO MYSELF, MY UNIT, THE U.S. NAVAL SEA CADET CORPS, THE NAVY, THE COAST GUARD, AND MY COUNTRY	<ul style="list-style-type: none"> • Strive to become a leader of character • Treat others with dignity and respect • Stand up against bullying, hazing, harassment, discrimination, gossip, and all other forms of prohibited conduct

3.3 — Sea Cadet Oath

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



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There are other credos that are taught and practiced in the NSCC:

3.4 — United States Navy Core Values

When cadets or adults are affiliated with this unit, all participants are expected to always conduct themselves in a military manner. All personnel should live according to the Navy core values of Honor, Courage, and Commitment as defined below.

HONOR – First and foremost is observance of Military Customs and Courtesies. This includes showing proper respect for superiors, parents, fellow cadets, wearing your uniform with pride, conducting yourself in a mature manner. It is also being above reproach and honest in your activities. When doing the right thing, you are a positive role model of what Honor is.

COURAGE – Communicate with the Cadet COC. We are here to help the cadet and be their advocate in all things. At training, it sometimes takes a lot of courage to tough it out and do an absolute best for yourself and your shipmates. When doing so, you are living the Courage portion of the core values.

COMMITMENT – Punctuality for drill is vital. Each drill period is carefully planned and events fit into a well-defined schedule. When cadets show up on time for drill and other events, they are showing Commitment to honorable and faithful service. They are also showing respect for fellow cadets, adult staff, and the Cadet Corps.

Core Values play a leading role in how the world views you and your behavior. This is not just for the NSCC Program, this should be an everyday part of your life. Therefore, we expect you to live by the US Navy Core Values and Standards of Conduct as well as the unit specific requirements in this SOP.

3.5 — The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



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SECTION 4 – UNIT POLICIES AND PROCEDURES

4.1 — Unit Chain of Command

The unit must have a clear structure to manage the daily business of the unit. The intent is to not make cadets feel they cannot talk to the XO or the CO. Depending upon the need, there are times that communication will take place that is not an instance of breaking the COC. However, all communication should start at the lowest level of authority by the cadet.

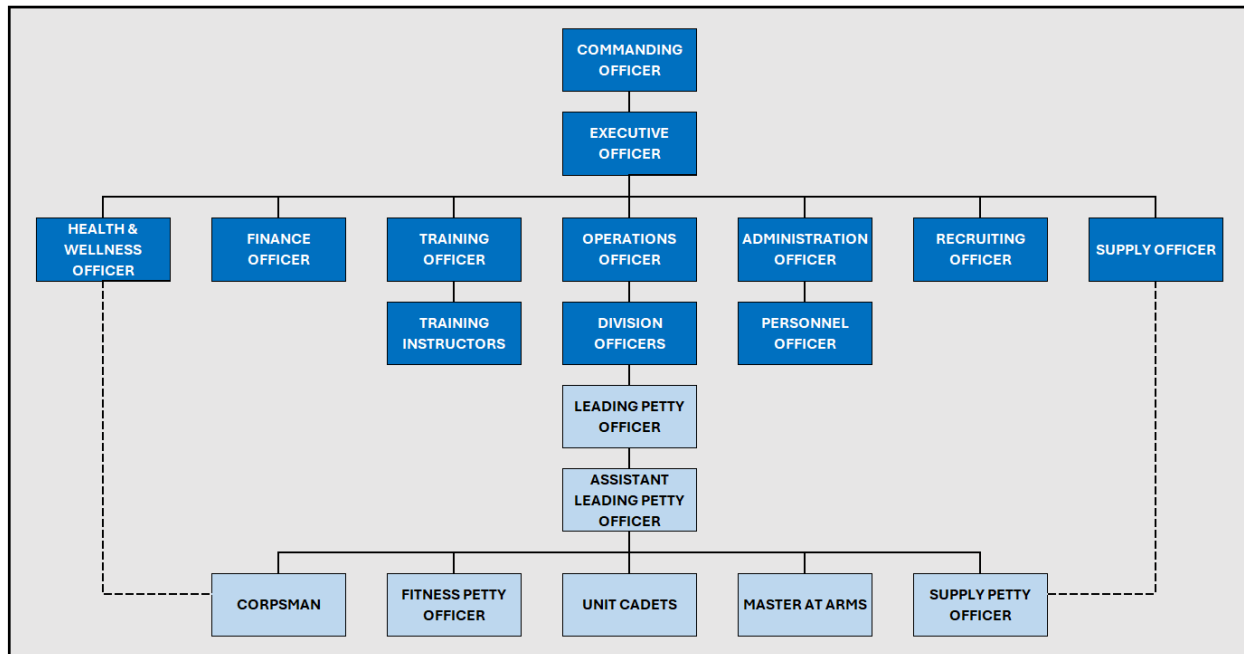


Figure 1: Typical Unit Chain of Command Structure

Every position has its purpose and everyone must contact the appropriate department as appropriate. Cadets are held accountable for passing information to parents and to follow the COC for issues or concerns. Parents, please DO NOT communicate concerns with uniforms, events, etc. to the COC. It is the cadet’s full responsibility. By doing this for them, you are enabling them to not take charge of their responsibilities within the unit.

With that being said, the CO has an open-door policy. If you feel that your questions or concerns are not being taken care of, contact the CO. Should the cadet have any questions, we encourage them to discuss it initially with their first level supervisor which should be their LPO. Billets in the unit are set up to divide the workload between volunteers. Issues that cannot be answered by any of the staff will be directed to the XO or CO. Once all attempts to contact the appropriate billeted staff have failed and their question is still left unanswered, Cadets may contact the XO. If an issue is urgent and requires an immediate response, contact the CO.

Please understand that this program is run by volunteers, and a few days may pass prior to respond. Sometimes obtaining the information may require interfacing with additional people outside of the unit. This can take longer, but is sometimes necessary to get the correct information rather than to pass on incorrect or incomplete information.



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4.2 — Cadet Roles of Responsibility

Cadet Leaders

Cadets may be placed in roles of responsibility such as squad leaders, special billets, or positions of leadership. Cadets that are interested in a leader position must express their interest through their COC. An interview with command staff will take place and a decision for leadership will be based on their ability to lead and on their experience in the program. As quickly as a position can be obtained, cadets in positions of leadership will be removed based on factors that show disrespect, continued dereliction of duties, or absences, etc. If a cadet is removed from a leader position, it will be communicated as soon as possible. If a cadet is not at drill the day the position change has been made, they will be notified as soon as possible of the staff's first availability. Cadets may also be passed-up by their fellow shipmates who are passing correspondence courses, making rank, and attending and graduating ATs. All these show motivation within the program and are subject to an opportunity to be rewarded for their continued dedication. This can also factor into the change of leadership positions within the unit. Cadets in leadership roles are expected to attend the first POLA available once they have attained the rank of SN. All staff and leading cadets are authorized to physically correct a cadet's uniform, other attire, stance, saluting, posing for photos, etc. as indicated in the *NSCC Standards of Conduct* ([Appendix D](#)). This is not an exhaustive list of situations where corrections can occur. Cadets are not born leaders and will be mentored by command staff to help them grow. We are to correct cadet (and staff) in a mentoring way but we will not reprimand in public. A cadet in a leadership role is required to mentor cadets in a positive and productive manner. Remember the phrase, "*Praise in Public, Reprimand in Private.*"

Unit Cadets

As with all Sea Cadet units, as well as the US Navy, the leaders should know where their personnel are. We understand there are times unusual circumstances crop up and advanced notice cannot be given. The cadet must call and report through the COC to let us know, NOT THE PARENT. Cadets who are frequently absent will also most likely not be placed in a leadership position, or may be removed from such positions. Cadets are expected to honor the Commitment portion of the Navy Core Values and to serve in a leadership position, they need to be present. Please be considerate that the unit staff has adjusted their personal schedules to organize and conduct training for the cadets. We expect cadets to be in attendance. Cadets and parents are informed at enrollment that this is a commitment. When they enrolled, they agreed to the terms, conditions, and expectations of the program.

To get the most out of this program, cadets should treat drill weekend as they would school, and their attendance is expected. That is the way it is in the US Navy, and that is the way we must do it at this unit. Again, this is standard protocol at ATs throughout the country, and it is very appropriate that cadets learn this standard operation at unit rather than at training.

4.3 — ID Cards

ID cards remain current through the end of cadet's enrollment month. All ID cards must be valid through the end of any advanced training since it is also proof of the cadet's NSCC insurance. It is the sole responsibility of the cadet to inform their parent/guardian when their ID card dues are due. It is the responsibility of the parent to ensure these dues are paid on time.

The website where ATs are signed up and paid for through, will not allow cadets or their parents/guardians to even signup for any ATs if the cadet's ID card expires any time before or during the training period. As such, annual reenrollment dues should be submitted to the unit as soon as possible within the 120-day reenrollment period. Cadets within the reenrollment period will be listed in each Plan of the Month as a friendly reminder to the cadets and parents/guardians.

Cadets without physical possession of a current ID card will not be allowed to participate in unit functions, trips, local ATs, or national trainings – no exceptions due to insurance implications. A NHQ replacement fee of \$10.00 is charged if the card is lost.



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4.4 — Adult Volunteers

The initial staff enrollment fee is paid by the unit and will include an NSCC polo shirt. Additional shirts can be purchased through the unit. Subsequent renewal fees are paid by the unit as long as the adult remains active in the program.

Adult applicants must be in good health commensurate with their age group and be free from any ailment or condition that would prevent them from satisfactorily performing their primary duty of actively supervising cadets. NOTE: Adults not physically qualified to perform all duties may still participate with a waiver from NHQ considering the parameters of their expected contribution to the NSCC program.

Adult volunteers have much to learn about Sea Cadets during their first year in our program. These first 12 months are needed to ensure proper knowledge and understanding of our program and the US Navy to represent Sea Cadets in the adult volunteer uniform accurately. That is part of why new adult volunteers are probationary for the first year at the rank of Instructor (INST). Additionally, during an adult volunteer's first year in the NSCC program, they are only permitted to wear the NSCC alternate uniform (NSCC polo shirt and slacks).

Adult volunteers from 18-21 years old, who attained the rank of Seaman (SC-3) as a Sea Cadet, and meet the US Navy's current height/weight requirements at the time of volunteering, do not have to wait a year before be advanced to Midshipman (MIDN) and are authorized to wear the NSCC Midshipman military uniform immediately. Active-duty or retired military personnel are always authorized to wear their military uniform, from any service, if qualified, at any time. Upon completing their first year as an INST, and meeting all other requirements, adult volunteers can (if desired) be advanced to one of the following ranks:

- Ensign (ENS). Must be at least 21 years old.
- Warrant Officer (WO). Must have been on active or reserve duty (in any service) for 10 years and attained the rank of E-6 or higher.
- Midshipman (MIDN). Only for adult volunteers from 18-21 years old.

If adult volunteers desire to wear the official Navy/NSCC uniforms (after their first year), they must meet the US Navy's current height/weight requirements at that time. This is a mandatory Navy requirement due to being authorized to wear actual Navy officer uniforms, sometimes on Navy bases. The NSCC Alternate uniform can continue to be worn, as wearing an official Navy uniform is not a condition of rank or required to be worn in any NSCC capacity.

4.5 — Plan of the Month (POM)

The POM is published and emailed to every cadet, parent, guardian, adult volunteer, as well as being posted on the unit website, as soon as possible after each drill for the next drill. The information is considered an order from the CO. It is the primary source of information for the Cadet when not at drill. Any specific information the cadets need to know prior to drill will be communicated in the POM, or by phone through the COC. It is imperative that these orders are followed to avoid miscommunications or misunderstandings. Any deviation from the orders set forth in the POM (such as meeting times and locations for unique events) may cause the cadet to be counted as unexcused if the cadet does not show up. In the event there are questions or situations requiring deviation from the POM, the cadet must contact their LPO **prior to the event or drill date**. In the event the LPO cannot be contacted, the cadet will contact the XO (phone number is in the POM). Parents need to avoid directly contacting officers about drills unless it is time sensitive. Cadets are responsible for communicating through the COC if there are circumstances surrounding drill weekend. We need to teach the cadets to utilize the COC. This helps them become more responsible when they attend National Trainings.



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4.6 — Cadet Uniforms

The *NSCC/NLCC Uniform Manual* (see [Section 5.3](#)) covers the maintenance and use of all NSCC and NLCC uniforms.

New or surplus U.S. Navy uniforms will be issued to the cadets. Some cadets cannot be outfitted due to unique body shapes; therefore, the unit will do its best to obtain the uniforms and items that we can. You will be provided with more information about this when uniforms are issued.

Initial NSCC Uniform Issue Items

- (2) Set of NWUs (Type III)
- (2) NWU (Type III) NSCC Shoulder Flashes
- (4) Type III Name Tapes (for blouse and pants)
- (1) 8-Point Cover
- (1) Set of Boots
- (1) Service Dress Blue Uniform (Winter) [care: [Dress Blues Wear and Care](#) and [Dress Blue Uniform Ironing - NSCC](#)]
 - **IMPORTANT: Dress Blues are NEVER to be machine-washed!** Dress Blues are made of wool and are **DRY CLEAN ONLY**. It is very obvious if they have been machine-washed. It may require forfeiting most or all of the uniform deposit if not replaced before leaving the unit.
- (1) Service Dress White Uniform (Summer)
- (2) Unit Identification Insignia
- (1) Name Tag (for dress uniforms)
- (1) Black Web Belt and Sliver Buckle
- (1) White Web Belt
- (1) Neckerchief [care: [How to Tie a Navy Neckerchief - NSCC](#)]
- (1) White Hat
- (1) Leather Dress Shoes
- (1) Set of PT Gear (Yellow T-Shirt, Blue Shorts)
- (1) Sea Bag

Initial NLCC Uniform Issue Items

- (2) Set of NWUs (Type III)
- (2) NWU (Type III) NLCC Shoulder Flashes
- (4) Type III Name Tapes (for blouse and pants)
- (1) 8-Point Cover
- (1) Set of Boots
- (1) NLCC Summer Dress
- (1) NLCC Winter Dress
- (2) Unit Identification Insignia
- (1) Black Tie
- (1) Name Tag (for dress uniforms)
- (1) Black Web Belt and Sliver Buckle
- (1) White Web Belt
- (1) White Hat
- (1) Leather Dress Shoes
- (1) Set of PT Gear (Yellow T-Shirt, Blue Shorts)
- (1) Sea Bag



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Purchasing Additional Uniform Items

Ribbons, appurtenances, and uniforms are issued once. Cadets are instructed how to mark or secure these items in the best possible manner. If cadets need/want extra rank, flashes, name or branch tapes, or unit rockers for their uniforms, contact the Supply Officer and an order can be placed. These items cannot be purchased by a parent or cadet as the ordering website is not public.

After cadets are issued their standard items, the parent/guardian bears the cost for anything beyond standard issue, including shipping charges. If on a Navy base, cadets can also purchase uniform and food items through the on-base Navy Exchange if the cadet has a valid ID card.

Since cadets tend to grow significantly during their time in the NSCC, all issued uniform items can be freely exchanged for different sizes.

Purchasing Name Tapes, Name Plates or Rank

If a cadet needs extra name tapes, name plates, or rank insignia, parents or guardians must assume the full cost of these items. The purchase of additional items is at the cadet and/or parent/guardian's discretion. Experience has shown that cadets can often use two name plates. It seems inevitable that one will be missing or has a pin which breaks at an inopportune time. Cadets are not authorized to wear uniforms unless they have the correct uniform markings in place as per Navy and NSCC Regulations.

4.7 — Cadet Ranks and Advancements

First and foremost, we are not a weekend baby-sitting service. **ALL NSCC AND NLCC CADETS MUST ADVANCE TO REMAIN IN THE PROGRAM.**

NSCC Requirements

Except for the entry rank of Recruit Candidate (RC) (for the first three months in program), the Sea Cadet program follows exactly, the US Navy and US Coast Guard's named rank and insignia structure from Seaman Recruit (SC-1) to Chief Petty Officer (SC-7).

NSCC CADET ADVANCEMENT REQUIREMENTS										
INSIGNIA	GRADE	RATE	TIG	TIS	PAC COURSE(S)	PQS	EXAM	BOARD	TRAINING	PRT
	RC	Recruit Candidate (RC)	---	---	---	---	---	---	---	---
	SC-1	Seaman Recruit (SR)	3 Months	12 Drills	Recruit Orientation; SR	RO	RO	---	RT Optional	L1
	SC-2	Seaman Apprentice (SA)	6 Months	6 Months	SC2	SC2	---	---	RT Optional	L2
	SC-3	Seaman (SN)	6 Months	9 Months	SC3	SC3	---	---	RT & AT	L3
	SC-4	Petty Officer Third Class (PO3)	6 Months	15 Months	PO3	PO3	PO3	---	AT	L3
	SC-5	Petty Officer Second Class (PO2)	6 Months	21 Months	PO2	PO2	PO2	PO2 (Unit)	POLA	L3
	SC-6	Petty Officer First Class (PO1)	6 Months	27 Months	PO1	PO1	PO1	PO1 (Regional)	AT	L3
	SC-7	Chief Petty Officer (CPO)	6 Months	33 Months	CPO	CPO	16 y/o	CPO (Area)	Staff RT or NLO	L3

Figure 2: NSCC Cadet Advancement Requirements



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NSCC Cadets are highly encouraged to complete all advancement requirements in their immediate control (courses and exams) as soon as possible. They are all online in *Polaris* (see [Section 5.2](#)) and they do not have to wait for one rank to do the next. We have had new cadets complete all courses and exams through CPO in their first six months in the program. Then they only need to wait for time and ATs to advance. Working ahead is taken into consideration if/when being considered for unit leadership positions.

See [Section 2-4](#) for specific information on NSCC advanced training requirements for advancement. To summarize here, NSCC Cadets who do not advance about every 6-9 months (to include one consecutive summer and winter training period) may be discharged from the program.

NLCC Requirements

NLCC CADET ADVANCEMENT REQUIREMENTS							
INSIGNIA	GRADE	RATE	TIR	TIS	NLCC Syllabus	Exam	PRT
<i>none</i>	LC-1	Recruit Cadet (RC)	-	-	-	-	L1
	LC-2	Apprentice Cadet (APC)	4 months	4 months	Part 1	APC (LC-2)	L2
	LC-3	Able Cadet (ABC)	4 months	8 months	Part 2	ABC (LC-3)	L3
	LC-4	Petty Officer Third Class (PO3)	4 months	12 months	Part 3	PO3 (LC-4)	L3
	LC-5	Petty Officer Second Class (PO2)	6 months	18 months	Part 4	PO2 (LC-5)	L3
	LC-6	Petty Officer First Class (PO1)	6 months	24 months	Part 5	PO1 (LC-6)	L3
	LC-7	Ship's Leading Petty Officer (SLPO)	6 months	30 months	SC-1 and SC-2 Courses	(n/a) 12 1/2 years old	L3

Figure 3: NLCC Cadet Advancement Requirements

NLCC Cadets are highly encouraged to complete all advancement requirements in their immediate control (courses and exams) as soon as possible. They are all online in *Polaris* (see [Section 5.2](#)) and they do not have to wait for one rank to do the next. We have had new cadets complete all courses and exams through Ship's Leading Petty Officer in their first six months in the program. Working ahead is taken into consideration if/when being considered for unit leadership positions.

NOTE: The NLCC does not have any advanced training requirements for advancement as in NSCC, but NLCC Cadets must advance no more than every 4-8 months.

If desired, there are many optional NLCC advanced trainings offered every training period, which the NLCC cadets are encouraged to attend. Here is an example of trainings (from 2023):

NOTE: In order to attend NLCC advanced trainings, NLCC Cadets must first attend NLCC Orientation (Basic)

- NLCC Aviation Training
- NLCC Ceremonial/Honor Guard
- NLCC Coast Guard Training
- NLCC Field Operations
- NLCC Food Service, Culinary Arts
- NLCC Leadership Academy
- NLCC Marksmanship
- NLCC Master-At-Arms Training
- NLCC Medical Training
- NLCC Photojournalism
- NLCC Sailing (Basic & Advanced)
- NLCC SEAL Orientation
- NLCC Seamanship (Basic & Advanced)
- NLCC Stem/Seaperch/Robotic/Cyber



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4.8 — Change of Address or Other Personal Information

Inform the unit CO, XO, and Admin Officer if there is ANY change to a cadet's personal information such as:

- Home address
- Guardianship
- Adoption
- Phone numbers
- Insurance
- Medical information.
 - It is mandatory that the parent/guardian fill out and sign a new Cadet Application (NSCADM 001) at each renewal. This includes a yearly physical (pages 5 & 6) filled out by a medical professional.
 - All orders are generated from the most current Cadet Application in *Quarterdeck*, so it is imperative that ANY changes to health and/or medications be updated IMMEDIATELY by parents/guardians in *Quarterdeck*.
 - Filling out new medical information on training orders does not replace the need to have current medical information on file.

4.9 — Community Activities, Fundraising, and Other Events

Opportunities will arise for participation in community activities. This may include Honor Guard, Color Guard, marching in a parade, or greeting people at a ceremony. Each cadet is encouraged to volunteer in service to his or her community. A community service award is presented to any unit cadet or adult volunteer that can submit proper documentation of 30 hours of service.

Throughout the year, we seek opportunities for fundraising events for the unit. Wreaths Across America is normally held on the third Saturday of December every year, and is our main fundraiser. The entire unit actively participates in the wreath laying ceremony at Fort Douglas Cemetery in Salt Lake City.

The command staff is always open to innovative ideas from parents for community and fundraising events. Contact the XO if you have ideas or questions about potential community events and/or fundraising opportunities. Any person or company wishing to donate to our unit can do so.

The NSCC is a non-profit origination with a 501(c)(3), so it is tax-deductible.

4.10 — Recruiting

Unfortunately, this program is something of a secret to the public. If you have remained in this program for some time, and have not recruited any cadets, both you and others who could be participating are missing out! This program has so much to offer America's youth so let us not keep this a secret – get out there and RECRUIT!!!!

Anyone can promote the Naval Sea Cadet Corps, the Navy League Corps, and the *Jake Garn Squadron*. You can direct interested parties to the unit website at seacadetsutah.org, or the national website at seacadets.org.

These sites will provide them with information pertaining to the programs offered. While these sites provide valuable information about the program, the best information comes from parents and cadets who can promote specific information about the unit activities, first-hand experiences in the unit, the Sea Cadet Program, and the various trainings cadets have attended.

For recruiting each new Cadet or Adult Volunteer, unit Cadets will receive a Recruiting Ribbon (for their first cadet recruited) and then will receive appurtenances for subsequent recruitments. Cadets are encouraged to bring friends and siblings (10 – 17 years old) to drill so that they can see first-hand some of what the program has to offer. Friends and siblings not fully enrolled cannot participate in most unit functions away from drill because of insurance reasons.



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In accordance with NSCC Regulations, guests are welcome to attend one drill weekend as a visitor prior to enrolling. Prospective cadets can attend by having a parent/guardian fill out the waiver (double-click it to open it):



Waiver for Trial
Drills (Shadowing).p

Figure 4: Waiver for Trial Drills (Shadowing)

4.11 — Leaving Drill Early

Cadets under 18 cannot be dismissed during drill hours without communication from the parent or guardian; this includes cadets who drive to drill. In the event a cadet must leave drill, a parent must communicate the information to the XO or CO via their contact phone number as soon as is known. This is the only instance that a parent is required to contact the XO or CO directly regarding attendance. The XO or CO will not allow cadets to leave drill with anyone other than parents or guardians, unless a parent or guardian has specifically specified who will be picking the cadet up. The person picking up the cadet must report to the CO or XO before the cadet can be released to them and show ID if they are not a parent/guardian. This is for the protection and safety of the cadet. Unit release time is 1500 for all normal drill weekends. You are expected to pick them up at that time as the Officers that have volunteered their time for the program need to get home to their families and cannot do so until all cadets have been returned to their parents. We cannot control emergencies. We will do our absolute best to ensure the cadet is ready for pickup on time if they are not offsite or at other away activities should you need to pick them up early.

4.12 — Electronic Devices

All electronic devices are prohibited during training time unless specifically approved by the CO.

- Cadets and Adult Staff are NEVER authorized to talk or text on a cell phone while involved in, or near training.
- Cadets and Adult volunteers should always be mindful while traveling in your United States Navy uniform – you are required to conform to the US Navy Uniform Regulations, which includes prohibitions against walking and talking on a cell phone OR walking with earbuds in their ears. Reports of violations of this US Naval Regulation will be investigated and if substantiated will be subject to discipline.
- Any unauthorized use of electronic devices will be cause for immediate action as this would be construed as noncompliance with a direct order.
- The unit will not be responsible or held liable for lost, damaged or stolen electronic devices.

4.13 — Weapons or Firearms

Under no circumstances will an individual be allowed to enter any drill site, or military installation, carrying or possessing any type of weapon on their person whether they hold a valid permit to carry it or not. This is Federal Law. You will be removed from the program immediately upon discovering a violation of this policy and, if on a base, reported to Base Security for carrying an unauthorized firearm. Safety is paramount in this unit, and we cannot stress enough that it is imperative that we provide a safe learning environment for all staff and cadets in the program. Small Swiss Army/Leatherman type pocketknives are allowed with the approval of the Training Officer, XO, or CO. In such cases it will remain in your pocket until needed. Any playful behavior with a pocketknife or comments of a joking nature that could be construed as a potential threat, or threatening gestures with a knife, will result in an immediate Captains Mast.

The only cases that an individual may bring in any sort of weapon are:

- Law Enforcement Officers
- Registered Sea Cadet Instructors for:
 - Specific training events such as weaponry
 - Firearms training
 - Drug enforcement instruction
- NRA Instructors and coaches
- NRA Nationally Recognized Weapons Professionals



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4.14 — Personal Belongings

Any cadet that brings in items that are not part of the requirement for training does so at their own risk. The unit will not be responsible or held liable for lost or stolen personal belongings, including uniform items. If you are issued uniforms and leave them or lose them, you will be charged the full replacement price of the item which varies depending upon the item lost. If you forget a uniform item at drill and it is not marked with your last name, it will be placed in surplus. It is not the unit's responsibility to find out whose article is left behind. Again, it is all about accountability!

4.15 — Observations During Training

Non-registered adults will not be able to stay and observe during cadet training, unless they are an approved volunteer enrolled in the program, a guest adult that is there to give training, or with the permission of the CO (Awards Ceremony, Family Day, etc.). The only other time where this is permitted is when the parents or guardian are enrolling a cadet the day of drill or are there to talk to the CO. Once business has been conducted with the adult staff, parents and guardians will need to vacate the drill location. This ensures that the cadet's full attention is placed on the instruction given and not focusing on family members.

4.16 — Counseling

There may be times where a breakdown occurs in either communication, respect for the COC, insubordination, dereliction of duties, disagreement with a command decision, etc. Depending upon severity and frequency, intervention will be considered on a case-by-case basis and informal or documented counseling sessions may take place. Probation may occur depending upon the infraction. The final approval or decision for probation is made by the CO based on recommendation of the XO and cannot be challenged.

Counseling and probation should take place on drill weekend, however, if the cadet, parents/guardians are unwilling or unable to attend the counseling session, the cadet will not be allowed to attend special unit functions, or advance in the NSCC Program until counseling has occurred. The intent of counseling is to correct a deficit, not punish the staff member or cadet. We correct the action, helping to redirect towards the desired path and move on. Past issues that have been corrected by the cadet will not be taken into consideration if the cadet chooses to apply for leadership positions within the unit.

Continued dereliction of duties, or refusal to correct deficits may cause the cadet to lose a position of leadership or removal from the program, depending upon the nature of the continued undesirable behavior.

4.17 — Resolving Unit Conflicts

If you have been involved with other youth programs, you may have previously experienced this. There are processes in place that must be followed and have proven to be successful in the NSCC program for over 50 years. By doing so, this eliminates unnecessary issues by making everything as consistent as possible among staff, cadets, and parents. Running the unit the way NSCC does requires provides noticeably clear guidance when a situation arises. While these policies are very reasonable, sometimes parents disagree with them. In that case the possibility of moving the cadet to a more relaxed program might be the best option for them.

- In a professional manner, bring issues or concerns straight to the appropriate individual for consideration and forwarding on to the CO if necessary. If an issue is presented, be prepared to present a viable solution. The COC may also bring an issue or concern to the CO if needed.
- Cadets or parents bypassing the COC for personal reasons, or interpersonal conflicts in the unit, may be grounds for immediate disenrollment from the NSCC Program of the cadet. All parties should manage matters at the lowest level possible. Avoid talking about unit issues in front of cadets or other parents. If you believe changes need to occur, your conduct in presenting an idea is key to how effectively your ideas will be received. This teaches the cadets that people can manage matters in a mature manner. There are times where the unit manages a situation in a manner you may think is incorrect; however, with the experience of many years in the program, the leadership knows what works and what does not. Keep an open mind in receiving the reasons why something runs the way it does. If there is a situation that needs to be addressed, you may not always be informed of the outcome. That does not mean corrective actions have not taken place.



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- Cadets consistently degrading, demoralizing, or defaming officers, staff members or other cadets poison the objective of the program and integrity of the Navy Core Values. It is not tolerated and will be cause for counseling, recommendation for Captain's Mast, or immediate dismissal. It is best to always respect all individuals to eliminate issues that would cause embarrassment or potential legal action from the victim. Refer to Standards of Conduct.

4.18 — Probation

If the cadet is placed on probation, they will not be allowed to advance in the NSCC Program. Advancements cannot "accrue." This is the highest level of a "warning" a cadet can receive without being removed from the program. There generally are three steps prior to removal from the program.

1. STEP 1: Initial infraction – verbal warning or informal counseling.
2. STEP 2: Infraction continues – documented counseling and (if any) loss of leadership position.
3. STEP 3: Probation – if the infraction continues, parents are notified, advancement is delayed, disenrollment may occur at this level. Disenrollment from the program is determined, through courses of action, notes documentation, etc. A cadet that has no desire to correct the deficit or the behavior, is deemed too detrimental to the functioning of the unit. In this case, the parents or guardians are called in for this process.

Advancement Penalization Example

The cadet has been warned of an infraction (Step 2) with a refusal to effectively alter behavior, moving to step 3. The cadet is scheduled to become a SN on August 1st; however, on July 15th, probation commences. While they did meet the requirements to advance to SN, their probation takes precedence. While the cadet could have advanced to SN on August 1st, they must remain a SA until their probation ends.

Behavior detrimental to the functioning of the unit may be cause for immediate dismissal from the program. Once a cadet has made it to step 2, the XO forwards up a recommendation to the CO for possible probation or Captain's Mast. Once Step 3 has been implemented, probation is in place and cannot be challenged. If it is determined that probation is not correcting the deficit, and unit staff has made reasonable attempts to assist the cadet in altering the infraction, they are recommended for Captain's Mast, leading to disenrollment from the program. If there is a recommendation from the XO to the CO where Captain's Mast, it would be scheduled with the Cadet and Parents or Guardian. After hearing all the information and reviewing documentation, the final decision of CO cannot be challenged.

Paperwork will be filed and kept within the unit and copies will be forwarded to the appropriate Regional Staff along with the recommendation of the unit CO. The decision to remove a cadet from the program should not affect a cadet's attempt to enroll into the military if they choose to do so.

4.19 — Inappropriate Language

The use of inappropriate or vulgar language by cadets or officers is not tolerated during drill and will be dealt with immediately upon being reported or witnessed by officers or cadets. This also includes what is written on social networking sites. Unbelievably, many people across the nation make judgments based on your social networking "style." Continued inappropriate or vulgar language may be cause for counseling processes to occur. Remember, all infractions should be managed at the lowest level of authority.

4.20 — Separation From the Unit

NSCC Regulations (Return of NSCC/U.S. Property) states the following, "*Cadets must return uniforms, if issued from unit stores and all other property of NSCC prior to departure.*" Upon separation from the unit, for any reason, all uniform items issued by the unit are to be cleaned and returned within thirty days to have the uniform deposit returned.

It is expected that items will be returned cleaned and in good condition so they can be reissued to other cadets. Normal wear is expected; however, tears, frayed pant hems, stains, washed wool uniforms, or broken items will be charged to the parent or guardian.



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The Cadet may keep any ribbons, appurtenances, awards earned, and other non-uniform items issued (notebooks, training aids, etc.). If physical service records are still being used (they will be replaced by a fully electronic version at some point in the future), the Cadet may request possession of his/her physical record.



Jake Garn Squadron Standard Operating Procedures



SECTION 5 – NSCC POLICIES AND PROCEDURES

5.1 — NSCC Chain of Command

The Chain of Command is vital to any organization. Within the NSCC, it is quite simple.

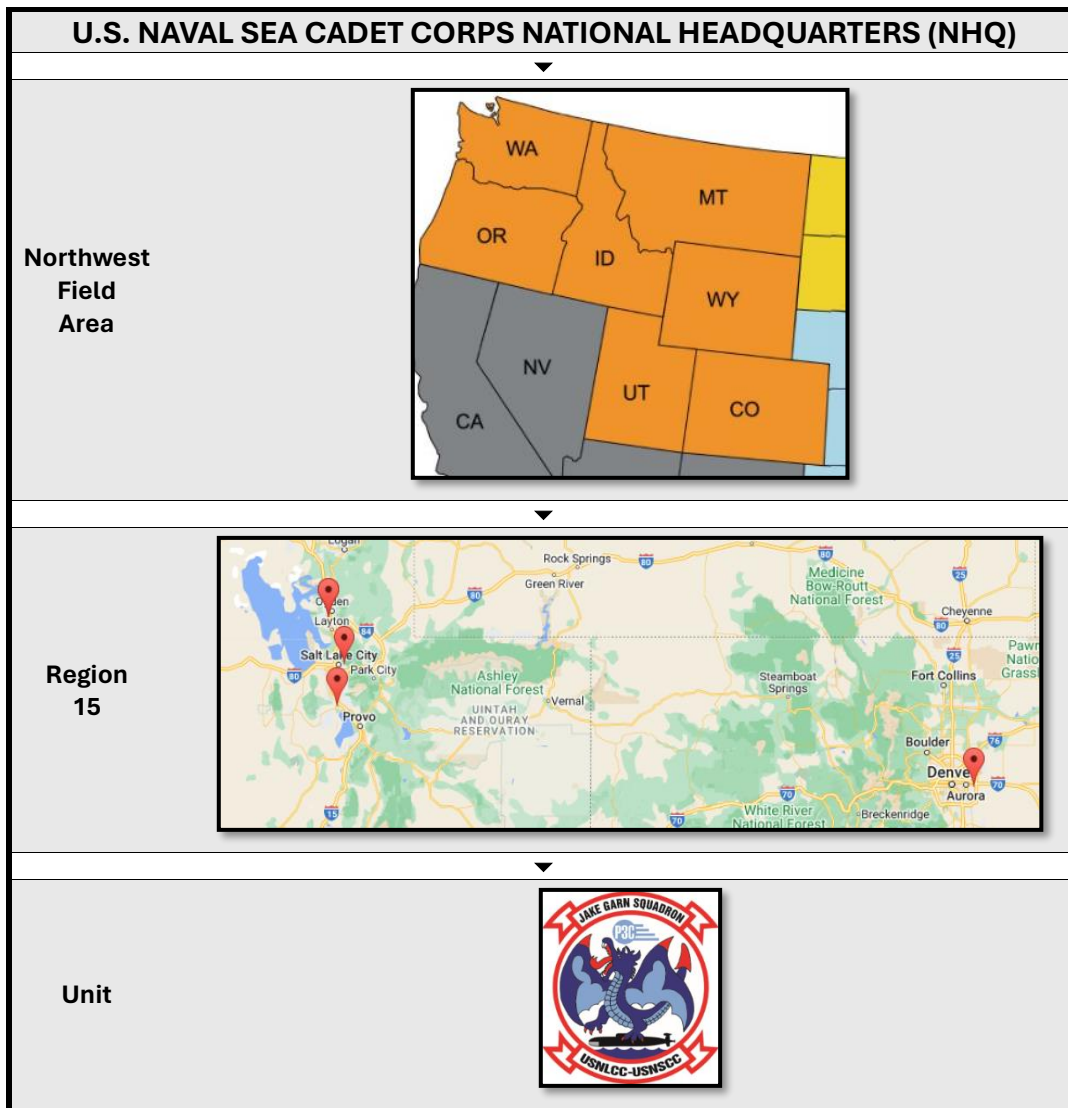


Figure 5: NSCC Chain of Command



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5.2 — NSCC Website Information

The NSCC has a national website, “Quarterdeck” at quarterdeck.seacadets.org, or via a link on the NSCC Home Page at seacadets.org, where NSCC and Unit business is conducted, information is maintained, and some training is accomplished. This is NOT a public website. All cadets and adult volunteers with an active NSCC ID card, and parents/guardians with active cadets in the program, are required to create an account to access the site.



Quarterdeck User Guide



User Guide_Quarterdeck_

Once logged in, there are three unique subsites for specific purposes:



- **MAGELLAN:** NSCC internal database housing all unit, training, and personnel information.
- **HOMEPORT:** Repository holding all our policies and resources for units such as recruiting or training.
- **POLARIS:** Learning Management System where cadets and volunteers take their online coursework.

The ability to see and use specific subsites is dependent on the user’s role:

ROLE	MAGELLAN	HOMEPORT	POLARIS	NEWS & INFO	OPTIONS	MY CADETS	MY UPCOMING TRAININGS
PARENT		X		X	<ul style="list-style-type: none"> • Profile • Family Contacts • Find My Cadet • Find Trainings 	X	X
CADET		X	X	X	<ul style="list-style-type: none"> • Record Book • Ribbon Rack 		X
ADULT VOLUNTEER	X	X	X	X	<ul style="list-style-type: none"> • Profile • Medical Info • Record Book • Ribbon Rack • Family Contacts • Find My Cadet • Find Trainings • Darkness to Light 	X	X

Figure 6: Quarterdeck Access Matrix

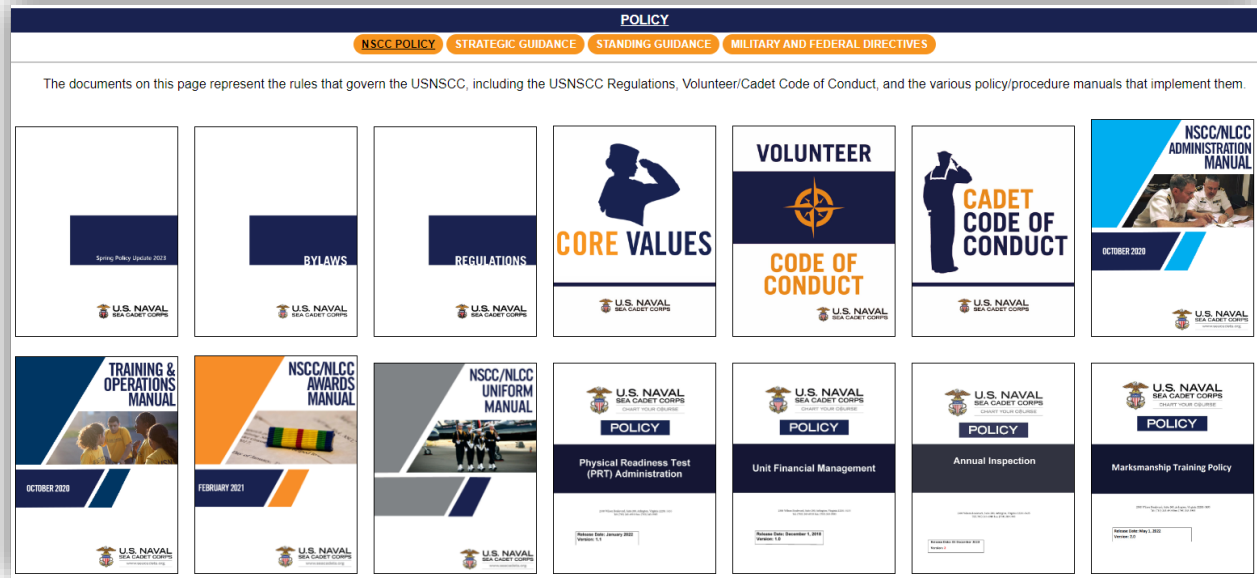


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5.3 — NSCC Governing and Policy Documents

In *Homeport* (see [Section 5.2](#)) → *Policy* → *NSCC Policy*, you can find all the NSCC documents pertaining to NSCC governance, policies, and procedures.



All NSCC adult volunteers, cadets, and parents/guardians are encouraged to download, read, and frequently refer to these documents for information and guidance.

5.4 — NSCC International Exchange Program (IEP)

NSCC Cadets who exhibit extraordinary motivation and leadership ability may participate in annual exchanges with Sea Cadet Corps around the world. Each cadet must have an outstanding record and fulfill the training requirements of the host country. They must have to hold a valid passport to apply and when travelling outside of the United States. All specific requirements for the IEP will be listed in the announcement or on the training website.

5.5 — NSCC Grooming Standards

Chapter 2, Section 2, of the *NSCC/NLCC Uniform Manual* (see [Section 5.3](#)) contains all the regulations regarding proper grooming standards for adult volunteers and cadets.

Since cadets are wearing actual U.S. Navy uniforms, all cadets actively enrolled into the program must adhere to the grooming standards set forth by the NSCC Regulations. It is the cadet’s responsibility, not the parents/guardians, to ensure grooming standards are met prior to a drill or an event.

If a cadet attends an NSCC drill or event, and is not in grooming standards, they will be counseled and directed to rectify the problem. Depending on the severity of the problem, a cadet may be excluded from participating in unit activities until the grooming discrepancy is corrected. Habitual non-conformance with the NSCC Grooming Standards will be cause for formal counseling, and may result in probation or expulsion.

Adult volunteers who are participating in unit or NSCC events and drills in official NSCC uniforms must adhere to current US Navy height/weight standards and NSCC grooming standards in the *NSCC/NLCC Uniform Manual*. Active adult volunteers, regardless of current rank or status, can always choose to participate in NSCC drills or events in the NSCC alternate uniform, or civilian clothing, as official uniforms are never required, but are highly encouraged to be worn at such events.



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5.6 — NSCC Uniform Standards

The *NSCC/NLCC Uniform Manual* (see [Section 5.3](#)) contains all the regulations regarding proper uniform standards for adult volunteers and cadets.

Cadets and officers are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with NSCC insignia. All uniformed staff must adhere to the height and weight standards to wear Navy uniforms. Cadets or staff members that do not fit into Navy uniforms must wear an alternate uniform until they are within the uniform standards. All uniforms issued by the unit belong to the unit and the US Navy. **These issued uniforms are not cadet property.** Uniforms MUST be returned upon disenrollment or graduation from the program to avoid being charged for these items.

5.7 — NSCC Advanced Training (General)

The same basic requirements exist for all advanced trainings:

- Be prepared to pay online as directed in the training description instructions. Orders cannot be issued without payment.
- The *Report of Medical Exam* (pages 5 & 6 of the application) must be current (no more than one year old). This is the same requirement for every reenrollment, so it should be OK, but check to make sure on the parent portal.
- An updated *Medical History Supplement* (pages 7 & 8 of the application) must be completed no more than 30 prior to the start of any ATs. This may require multiple ones if going on multiple ATs in a relatively short period of time.
- No longer do Cadets have to bring a physical service record from the unit to ATs. Once a Cadet is fully paid for and approved for training, the parent/guardian must print out the orders and sign them. The printed orders will include a condensed version of the medical and service record. This is what the Cadet must bring with them to attend training. If not in possession at check-in, and signed by a parent/guardian, they will NOT be allowed into the training and will be sent home immediately at the family's expense.

Make sure to **THOROUGHLY** read and understand all the training requirements and cost **before signing up**. For example, some ATs may require specific clothing (i.e., swimsuit, shorts, hats, etc.) and/or physical requirements (i.e., second class or first-class swimmer, etc.).

All NSCC cadets must attend Recruit Training (“Boot Camp”) first to attend any additional ATs and can attend any ATs after they have passed RT. Cadets can “bank” up to three trainings per calendar year to apply towards future advancements. PO2 and CPO advancement have specific AT requirements for advancement to those ranks. See [Section 4.7](#) for details.

NLCC cadets do not have any advanced training requirements for advancement. However, there is a toned-down version of NSCC Recruit Training (for 10–13-year-olds) offered called “Navy League Orientation” (NLO). It is highly encouraged that they attend, but is purely voluntary to do so. It does make the Navy League Cadets better NLCC and NSCC cadets, and more responsible unit members which is taken into consideration when/if leadership positions are available.

The summer training schedule is placed usually starting in March, and the winter training schedule is placed usually starting in October, on the *Quarterdeck* website (quarterdeck.seacadets.org) under “Find Trainings” – but no guarantees as to when they are put on the site. ATs will continue to populate throughout the year as NHQ approves them, so it is critical that cadets and parents/guardians keep checking every few days as the popular ones and locations will fill up fast. Cadets and parents/guardians must review the requirements in the “Remarks” section of any training they are interested in, or go to their website if directed. If a training is full, a wait list may or may not be generated. Once the training is signed up for, or on a waiting list, if the cadet decides to attend an alternate training, or not attend at all, please **contact the CO of the training ASAP** (name and email will be at the top of the training page; or ask the CO, XO, or Admin Officer to let the training know) so that the slot can be released to another cadet.



Jake Garn Squadron Standard Operating Procedures



APPENDIX A – NSCC CADET APPLICATION AND INSTRUCTIONS



JGS_Cadet
Application_NSCADI

← double-click the file to open, and then save the entire application to your computer before printing it out

PAGE 1 – Member Information

- **Filled out by the Cadet and Parent/Guardian.**
- The Cadet must sign Block 2a.
- The listed primary Parent/Guardian will be responsible for the parent portal on the Sea Cadet website.
- The Cadet must have a different email than the Parent/Guardian
 - This is required for separate access to the Sea Cadet website.

PAGE 2 – Consent And Release of Liability by Parent/Guardian

- **Filled out by the Parent/Guardian.**
- Parent/Guardian must sign blocks 8a and 9d.
- Block 9b will be filled in by the unit after Cadet is enrolled and assigned an ID number by headquarters.

PAGES 3 & 4 – Report of Medical History

Shall be used to disclose all medical conditions, mental health conditions, hospitalizations or institutionalizations, allergies, and immunizations.

- **Filled out by the Parent/Guardian.**
- Parent/Guardian must sign block 10b.
- This will need to be updated again:
 - Annually upon reenrollment, or
 - Upon any change to physical or mental health history, or
 - Within 30 days of reporting to advanced training (outside of drill)

PAGES 5 & 6 – Report of Medical Exam

The Cadet will need to have a sports-type physical examination for enrollment and within 60 days of renewal each year.

- **Can only be filled out by a Physician, Physician’s Assistant, or Nurse Practitioner.**
- **No other forms from recent examinations can be accepted.** It must be on this Sea Cadet application form.
- This will need to be updated again upon any meaningful change to physical or mental health; to include major injuries, major illnesses, surgeries, concussions, hospitalizations, institutionalizations, or instances of self-harm or attempted self-harm.

PAGES 7 & 8 – Medical History Supplemental

This form is for any medication(s) that the cadet will need to take/use at any drill or advanced training.

- **Filled out by the Parent/Guardian**
 - The Parent/Guardian must fill out and sign this form, even if not required.
 - If no medication is needed, the Parent/Guardian can enter N/A in blocks 4a to 8d and sign.
- **If the medication is a prescription, the form will need to be filled out and signed by a licensed doctor** (blocks 10a-10c).
 - NOTE: All medications will be turned-in/collected at the beginning of each drill or advanced training and administered by the drill or training Medical Officer.
- This will need to be updated again:
 - Whenever there is a change in a medication, dosing, or administration instructions; or
 - Within 30 days of reporting to any drill or ATs.



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PAGES 9 & 10 – Request for Accommodation

This form is for any accommodation(s) that the cadet will need at any drill or advanced training.

- **Filled out by the Parent/Guardian**
 - If no accommodation is needed, the Parent/Guardian must fill out block 2, enter N/A in blocks 3 to 6, and sign the form (blocks 7a-7c).
- Accommodations must be approved by a headquarters representative before it becomes enforceable.

PAGE 11 – Parental Support Agreement

This questionnaire is for parents to gauge interest and support of the unit and the Naval Sea Cadet Corps.

- **Filled out by the Parent/Guardian.**
- NOTE: This page only needs to be turned in with the application if the Parent/Guardian is willing to help or support as stated in the form.

Administrative Remarks (NSCADM 008)

This is an agreement between: 1) the cadet and parent/guardian and 2) the unit and Naval Sea Cadet Corps.

- **Must be signed by both the Cadet and a Parent/Guardian.**
- **Please read carefully together!**
- This agreement covers:
 - Drill attendance
 - Uniforms and appearance
 - Satisfactory school enrollment
 - Fraternization/Harassment
 - Renewal fees

Other Items and Actions Needed from Parents

- **The following two items are also required**, but can only be submitted online, after the Cadet is fully enrolled:
 - Copy of medical insurance card.
 - NOTE: If the cadet's primary medical insurance is TRICARE, then do not upload because copying a military ID is illegal. There is checkbox to identify insurance as Tricare.
 - Copy of any vaccination records.
- There is a parent portal website (see [Section 5.2](#)) that will need to be signed into where remaining enrollment items and all future updates are required to be completed.
 - If requested, one of the unit officers can sit down with you (ideally when you come to drop off or pick up your cadet, but can be another time if needed) and walk you through website registration and how to use the website.
 - The unit will sit down with the cadet at a drill and explain the website use and their online responsibilities.
- Though not required, due to the number of times that forms and other documents will be required to be completed and submitted online by the Parent/Guardian, it is recommended that the Parent/Guardian obtain use of a printer/scanner. Nothing expensive or fancy! It just needs to be able to print (for example, when signatures are required on a document) and/or documents need to be scanned to be submitted online (the Sea Cadet website currently only accepts the following file types: .PDF, .BMP, .GIF, or .JPEG).
 - NOTE: If you do not own or have access to a scanner to convert physical documents, and are ever in need of submitting online, you can always reach out to the unit's adults volunteers for assistance. We can always complete these requirements at any regular drill. Some files can be submitted separately by the CO, XO, or Admin and some must be submitted by the Parent/Guardian.



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APPENDIX B – CADET PERSONAL AWARDS

There are over 30 different awards (ribbons and medals) that a cadet can earn. Some are not up to them (national and unit awards), but there are several awards that cadets can earn that are solely, or mostly, in their own control to earn:

NSCC/NLCC Community Service Ribbon



Awarded to an officer, midshipman, instructor, Sea Cadet, or League Cadet who performs 30 hours of community service work, accurately documented in Magellan.

- “Community service” is defined as voluntary work which is done to benefit the community or groups of people in need. Examples include volunteering at a soup kitchen, visiting a local nursing or veterans’ home, completing projects to benefit the environment, or coordinating a care package drive for deployed troops.

NSCC International Exchange Program (IEP) Ribbon



Awarded to an officer, midshipman, instructor, or Sea Cadet who is selected for and successfully completes an authorized exchange as part of the IEP.

NSCC/NLCC Academic Achievement Ribbon



Awarded to a Sea Cadet or League Cadet who distinguishes himself/herself at school or accredited home school program meeting the following requirements:

- A cadet enrolled in an accredited school (including an accredited home school program) is eligible when he/she:
 - Is officially declared on his/her school's Honor Roll for a semester or school year.
 - Makes no grade below B.
 - Is a full-time student at the school.
 - Provides his/her unit CO with a letter from the school verifying the Honor Roll status.

NSCC/NLCC STEM Achievement Ribbon



Awarded to a Sea Cadet or League Cadet who participates in a regional or national science, robotics, drone, or other STEM competition, and who receives a placement award or other special award.

- One award per competition is authorized.
- Cadets who serve as a member of a Science, Technology, Engineering, or Mathematics (STEM) team that placed first in a national STEM competition may be awarded the “E” appurtenance.



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NSCC/NLCC Drug Reduction Service Ribbon



Awarded to an officer, midshipman, instructor, Sea Cadet, or League Cadet who displays outstanding leadership by example in the community as a drug-free role model, and who meets one of the following requirements:

- Attends four (4) prescribed substance abuse, anti-drug awareness lectures given by local law enforcement; State Police; Drug Abuse Resistance Education (DARE); Mothers Against Drunk Driving (MADD); or trained military personnel in substance abuse and anti-drug awareness counselling. The lectures can be four (4) one-hour or eight (8) thirty-minute lectures.
- Performs one (1) one-hour or two (2) thirty-minute substance abuse, anti-drug awareness lecture(s) to a school, civic, church, youth group, or other community-based audience.
- Successfully provides substance abuse and anti-drug awareness to the community, school, church, or other youth-related organizations by way of newspaper articles, radio or television, social media, displays, or participation with other youth organizations.

NSCC/NLCC Recruiting Incentive Ribbon



Awarded to an officer, midshipman, instructor, Sea Cadet, or League Cadet who meets the following requirements:

- Cadet. Recruits an officer, midshipman, instructor, Sea Cadet, League Cadet, or two (2) auxiliaries into any unit. One award for each person enrolled.
- Officer/Midshipman/Instructor. Recruits two officers, midshipmen, instructors, Sea Cadets, and/or League Cadets into any unit. One award is made for every two (2) members recruited.

NSCC/NLCC Physical Fitness Ribbon



Awarded to an officer, midshipman, instructor, Sea Cadet, or League Cadet who meets the following requirements:

- A cadet who meets or exceeds the “Good” standard on the Physical Readiness Test (PRT) is eligible to wear the Physical Fitness Ribbon.
- A cadet who meets or exceeds the “Excellent” standard on the PRT is eligible to wear the Physical Fitness Ribbon with silver “E” appurtenance.

NSCC Staff Cadet Ribbon



Awarded to a Sea Cadet who successfully serves as a staff cadet for a nationally approved NSCC Recruit Training, Advanced Training, or NLCC Orientation.



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NSCC/NLCC Color Guard Ribbon



Awarded to a Sea Cadet or League Cadet who, as a member of a color guard, exhibition drill team, or ceremonial rifle squad, meets the following requirements:

- Performs as a member of the team for at least six (6) months.
- Performs in at least five (5) evolutions at a public event.
- Is smart and neat in appearance, and wears the uniform with pride; and
- Always acts in the highest traditions of the USNSCC.

NSCC/NLCC Marksmanship Ribbon



Awarded to an officer, midshipman, instructor, Sea Cadet, or League Cadet who qualifies on either a pistol or rifle according to the USNSCC Marksmanship Program training standards which are in effect on the date of qualification.

“A” ATTENDANCE APPURTENANCE



Awarded to Officers, Midshipmen, Instructors, NSCC/NLCC Cadets who maintain perfect attendance at 100% of all mandatory drills, without a single absence (except when attending authorized USNSCC training), during a calendar year. Worn on the appropriate Service Ribbon.

“S” SHARPSHOOTER



Affixed to the NSCC/NLCC Marksmanship Ribbon when awarded to an Officer, Midshipman, Instructor, or NSCC/NLCC Cadet who qualifies as sharpshooter with pistol and/or rifle.

Cadets should scan and email report cards (must have end date shown), honor roll certificates (must show dates), community service, or other awards of recognition received outside the NSCC program to the Administration Officer at ao.151jgs@seacadets.org. If you do not have the ability to scan the document, cadets can bring their hard copies to drill for copying and processing.



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APPENDIX C – NSCC STANDARDS OF CONDUCT

All personnel associated with training and administration of NSCC Cadets will adhere to the following NSCC Standards of Conduct.

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, or by the word “cadet.”

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 eight hours prior to assuming any duties directly associated with cadets.

Assault

An attempt or threat to do bodily harm to another person with unlawful force or violence and without legal justification or excuse is an assault. If harm is inflicted, this assault is called battery. The degree of harm necessary to constitute battery is so slight that almost any offensive touching of a person or object is battery. Assaults are prohibited by NSCC Regulations.

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.

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.

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.

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 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 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.



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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 CO. Cadets shall not collect money from other cadets or function 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 CO.
- Personnel, whether 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 CO.
- 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 loathing, 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:
 - First, report the incident to the officer who is immediately supervisor in the COC and;
 - Second, in the presence of the officer to whom the report is made, assemble the flight 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);
 - Third, if the donor cannot 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 CO/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 CO.
 - Payment for cadet haircuts. Cash payments may be made on an individual basis with the approval of the CO/Senior Escort Officer.
 - Collection of funds for reimbursement of messing funds.

Fraternization

Officer/cadet relationships must always remain at a professional level 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.
- Dating or other such socializing which indicates a personal relationship. The 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.



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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 conducted only for the personal amusement of an individual’s superiors.

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.

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.

Maltreatment

Maltreatment includes 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 is prohibited. Improper punishment and maltreatment are a violation of NSCC Regulations.

Missing Meals

Assignment of additional duties and/or additional physical training during scheduled meal periods for a cadet or company is expressly prohibited.

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, retrieving personal articles such as automobile, keys, etc.



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Physical Contact

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.

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.

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."

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.



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APPENDIX D – VOLUNTEER CODE OF CONDUCT

I am proud to be a U.S. Naval Sea Cadet Corps Volunteer. I serve to instill our nation’s youth with patriotism, courage, and self-reliance, and to inspire them to become leaders with character. I will represent these values both to my cadets and my fellow volunteers. Accordingly:

I WILL ACT WITH INTEGRITY.

1. I will be a law-abiding citizen. I have been honest and forthright in completing my Volunteer Application. I acknowledge a continuing duty to disclose any arrests or court appearances as a defendant in a criminal matter.
2. I will follow the letter and the spirit of this Code of Conduct at all times. I will hold my shipmates accountable – and they will hold me accountable – for doing the same.
3. I will strictly enforce the USNSCC’s “zero tolerance” policy for drugs, alcohol, gang membership, hazing, sexual harassment, and fraternization.
4. I will set an example of a drug-free lifestyle for my cadets, and will not consume, nor promote the use of, illegal or legal recreational drugs at any time. I will not possess, consume, or distribute any controlled substances in violation of the laws of the United States, my jurisdiction, or USNSCC policy.
5. I will not cheat, lie, steal, or deceive another person.
6. I will fulfill my duty as a leader even when it is difficult or unpopular, and I will always place the good of my cadets and the USNSCC above my own personal interests.
7. I will not promote political causes in my capacity as a USNSCC volunteer.
8. I will safeguard all USNSCC property and any official funds that are placed into my custody. I will promptly disclose any financial or business conflicts of interest to my chain of command. I will never use my affiliation with the USNSCC for personal gain.
9. If authorized to wear the USNSCC uniform, I will do so with pride and professionalism at all times. I will carefully follow all uniform regulations, particularly those related to grooming and height-weight standards, and will display a proper military bearing that brings credit to the USNSCC and the Navy.

I WILL TREAT OTHERS WITH DIGNITY AND RESPECT.

10. I will foster an inclusive command climate. I recognize that each of my shipmates – cadets and fellow volunteers – is a valued member of the U.S. Naval Sea Cadet Corps team.
11. I will never cause or permit a cadet to be deprived of his or her dignity, nor cause or permit a cadet to suffer any undue breach of privacy. I will never cause or permit a cadet to be deprived of food, clothing, shelter, sleep, or medical care.
12. I will never subject any person to discrimination on the basis of race, ethnicity, sex, sexual orientation, color, religion, disability, or national origin.
13. I will never allow a cadet to be exposed to alcohol, recreational drugs, pornography, or violent behavior. I will limit my use of tobacco products while at USNSCC activities and will keep any such use out of the view of cadets.
14. I will never use my position of authority to intimidate, demean, humiliate, dominate, coerce, or hurt another person mentally, emotionally, or physically. I will immediately intervene to stop any others who do. I will not heed or spread gossip.
15. I will limit any physical contact with a cadet to the minimum necessary to correct that cadet’s position or uniform, or to accomplish authorized training objectives.
16. When it becomes necessary to discipline a cadet, I will do so in a fair, even-handed manner. I will counsel or instruct the cadet on how to correct the deficiency in private, whenever possible. I will never subject any person to physical training for the express or implied purpose of punishment.
17. I will not engage in any sexual conduct or engage in conversations of a sexual nature at USNSCC activities. I will not make lewd or sexual comments, request sexual favors from anyone, nor engage in any words or conduct that could be perceived as sexual harassment.
18. If a cadet wishes to discuss topics involving his or her sexuality with me, I will refer that cadet to his or her parents/guardian, medical provider, or school counselor.
19. I will respect and follow my chain of command.



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I WILL ENSURE A SAFE AND EFFECTIVE TRAINING ENVIRONMENT.

20. I will use any lawful means necessary to prevent or stop the abuse or neglect of a cadet. If I know or reasonably suspect that a cadet is being abused or neglected, I will immediately report the same to local law enforcement and my chain of command. I am legally and morally obligated to be a Mandated Reporter; there are no “bystanders” to illegal or improper conduct.
21. I will work to create a military environment that is based on the customs, courtesies, and traditions of the Navy and Coast Guard. I will challenge my cadets both mentally and physically. I will carefully plan, and minimize the risk of, all training activities.
22. I will ensure that at least two volunteers always maintain “eyes on” supervision of any cadet or group of cadets. I will immediately call for a safety stand-down when I observe any safety violation or situation that places cadets at risk of injury.
23. I will maintain appropriate boundaries at all times. My proper role is as a leader and mentor to my cadets, not a friend. I will not permit any undue relationship, nor even the mere appearance of such, to develop between me and a cadet.
24. I will avoid any private, one-on-one interaction with a cadet unless that cadet’s parent/guardian or another volunteer is present. I will include at least one other volunteer on any email I send to a cadet. Except for my own children and blood relatives, I will not privately communicate with, or “friend” or “follow” a cadet on social media websites.
25. When transporting cadets, I will drive safely, ensure that my vehicle is in sound mechanical working condition, and follow all motor vehicle laws of my jurisdiction.
26. I will not consume alcohol for a minimum of eight hours before engaging in any USNSCC activity. I will not give my cadets any reason to believe that my use of alcohol outside of USNSCC activities is anything but moderate and discreet.
27. I will promptly and successfully complete all required training related to cadet safety and youth protection.



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APPENDIX E – NSCC/NAVY ACRONYMS USED IN THE MANUAL

AT	Advanced Training
CO	Commanding Officer
COC	Chain of Command
CPO	Chief Petty Officer
LPO	Leading Petty Officer
NHQ	National Headquarters
NLCC	Navy League Cadet Corps
NLO	Navy League Orientation
NPO	New Parent Orientation
NSCC	Naval Sea Cadet Corps
POLA	Petty Officer Leadership Academy
POM	Plan of the Month
RC	Recruit Candidate
RT	Recruit Training
SN (SC-3)	Seaman
SOP	Standard Operating Procedures
SR (SC-1)	Seaman Recruit
UA	Unauthorized Absence
XO	Executive Officer



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