

U.S. Naval Sea Cadet Corps Manual

# NSCC/NLCC ADMINISTRATION MANUAL

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### REFERENCES

- Reference 1: USNSCC Regulations  
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### 0101 **ENROLLMENT/RE-ENROLLMENT CRITERIA**

1. All enrollment and re-enrollment criteria for League Cadets and Sea Cadets can be found in USNSCC Regulations, Section 5.01.
2. Per USNSCC Regulations, Section 1.03: “No person will be subjected to discrimination at any time on the basis of race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.”

### 0102 **SPECIAL ENROLLMENT CIRCUMSTANCES**

1. **Foreign Nationals**.
  - a. If an applicant is a foreign national with lawful permanent residency status, they must present their Permanent Resident Card (“Green Card”) at the time of enrollment.
  - b. In some cases, applicants who are dependent children of foreign diplomats or military in the U.S. on exchange assignment may be considered for enrollment; all such waiver requests must be approved by the Executive Director.
2. **High School Seniors**. Commanding officers should discourage high school seniors within six months of graduation from enrolling, since their advancement potential is limited.
3. **Enrolling 13-Year Old Applicants**. At their discretion, unit commanding officers may choose to enroll a 13 year old applicant as a League Cadet or as a Sea Cadet, taking into consideration the potential cadet’s maturity, and which program will be most beneficial for the potential cadet’s training and advancement.

### 0103 **CADET ENROLLMENTS**

1. Prospective cadets may shadow at a unit for up to two drill periods (as defined in Training and Operations Manual Section 0201.2), but may not stay overnight or

participate in hands-on or physical training until they are enrolled in the program, with an ID card in-hand.

2. The unit CO will conduct an interview with all applicants and their parents/guardians. At this time, parents should receive detailed information about the NSCC/NLCC program. The unit commanding officer should also discuss the following subjects as well as other subjects that might be appropriate:
  - a. The objectives and purposes of the NSCC/NLCC program, and the benefits available to their prospective cadet through participation.
  - b. The relationship of the NSCC/NLCC to the Navy, other military services, and the unit's sponsoring organization(s).
  - c. The costs involved with NSCC/NLCC participation, to include annual enrollment fees, uniform costs, uniform ownership, training fees, transportation to and from training, and any other related expenses that may be applicable to the program or unit.
  - d. Drill attendance requirements, personal appearance and grooming standards, physical fitness requirements, and the need for parental support in these matters.
  - e. The NSCC insurance program. Explain to the parent/guardian that our medical insurance coverage is secondary; that is, it may cover costs not covered by the parent's primary insurance for injury or illness during NSCC activities, but that it does not cover pre-existing conditions. Written guidance shall be provided to parents; details on the USNSCC insurance policy are available on the Homeport website, <http://homeport.seacadets.org>. Click on "Policy," then "Standing Guidance."
  - f. The need for parent/guardian support of unit activities, to include unit social functions, ceremonial occasions, etc. Please note, this is not the same as direct involvement in such events, for which adults must be enrolled as Auxiliarist, at a minimum.
  - g. The possibility of the parents/guardians affiliating with the unit as officers, instructors or auxiliarists. Also, emphasize the role of the unit's sponsoring organization(s) in support of the unit, and suggest that they become members of the sponsoring organization.
  - h. The standard release portion of the Cadet Application (NSCADM 001) and its purpose. If the parents/guardians will not sign the form, the applicant may not enroll.
  - i. The requirement, for safety and liability reasons, that parents disclose to unit COs all medical conditions, mental health conditions, hospitalizations or institutionalizations, and any prescription medications and contraindications thereof.

#### 0104 **PROCESSING CADET ENROLLMENTS**

1. **Documents**. The Cadet Application and Agreement packet (NSCADM 001) is the basic documentation required to be completed prior to enrollment, and serves as the core of the USNSCC Cadet Service Record. It is primarily the parent or guardian's



responsibility to read, complete, and sign these forms, and it is the unit commanding officer's responsibility to ensure that they are complete, and to ensure they remain updated.

- a. **Member Information (Page 1 and 2)**. This form contains all required personal and demographic information, contact information, agreements, releases, and certifications. The Commanding Officer or designated NSCC Officer must sign as a witness. This portion of the NSCADM 001 is to be recorded in Magellan to begin the cadet's Magellan profile.
  
- b. **Member Information (Page 2A)**. Sea Cadets who turn 18 years old while enrolled in high school are no longer minor children, and assume legal authority to sign agreements on their own behalf. Accordingly, 18-year old cadets must sign the NSCADM 001, Page 2A, *Consent and Release of Liability by 18-Year-Old Cadet*, within 14 days of turning 18. The Page 2A supersedes the original Page 2 of the cadet's original NSCADM 001, which contained the parent/guardian's signature. Both signature pages are to be retained in the service record.
  
- c. **Report of Medical History (Page 3 and 4)**. The Report of Medical History is to be completed by a parent or guardian, and shall be used to disclose all medical conditions, mental health conditions, hospitalizations or institutionalizations, allergies, and immunizations.
  - 1) The Report of Medical History must be updated:
    - a) annually upon re-enrollment;
    - b) upon any change to physical or mental health history; and
    - c) within 30 days of reporting to any NSCC or NLCC training.
  
  - 2) If no changes have taken place in the cadet's medical history since the last update, a parent or guardian may update the Report of Medical History by printing the date, printing "NO CHANGES," and signing his or her name underneath the original signature block.
  
  - 3) The Report of Medical History must include a current list of all immunizations or proof of vaccinations.
  
- d. **Report of Medical Examination (Page 5 and 6)**. Prior to enrollment, and no less frequently than once per annual enrollment period, all cadet applicants must receive a physical examination (sports-type) and report the results to their Unit CO. This examination is to be conducted by a physician, physician's assistant, or nurse practitioner. The Report of Medical Examination form will be used to record the results of this exam. A form from the provider's office cannot be substituted for the Report of Medical Examination form because other forms may not record all of the information required, and the Report of Medical Examination form contains all required medical information in a format familiar to any first-responding USNSCC personnel. The evaluating clinician should note any reason why the applicant may not fully meet the enrollment criteria.

- 1) The Report of Medical Examination with a medical provider's endorsement must be updated:
  - a) annually; and
  - b) upon any significant change to physical or mental health, to include major injuries, major illnesses, major surgery, concussions, hospitalizations, institutionalizations, or instances of self-harm or attempted self-harm.
  
- e. **Medical History Supplemental (Pages 7 and 8)**. Prior to enrollment, cadet applicants who may require regular administration of any prescription or non-prescription medication during unit drills must submit a completed Medical History Supplemental. This form includes information about the medications, their dosing, instructions for administration, side effects, contraindications, and consequences of missing a dose. For over-the-counter medications, the form need only be signed by a parent or legal guardian and the unit Commanding Officer. For prescription medications, the form must also be signed by the prescribing medical provider. Cadets who do not require medications shall submit the Medical History Supplemental form signed by a parent or guardian upon enrollment, with "N/A" written across the front.
  - 1) The Medical History Supplemental must be updated:
    - a) whenever there is a change in a medication, dosing, or administration instructions; and
    - b) each time a cadet is attending a training
  
  - 2) An updated Medical History Supplemental shall be forwarded to the COTC with the NSCTNG 001 Request for Training Authority each time a cadet requiring medication wishes to attend an NSCC or NLCC training.
  
- f. **Request for Accommodation (Pages 9 and 10)**. As described in USNSCC Regulations, Section 5.02, and Section 0110 below, the USNSCC accepts qualified applicants who, because of a disability, require some reasonable accommodation to non-essential policies and procedures in order to meet all requirements of membership in the USNSCC.
  - 1) To ensure that all volunteers that may be responsible for a cadet's training, health and safety are aware of the cadet's needs, all disabilities must be fully and honestly documented on the NSCADM 001 (Pages 9/10), *Request for Accommodation* form.
  
  - 2) The *Request for Accommodation* form must be signed by the parent or guardian, Unit Commanding Officer, cognizant Regional Director, and cognizant NHQ Representative. Cadets who do not require an accommodation should still submit this form signed by a parent or guardian upon enrollment, with "N/A" written across the front.
  
  - 3) A *Request for Accommodation* form must be forwarded to the COTC with the NSCTNG001 Request for Training Authority each time a cadet requesting accommodations wishes to attend an NSCC or NLCC training.

- 4) Upon completion of the *Request for Accommodation* form, the unit CO will:
    - a) Forward the completed form to the NHQ Representative, via the Regional Director. The NHQ Representative has approving authority for all ADA accommodation requests.
    - b) If the CO or RD believes that a requested accommodation is not reasonable (see USNSCC Regulations, Section 5.02(c)) he or she will add a negative endorsement and forward it to the NHQ Representative for final decision. If the NHQ Representative concurs that the requested accommodation is not reasonable, the applicant is deemed not qualified and cannot enroll.
  - g. **Parental Support Agreement (Page 11)**. The adult leadership of the NSCC/NLCC is made up entirely of volunteers. Many volunteers are parents as well. Now that their child is joining the program, use this questionnaire to see if a cadet applicant's parents or guardians might be able to help out in some way.
  - h. **Proof of Medical Insurance**. If a cadet has medical insurance coverage from any source, they shall provide proof of that coverage in the form of a copy of their medical insurance card, or an eligibility letter which includes their group, plan, and/or policy number. Cadets covered by TRICARE may **not** make a copy of their dependent identification card, and may obtain an eligibility letter through TRICARE. This copy will be updated any time there is a change in the cadet's coverage.
  - i. **Record of Immunizations**.
    - 1) The USNSCC requires all potential cadets to submit a current record of all immunizations, on any form provided by the family physician or state department of public health.
    - 2) All applicants and cadets must demonstrate compliance with the current recommended immunization schedule (including, if applicable, a catch-up schedule) issued by the U.S. Center for Disease Control (CDC).
    - 3) In order to minimize the risk of transmitting communicable diseases within the tight, shared living conditions at most USNSCC training evolutions, and in light of the possible presence of immunocompromised individuals enrolled pursuant to an approved Americans with Disabilities Act accommodation, the USNSCC is unable to -- and will not -- grant waivers to this policy for personal, religious or other non-medical reasons.
  - j. **Report Card**. Unit commanding officers may, but are not required to, request that applicants provide a copy of their most recent report card or transcript, in order to demonstrate good standing and satisfactory progress in school.
2. **Processing**. After collecting the NSCADM 001 packet, any additional forms, and enrollment fees from the parent or guardian, the enrollment process moves to

## MAGELLAN:

- a. An authorized MAGELLAN user must select “Add a Cadet” from the “Cadets” tab of the “Unit Management” menu. The personal, demographic, and contact information from the NSCADM 001 (Page 1 and 2) is then entered, and then an enrollment fee for the applicant will appear in the unit’s MAGELLAN “Cart” for payment. It is critical that the information from the form which is entered into MAGELLAN is complete and accurate. Missing or inaccurate information will delay the enrollment process.
- b. Units may, but are not required to, upload scanned copies of paper documents into the cadet’s user profile.

### 0105 **CADET IDENTIFICATION CARDS**

1. An Identification Card will be issued upon completion of the cadet enrollment process and submission of the appropriate fee. A cadet is not to be considered “enrolled” until they receive their ID card in-hand. Each card will indicate in red "UNDER 21" on the front of the card. For insurance purposes, ALL cadets must have the ID card in their possession when attending drill or any training evolution. Only the NHQ-issued photo ID card is authorized for use as a Sea Cadet identification card. Punching a hole through or otherwise altering the ID card is prohibited.
2. All members are required to have uploaded a color photo prior to the issuance of a USNSCC identification card.
  - a. ID photos should be taken in working uniform, without a cover. For those cadets that have yet to be issued a uniform, the photo may be taken in a plain blue or black t-shirt. When the uniform has been issued, the unit can upload the new photo.
  - b. ID photos shall be taken against a plain white background.
  - c. ID photos should be framed like a driver’s license or passport photo. The member’s head should be centered in the photo, with a full-face view directly facing the camera – no full body shots, no distance shots.
  - d. The uploaded photo will be inserted into an area on the ID card, approximately 1.125 inches tall by 0.875 inches wide.
  - e. As adolescents grow and change rapidly, a new photograph shall be uploaded each year prior to re-enrollment.
  - f. NOTE: An ID card will not be issued without a photo.

### 0106 **CADET SERVICE RECORD ADMINISTRATION**

1. **Establishment of the Service Record**. A paper-based service record will be established at the unit for each cadet, and will travel with the cadet to all official USNSCC drills, trainings, or events. This service record is not meant to duplicate the information entered or maintained in the MAGELLAN Record Book. Instead, it is meant to:

- a. demonstrate quickly and unequivocally to any authority that the USNSCC and its volunteers have parents' or guardians' permission to take temporary custody of a cadet during a drill or training;
  - b. demonstrate quickly and unequivocally to any authority that the USNSCC has authorized a cadet to attend a specific training;
  - c. provide immediate access to relevant medical information, releases, and permissions to render certain medical treatments; and
  - d. provide a home for information which does not yet have a tab in Magellan.
2. The service record should be maintained in a standard manila file folder with document fasteners affixed, appropriately stamped in RED on the front and back: "U.S. NAVAL SEA CADET CORPS".
3. **Order of forms.** The order of forms within a cadet service record is as follows:
- a. **Right Side** (Top to Bottom)
    - 1) Cadet Application and Agreement Packet (NSCADM 001)
      - a) Member Information and Release (Page 1/2)
      - b) Report of Medical History (Page 3/4)
      - c) Report of Medical Exam (Page 5/6)
      - d) Medical History Supplemental (Page 7/8) (marked "N/A" if not required)
      - e) Request for Accommodation (Page 9/10) (marked "N/A" if not required)
    - 2) Copy of the cadet's medical insurance card (outdated copies may be shredded)
    - 3) Copy of the cadet's immunization history (outdated copies may be shredded)
    - 4) Old versions of the Report of Medical History, Report of Medical Exam, or other relevant medical documents, in reverse chronological order
  - b. **Left Side** (Top to Bottom)
    - 1) NSCTNG 005 Training Authority (insert prior to training; unit to shred upon completion of training and Magellan record generation).
    - 2) NSCTNG 001 Request for Training Authority (insert prior to training; unit to shred upon completion of training and Magellan record generation).
    - 3) Optional: A printed version of the cadet's Magellan Record Book (if a unit drills in an area where the internet is inaccessible)
    - 4) Training-generated administrative remarks or evaluations (unit-generated admin remarks belong in Magellan, using the Data Entry tool)
    - 5) Other documents required by individual units, which the unit elects not to scan into Magellan.
  - c. All information regarding promotions, awards, courses, tests, and trainings are contained within the MAGELLAN Record Book. Consequently, units need not

maintain separate paper records of those achievements. Units and training contingents should make every effort to access MAGELLAN while training, but in locations where the internet is inaccessible, the MAGELLAN Record Book may be printed and maintained as described above.

4. **Record Verification**. Service records should be reviewed annually during the month of January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed and that all discrepancies have been corrected by signing the inside cover of the service jacket.
5. **Privacy**. Contents of the service record are privileged information with access limited to: the individual member, his or her parent/guardian, designated unit officers, the commanding officer of the supporting military activity or his designated representative, regional directors, associate regional directors, members of inspection parties for the required annual inspection, COTCs and designated training officers, and National Headquarters personnel.
6. **Cadet Record Disposition**. When a cadet leaves the program, the unit commanding officer shall print a copy of the Magellan Record Book for inclusion in the service record, verify the service record, and give it to the cadet (if 18 or older) or parent/guardian (if under 18). NHQ does not maintain cadet records other than what is recorded by the unit in Magellan. Any record of disciplinary actions will be retained by the unit for a period of one year after disenrollment.
  - a. For disenrolled cadets whose records were never transferred into Magellan, Unit COs shall maintain their NSCADM009 Record of Advancement until the cadet reaches age 24, or until 31 December 2023, whichever comes first.

#### 0107 **NSCC CADET ADVANCEMENTS**

1. **Record of Advancements**. All cadet advancements are initiated, approved, and recorded in Magellan. It is imperative that units update the cadet's Magellan profile with all course completions, exam scores, and trainings that have been approved by NHQ for advancement purposes. Failure to do so will delay the online promotion process in Magellan.
2. **Advancement Authority**. As described in USNSCC Regulations, Section 5.06, the unit commanding officer may advance all NSCC Cadets from Seaman/Airman Recruit through Petty Officer Second Class. The Executive Director is the approving authority for advancements to Petty Officer First Class and Chief Petty Officer. Commanding officers hold the authority to recommend a cadet for promotion, or to withhold a recommendation until a cadet matures, gains more leadership experience, or for any other reason which will benefit the cadet, the unit, or the Corps. Where commanding officers withhold a promotion for disciplinary reasons, they should generally make an entry regarding this decision in the Administrative Remarks section of the cadet's Magellan profile.
3. **NSCC Rate Structure**. The NSCC cadet rate structure and terminology generally parallels that of the Navy and Coast Guard, from NSCC Seaman Recruit (E1) to NSCC

Chief Petty Officer (E7).

#### 4. **Academics**

- a. **Correspondence Courses**. Refer to the NSCC/NLCC Correspondence Course Manual for guidance for the administration and grading of correspondence courses.
- 1) Cadets must score 70% or higher to pass each assignment of the correspondence course. An aggregate score of 70% or higher is required to pass the course.
  - 2) Cadets should attempt to complete the Basic Military Requirements Course (NAVEDTRA 14325) prior to attendance at Recruit Training.
  - 3) Cadets assigned to NSCC Squadrons may complete the Airman Correspondence Course (NAVEDTRA 14014A) in lieu of the Seaman Correspondence Course (NAVEDTRA 14067) for advancement to Airman (E3).
- b. **Petty Officer Examinations**. An advancement examination is required for PO3, PO2 and PO1, but not for advancement to CPO. The Petty Officer exams are derived from the current Petty Officer Correspondence Courses and are available from the NSCC/NLCC Online Testing System (NOTS).
- 1) **Scores**. Passing scores for the Petty Officer Exams are:
    - a) PO3 – 60%
    - b) PO2 – 60%
    - c) PO1 – 63%
  - 2) **Test Administration**
    - a) Once the cadet has completed the applicable Petty Officer Correspondence Course and is ready to take the exam, the test administrator should proceed to NOTS, via the NSCC Homeport, to register the cadet for the exam.
    - b) NSCC volunteers who administer Petty Officer examinations have the responsibility for the proper handling, controlling and safeguarding of exam material. Additionally, when administering the exam every effort must be made to maintain and protect the integrity of the exam. NSCC Exams shall be administered at the unit's drill site wherever possible. NSCC Exams may never be administered at an NSCC Officer's home, or by the parent/guardian of a Cadet.
    - c) Assign only NSCC volunteers as exam proctors; Cadets are NOT allowed to proctor exams.
    - d) Select an appropriate location to administer the exam. This location should afford the cadet adequate lighting and ventilation. If more than one cadet is taking an exam, the location should be large enough to maintain integrity of the exam (Cadets should not sit next to each other). The location should be away from the flow of traffic to minimize distractions.

- e) Inform cadets that food, snacks and beverages are not permitted in the exam room, unless a Request for Accommodation (NSCADM 001 Page 9/10) has been requested, and approved by the chain of command.
- f) Cadets may use scratch paper during exams, but no other materials, including cell phones or tablets, are allowed in the testing space.
- g) Inform cadet(s) of the 90 minute time limit given to complete the exam. Time from start to completion should be closely monitored, and the proctor should periodically announce the time remaining. Additional time may be granted where a Request for Accommodation (NSCADM 001 Page 9/10) has been requested, and approved by the chain of command. NOTS will automatically grade the exam at the expiration of time, regardless if the examination is completed or not.
- h) Maintain silence and order throughout the period of the exam. Maintaining exam integrity is paramount. Cadets should be directed not to discuss the contents of the exam with anyone outside of the exam room.
- i) At the end of the exam period, collect any scratch paper used and destroy upon grading.
- j) Upon the expiration of the allotted time, the examination will be automatically graded, and an auto-generated memorandum will be emailed to the address of record. The test score shall be recorded in the cadet's Magellan record book, using the NSCC Promotion Exams tab in the Data Entry function. A certificate will also be generated by this system which may be presented to the Cadet.
- k) If the cadet does not pass the exam he/she must wait 30 days. After 30 days, return to NOTS to create a new examination.

5. **Training.** The following rules govern specific Recruit/Advanced Training requirements for certain NSCC cadet rates:

- a. NSCC cadets must complete Recruit Training for advancement to Seaman Apprentice (SA). Recruit Training is generally 14 days in length, but cannot be less than 9 days.
- b. NSCC cadets must complete an Advanced Training (AT) for each advancement, from advancement to Seaman or Airman (SN/AN) through advancement to Chief Petty Officer (CPO). Advanced Training evolutions are normally 5 to 14 days in length and will be listed on the publicly-available Magellan summer and winter training portals. Locally-arranged trainings of 5 days or more may also be used to satisfy the training requirement for advancement, if approved by NHQ via the chain of command and recorded in the cadet's Magellan profile.
- c. NSCC cadets who successfully complete an advanced training will be given credit for one Advanced Training, regardless of the number of days trained.



- d. NSCC cadets may “bank” up to 3 advanced trainings per calendar year that can be used towards subsequent advancements.
  - e. Petty Officer Leadership Academy (POLA) must be completed for advancement to PO2; only cadets holding the rate of Seaman/Airman or Petty Officer Third Class (PO3) may attend POLA. No other course, including the Junior Petty Officer Development (JPD) may be substituted for POLA.
  - f. Service as a Staff Cadet at NSCC Recruit Training or NLCC Basic Orientation, in a leadership position, must be completed after completion of POLA and prior to advancement to Chief Petty Officer (CPO).
6. **Physical Fitness.** In support of the NSCC program goals of healthy lifestyles, all NSCC Cadets must take and pass the Physical Readiness Test (PRT) at least once in every six-month period. These scores must be recorded in the cadet’s Magellan profile using the PRT Imports tab in the Unit Management menu. Refer to the NSCC Physical Readiness Manual and Cadet Exercise Chart (NSCTNG 020) for guidance.
7. **NSCC Cadet Advancement Requirements**

RATING	RATE/ GRADE	TIME IN RATE	TIME IN SERVICE	COURSE	EXAM	TRAINING	PRT
SEAMAN RECRUIT	SR E1	NONE	NONE	NONE	NONE	NONE	
SEAMAN APPRENTICE-TEMP	SA-T E2T	3 MO	3 MO	BMR	NONE	NONE	✓
SEAMAN APPRENTICE	SA E2	3 MO	3 MO	BMR	NONE	RT	✓
SEAMAN OR AIRMAN	SN OR AN E3	6 MO	9 MO	SN/AN	NONE	AT	✓
PETTY OFFICER 3RD CLASS	PO3 E4	6 MO	15 MO	PO3/PO2 (1-2)	PO3	AT	✓
PETTY OFFICER 2ND CLASS	PO2 E5	6 MO	21 MO	PO3/PO2 (3-5)	PO2	POLA	✓
PETTY OFFICER 1ST CLASS	PO1 E6	6 MO	27 MO	PO1	PO1	AT	✓
CHIEF PETTY OFFICER	CPO E7	6 MO	33 MO	CPO	NONE	RT/ORIENTATION STAFF	✓

**FIGURE 1-7-1 NSCC CADET ADVANCEMENT REQUIREMENTS**

- a. **Seaman Apprentice – Temporary (SA-T).** NSCC Cadets recruited early in the school year may not have the opportunity to attend NSCC Recruit Training until after the minimum three months’ time in rate. In this case, unit commanding officers may effect a temporary advancement to E2 (E2T). This temporary advancement starts the six-month clock toward time-in-rate requirement for promotion to E3, and provides additional motivation to complete the BMR. Cadets may be advanced to Seaman Apprentice - Temporary (E2T) in Magellan when the following requirements are met and have been recorded in Magellan:
  - 1) Complete the Basic Military Requirements Course (BMR), NAVEDTRA 14325.
  - 2) Serve a minimum 3 months in the NSCC.

- 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Former NLCC Cadets who transfer to the NSCC program may be advanced to E2T upon enrollment, provided the following requirements have been met and have been recorded in Magellan:
    - a) A minimum of one year in the NLCC program with no break in service between programs.
    - b) Successful completion of NLCC Basic Orientation.
    - c) Achieved the rate of Petty Officer Third Class (PO3/LC4) or higher.
    - d) Those cadets not meeting all of the above prerequisites will be enrolled in the NSCC as Seaman Recruit.
- b. **Seaman Apprentice (SA)**. Cadets may be advanced to Seaman Apprentice (E2) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete the Basic Military Requirements Course (BMR), NAVEDTRA 14325.
  - 2) Successful completion of NSCC Recruit Training.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum of 3 months as a Recruit (E1).
  - 5) Serve a minimum of 3 months as a Sea Cadet.
- c. **Seaman or Airman (SN/AN)**. Cadets may be advanced to Seaman or Airman (E3) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete the Seaman Course (SN), NAVEDTRA 14067 or the Airman Course (AN), NAVEDTRA 14014A.
  - 2) Complete one NHQ-approved advanced training.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum of 6 months as an Apprentice (E2). Please note that time in rate as an E2T counts toward the satisfaction of this requirement.
  - 5) Serve a minimum of 9 months as a Sea Cadet.
- d. **Petty Officer Third Class (PO3)**. Cadets may be advanced to Petty Officer Third Class (E4) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete assignments 1 and 2 of the Petty Officer 3 & 2 Course (PO3/2), NAVEDTRA 14504.

- 2) Pass the Petty Officer Third Class Examination.
  - 3) Complete one NHQ-approved advanced training.
  - 4) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 5) Serve a minimum of 6 months as a Seaman/Airman (E3).
  - 6) Serve a minimum of 15 months as a Sea Cadet.
- e. **Petty Officer Second Class (PO2)**. Cadets may be advanced to Petty Officer Second Class (E5) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete assignments 3, 4, and 5 of the Petty Officer 3 & 2 Course (PO3/2), NAVEDTRA 14504.
  - 2) Pass the Petty Officer Second Class Examination.
  - 3) Complete Petty Officer Leadership Academy (POLA) while a SN/AN or PO3. If POLA was used to satisfy the training requirement for advancement to PO3, another NHQ-approved training must be completed.
  - 4) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 5) Serve a minimum of 6 months as a Petty Officer Third Class (E4).
  - 6) Serve a minimum of 21 months as a Sea Cadet.
- f. **Petty Officer First Class**. Cadets may be recommended for advancement to Petty Officer First Class (E6) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete the Petty Officer First Class Course (PO1), NAVEDTRA 14145.
  - 2) Pass the Petty Officer First Class Examination.
  - 3) Complete one NHQ-approved advanced training.
  - 4) Pass a semi-annual physical fitness assessment.
  - 5) Serve a minimum of 6 months as a Petty Officer Second Class (E5).
  - 6) Serve a minimum of 27 months as a Sea Cadet.
- g. **Chief Petty Officer**. Cadets may be recommended for advancement to Chief Petty Officer (E7) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete the Chief Petty Officer Course (CPO), NAVEDTRA 14144.
  - 2) Complete Staff Cadet Duty in a leadership position at either NSCC Recruit Training or NLCC Basic Orientation after the completion of Petty Officer Leadership Academy (POLA). If Staff Cadet Duty was used to satisfy the training requirement for advancement to PO1, another NHQ-approved training must be

completed.

- 3) Pass a semi-annual physical fitness assessment.
- 4) Have reached at least 16 years of age.
- 5) Serve a minimum of 6 months as a Petty Officer First Class (E6).
- 6) Serve a minimum of 33 months as a Sea Cadet.

## 8. **Advancement Procedures**

- a. **Advancements.** Completion of all requirements for all rates must be recorded in a cadet's Magellan profile. This includes all courses, exams and trainings. The cadet promotion matrix controls all advancements. All requirements must reflect "green" to effect a promotion. At no time will a cadet be advanced to "acting" or "temporary" grades, other than E2(T). Frocking, early promotions, and "merit" promotions are NOT authorized.
- b. **Seaman Apprentice (Temporary) through Petty Officer Second Class.** The unit CO has the authority to effect NSCC promotions through PO2, using the "Promotions" tab on the cadet's Magellan landing page.
- c. **NSCC Petty Officer First Class.** The Executive Director retains sole authority to advance NSCC cadets to the rate of PO1. Recommendations for promotion to PO1 will be made in Magellan to NHQ via the chain of command, using the "Promotions" tab on the cadet's Magellan landing page. Upon approval by the Executive Director, the NSCC Petty Officer First Class Advancement Certificate (NSCADM 026) will be available for downloading and printing in the Promotions tab. A no-fee replacement ID card will be provided indicating the new rate; the expiration date will remain the same.
- d. **NSCC Chief Petty Officer.** The Executive Director retains sole authority to advance NSCC cadets to the rate of CPO. Recommendations for promotion to CPO will be made in Magellan to NHQ via the chain of command, using the "Promotions" tab on the cadet's Magellan landing page. Upon approval by the Executive Director, the NSCC Chief Petty Officer Advancement Certificate (NSCADM 027) will be available for downloading and printing in the Promotions tab. A no-fee replacement ID card will be provided indicating the new rate; the expiration date will remain the same.

## 0108 **NLCC CADET ADVANCEMENTS**

1. **NLCC Rate Structure.** The NLCC cadet rate structure and terminology generally parallels that of the Merchant Marine, from NLCC Recruit (LC1) to NLCC Ship's Leading Petty Officer (LC7). Cadets enroll as a Recruit and advance through the rates when they satisfy advancement requirements.
2. **Academics**
  - a. **NLCC Syllabus.** The NLCC Training Syllabus is the source document for NLCC cadet training. The syllabus contains activities and exams required for

advancement.

- b. **Practical Factors**. Refer to the Correspondence Course Manual for guidance for the administration and grading of NLCC Practical Factor lesson assignments. Cadets must score 70% or higher to pass each assignment of the practical factors.
- c. **Correspondence Courses**. NLCC Cadets may take NSCC Correspondence Courses, but should be discouraged from completing these courses too early, as not to detract from their future participation in the NSCC training program.
- d. **Advancement Examinations**. NLCC advancement examinations are part of, and administered in accordance with, the NLCC Syllabus.
  - 1) **Test Scores**. The minimum passing score on each NLCC advancement exam is 65%.
  - 2) **Test Administration**
    - a) Once the cadet has completed the applicable Part in the NLCC Syllabus and is ready to take the exam, the test administrator should proceed to NOTS, linked from the NSCC Homeport, to register the cadet for the exam.
    - b) NSCC officers and or instructors who administer NLCC examinations have the responsibility for the proper handling, controlling and safeguarding of exam material. Additionally, when administering the exam every effort must be made to maintain and protect the integrity of the exam. NLCC Exams shall be administered at the unit's drill site wherever possible. NLCC Exams may never be administered at an NSCC Officer's home, or by the parent/guardian of a Cadet.
    - c) Assign only NSCC Officers or Instructors as exam proctors; cadets are NOT allowed to proctor exams.
    - d) Select an appropriate location to administer the exam. This location should afford the cadet adequate lighting and ventilation. If more than one cadet is taking an exam, the location should be large enough to maintain integrity of the exam (Cadets should not sit next to each other). The location should be away from the flow of traffic to minimize distractions.
    - e) Inform cadets that food, snacks, and beverages are not permitted in the exam room, unless a Request for Accommodation (NSCADM 001 Page 9/10) has been requested, and approved by the chain of command.
    - f) Cadets may use scratch paper during exams, but no other materials, including cell phones or tablets, are allowed in the testing space.
    - g) Inform cadet(s) of the 30 minute time limit given to complete the exam. Time from start to completion should be closely monitored, and the proctor should periodically announce the time remaining. Additional time may be granted where a Request for Accommodation (NSCADM 001 Page 9/10) has been

requested, and approved by the chain of command). NOTS will automatically grade the exam at the expiration of time, regardless if the examination is completed or not.

- h) Maintain silence and order throughout the period of the exam. Maintaining exam integrity is paramount. Cadets should be directed not to discuss the contents of the exam with anyone outside of the exam room.
- i) At the end of the exam period, collect any scratch paper used and destroy upon grading.
- j) Upon the expiration of the allotted time, the examination will be automatically graded. An auto-generated memorandum will be emailed to the address of record. The unit must then record the test score in the cadet's Magellan profile. A certificate will also be generated by this system which may be presented to the cadet.
- k) If the cadet does not pass the exam, s/he must wait 30 days. After 30 days, return to NOTS to create a new examination.

3. **Training.** Refer to the NSCC/NLCC Training and Operations Manual for descriptions and guidance regarding NLCC Orientation and Advanced Training.

- a. NLCC Cadets are not required to attend training to advance in the NLCC.
- b. NLCC Cadets who elect to attend training must first attend NLCC Basic Orientation, which is generally 5 to 7 days in length.
- c. Leadership academies offered as NLCC advanced training are not a requirement for any advancement in the NLCC.
- d. NLCC Cadets may not serve as a Staff Cadet unless specifically authorized by NHQ.

4. **Physical Fitness.** In support of the NSCC program goals of healthy lifestyles, all NLCC Cadets must meet the minimum Physical Readiness Test (PRT) scores, in the previous six months, to be advanced to the next rate. These scores must be recorded in the cadet's Magellan Record Book using the PRT Imports tab in the Unit Management menu. Refer to the NSCC Physical Readiness Manual and Cadet Exercise Chart (NSCTNG 020) for guidance.

5. **NLCC Cadet Advancement Requirements**

- a. **Apprentice Cadet (APC).** Cadets may be advanced to Apprentice Cadet (LC2) in Magellan when the following requirements are met and have been recorded in Magellan:
  - 1) Complete Part 1 of the NLCC Syllabus.
  - 2) Pass the Apprentice Cadet Examination.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum 4 months in rate as a Recruit Cadet (LC1).

- 5) Serve a minimum 4 months as an NLCC Cadet.
- b. **Able Cadet (ABC)**. Cadets may be advanced to Able Cadet (LC3) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete Part 2 of the NLCC Syllabus.
  - 2) Pass the Able Cadet Examination.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum 4 months in rate as an Apprentice Cadet (LC2).
  - 5) Serve a minimum 8 months as an NLCC Cadet.
- c. **Petty Officer Third Class (PO3)**. Cadets may be advanced to Petty Officer Third Class (LC4) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete Part 3 of the NLCC Syllabus.
  - 2) Pass the PO3 Examination.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum 4 months in rate as an Able Cadet (LC3).
  - 5) Serve a minimum 12 months as an NLCC Cadet.
- d. **Petty Officer Second Class (PO2)**. Cadets may be advanced to Petty Officer Second Class (LC5) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete Part 4 of the NLCC Syllabus.
  - 2) Pass the PO2 Examination.
  - 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum 6 months in rate as a PO3 (LC4).
  - 5) Serve a minimum 18 months as an NLCC Cadet.
- e. **Petty Officer First Class (PO1)**. Cadets may be advanced to Petty Officer First Class (LC6) in Magellan when the following requirements are met and have been recorded in Magellan:
- 1) Complete Part 5 of the NLCC.
  - 2) Pass the PO1 Examination.

- 3) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 4) Serve a minimum 6 months in rate as a PO2 (LC5).
  - 5) Serve a minimum 24 months as an NLCC Cadet.
- f. **Ship's Leading Petty Officer.** Cadets may be advanced to Ship's Leading Petty Officer when the following requirements are met and have been recorded in Magellan:
- 1) Complete assignments 1 through 6 of the Basic Military Requirements Course (BMR), NAVEDTRA 14325.
  - 2) Pass the Physical Readiness Test (PRT) within the previous six months.
  - 3) Be at least 12 1/2 years of age.
  - 4) Serve a minimum 6 months in rate as a PO1 (LC6).
  - 5) Serve a minimum 30 months as an NLCC Cadet.

## 6. **Advancement Procedures**

- a. **Advancements.** Completion of all requirements for all ranks must be recorded in the Magellan Record Book for each advancement. This includes all courses, exams and trainings. The cadet promotion matrix controls all advancements. All requirements must reflect "green" to affect a promotion. At no time will a Cadet be advanced to "acting" or "temporary" grades. Frocking, early promotions, and "merit" promotions are NOT authorized.
- b. **Advancement Authority.** The unit commanding officer is the advancement and signature authority for NLCC rates up to PO1. The Executive Director is the signature authority for SLPO, but these advancements are approved by the unit commanding officer. When appointing to SLPO, the unit commanding officer will select the name of the current Executive Director from the drop-down box on the "Add a Promotion" page. The NLCC Petty Officer Advancement Certificate with Executive Director Signature will be available for downloading and printing from the cadet's landing page in Magellan. NLCC advancements are administrative and require no action from National Headquarters.

## 0109 **GENERAL CADET ADMINISTRATION**

1. **18-year-old Cadets' Signature Authority.** Cadets who have reached the age of majority (18 years old in most jurisdictions) must execute a NSCADM 001, Page 2A, and, where appropriate, must sign all other NSCC forms adjacent to the signature(s) of their parents/guardians.



2. **Correspondence Course Scores.** The Correspondence Course Management System (CCMS) automatically enters course scores in the cadet's Magellan Record Book. These scores do not need to be entered into the paper service record.
3. **Records of Advancement Exams.** The score indicated in the auto-generated email from NOTS must be manually recorded in the cadet's Magellan Record Book. These scores do not need to be entered into the paper service record.
4. **Cadet Transfers to a New Unit.**
  - a. **Justification.** Cadets may request a transfer to another unit for good cause. Examples of good cause include:
    - 1) relocation of the cadet and family;
    - 2) convenience of the new unit's drill schedule; or
    - 3) other reasons when judged by the chain of command to be in the best interests of the cadet or the unit(s) involved.
  - b. **Procedure.** A cadet begins the transfer process by requesting a transfer from his/her current Unit CO.
    - 1) The commanding officer of the losing unit should communicate with the gaining unit CO to let them know about the transfer request, and to communicate about the logistics of the transfer. The COs must ensure that the cadet's best interests are served during the transfer process. For example, if the gaining unit can provide in-kind replacement of uniforms identical to the ones owned by the losing unit, it is preferable that the cadet not be required to turn in his seabag and be fitted for a new seabag at the gaining unit.
    - 2) The gaining unit CO will initiate the request in Magellan by clicking "Request Cadet Transfer" in the active cadet roster, and searching for the cadet. The losing unit CO shall promptly approve the transfer unless good reason exists to deny it.
    - 3) The transfer process should not be unduly delayed. All administrative tasks, including the forwarding of paper service records and the electronic transfer within Magellan, should be completed promptly, to ensure the gaining unit has all needed records and information.
    - 4) If the gaining and losing units are in disagreement as to any detail of the transfer, the cognizant Regional Director should be consulted immediately.
5. **NLCC Cadets Transferring to the NSCC.**
  - a. Due to a potential change in personal information and physical condition since initial enrollment in the NLCC, the actions required by this section must be followed when transferring an NLCC Cadet to the NSCC.
  - b. In addition to all procedures outlined in Section 0103, a new and complete Cadet Application and Agreement (NSCADM 001) will be submitted upon transfer to the NSCC. Please note, if the Medical Examination (NSCADM 001 Page 5/6) was completed within 12 months of the transfer date, it may be retained and transferred

with the new application packet.

- c. Upon reaching 13, NLCC Cadets may be transferred to the NSCC for the balance of their enrollment period without a transfer fee. After the transfer is complete, the unit may choose to pay for a \$10 replacement ID card or pay a full year renewal, depending on the amount of time remaining on the existing ID card.
  - d. NLCC Cadets will be advanced to either Seaman Recruit or Seaman Apprentice (Temporary) in accordance with Section 0107 as applicable.
6. **Administrative Remarks.** Unit personnel should use the Administrative Remarks field in Magellan to record miscellaneous matters not recorded in other portions of Magellan, such as special training, disciplinary action or other occasions or acts which should be a matter of record but which do not have a “home” in Magellan. Until further notice, the NSCADM 008 Administrative Remarks form will continue to be used by COTCs to record information about trainings or provide written evaluations. As admin remarks pages are filled in the paper service record, add new pages, numbering them in reverse chronological order (newest on top) to ensure uniformity in filing.
7. **Cadet Honorable Discharges, Separations, and/or Terminations.** Cadet honorable discharges, separations, or terminations will be processed via Magellan, and in accordance with USNSCC Regulations, Section 5.09. The following are additional guidance for unit COs in knowing when and under what conditions to separate a cadet.
- a. **Reaching 18<sup>th</sup> Birthday.** Eighteen-year-old cadets may stay enrolled in the NSCC, provided that they have been briefed on the increased liabilities they face as an adult, have signed the NSCADM 001 Page 2A, and remain enrolled in good standing in a state-approved public, private, or home school. Sea Cadets may not remain enrolled (as a cadet) beyond their 19<sup>th</sup> birthday, regardless of their status as a student. Qualified 18-year old cadets should be encouraged to apply to become a Midshipman upon graduation from high school.
  - b. **Graduating High School.** Sea Cadets may stay enrolled until August 31 of the year they graduate high school, provided they have not yet reached their 19<sup>th</sup> birthday.
  - c. **Enlisting in the Armed Forces.** Sea Cadets who have enlisted in the armed forces prior to high school graduation through the Delayed Entry Program or an analogous program, may maintain their enrollment in the NSCC. If, however, the cadet attends the Recruit or Basic Training of one of the armed forces (or some portion thereof) while still enrolled in the NSCC, he or she shall be honorably discharged (if eligible) or separated as a cadet on or before their “ship date.”
  - d. **Drill Attendance.** A cadet may be separated or terminated for failure to maintain a minimum 75% attendance rate at all scheduled drills.
  - e. **Academic Standing.** A cadet who fails to advance to the next school grade should be separated from the USNSCC. The unit CO may invite the cadet to re-enroll once academic performance improves.
  - f. **Other Cause.** Cadets may be separated or terminated from the USNSCC for other cause or conduct, as specified in USNSCC Regulations, Section 5.09 and USNSCC Regulations, Chapter 7.

0110 **AMERICANS WITH DISABILITIES ACT (ADA) PROCEDURES.**

1. If at any time during or after enrollment an applicant discloses the presence of a disability, the unit CO will assist the applicant (and parent/guardian) in completing form NSCADM 001 Page 9/10, Request for Accommodation. In all circumstances, each person is entitled to be treated with dignity and respect; this requires that USNSCC personnel not, under any circumstances, stigmatize a person on account of that person's actual or perceived disability.
  - a. For safety and health purposes, an applicant must describe any unique needs attributable to a disability, doing so with sufficient detail to ensure that any volunteers who may be charged with supervising the cadet can understand and meet those needs.
  - b. The unit CO will discuss the eligibility requirements of membership with the applicant and his/her family. Essential requirements of membership, as described in USNSCC Regulations, Section 5.01, cannot be waived on account of a disability. In other words, even an applicant who has a disability must be able to do everything that is essential to USNSCC membership, as defined in our Regulations.
  - c. While essential membership requirements cannot be waived, other *non-essential* procedures or unit/training-specific policies, *may* be modified or waived as necessary to accommodate disabilities.
  - d. Some hypothetical examples of reasonable accommodations might be:
    - i. Permitting a diabetic cadet to possess candy or other snacks in the barracks;
    - ii. Extending the time to complete timed Petty Officer advancement exams for cadets with dyslexia or reading disability; or
    - iii. Substituting a bicycle or elliptical test for the 1-mile run of the Physical Readiness Test (PRT)

0111 **MEDICATION PROCEDURES.**

1. **Oral medication.** The use of oral prescription or over-the-counter medication by cadets is generally authorized, so long as all medication is under the custody and control of enrolled USNSCC adult volunteers at all times. Furthermore, each of the following conditions must be strictly complied with:
  - a. The condition is well-controlled through use of the medication.
  - b. The cadet would not suffer grave risk to life or limb if the medication was temporarily unavailable for some unforeseen reason.
  - c. Any prescription medication to be dispensed by USNSCC adult volunteers meets all of the following criteria:
    - i. The instructions for administering the pill(s), including the size and frequency of dosage, must be specified in detail on the NSCADM 001,

Page 7/8, Medical History Supplemental, with the parent or legal guardian's signature, the appropriate medical provider's endorsement, and the commanding officer's signature.

- ii. The cadet's parent or legal guardian provides the unit CO or COTC with sufficient doses of the medication to cover the entire period in question.
  - iii. The pills are contained in a bottle correctly marked with an unaltered prescription label, showing the cadet's full name and the same storage, frequency, and dosage information submitted on the NSCADM 001, Page 7/8.
  - iv. The "use by" date on the bottle has not expired.
  - v. The pills inside are pre-cut (if necessary) and match any visual description of the pills as noted on the prescription bottle.
2. **Injectable medicine.** A unit CO or COTC may, but is not required to, accept and administer medication delivered by injection. The CO or COTC may choose to accept such medication only if each of the following conditions are satisfied:
- a. The instructions for administering the medication, including the location, frequency and situations requiring injection, are specified in detail on the NSCADM 001, Page 7/8, Medical History Supplemental, with the parent or legal guardian's signature, the appropriate medical provider's endorsement, and the commanding officer's signature.
  - b. The cadet's parent or legal guardian provides the CO or COTC with sufficient doses of the medication to cover the entire period in question, or a reasonable number of doses for emergencies.
  - c. The doses are packaged in a way that protects personnel handling sharp needles, and the packaging contains an unaltered prescription label with the cadet's full name printed on it and the same storage, frequency, and dosage information submitted on the NSCADM 001, Page 7/8.
  - d. The "use by" date of the medication has not expired.
  - e. Qualified medically-trained personnel are available on site and willing to administer the injection if necessary.
  - f. Proper biohazard disposal procedures (e.g., sharps boxes) will be available at the training facility.
3. **Inhalers.** In typical cases, a CO should permit cadets to carry inhalers on their person during unit drills or training evolutions, provided each of the following conditions are satisfied:
- a. The instructions for administering the inhaler, including the frequency and situations requiring use, are specified in detail on the NSCADM 001, Page 7/8 Medical History Supplemental, with the parent or legal guardian's signature, the appropriate medical provider's endorsement, and the commanding officer's signature.

- b. At least one adult volunteer will be on-site who has been briefed on how to administer the inhaler, in case the cadet is incapacitated and unable to self-administer.
  - c. The inhaler is correctly marked with the cadet's full name on it and the same storage, frequency, and dosage information submitted on the NSCADM 001, Page 7/8.
  - d. The "use by" date of the inhaler has not expired.
4. **Legal obligation of the CO/COTC.** Because of the serious legal and health risks of improperly administering prescription or over-the-counter medication to cadets, if any of the above criteria are not fully met, the CO/COTC is duty-bound and legally obligated to refuse to take custody of the medication, and to refuse to permit the cadet to commence or remain in training.
5. **Custody and control.** The CO/COTC is responsible for maintaining custody and control of all medication prescribed to attendees of the training. The CO/COTC shall assume legal custody of all medication immediately upon check-in to the training, and shall not release custody of said medication until the cadet has been discharged from the training.
6. **Dispensing/administration.** Every dispensation of medicine must be logged and witnessed by at least two enrolled adult volunteers.
7. **Special storage needs.** Units and training contingents are not required to provide complex or overly burdensome storage needs for cadet medication. A CO will reject any medication if any required special handling or storage needs (such as refrigeration) cannot be met at the host facility. Any special storage needs, if practicable, will be provided and paid for at the family's expense. Federal grant or unit money will not be used to purchase or rent special storage equipment for individual cadets.



## CHAPTER TWO: OFFICER/INSTRUCTOR/MIDSHIPMAN/AUXILIARIST ADMINISTRATION

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### 0201 QUALIFICATIONS FOR ENROLLMENT

1. All enrollment and re-enrollment criteria for volunteers can be found in USNSCC Regulations, Sections 6.01, 6.03, and 6.04.
2. Per USNSCC Regulations, Section 1.03: “No person will be subjected to discrimination at any time on the basis of race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.”
3. **Citizenship**. If an applicant is a foreign national with lawful permanent residency status, they must present their Permanent Resident Card (“Green Card”) at the time of enrollment.
4. **Age**. Prospective volunteer applicants must be at least 21 years of age; midshipman applicants must be at least 18 years old, but not yet 21 years old
5. **Moral Character**. Adult applicants must possess high moral standards, agree to follow the USNSCC Volunteer Code of Conduct, be citizens in good standing in the community, be free of felony convictions, and be free of convictions for any crime involving the abuse, maltreatment, or neglect of a child.
6. **Background Checks**. A background check will be conducted on ALL applicants prior to being enrolled, and again periodically throughout each adult’s enrollment. This background check will cover criminal records, sex offender registries, and motor vehicle records. Adults who do not maintain continuous enrollment will be required to undergo a new background check upon re-enrollment. A background check can take from one day to one month to be completed; units must plan accordingly and may not utilize the volunteer’s services until the entire enrollment process, including the background check and the receipt in-hand of a USNSCC ID card.
  - a. Applicants who have a criminal history must forthrightly disclose such history in its entirety; failure to do so is evidence of untruthfulness, and is cause to deny enrollment even if the offenses themselves might not have been disqualifying.
    - 1) Criminal history includes not only convictions of a crime, but also indictments, charges, arrests, and other dispositions short of conviction, including but not limited to: continuances without a finding, admissions to facts sufficient to find the applicant guilty, and pending or dismissed indictments or criminal complaints.

- b. Any of the following are per se disqualifying:
    - 1) Any felony conviction(s).
    - 2) History of violence, criminally sexual behavior, domestic abuse, child abuse, child maltreatment, or child neglect.
  - c. Applications may be denied, in NHQ's sole discretion, in light of evidence of criminal history, poor driving/employment history, mental health issues that may preclude the applicant's ability to supervise children, or any indictments or criminal charges that are pending at the time of application.
  - d. Should an application be denied for any of the above reasons, applicants may be contacted and given the opportunity to rebut issues uncovered in a background check, but the burden of proof will be on the applicant to demonstrate that they are in fact innocent of the reported behaviors, or otherwise explain why these behaviors or issues do not endanger the health, safety, and welfare of our cadets. Failure to agree to a background check is grounds for non-enrollment. Failure to respond to a background inquiry is grounds for non-enrollment.
7. **Immunizations**. All applicants and volunteers must demonstrate compliance with the current recommended immunization schedule (including, if applicable, a catch-up schedule) issued by the U.S. Center for Disease Control (CDC).
- a. If an applicant's or volunteer's primary treating physician is of the opinion that a particular vaccination is not advisable or recommended, given the person's particular medical circumstances, deviation from the CDC schedule is not a bar to enrollment.
  - b. If an applicant or volunteer is unable to provide proof of a vaccination, he/she may sign a letter attesting that, to the best of his/her knowledge and belief, he/she did in fact receive the vaccination in question, but despite a diligent search has been unable to locate documentation. Such letter may be accepted unless the chain of command has good reason to believe that the applicant has been untruthful.
8. **Educational/Professional Qualifications**. Applicants need not have any specific educational or professional requirements, other than being able to support and contribute to achieving the goals of the NSCC program. Applicants with Navy and Coast Guard experience, members of other military services, and anyone with a sincere interest in maritime services and the development of American youth are encouraged to participate.

0202 **PROCESSING ADULT ENROLLMENTS**

1. **Documents**. The Adult Leader Application (NSCADM 002) is the basic documentation required to be completed prior to enrollment, and serves as the core of the NSCC adult service record. The NSCADM 002 should be completed in full and included in the adult service record.
- a. **Adult Leader Application (Page 1/2)**. A completed application will be used to screen the suitability of an applicant for service in the NSCC. This document will be filed in the adult service record, and form-filled into Magellan.
  - b. **Declarations (Page 3)**. A completed and signed declarations page, endorsed by the prospective adult volunteer and the commanding officer, attesting to the accuracy of the information provided and the applicant's understanding of the agreements, certifications, and authorizations required for participation in the NSCC program.



This document will be filed in the adult service record, and uploaded into the adult's profile page using the View/Upload Document link.

- c. **Officer Volunteer Questionnaire (Page 4)**. Adults must provide three (3) character references. These documents must be uploaded into the adult's profile page using the View/Upload Document link, but need not be maintained in the adult service record. Unit COs shall contact all references for follow-up before processing.
- d. **Report of Medical History (Page 5/6)**. Although a physical is not required, the Medical History form must be completed. This document will be filed in the adult service record.
  - 1) The Report of Medical History must be updated:
    - a) annually upon re-enrollment;
    - b) upon any change to physical or mental health history; and
    - c) within 30 days of reporting to any NSCC or NLCC training.
- e. **Proof of Medical Insurance**. If an adult applicant has medical insurance coverage from any source, they shall provide proof of that coverage in the form of a copy of their medical insurance card, or an eligibility letter which includes their group, plan, and/or policy number. Adults covered by TRICARE may not make a copy of their DoD or dependent identification card, and may obtain an eligibility letter through [TRICARE](#). This copy will be updated any time there is a change in the adult's coverage.
- f. **Record of Immunizations**. See Section 0201(7) for required information.
- g. **Photo**. A full-length, side view photo is required for the chain of command to determine whether the applicant will be enrolled in a uniformed or non-uniformed status, as per [USNSCC Regulations, Section 6.07](#). (Note: This photo will NOT be used for the ID card photo.) The photo will be uploaded to the member's profile page via the View/Upload Document link.
- h. **Active/Reserve Identification Card**. Commanding Officers will verify if applicant has a current active duty or reserve identification card. A copy of a [Statement of Service](#) from the applicant's command will be submitted in lieu of the ID Card. This document will be filed in the adult service record, and uploaded into the adult's profile page using the View/Upload Document link.

**NOTE: DO NOT PHOTOCOPY A MILITARY ID CARD! The photocopying of a military or dependent identification card is a violation of Title 18 US Code Section 701, and is punishable by both fine and/or imprisonment.**

- i. **DD-214**. All applicants with prior military service shall submit a copy of their DD-214 (Record of Separation/Discharge) or equivalent official military form that demonstrates their type of discharge, last rank or rate, and earned decorations. This document should have the applicant's Social Security Number redacted, ~~and then~~ be filed in the adult service record, and uploaded into the adult's Magellan profile page using the View/Upload Document link. Falsifying one's military service is grounds for

termination because it demonstrates a person's lack of suitability to mentor young people in accordance with the USNSCC's core values.

- j. **Signatures**. The unit commanding officer and adult applicant must sign the necessary forms within thirty (30) days of one another, and the packet must be submitted to NHQ within seven (7) days of the unit commanding officer's signature. If there are more than thirty days between the signatures, or more than seven days have elapsed since the commanding officer's signature, the application will be denied by NHQ. These requirements are in force even for officers forming a new unit; any and all signatures, endorsements, and waivers must be signed within 30 days of each other, and arrive at NHQ no more than 7 days after the final endorsement by the chain of command.
2. **Processing**. The adult enrollment process, from the application to the payment, is completed by the unit entirely within Magellan. The information on the NSCADM 002 (Page 1/2) is entered in the "Add an Adult" link in Magellan, and the balance of the NSCADM 002 and other supporting documents are to be uploaded into Magellan via the View/Add Document link. It is critical that the information on the form and that entered into Magellan is complete and accurate. Missing information will suspend and/or delay the enrollment process. Payments are processed through Magellan, using the integrated invoicing system. Once all information has been input into Magellan and the invoice paid, NHQ will submit the personal data to the background investigation vendor for processing. Adult applicants will be enrolled only upon receipt of the "ALL CLEAR", from the vendor.
3. **Enrollment**. NSCC adults are not considered to be "enrolled" until they receive their ID card in-hand.
4. **Membership**. Enrolled adults are considered to be members of the Naval Sea Cadet Corps.
5. **Shadowing**. Prospective adult volunteers may shadow at a unit for up to two drill periods (as defined in Training and Operations Manual 0201.2), but may not supervise cadets, be left alone with cadets, participate in overnight activities, or participate in hands-on or physical training until they are enrolled in the program, with an ID card in-hand.
6. **Note**. For speedier processing, new adult applicants from Puerto Rico "MUST" include their mother's full maiden name.

## 0203 **ADULT IDENTIFICATION CARDS**

1. An Identification Card will be issued upon completion of the adult enrollment process, the submission of the appropriate fee, and a successful background check. An adult is not to be considered "enrolled" until they receive their ID card in-hand. The word "NSCC ADULT" will be printed prominently on the face of the card. For any adult under the age of 21, "UNDER 21" will be printed in red on the front of the card. For insurance purposes, ALL adults must have the ID card in their possession when attending drill or any training evolution. Only the NHQ-issued photo ID card is authorized for use as a Sea Cadet identification card. Punching a hole through or otherwise altering the ID card is prohibited.

2. On each Magellan member profile page there is an “upload photo” link. All members are required to have an uploaded photo prior to the issuance of an identification card. This photograph should be taken in uniform; for those adults that have yet to be issued a uniform, the photo may be taken in a blue polo-style shirt. This photograph should otherwise conform to the requirements of Section 0105.2.

## 0204 **APPOINTMENT TO OFFICER RANKS**

1. **NSCC Officer Corps Rank Structure**. NSCC adult ranks generally parallel those of the Navy and Coast Guard; Lieutenant Commander (LCDR) is the highest attainable rank. NSCC officer ranks are as follows:
  - a. Auxiliariist (AUX)
  - b. Instructor (INST)
  - c. Midshipman (MIDN)
  - d. Warrant Officer (WO)
  - e. Ensign (ENS)
  - f. Lieutenant Junior Grade (LTJG)
  - g. Lieutenant (LT)
  - h. Lieutenant Commander (LCDR)
2. **Member Types**. There are four member types in Magellan:
  - a. Non-Active Duty. An Officer, Instructor, or Midshipman who is not currently on active duty with the armed forces.
  - b. Active Duty. An Officer, Instructor, or Midshipman who is currently on active duty with the armed forces.
  - c. Auxiliary – Non-Active Duty. An Auxiliariist who is not currently on active duty with the armed forces
  - d. Auxiliary – Active Duty. An Auxiliariist who is currently on active duty with the armed forces.
3. **Initial Appointment as Instructor**. All new adult applicants 21 and older will be enrolled as Instructors. A request to be appointed as an NSCC Officer may be submitted after the completion of one (1) year of service as an Instructor and other requirements are met.
4. **Initial Appointment as an Officer**. Under exceptional circumstances, a waiver may be considered for initial appointment to an officer rank. Unit Commanding Officers for newly formed units may be appointed to the rank of ENS. Initial appointments to LTJG or above are not normally made.
5. **Initial Appointment as Midshipman**. Applicants who are 18 but not yet 21; who are high school graduates (or possess a GED equivalency); and who are a former NSCC E-3 or higher, a current NROTC midshipman, or a current ROTC cadet, may be enrolled as a

Midshipman. While the NSCC encourages former cadets to volunteer with the NSCC, it is recommended that new MIDN volunteer at a unit other than the unit they affiliated with as a cadet. At age 21, the Midshipman will become an Instructor, unless he/she meets the requirements of Section 0205 and duly requests to be promoted to Ensign.

- a. For currently-enrolled cadets who meet the criteria for enrollment as a Midshipman, the "Transfer to Adult MIDN" option will appear on the cadet's landing page.
  - b. For cadets whose enrollment has expired, unit COs should click on "Add an Adult" and then "Check" at the top of the "Adult Demographics" page to find the former cadet in the system.
  - c. Applicants who were not cadets will initially be enrolled as an Instructor. The unit CO will then have to request a "promotion" to Midshipman in Magellan.
6. **Change to Auxiliarist.** An adult volunteer who cannot commit to regular drill attendance or training participation, or who can only volunteer on a sporadic basis, may request a change in status to Auxiliarist. Auxiliarists are not required to attend drill, staff trainings, take the OMSG, or attend OPD courses. Auxiliarists are required to complete Darkness to Light's *Stewards of Children* program within the first year of enrollment, and again in each subsequent year. The change to Auxiliary status is initiated by using the "Change Member Type" link on an adult's landing page in Magellan. An adult may also request to return to their previous member type and rank. This process is also initiated by the unit CO using the "Change Member Type" link.
7. **Appointment of Instructors to Officer Status.** Actions to make Instructors members of the officer corps are considered "Appointments" and not "Promotions". An Instructor may be appointed to Ensign or Warrant Officer once the requirements outlined in Section 0205 have been met.
8. [Deleted]
9. **Appointment to Command.** See USNSCC Regulations, Section 2.06.

## 0205 **OFFICER PROMOTION REQUIREMENTS**

1. **Administration.** It is imperative that the officer's personnel file in Magellan reflects completion of all prerequisites prior to submission of the recommendation. Failure to do so will cause delays and/or rejection of the recommendation. Upon approval by the Executive Director, an NSCC Officer Appointment Certificate (NSCADM 032) will be available for downloading and presentation in the Promotions tab of the adult's landing page. At the time of promotion, the unit may request a \$10 replacement ID card, which will reflect the updated rank.
2. **Child Protection Training and Academics**

- a. All Officers, Midshipmen, and Instructors must successfully pass the Officer Midshipman Study Guide (OMSG) within the first year of enrollment, and will not be re-enrolled, promoted, or permitted to serve escort duty without proof of successful completion. A score of 3.20 or higher is required to pass the OMSG. The OMSG is located on the NSCC Homeport under Training -- Officer Advancements.
- b. All volunteers (Officers, Midshipmen, Instructors, and Auxiliaries) must successfully pass Darkness to Light's (D2L) *Stewards of Children* online course within the first year of enrollment, and again each year during their enrollment. Adults who have not successfully completed *Stewards of Children* in the previous year will not be re-enrolled, promoted, or permitted to serve escort duty. *Stewards of Children* is available on the Members portal of Magellan.
- c. All volunteers must certify that they have read, understand, and agree to follow the USNSCC Volunteer Code of Conduct, as a condition of enrollment and annual re-enrollment.
- d. All volunteers, especially those with no military background, are encouraged, but not required, to complete cadet correspondence courses in order to gain a better understanding of military customs, courtesies, and traditions. Refer to the NSCC Correspondence Course Manual for enrollment and grading information.

### 3. **Training**

- a. Completion of Officer Professional Development Courses is a requirement for advancement in the NSCC Officer Corps.
  - b. Performance of Escort Duty is a requirement for advancement in the NSCC Officer Corps. Escort Duty is defined as serving in a staff or leadership role at a training of five consecutive days or more, for which training credit is granted for cadets.
  - c. Officers may not "bank" Escort Duty completed in previous ranks.
  - d. Service as an Escort Officer at NSCC Recruit Training or NLCC Basic Orientation, in a leadership position, must be completed to be considered for promotion to Lieutenant Commander (LCDR).
4. **Updated Full-Length Photograph**. Every officer who is serving in a uniformed status must submit a full-length photograph, in uniform, into his/her Magellan profile so the chain of command can determine whether the officer will serve in a uniformed or non-uniformed status, as required by USNSCC Regulations, Section 6.07. The photograph must be taken within thirty (30) days before requesting promotion and uploaded via the "View/Upload Adult Documents" link.
5. **Promotion Requirements**. All requirements must be met prior to each promotion. At no time will an Officer be advanced to "acting" or "temporary" grades.

RANK	GRADE	TIME IN GRADE	TIME IN SERVICE	COURSE	TRAINING
AUXILIARIST (AUX)	NONE	NONE	NONE	D2L each year	NONE
INSTRUCTOR (INST)	NONE	NONE	NONE	OMSG in 1 <sup>st</sup> year D2L each year	NONE
MIDSHIPMAN (MIDN)	NONE	NONE	NONE	OMSG in 1 <sup>st</sup> year D2L each year	NONE
WARRANT OFFICER (WO)	WO	1 YR	1 YR	OPD 101 D2L each year	ESCORT
ENSIGN (ENS)	O1	1 YR	1 YR	OPD 101 D2L each year	ESCORT
LIEUTENANT JUNIOR GRADE (LTJG)	O2	2 YR	3 YR	OPD 201 D2L each year	ESCORT
LIEUTENANT (LT)	O3	3 YR	6 YR	OPD 301 D2L each year	ESCORT
LIEUTENANT COMMANDER (LCDR)	O4	4 YR	10 YR	D2L each year	RTC/NLCC STAFF

**FIGURE 2-5-1 OFFICER PROMOTION REQUIREMENTS**

- a. **Warrant Officer (WO).** An Instructor may be recommended for appointment to Warrant Officer (WO) when the following requirements have been and have been recorded in Magellan:
- 1) Be serving or have served honorably in the U.S. military in an enlisted rate of E-6 or above, as required by USNSCC Regulations, Section 6.05(b).
  - 2) Successfully complete the Officer Midshipman Study Guide (OMSG).
  - 3) Successfully complete Darkness to Light's *Stewards of Children* online training during the previous year.
  - 4) Acknowledge reading, understanding and agreeing to follow the USNSCC Volunteer Code of Conduct during the previous year.
  - 5) Serve as an Escort Officer while an INST.
  - 6) Complete OPD 101.
  - 7) Serve a minimum 1 year as an INST.
  - 8) Serve a minimum 1 year in the NSCC.

- b. **Ensign (ENS)**. An Instructor may be recommended for appointment to Ensign (O-1) when the following requirements are met and have been recorded in Magellan:
- 1) Successfully complete the Officer Midshipman Study Guide (OMSG).
  - 2) Successfully complete Darkness to Light's *Stewards of Children* online training during the previous year.
  - 3) Acknowledge reading, understanding and agreeing to follow the USNSCC Volunteer Code of Conduct during the previous year.
  - 4) Serve as an Escort Officer while an INST or MIDN.
  - 5) Complete OPD 101.
  - 6) Serve a minimum 1 year as an INST.
  - 7) Serve a minimum 1 year in the NSCC.
- c. **Lieutenant Junior Grade (LTJG)**. An Ensign may be recommended for appointment to Lieutenant Junior Grade (O2) when the following requirements are met and have been recorded in Magellan:
- 1) Successfully complete Darkness to Light's *Stewards of Children* online training during the previous year.
  - 2) Acknowledge reading, understanding and agreeing to follow the USNSCC Volunteer Code of Conduct during the previous year.
  - 3) Serve as an Escort Officer while an ENS.
  - 4) Complete OPD 201.
  - 5) Serve a minimum 2 years as an ENS.
  - 6) Serve a minimum 3 years in the NSCC.
- d. **Lieutenant (LT)**. A Lieutenant Junior Grade may be recommended for appointment to Lieutenant (O3) when the following requirements are met and have been recorded in Magellan:
- 1) Successfully complete Darkness to Light's *Stewards of Children* online training during the previous year.
  - 2) Acknowledge reading, understanding and agreeing to follow the USNSCC Volunteer Code of Conduct during the previous year.
  - 3) Serve as an Escort Officer while a LTJG.
  - 4) Complete OPD 301.

- 5) Serve a minimum 3 years as a LTJG.
  - 6) Serve a minimum 6 years in the NSCC.
- e. **Lieutenant Commander (LCDR)**. A Lieutenant may be recommended for appointment to Lieutenant Commander (O4) when the following requirements are met and have been recorded in Magellan:
- 1) Successfully complete Darkness to Light's *Stewards of Children* online training during the previous year.
  - 2) Acknowledge reading, understanding and agreeing to follow the USNSCC Volunteer Code of Conduct during the previous year.
  - 3) Serve as an Escort Officer while a LT.
  - 4) Complete Escort Officer Duty in a leadership position at either NSCC Recruit Training or NLCC Orientation. If this duty was used to satisfy the training requirement for advancement to a previous grade, Escort Officer Duty at another approved training will be required.
  - 5) Serve a minimum 4 years in grade as a LT.
  - 6) Serve a minimum 10 years in the NSCC.

#### 0206 **OFFICER PROMOTION PROCEDURES**

1. **General**. Completion of all requirements for all ranks must be recorded in the Magellan Record Book for each advancement. This includes all courses and trainings. At no time will an adult be advanced to "acting" or "temporary" grades. Frocking, early promotions, and "merit" promotions are NOT authorized. "Merit" or "Early" advancements and "Jump" promotions will not be approved unless accompanied by a waiver request with significant support from the chain of command.
2. **Appointments/Promotions**. Appointment/promotion to WO, ENS, LTJG, LT, or LCDR may be effected year-round, when the officer meets all requirements, as shown on the Magellan Adult Promotion Matrix. When approved, a promotion certificate will be available for download and presentation via the "Promotions" tab of the adult's Magellan landing page.

#### 0207 **ADULT SERVICE RECORD ADMINISTRATION**

1. **Establishment of the Service Record**. A service record will be established at the unit for each adult member. This service record is not meant to duplicate the information entered or maintained in the Magellan Record Book. Instead, it is meant to:
  - a. demonstrate quickly and unequivocally to any authority that the NSCC has authorized an adult to attend a specific training;
  - b. provide immediate access to relevant medical information, releases, and permissions to treat; and



- c. provide a home for information which does not yet have a tab in the adult Magellan Record Book.
2. The information should be maintained in a standard manila file folder with document fasteners affixed, appropriately stamped in RED on the front and back: "U.S. NAVAL SEA CADET CORPS". The service record should be set up as follows:
  - a. **Right Side** (Top to Bottom):
    - 1) NSCC Officer/Midshipman/Instructor Application (NSCADM 002)
      - a) Member Information Sheet (Page 1 and 2)
      - b) Declarations (Page 3)
      - c) Report of Medical History (Page 5 and 6)
    - 2) Copy of current health insurance card (outdated copies may be shredded)
    - 3) Copy of the volunteer's immunization history (outdated copies may be shredded)
    - 4) Old versions of the Report of Medical History, or other relevant medical documents, in reverse chronological order
    - 5) Copy of Statement of Service, or DD-214 Certificate of Release or Discharge from Active Duty (where appropriate)
  - b. **Left Side** (Top to Bottom):
    - 1) NSCTNG 006/007 Training Authority (insert prior to training; unit to shred upon completion of training and Magellan record generation).
    - 2) NSCTNG 002 Request for Training Authority (insert prior to training; unit to shred upon completion of training and Magellan record generation).
    - 3) Optional: A printed version of the adult's Magellan Record Book (if a unit drills in an area where the internet is inaccessible)
    - 4) Billet Assignment Letter
    - 5) Annual Evaluations (NSCADM 017)
    - 6) Training-generated administrative remarks or evaluations (unit-generated admin remarks belong in Magellan, using the Data Entry tool)
    - 7) Other documents required by individual units, which the unit elects not to scan into Magellan.
2. **Record Verification**. Service records should be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed and that all discrepancies have been corrected by signing the inside cover of the service jacket.
3. **Privacy**. Contents of the service record are privileged information with access limited to: the individual member, his or her parent/guardian, designated unit officers, the

commanding officer of the supporting military activity or his designated representative, regional directors, associate regional directors, members of inspection parties for the required annual inspection, COTCs and designated training officers, and National Headquarters personnel.

4. **Disposition of Adult Service Record.** Officers, midshipmen, instructors, and auxiliarists who resign or leave the program for any reason shall retain their service records. Records not returned to the adult should be destroyed by burning or shredding.
5. **NHQ Service Records.** NHQ does not maintain service records on adults, other than what is recorded by the unit in the adult's Magellan Record Book.

## 0208 **GENERAL ADULT ADMINISTRATION**

1. **Unit Commanding Officer Annual Evaluation.** The Regional Director will conduct an annual review of each unit Commanding Officer in conjunction with the unit's Annual Inspection, taking the Annual Inspection scores into account. The reporting period for this review is 01 January – 31 December, and the review shall be completed by 31 March of the following year. The evaluation will be documented on form NSCADM 017, *Commanding Officer Evaluation Report*. All evaluation forms shall be scanned and uploaded into the member's Magellan profile via the View/Upload Document link. The use of this form does not relieve Regional Directors of their responsibility to provide periodic face-to-face feedback to their subordinates.
2. **Officer/Instructor Annual Review.** Unit Commanding Officers are encouraged to engage in a 2-way conversation with each volunteer at least once annually, where the CO can provide constructive feedback on the volunteer's performance and the volunteer can, in turn, offer his/her own perspective on the experience of volunteering. The CO should make sure the volunteer clearly understands whether his/her performance is above standards, at standards, or below—and if the performance is below standards, the CO should attempt to understand why, and what steps can be taken on both sides to result in improvement. The use of form NSCADM 016 to document this conversation is encouraged, but not mandatory unless the review includes documentation of substandard performance. In such a case, the form must be used and a copy filed in the member's service record.
3. **Adult Transfers.** Adults may transfer to another unit at any time for good cause. The gaining unit generates the transfer request in Magellan.
4. **Adult Separations.** All adult separations are processed in Magellan. An Officer, Midshipman or Instructor may request separation, retirement, or may be dismissed.
  - a. Any adult may resign his or her appointment at any time. See USNSCC Regulations, Section 6.09.
  - b. NSCC Officers who meet minimum criteria may request to be transferred to retired status in accordance with USNSCC Regulations, Section 6.10.
  - c. NSCC Officers, Midshipmen, and Instructors are expected to maintain 75% attendance at regular drills. Where an Officer, Midshipman, or Instructor misses

more than 25% of regularly-scheduled drills in one year without a reasonable excuse, they may be dismissed, or transferred to Auxiliary status. Commanding Officers should record absent officers with a reasonable explanation as "Excused" in the Magellan Unit Activities data entry tab. For Midshipmen, college or university attendance shall be considered a reasonable excuse for absence.

- d. Any adult will be placed on inactive status, or terminated, for the reasons stated in USNSCC Regulations, Sections 6.12 through 6.14. Reasons for termination include violating the Volunteer Code of Conduct or the standards of conduct in USNSCC Regulations, Chapter 7, or where the Executive Director loses confidence in his or her ability to lead in our program, to mentor our cadets, or responsibly steward our resources.
- e. Any adult will be dismissed where it is discovered after enrollment that he or she lied about or failed to disclose information during their application, to include education, record of military service (if any), employment, bankruptcy, or criminal history information.



## CHAPTER THREE: GENERAL ADMINISTRATION

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### 0301 **GENERAL**

1. This chapter will give a brief description of administrative procedures and an overview of the reports required for submission to NHQ.

### 0302 **FEES**

1. **Enrollment Fees.** National Headquarters establishes the annual enrollment fee for all NSCC personnel. Enrollment fees include both administrative and insurance fees. No ID card will be issued until the correct fees are received by NHQ.
2. **Refunds.** Enrollment fees paid by individuals who subsequently drop from the program will not be refunded, nor can the fees be transferred to another applicant.
3. **Transfers.** Unit transfers of NSCC/NLCC Cadets, Officers, Midshipman, and Instructors, as well as NLCC Cadets transferring to the NSCC are processed in Magellan. It is the gaining unit's responsibility to initiate the transfer in Magellan, and to pay any applicable fees necessary to execute the transfer. At the time of transfer, the unit may request a \$10 replacement ID card, or else pay for a full year enrollment, depending on the time remaining on the enrollment.
4. **Replacement Fee.** An administrative fee will be assessed for each lost, stolen or mutilated identification card replaced by NHQ.
5. **High School Seniors.** Partial year enrollments are acceptable only for highly motivated cadets who are in their senior year of high school. Magellan will calculate the fee; any senior-year enrollment of more than 6 months requires the FULL enrollment fee.
6. **Non-Sufficient Funds (NSF):** A fee may be assessed for any unit check or electronic transaction returned by NHQ's bank for insufficient funds. NHQ will set the requirements and amounts of these fees.
  - a. If the fee is for an enrollment, that enrollment will not be processed.

- b. If the check is in conjunction with a request for training orders, orders will be held in a pending status by the COTC until the check is clear. It is the responsibility of the unit commanding officer to inform the cadet and the parent/guardian they will not be able to attend training until the issue is resolved.
- c. For uniform orders or enrollment paid by check, the unit or party responsible for the NSF check will be notified via email or other expeditious means and expected to remit the appropriate fees plus any penalties. Units which have submitted multiple payments that are subsequently returned for insufficient funds will be placed on financial probation for a period of one year, during which no checks will be accepted by NHQ. The one year probation begins when NHQ is notified by its bank of the NSF check or checks. Units on financial probation will be required to submit payments by money order or cashier's check only.

0303 **SAFEGUARDING PRIVILEGED/SENSITIVE INFORMATION**

1. Paper service records and Magellan profiles contain significant amounts of protected Personally Identifiable Information (PII), including full names, Social Security Numbers, and dates of birth. These records also contain confidential medical information.
2. The USNSCC does not collect or use Social Security Numbers for cadets. Social Security Numbers are collected for adults to facilitate thorough background checks.
3. Each unit and training contingent must take all precautions to safeguard PII and privileged/sensitive information maintained in officer and cadet service records and local files. Paper service records shall be kept under lock and key when not in use, and shall never be left unattended when removed from their locked container.
4. Any electronic personnel records maintained outside of Magellan (including but not limited to records maintained on a local hard drive, on thumb drives or other portable storage, or hosted in the cloud) shall be stored in a password-protected folder, and shall not be shared with unauthorized personnel.
5. Computers with electronic personnel records, or which are used to access to Magellan, shall be set to "sleep" or enter "screen saver" mode after no more than five minutes of inactivity, and shall require a password upon reactivation.
6. Only those officers who have a need to view records with PII or privileged information may be permitted to do so. Commanding officers shall limit access to records to only those officers whose official duties require it. Cadets shall not view any service jacket other than their own.
7. Authorized Magellan users may not share their password or allow unauthorized users access to Magellan.
8. PII may not be transmitted via unencrypted email.
9. Destruction of service records and other paper files shall be by cross-cut shredding or burning. Destruction of electronic files shall be permanent, by formatting the disk, overwriting the data, or using a data deletion program such as Eraser.
10. The NSCC is not subject to the privacy requirements of the Health Insurance Portability and Accountability Act (HIPAA). Nevertheless, the NSCC follows an analogous rule:
  - a. Private medical information may not be disclosed except when:

- 1) the member (or their parent/guardian if the member is under 18) gives permission for the information to be disclosed; or
  - 2) the disclosure of the information is necessary to the physical or mental health, well-being, or welfare of a USNSCC member ("need to know").
11. Any loss of data, security breach, or violation of the rules set forth in this section shall be immediately reported to NHQ, via the Regional Director and NHQ Representative.
12. Knowing, reckless, or negligent violations of these rules will be grounds for discipline and/or criminal complaint, as appropriate.

**0304 WHAT A COMMANDING OFFICER MUST SIGN**

1. The unit commanding officer, commanding officer of the training contingent, or person "acting" in either position must personally sign:
  - a. Documents that establish unit or training contingent policy.
  - b. Correspondence addressed to a higher echelon in the chain of command.
  - c. Unit or training contingent disciplinary actions.
  - d. Adult Leader Applications (NSCADM 002).
  - e. Annual Budget/Audit Reports (NSCADM 018).
  - f. Annual Inspection Reports (NSCADM 020 or 021).
  - g. COTC Training Audit Reports (NSCTNG 010).
  - h. Training Authority Termination Reports (NSCTNG 011).

**0305 DELEGATING SIGNATURE AUTHORITY**

1. Except for the documents listed in Section 0304, the unit or training contingent commanding officer may delegate signature authority to subordinates. This is done in writing using titles rather than names (e.g., Executive Officer or Administrative Officer). When delegating signature authority, commanding officers shall do so in writing, listing the types of documents for which authority is being delegated. As a general rule, authorized subordinates may sign correspondence that falls within their area of responsibility unless "good judgment" calls for the document to be signed by the commanding officer. Normally, this is documented in the member's billet assignment letter.
2. Except for the documents listed in Section 0304, where neither the commanding officer nor an officer with delegated signature authority is available to sign a form, the commanding officer may authorize a subordinate to sign a document "By Direction."

**0306 USE OF FACSIMILE STAMPS**

1. The unit commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is

impractical. Anyone authorized to use a facsimile stamp of someone else's signature shall pen their initials next to each stamped signature to authenticate the facsimile.

#### 0307 **RED "U.S. NAVAL SEA CADET CORPS" STAMP**

1. **Description.** Each unit must maintain a red rubber stamp or other similar product that has the words "U.S. NAVAL SEA CADET CORPS" embossed on it. While size is not specified, it should be of a size that is readily identifiable. Units may use other alternate methods (ink jet printer, etc.) to mark the appropriate documents in a manner similar to "red-stamping."
2. **Forms to be Red Stamped.** The following is a list of forms that **MUST** be red stamped when included in the Cadet or Adult Service Record:
  - a. Any and all military (DOD/DOT/DHS) forms.
  - b. CNET Certificates of Course Completion (NETPDTC)
  - c. The front and back of the DON or other military service, Officer or Enlisted Service Record Folders (NAVPERS Series).
  - d. The front and back of a plain manila folder used for Cadet or Adult Service Records.
3. **Forms not requiring Red Stamp.** The following is a list of forms that **DO NOT** require a red stamp when included in the NSCC Cadet or Adult Service Record:
  - a. Any and all NSCC forms (NSCADM, NSCTNG, etc.)
  - b. Any locally developed unit or training contingent forms.
  - c. Any letter of commendation, award certificate, etc. regardless of NSCC or other awarding organization.
  - d. School report cards, progress reports, or similar document.
  - e. Birth certificates, court documents, or legal forms.
  - f. Non-military medical documents.

#### 0308 **AWARDS PROGRAM**

1. The NSCC/NLCC Awards Program is detailed in the **NSCC/NLCC Awards Manual**. Examples of letters of recommendation and the approving authority are provided in that manual, as well as on the **NSCC Homeport**.
2. NSCC Awards are to be initiated, approved, and recorded in Magellan, in accordance with the NSCC/NLCC Awards Manual.

#### 0309 **REPORTS**

1. **General.** Reports are an essential part of the communications process between the field and NHQ. If reports are to serve their intended purpose, they must be properly completed, promptly submitted and copies provided to all that have a need to know.



2. **Magellan**. A variety of reports used for unit management are available in MAGELLAN. Those reports include:
- a. **Sea Count - Current**. Provides a count of active personnel as of that day.
  - b. **Sea Count - Delta**. Indicates plus/minus based on the range of months selected.
  - c. **Sea Count - Historical**. Select a month in the past for that month count. Returned data is a snapshot of the counts as of 0300 Eastern Time on the first day of the month selected.
  - d. **Login Summary**. Displays number of logins in by individual for all Units or a specific Unit according to the selected date range.
  - e. **Login Detail**. Returns complete login history for the selected staff member. Displays Date, Time, and IP Address of each login.
  - f. **Dropped Cadet / Adult**. Returns a list of all dropped Cadets and Adults by specified date range.
  - g. **Unit Training Summary**. Displays Training Participants for Training Events with a start date in the specified date range.
  - h. **Unit Membership**. Displays roster of all active (active and non-expired) cadets and adults for the unit.
  - i. **Unit Training Summary**. Displays Magellan training registrations and manually-entered Training Course Records with a start date within a specified date range.
  - j. **Cadet Advancement Summary**. Returns a list of cadets that have been promoted in the specified date range.
  - k. **Adult Advancement Summary**. Returns a list of adults that have been promoted in the specified date range.
  - l. **Cadet Attendance Summary**. Returns a count of cadet days Present, Excused, and Absent for cadets in a specified date range for mandatory and optional unit activities.
  - m. **Adult Attendance Summary**. Returns a count of cadet days Present, Excused, and Absent for adults in a specified date range for mandatory and optional unit activities.
  - n. **Training Course Orders**. Returns all current "Approved" unit event registrations grouped by event so the unit may print multiple NSCTNG005 orders at once.
  - o. **Officer Development Summary**. Returns a list of enrolled adults who have completed OPD 101, OPD 201, and OPD 301 between specified start and end dates.

3. **Monthly Activity Report**. A unit CO's cognizant RD, SRD, or NHQ Rep may require the submission of monthly or quarterly reports, as defined by the RD or Rep. Do not submit these reports to NHQ, unless otherwise directed.
4. **Annual Inspection Report (NSCADM 020)**. All NSCC and NLCC units are required to undergo an Annual Inspection. Newly formed units may undergo an "Assist Visit" Inspection to assist in evaluating the unit's progress. The inspection process and reporting procedure are as follows:
  - a. The inspection process/guidelines are forwarded to the units by NSCC Action Letter and by posting the material to the NSCC Homeport by the end of November. Inspections are mostly automated using Magellan, and require timely and accurate recording of data by Unit COs.
  - b. The inspection period should begin on or about 1 January and shall be completed no later than 31 March.
  - c. The completed Inspection Report will be forwarded to NHQ to be received no later than 30 April. Reports received after 30 April will not be considered for National Awards.
5. **Budget/Audit Report (NSCADM 018)**. This report is completed and forwarded in conjunction with the Annual Inspection Report. Units failing to submit this report are subject to investigation by the chain of command and WILL NOT be eligible for National Awards. An Annual Audit is required of ALL units, whether inspected or not.
6. **Regional Director Financial Report (NSCADM 019)**. This form is used to record the Regional Director's expenses and is submitted quarterly to the Executive Director via the chain of command. (Note: This report is not a request for reimbursement of expenses, but rather is designed to help the Regional Director keep track of revenues and expenses incurred in execution of their duties.)
7. **Accident/Illness Report (NSCADM 022)**. This form MUST be completed on all injuries/accidents/illnesses regardless of whether or not immediate medical care is sought or obtained. If it is possible that an injury or illness will require medical care at any point in time, the NSCADM 022 must be filed. No claims will be filed without the original form being received by NHQ.
  - a. **Processing Claims**. Details on the USNSCC insurance policy are available on the Homeport website, <http://homeport.seacadets.org>. Click on "Policy," then "Standing Guidance."
    - 1) Within 48 hours of an incident, the Unit CO shall complete and forward the completed NSCADM 022 to NHQ for accidents or illnesses that occur at unit drills or functions, with a copy to the cognizant Regional Director and NHQ Representative.
    - 2) Within 48 hours of an incident, training COTCs shall complete and upload the completed NSCADM 022 into the "Accident Reports" column in the Magellan training roster, and then mail or email a copy to the member's Regional Director and NHQ Representative.

- 3) Upon receipt of the NSCADM 022, NHQ will send the parents/guardians the required form(s) with instructions on how to file a claim.
- 4) The parent/guardian will send the form and the original itemized bills directly to the insurer. Contact NHQ with questions or concerns about the filing process.

#### 8. **NSCC/NLCC Personal Injury/Property Damage Report**

- a. A general comprehensive liability policy protects the NSCC, providing coverage for all adult leaders, sponsoring organizations, and volunteers who may be assisting in NSCC activities. There is no standard report for incidents; Commanding Officers must nevertheless report to NHQ in writing any incident that might have liability implications, within ten (10) days of the event. Delayed reporting compromises NSCC's position in the event of a liability claim for damages.
- b. If the sponsoring organization requires proof of insurance please contact NHQ. NHQ will obtain a "Certificate of Insurance" to present to the sponsoring organization. Generally, all sites where the NSCC drills locally are covered by liability insurance.

#### 0310 **ADMINISTRATIVE FORMS AND CERTIFICATES**

1. Administrative Forms and Certificates that are approved for use by NHQ can be found on the NSCC Homepage. Any alteration to these forms for local use is not authorized.

#### 0311 **MAGELLAN RECORD-KEEPING**

##### 1. **Individual Records.**

- a. Trainings, correspondence courses, and advancements will be recorded automatically by Magellan. Unit COs may manually enter trainings or courses which were not automatically captured by Magellan via the member's landing page or the Data Entry function.
  - b. Until further notice, advancement exams will need to be manually recorded in each cadet's profile using the Promotion Exams option on the Data Entry tab.
  - c. Awards will be recorded in Magellan using the Cadet Awards and Adult Awards tabs in the member's landing page. Awards from organizations other than the NSCC may be recorded in the Non-NSCC Awards option on a cadet's landing page.
  - d. Other information deemed pertinent, including disciplinary actions, may be recorded using the Administrative Remarks tab on the member's landing page, or using the Data Entry function in Magellan.
2. **PRT Results.** Results from required semi-annual Physical Readiness Tests shall be recorded using the PRT Imports tool from the Unit Management tab, or via the PRT Results option on the member's landing page.
  3. **Swim Qualifications.** Results from unit swim qualifications may be recorded using the Swim Qualifications tab on the member's landing page, or using the Data Entry function.

4. **Community Service.** Units may maintain records of Community Service for individuals or groups using the Community Service tab on the member's landing page, or using the Data Entry function in Magellan.
5. **Drug Demand Reduction.** Units may maintain records of Drug Demand Reduction lectures or activities for individuals or groups using the Drug Demand Reduction tab on the member's landing page, or using the Data Entry function in Magellan
6. **Unit Activities.** Units shall maintain records of all unit activities and attendance using the Data Entry function in Magellan.
  - a. Regularly-scheduled unit drills should generally be recorded as "Mandatory" for attendance purposes; other activities, such as color guards, will generally not be recorded as "Mandatory."
  - b. Required semi-annual training on Standards of Conduct, Sexual Harassment & Fraternalization, Alcohol & Drug Awareness, and Hazing, Harassment, and Bullying shall be recorded as "Mandatory" and shall be recorded by the type of required training in the Data Entry tab (i.e., recorded as "Standards of Conduct" rather than the general "Drill" category).
  - c. Commanding Officers may record absent personnel with a reasonable explanation as "Excused" in the Magellan Unit Activities data entry tab.