



U.S. NAVAL SEA CADET CORPS

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NSCC Information Letter 9-17

19 May 2017

From: Headquarters, U. S. Naval Sea Cadet Corps
To: Electronic Distribution


Subj: 2017 NSCC/NLCC Summer Training Information/ Guidance for Commanding Officers of the Training Contingent (COTCs) and Senior Escort Officers (SEOs)

Ref: (a) NSCC/NLCC Information Letter 8-17
(b) 2017 NSCC Administration Manual
(c) 2015 NSCC Training and Operations Manual (Change Two)
(d) NSCC Medical Reference, Policy and Procedures Manual
(e) Creating a Training Event
(f) Creating a Funding Request/Audit Report
(g) NSCC Termination Report NSCTNG 011
(h) NSCC Accident Report NSCADM 022
(i) NSCC Liability Insurance Policy Information Letter 7-17
(j) NSCC Awards Manual

Encl: (1) USCG ALCOAST Message
(2) COMNAVSUPNOTE DoD CY 17 Meal Rates
(3) NSCC Procurement Policy
(4) NSCC Travel Policy
(5) NSCTNG 014 Vendor Selection Form
(6) USNSCC Volunteer Code of Conduct
(7) Active/Reserve Volunteer Memorandum of Understanding w/Darkness to Light Procedures

Purpose.

- This letter is provided as a quick reference for COTCs to manage a training event. It is important that those individuals selected to be COTCs read this document as there are new procedures in place for 2017. References may also be found in the Magellan Library—Magellan Procedures and at <http://homeport.seacadets.org>. Enclosure (1) will be posted on homeport in conjunction with this letter.
- General training guidelines for all trainings regardless of the year are contained in reference (c).
- Please take the time to review this letter in its entirety.


S. K. BUNTING
Training Director


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Grant Director

Distribution:
Electronic Only

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1. New for 2017

a) The process in which NHQ receives its federal funding has changed significantly. In prior years, the total funding amount was received in one advance lump sum for disbursement by NHQ throughout the year. Beginning in 2017 and going forward, NHQ will receive the funds in three payments throughout the year. How does this affect the availability of approved trainings for sign-up and planning of summer vacations? NHQ must accurately predict the amount of federal funds to be requested from the Navy in each part of the year, and so COTCs must plan well ahead. Once we have requested a disbursement, we can't ask for more and therefore we won't be able to approve last-minute trainings. Where funds are available, NHQ will approve the trainings and they will then be posted on the public website for cadets' and parents' review.

b) Training Deposits for 2017 are as follows:

- 14 Day training \$300
- 9 Day training \$220
- 5-7 Day training \$150

Note: Deposits will be higher for higher cost training events such as SCUBA

c) Three-for-Free Procedures. See Section 3.5

d) Units must create an invoice listing training attendees and submit to the COTC with NSCTNG 001 and cashier's check/money order. Guidance on printing invoices can be found in the Magellan Library.

e) COTCs are the approval authority for all training orders.

f) IAW the Awards Manual, COTC's are the approval authority for ALL training appurtenances associated with the training, as well as Escort Officer Ribbons, Staff Cadet Ribbons, Citation Ribbons (for honor graduates) and Unit Commendation Ribbons (for RT and NLCC Orientation Honor Company/Division).

a. Upon finalizing the attendance roster, these awards will automatically post to the individuals Magellan Record Book (MRB).

b. Manual posting by the Unit to the MRB is **not** required.

g) Prospective COTC's must meet the prerequisites as outlined in Chapter 5 of the Training and Operations Manual (TOM): Completion of OMSG, OPD 101, OPD 201, Darkness to Light's *Stewards of Children* (D2L) (within the last 365 days), and one year in the program.

h) Prospective Escort Officers must meet the prerequisites as outlined in Chapter 5 of the TOM: Completion of OMSG, OPD 101, and D2L (within the last 365 days).

2. Federal Funding

Federal funding has been approved by Congress and the U.S. Navy in support of this year's Naval Sea Cadet training cycle. This includes funding for locally arranged training, Officer Professional Development (OPD) courses, and any additional Coast Guard trainings not addressed via the ALCOAST message.

The Uniform Grant Guidance (UGG) Procurement Policy will apply to all COTCs, unit commanders and/or unit officers in receipt of grant funds to support national training, locally arranged training, and unit activities.

3. Training Guidance

3.1. COTC Prerequisites

1. Prospective COTCs must have completed the OMSG, OPD 101, OPD 201 and D2L prior to requesting permission from their NHQ Representative.
2. Magellan access is required.
3. NHQ Representatives must contact the HQ Training Director, requesting COTC admin rights be granted.
4. Follow the instructions to create a training event, reference (e).
5. Acknowledge the Standards of Conduct, Conflict of Interest and Ethics Statement of Understanding (SOC) on the training's landing page on Magellan.
6. Create a funding request and click "Request Approval." The funding request will be sent to the NHQ Representative via Magellan for review. Once forwarded it will be sent to the Training and Grant Directors for review and approval.
7. Upon approval, the training event will be posted to the public website:
<http://magellan.seacadets.org/public/training.asp>.
8. The funding request will be reviewed by the Grant Director approximately 30-40 days prior to the start date. If enrollments are in line with expectations, and required Vendor Selection documents (enclosure 5) have been uploaded, the Grant Director will forward the request to accounting for check processing.
9. The funding check will be mailed to the COTC at the address recorded on the funding request, approximately four weeks prior the start date of the training, or as soon as possible.

3.2. COTC Management of Deposit Fees

Training deposit fees are considered "program income" to the federal grant. COTCs are responsible for managing and maintaining accurate accountability of all deposit fees. A designated "Finance Officer" must be appointed for each training. Once the training has been posted, the Unit Commanding Officer (CO) or Unit Designated Authorized User (UDAU), is responsible for registering cadets and adults for training.

1. The COTC confirms registration.
2. The unit must create an invoice, reflecting registered cadets and the deposit fee for each.
3. The invoice provides a "total" dollar amount.
4. The invoice must be printed and mailed to the COTC accompanied by payment (money orders or cashier's check).
5. An invoice must be provided to the parent if they are directly paying the COTC.
6. Upon receipt of required paperwork and fees, the COTC will record the payment in Magellan using the Registration Payment link on the event landing page.

7. Once payment is registered, the cadet's orders are automatically approved and an email is sent to the email address on file for the parent and unit rep who registered the cadet.
8. A Print Orders link will appear at the unit level on the Training Sign-Up page.
9. Batch orders can be printed via the Unit Level report titled "Training Course Orders-Multiple." Select Reports from the menu and then select Unit Level.

Reminder: Magellan automatically screens cadets, and will not permit cadets to register if they do not meet the minimum requirements to attend the training – **NO** exceptions. Unit COs must ensure that their Magellan Record Books are up to date.

3.3. Officer Professional Development (OPD)

Regional Directors and NHQ Representatives conducting OPDs are considered COTCs. As such, they must meet the minimum requirements per reference (c). As with any other training, the request for funding and completion of the audit must comply with the USNSCC Procurement Policy. OPDs are considered "nationally advertised training" not "locally arranged". The approval process follows that of all other trainings in Magellan to be posted to the public training website. The OPD allowance is set at \$45 per day of training or \$0.50 per mile (driver only), whichever is greater. No allowance shall exceed \$400. This allowance is meant to assist in offsetting travel and individual expenses incurred by attendees.

1. Regional Directors, NHQ Representatives or designated OPD instructors must first be an authorized user in Magellan.
2. They are considered COTCs and must meet the minimum requirements per reference (c).
3. If anyone other than a Regional Director or NHQ Representative is going to run this training, the instructor must obtain permission from their respective NHQ Representative.
4. Email training@seacadets.org to obtain COTC Admin permissions.
5. COTC creates the event in Magellan per reference (e) and acknowledges the Standards of Conduct.
6. Complete the funding request and submit for approval. A funding request must be created regardless if funding is requested.
7. HQ approves the event for public viewing.
8. Units register adults.
9. COTC confirms registration which approves the orders.
10. A [Print Orders](#) link will appear on the Training Sign-Up page at the unit level.
11. The attendee's Magellan Record Book will automatically update to reflect the attendance upon finalizing the attendance roster.

3.4. Three for Free Procedures

The program is managed via Magellan using the “Three for Free Credits” menu option. In prior years, a certificate was required to be signed by the Regional Director and submitted with the request for orders. The certificate is no longer required. Once the credit has been earned, it may be used to offset the cost of training.

1. COTCs determine the number of free trainings they will accept per training. This is recorded on the Event Demographic Page.
2. At the unit level, the cadet is registered for the training. During the creation of an invoice, a check box appears to select Three for Free. Upon selecting “save,” cadet orders are approved for the training.

Note: Trainings such as SCUBA, where the deposits are much higher, cadets may apply a “Three-for-Free” credit of \$300. The cadet is responsible for the difference.

3.5. Creating Locally Arranged Training Events

Local training events are created in the same manner as national events using Magellan. Example events include: Flagship Competition, training at the local Coast Guard Station, Recruiting Duty, and unit events approved for advancement purposes. To count for cadet/adult advancement purposes, locally arranged training must be at least five days in length, and must be endorsed by the cognizant NHQ Representative with final approval by the Training Director.

1. Adults conducting the events must meet the minimum requirements as per 3.1.
2. Since the training is local, the COTC must select the unit/units that can participate in the event using the “Local Event Units” on the training landing page.
3. If the event is over multiple days/weekends the COTC must choose those dates utilizing the “Local Event Calendar” on the training landing page.
4. As a general guideline, the cadet deposit for trainings of 2-3 days should be \$35 to \$45. Tours, recreational events, etc. do not meet the criteria for expenditure of federal funds.
5. Funding requests and audits are required even if no cost to the NSCC. This will ensure the training is posted to the Magellan Record Book upon completion of the training.

3.6. Creating/Submitting Training Events (Local or National) in a Timely Manner

As previously mentioned (New for 2017), the process in which NHQ receives the federal funding has significantly changed. **COTCs seeking funding support will be required to create and submit their event via Magellan, in accordance with below schedule.**

1. Winter Training – December 1 to the end of February
 - Submission required by 9/1
2. Spring Training – March 1 to the end of May
 - Submission required by 12/1
3. Summer Training – June 1 to the end of September

- Submission required by 4/1
4. Fall Training – October 1 to the end of November
- Submission required by 7/1

Training / funding requests must be submitted by the above dates or they will not be considered for Federal Funding.

Trainings may be entered after the above dates but must be self-funded. An audit is still required for self-funded trainings.

3.8. Registering Retired Officers for Training

Retired members are a resource for COTCs. These adults must meet the minimum requirements outlined in reference (c), chapter 5. If a retired member expresses interest, send an email to trainings@seacadets.org. HQ will validate the requirements and assist with completing D2L. When all requirements have been met, HQ will register the member for the training.

4. Training Contingent Administration

The Training and Operation Manual, Chapter Six, is required reading for all COTCs. This chapter is intended to assist those selected as COTCs or SEOs in organizing, preparing for, and executing the training evolution, as well as completing the required follow-up reports. Knowledge of this chapter and of the training schedule guidance provided each year, early planning, crisp execution of responsibility, and a genuine concern for the cadets, plus good common sense are the key ingredients for an enjoyable, safe, and productive training experience for all involved.

4.1. Service Record Administration

See Section 0106.2 of reference (b) for information on service record administration. An original, signed copy of the NSCTNG 001 Request for Training Authority must be included with the NSCTNG 005 Training Authority in the service jacket; the NSCTNG 001 includes parent signatures, and should be thought of as a “permission slip” for the cadet’s training.

Commanding Officers must endorse the NSCTNG 005 prior to releasing a cadet for training, attesting to the cadet’s physical and mental fitness.

4.2. Medical Information

- 1) Insurance. NHQ Insurance DOES NOT cover pre-existing illnesses or injuries. See Information Letter 06-17 for more information on the NSCC’s excess health insurance policy.
- 2) Vaccinations. The NSCC requires all potential cadets to be vaccinated against polio, measles, mumps, rubella, hepatitis B, pertussis, tetanus, diphtheria and meningitis. 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 will not grant waivers to this policy.**

- 3) Updated Medical History. In order to ensure complete and up-to-date medical records arrive with each cadet in their service jacket, unit COs must collect an updated NSCADM001 (page 3/4) Report of Medical History within 30 days of the start of each training (see chapter 1 of the 2017 Admin Manual). In a pinch, and where there have been no changes to medical history, parents/guardians may sign and date the bottom of the NSCADM 001 (page 3/4) again, indicating “no changes.”
- 4) Grace Period for Updated Medical Exams. The 2017 Admin Manual requires that each cadet receive an annual physical, reported on form NSCADM001 (page 5/6) Report of Medical Exam. Because this is a new requirement, cadets are not expected to have a “new” physical in their service jacket for 2017 summer trainings. Fair warning: cadets will be required to have an updated physical (from the previous 12 months) in their service jackets for winter 2017/2018 trainings.
- 5) Medications at Training. Any cadet who is bringing medications must submit an NSCADM 001 (page 7/8) Medical History Supplemental with their NSCTNG 001 Request for Training Authority. If a cadet is bringing over-the-counter medications, the form need only be signed by a parent/guardian and unit CO. If a cadet is bringing any prescription medication, the form must be signed by parent/guardian, unit CO, and the prescribing clinician. A new NSCADM 001 (page 7/8) must be submitted for each training. COTCs are not obligated to accept medications at training if they lack the resources to safely store or administer the medications. Consult your NHQ Rep if you have questions or concerns about a medication.

4.3. Escort Allowances

All training Escort Officers (Officers, Instructors, and Midshipmen, and Auxiliaries) are eligible for the allowance provided they attend the training for at least one full training day, are enrolled in the USNSCC, and are under orders for that specific training. Mileage reimbursed shall not exceed the mileage computation using commercially available mapping programs (Google Maps, Map Quest). Mileage shall be paid at \$0.50 per mile. Other methods of travel (air, train, bus, etc.) shall be reimbursed at the actual cost, or at \$0.50 per mile, whichever is greater. No escort allowance may exceed \$400.00. See enclosure (4) NSCC Travel Policy for more information.

4.4. Active/Reserve Volunteers

Active duty or reserve service members may be available to assist you at training. Active/reserve service members who are also enrolled as an adult volunteer with the NSCC must meet the requirements set forth in Chapter 5 of the Training and Operations Manual to serve as an escort officer.

Active/reserve service members who are not members of the NSCC but wish to serve as an escort officer are subject to special rules. Because they have not received our basic orientation and are not insured by NSCC insurance policies, it is critical that COTCs ensure that active/reserve service members serving as NSCC/NLCC escort officers become familiar with the Sea Cadet program prior to interacting with cadets. The Volunteer Code of Conduct, enclosure (6), and Active/Reserve Memorandum of Understanding, enclosure (7), must be signed by the active/reserve service member. These active/reserve escort officers must also complete Darkness to Light's online

Stewards of Children program; COTCs may reimburse them for their D2L registration fees. COTCs should also conduct an in-person orientation for these service members prior to cadet check-in. If the active/reserve service member cannot or will not comply with these requirements, they may not participate in the training as an escort officer.

Active/reserve service members whose **only** role is classroom or practical instruction need not complete these requirements. However, these service members must be supervised by enrolled NSCC adults at any time they are in the presence of cadets.

R 221000 FEB 17

FM COMDT COGARD WASHINGTON DC//CG-092//

TO ALCOAST

UNCLAS //N05726//

ALCOAST 055/17

COMDTNOTE 5726

SUBJ: 2017 SUMMER TRAINING FOR NAVAL SEA CADETS

1. The Naval Sea Cadet Corps (NSCC) is developing its 2017 catalog of Navy and Coast Guard summer training opportunities. NSCC requests information on the number of Coast Guard billets, locations and types of training available for the summer months. The catalog of available billets will be sent to all cadet units for their consideration.
2. NSCC, headquartered in Arlington, Virginia, is the primary youth program the Coast Guard supports. NSCC is a congressionally-chartered volunteer youth group for young adults aged 13 through 17. NSCC fosters good citizenship and an interest and appreciation of our nation's maritime services. Cadets use the same texts, classrooms, training aids and examinations given to Navy personnel. The NSCC is sponsored by the Navy League of the United States with Navy Support and Assistance to Youth Groups, OPNAVINST 5760.5D assigning Navy Recruiting Command as program manager.
3. NSCC is seeking one- to two-week on-the-job training opportunities for cadets with Coast Guard units afloat and ashore. Shipboard billets for female cadets must be accommodated without requirement for female NSCC escort officers.

4. I request commanding officers and officers in charge consider supporting this great opportunity to enhance the lives and development of our young Americans. If you can support, please provide a description of billet opportunities, including available dates and number and gender of cadets who can be accommodated, to NSCC at the POC below by 28 April 2017. If additional training opportunities arise after this date, please notify the POC as NSCC will continually update its list.

5. NSCC POC is Mr. Stephen Bunting at (703) 312-1543 or sbunting@navyleague.org.

6. RDML Anthony 'Jack' Vogt, USCG, Director of Governmental and Public Affairs, sends.

7. Internet release authorized.

Captain Sean Carroll

U.S. Coast Guard

CG-0923: Office of External Outreach & Heritage

202-372-4562

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TABLE OF CHARGES FOR SALE OF MEALS FROM NAVY GENERAL MESSSES

1 January 2017 - 31 December 2017<http://comptroller.defense.gov/financialmanagement/reports/rates/2017.aspx> Tab G

	DISCOUNTED MEAL RATE 1/	STANDARD RATE 2/
BREAKFAST	2.60	3.45
LUNCH	4.20	5.55
DINNER	3.65	4.85
BRUNCH	4.70	6.25
SUPPER	5.75	7.65
HOLIDAY MEAL	6.80	9.05
NIGHT MEAL:		
IF BREAKFAST MENU	2.60	3.45
IF DINNER MENU	3.65	4.85
FLIGHT/BOAT	4.20	5.55
SNACK	2.60	3.45
MRE:		
IF SERVED AS BREAKFAST	2.60	3.45
IF SERVED AS LUNCH	4.20	5.55
IF SERVED AS DINNER	3.65	4.85

Notes:

1/ In accordance with reference (d), the discount rate shall be charged to:

(a) Spouses and other dependents of enlisted personnel in pay grades E-1 through E-4.

(b) Members of organized nonprofit youth groups sponsored at either the national or local level and permitted to eat in the general dining facility by the Commanding Officer of the installation. Such groups include: Civil Air Patrol, Junior ROTC, Sea Cadets and Scouting Units.



U.S. NAVAL SEA CADET CORPS

Procurement Policies and Procedures

1. Purpose of procurement standards. The purpose of these standards is to establish procedures for the U.S. Naval Sea Cadet Corps (USNSCC) for the procurement of supplies and other expendable property, equipment, real property and other services. The USNSCC Procurement Policy applies to all expenditures of monies received through federal grants. The purpose of this policy is to ensure that goods and services purchased for the performance of a federal grant are obtained in a cost-effective manner and in compliance with federal regulations. This policy applies to all USNSCC employees, members, volunteers, agents and any designees ("buyer") authorized to initiate purchases on behalf of a Federal Grant in support of any training evolutions or unit activity where federal funds are requested.

The policies outlined in this policy should be regarded as management guidelines only, which in a developing business will require changes from time to time. The USNSCC retains the right to make decisions involving procurement as needed in order to conduct its work in a manner that is beneficial to the staff members, members and the organization. This procurement policy supersedes and replaces any and all prior policies and any inconsistent verbal or written policy statements.

2. Code of conduct. No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the USNSCC shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. Members of the USNSCC's board of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of the USNSCC shall be subject to disciplinary actions for violations of these standards.

3. Competition. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The USNSCC shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the USNSCC, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the USNSCC.

Any and all bids or offers may be rejected when it is in the USNSCC's interest to do so. In all procurements, the USNSCC shall avoid practices that are restrictive of competition. These include but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (b) Requiring unnecessary experience and excessive bonding,
- (c) Noncompetitive pricing practices between firms or between affiliated companies,
- (d) Noncompetitive awards to consultants that are on retainer contracts,
- (e) Organizational conflicts of interest,
- (f) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (g) Any arbitrary action in the procurement process.

4. Methods of Procurement:

(a) Micro-Purchase Procedures (less than \$3,000). Purchases under \$3,000 are typically standardized goods or services available from many sources. Formal documentation of vendor selection is not required. Buyers are expected to conduct an informal cost/price analysis and select the vendor offering the best quality, service and price for the specified need. Reasonable efforts shall be made to ensure fair and competitive pricing. The USNSCC must, to the extent practicable, distribute these purchases equitably among qualified suppliers.

(b) Small Purchase Procedures (from \$3,000 to \$49,999.99). A minimum of three (3) quotes, written or verbal, are required. Web price lists and catalog listings can be considered verbal quotes. Buyers must complete a Vendor Selection Form, attach it to the selected vendor's quote and submit to their cognizant NHQ Representative for vendor selection approval. Berthing and messing arrangements made with the Department of Defense are exempt from this requirement. If a specific good or service is only offered by one supplier, the purchase order may be made under the sole source purchase provision.

NOTE: For procurement of services for \$10,000 or more where contract is required to be filled out. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. See section 8 for more information.

(c) Intermediate Purchase Procedures (from \$50,000 to \$150,000). Intermediate purchase procedures are those formal but simple procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 and where procurement by sealed bid is not required. A minimum of three (3) written price or rate quotations shall be obtained from qualified sources to ensure that the selection process is competitive in accordance with these policies. Buyers must complete a Vendor Selection Form, attach it to the selected vendor's quote and submit to their cognizant NHQ Representative for vendor selection approval. Berthing and messing arrangements made with the Department of Defense are exempt from this requirement. If a specific

good or service is only offered by one supplier, the purchase order may be made under the sole source purchase provision.

NOTE: Purchases over \$150,000. No purchase or contract of more than \$150,000 will be made without the prior written approval of USNSCC National Headquarters (NHQ). If the purchase is over \$150,000 and approved by NHQ, the buyer will work directly with NHQ staff in the required bid procedures.

(a) Sealed Bids Procedures (more than \$150,000). Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

- (i) The sealed bid method is the preferred method for procuring construction if the following conditions are present:
 - (A) A complete, adequate, and realistic specification or purchase description is available;
 - (B) Two or more responsible bidders are willing and able to compete effectively and for the business; and
 - (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- (ii) If sealed bids are used, the following requirements apply:
 - (A) The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
 - (B) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
 - (C) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - (D) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (E) Any or all bids may be rejected if there is a sound documented reason.

(b) Competitive Proposals Procedures (more than \$150,000). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or small purchase procedures. If this method is used, the following requirements apply:

- (i) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
- (ii) Proposals will be solicited from an adequate number of qualified sources;
- (iii) The USNSCC shall evaluate responses to its solicitations and select awardees in accordance the procedures outlined in section 5 below ("Procurement Procedures")
- (iv) Awards will be made to the responsible firm whose proposal is most advantageous to the USNSCC with price and other factors considered; and
- (v) The USNSCC may use the competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A procurement process where price is not to be used as a stated selection factor can only be used in procurement of A/E professional services. It cannot be used to purchase other types of although A/E firms are a potential source to perform the proposed effort.

(c) Noncompetitive Procedures is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Documentation must be as comprehensive as possible and demonstrate to an outside observer that the reason(s) for a non-competitive procurement were reasonable and compelling.

- (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:
 - (A) The item is available only from a single source;
 - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (C) The funding source specifically authorizes the use of noncompetitive proposals; or

- (D) After solicitation of a number of sources, competition is determined inadequate.
- (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.
- (iii) When using a noncompetitive process the USNSCC normally would be expected to submit the proposed procurement to the relevant funding source for pre-award.

5. Procurement Procedures.

(a) All procurement by USNSCC buyers shall comply, at a minimum, with the requirements of subsections (i), (ii), and (iii) below:

- (i) All buyers shall avoid purchasing unnecessary items.
- (ii) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
- (iii) Solicitations for goods and services provide all of the following.
 - (A) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.
 - (B) Requirements which must be fulfilled and all other factors to be used in evaluating proposals submitted in response to solicitations.
 - (C) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - (D) When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to solicitation.
 - (E) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - (F) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

(b) Positive efforts shall be made by buyers to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Buyers shall take all of the following steps to further this goal.

- (i) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- (ii) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- (iii) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- (iv) Encourage, when practical, contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- (v) Use the services and assistance, as appropriate and practical, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

(c) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the buyer but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of- cost" or "percentage of construction cost" methods of contracting shall not be used.

(d) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(e) Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

6. Cost and price analysis. Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action above \$3,000 in value. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with

discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

(a) For a cost to be considered reasonable: Recognized as necessary for the operation of the USNSCC training program or the performance of the Federal Grant Agreement; Consistent with the requirements imposed by arms-length bargaining, federal or state laws and regulations, and ethical business practices; Related to an action and/or in an amount deemed within the norms of business conduct (i.e., passes the “reasonable person” test)

(b) For a cost to be considered allocable, it must: Be incurred solely to advance the work under a Federal Grant; Benefit both the Federal Grant and other work of the USNSCC, in proportions that can be approximated through the use of reasonable methods; Be assignable to the benefitting activities without undue effort or cost

(c) For the cost to be considered allowable: Not be designated as “unallowable” under 2 CFR §200 Sub-Part E Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards; Adhere to Federal Grant award-specific terms and conditions regarding items of cost; Adhere to USNSCC policies regarding specific items of cost

7. Procurement records. Procurement records and files for purchases in excess of the small purchase threshold (\$3,000) shall include the following at a minimum: (a) A minimum of three (3) quotes, written or verbal., (b) A vendor selection form

8. Contract provisions. Buyers shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts.

(a) Contracts in excess of the Simplified Acquisition Threshold (more than \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.

(b) All contracts in excess of the Simplified Acquisition Threshold shall contain suitable provisions for termination by the USNSCC, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(c) All contracts in excess of \$10,000 must address termination for cause and for convenience by the USNSCC including the manner by which it will be effected and the basis for settlement. Contact NHQ for sample language.

(d) All contracts, including small purchases, awarded by the USNSCC and their contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable.

(i) Equal Employment Opportunity - All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(ii) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (4 U.S.C. 3145), as supplemented by the Department of Labor Regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violation to the Federal awarding agency.

(iii) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) - All contracts in excess of \$100,000 that involve the employment of mechanics or laborers, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5).

(iv) Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(v) Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution

Control Act (33 U.S.C. 1251 et seq.), as amended- Contracts and subgrants of amounts in excess of \$150,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(vi) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235).

(vii) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)- Contacts for an amount above \$100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

9. Contract Settlement: In accordance with good administrative practice and sound business judgment, the NHQ Representative is responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. USNSCC must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

10. Equipment: Equipment is tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. An analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. No equipment purchases shall be made without the express consent of the Executive Director.

(a) Computer and Electronic Devices: USNSCC does not allow personal computers purchases from Federal Grant funds unless special circumstances have been documented. In specific situations, the purchase of personal computers can be an allowable direct charge (example: the computer is specifically needed to record data while in the field). For such cases, the computer must be used primarily for the programmatic conduct of the training and the following documentation shall be met:

1. The need has been included in the original training advance request and completely justified as to the reason it is included.
2. The computing devices are essential and allocable to the project in that they are necessary to acquire, store, analyze, process, and publish data and other

information electronically, including accessories (or “peripherals”) for printing, scanning, transmitting and receiving, or storing electronic information.

3. The project does not have reasonable access to other devices or equipment that can achieve the same purpose; devices may not be purchased for reasons of convenience or preference.

The important action is to fully document the justification (purpose and use) very clearly in the funding request to specify the direct relationship between the use of the computer and the ability to perform the training.

11. Items with the USNSCC Name or Logo: The U.S. Naval Sea Cadet Corps has exclusive rights to its name, logos, trademarks, songs, insignias, emblems and badges and prohibits their unauthorized use. Vanguard Industries is the licensed vendor for the USNSCC. Any purchases including the USNSCC name or logo must first be requested through Vanguard Industries. Vanguard Industries has the first right of refusal.

12. Exceptions: The Executive Director must approve any exceptions to this policy by written notice.



U.S. NAVAL SEA CADET CORPS

Travel Policies and Procedures

1. Purpose of the travel policy. The purpose of this is to establish policies and procedures for the U.S. Naval Sea Cadet Corps (USNSCC), its employees, volunteers and consultants.

2. Travel Advances. Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved staff travel authorization form. Travel advances are generally limited to \$200 unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the USNSCC's travel policies as explained later in this section. Final expense reports are due within 30 days of returning from travel. Any outstanding advances more than 60 days old will be contacted by the Director of Administration for immediate payment.

3. Employee Travel. Within 30 days of the conclusion of any USNSCC-related business trip, an NSCC Travel Expense Report is to be completed and submitted to the appropriate staff member for processing. Travel Expense Reports will be completed in accordance with the following policies:

1. Identify each separately incurred business expense.
2. Except for tips, tolls and reimbursed mileage, all business expenses must be supported with invoices/itemized receipts.
3. For all lodging and any expenditure other than meals, vendor receipts/invoices must be submitted. Credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures.
4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
5. Mileage shall be calculated at a rate of \$0.50 per mile.
6. The business purpose of each trip must be adequately explained on each report.
7. Project/function codes must be identified for all expenditures.
8. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, organizations, and business relationships of all persons entertained
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
9. All reimbursement forms must be signed and dated by the employee.
10. All reimbursement forms must be approved by the employee's Department Director.
11. Only one reimbursement form should be prepared for each trip.
12. Travel costs for board members of federally grant-funded agencies requires prior approval by the funding agency and are therefore not approved.

Reimbursement will not be issued if the preceding criteria are not met. If the NSCC Travel Expense Report results in a balance due to the NSCC (as a result of receiving a travel advance greater than actual expenditures), the employee must attach a check or sign a statement indicating authorization to settle the balance due through a payroll deduction.

No further travel advances will be issued to any employee who has an outstanding balance due from a previous business trip.

4. Adult Volunteer Travel: Since the USNSCC is run primarily through assistance of adult volunteers in the field, the USNSCC reimburses travel expenses to these members in a few ways. Adult volunteers who hold certain positions in the USNSCC are required to attend conferences and training sessions and will be reimbursed per the below policies:

1. Conferences: Travel expenses for airline or mileage costs (whichever is cheaper), travel to and from the airport, and reasonable messing costs for conferences held by USNSCC National Headquarters (NHQ) may be reimbursed using a travel expense form provided by NHQ. These forms are generated with specific conference information on them and provided to each attendee. Generally, there is a limit set by NHQ for these travel expenses. In some cases, the limit is raised for certain members who are required to attend but must travel from outside the contiguous United States. Travel Expense Reports will be completed within 30 days of the completion of the conference and in accordance with the following policies:
 - a. Identify each separately incurred expense.
 - b. Except for tips, tolls and reimbursed mileage, all expenses must be supported with invoices/itemized receipts.
 - c. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
 - d. Mileage is calculated at \$0.50 per mile.
 - e. For all meals receipts must be itemized and attached.
 - f. All reimbursement forms must be signed and dated by the employee.
 - g. All reimbursement forms must be approved by the employee's Department Director.
 - h. Only one reimbursement form should be prepared for each trip.

Reimbursement will not be issued if the preceding criteria is not met.

If the travel expense form results in a balance due to the NSCC (as a result of receiving a travel advance greater than actual expenditures), a check must accompany the travel expense form.

2. Officer Professional Development Courses: Officer Professional Development (OPD) courses are required for all adult volunteers. The courses focus on program goals, program administration and leadership. The USNSCC offers a flat rate allowance to offset travel costs for these events. The allowance is in direct support of travel costs which include the cost of transportation, lodging,

subsistence and other related costs incurred by volunteers who are in an official travel status (on orders) and on official business of the NSCC (attending a scheduled OPD). The allowance is set at \$45 per day of training or \$0.50 per mile (driver only), whichever is greater. No allowance shall exceed \$400. To receive the allowance, the following must be completed:

- a. Register for an OPD and be approved to attend by the Commanding Officer of the Training Contingent (COTC). This will result in receiving signed orders.
- b. Attend and pass the course.
- c. At the completion of training the COTC will disburse the appropriate funds to each attendee and have them sign the Escort Allowance Worksheet.

Reimbursement will not be issued if the preceding criteria is not met.

3. Escort Allowance: All training Escort Officers (Officers, Instructors, and Midshipmen, and Auxiliaries) are eligible for the allowance provided they attend the training for at least one full training day, are enrolled in the USNSCC, and are under orders for that specific training. Mileage reimbursed shall not exceed the mileage computation using commercially available mapping programs (Google Maps, Map Quest). Mileage shall be paid at \$0.50 per mile. Other methods of travel (air, train, bus, etc.) shall be reimbursed at the actual cost, or at \$0.50 per mile, whichever is greater. No escort allowance may exceed \$400.00 without the authorization of NHQ.

The following is reimbursable as escort allowance:

- a. Mileage to the training site from home, and home from the training site upon completion of the training (e.g., one round trip).
- b. Mileage incurred in support of the training (e.g., bringing a cadet to and from a walk-in clinic).

The following is NOT reimbursable as escort allowance:

- a. Riding as a passenger in a vehicle for which mileage has already been paid (e.g., husband and wife who travel in the same car to/from a training cannot both be reimbursed for the full mileage).
- b. Mileage incurred in a passenger or cargo vehicle rented with NSCC training funds.
- c. Mileage that is not in support of the training (e.g., personal shopping trips, additional trips home).

Fuel for rental vehicles used in support of training is reimbursable as part of travel or transportation of cadets.

Reserve and active duty military under military no-cost orders are eligible to receive this allowance. Those on paid orders are not. Escort allowances are not authorized for Locally Arranged Trainings.

Escort Officers are responsible for informing the COTC of their mileage computation. COTCs are responsible for disbursing allowances to all escort officers prior to the end of training, filling out the Escort Allowance Worksheet,

getting signatures for each allowance disbursed, and submitting the worksheet with their training audit as proof of funds disbursed.

5. Cadet Travel: The USNSCC does not reimburse cadet travel to or from domestic trainings, evolutions, or events with grant funds.

6. International Travel: International Travel may be purchased using grant funds for cadets and adults participating in NHQ-sanctioned International Exchange Programs. Airfare will be purchased using American-flagged airlines whenever possible, and any contract with a travel agency to purchase airfare for the IEP will require the purchase of the lowest-price fare which meets the safety and scheduling requirements of the IEP. All other provisions of the USNSCC's Travel Policy will apply to international travel.

7. Reasonableness of Travel Costs: The USNSCC shall reimburse travelers only for those business-related costs that are reasonably incurred. The following guidelines shall apply:

1. Suites and other upgraded rooms at hotels shall not be allowed. Travelers should stay in standard rooms
2. Ask hotels for any available discounts – nonprofit, government or corporate rates.
3. When utilizing rental cars, travelers should rent midsize or smaller vehicles; Share rental cars whenever possible
4. Reasonable tips for baggage handling shall be reimbursed. No receipts are required

8. Special Rules Pertaining to Air Travel: The following additional rules apply to air travel:

1. Air travel should be at coach class; First class air travel shall not be reimbursed unless there is a documented medical reason
2. Memberships in airline flight clubs is not reimbursable
3. Cost of flight insurance is not reimbursable
4. When airfare is \$500 or more, two quotes from a travel agency and/or an airline which meet the other travel requirements should be obtained and attached to the expense report
5. When returning on a Sunday or departing on a Saturday to obtain a cost savings in airfare due to the Saturday-night stay-over, travelers should provide a total cost comparison (showing that the lower airfare plus an extra night lodging, meals & incidentals is less costly than airfare without the Saturday night stay-over)
6. Cost of upgrade certificates is not reimbursable
7. Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.)
8. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e. NSCC will not reimburse for the personal legs of a trip)

9. Spouse/Partner Travel: It is the policy of NSCC not to reimburse any employee for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy.

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	Vendor Selection Form	<i>Completed by COTC prior to expenditure</i>
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NOTES AND INSTRUCTIONS

1. IAW the USNSCC's Procurement Policies and Procedures, use this form to document the vendor selection process for purchases over \$3,000.
2. A new NSCTNG 014 (with supporting documentation) must be completed for each purchase over \$3,000.
3. Sign and upload when prompted by Magellan. The cognizant NHQ Rep will use this form and supporting documentation to approve purchases.

1. TRAINING SITE INFORMATION

1a. Type/Description of Training		1b. Location of Training
1c. Beginning/End Dates of Training	1d. Primary Training Code	1e. Additional Training Codes (If hosting multiple events)
1f. COTC Name	1g. COTC Phone	1h. COTC E-Mail

2. PURPOSE OF PROCUREMENT

2a. Describe the service or item(s) to be purchased

2b. Expected purchase price

Under \$3,000 - You should always compare costs, but you do not need to document cost comparisons for purchases under \$3,000.
Multiple Independent Purchases - If Magellan flagged a line item in your funding request at over \$3,000, but this line item is composed of multiple purchases, all of which are under \$3,000 and truly independent of each other, mark this box, list the items with approximate costs in Section 2a, and sign.
\$3,000 - \$49,999 - Unless Sole Source (complete Section 6), document at least 3 quotes (verbal, written, catalog, or online). Complete Section 3 of this form and sign.
\$50,000 - \$149,999 - Unless Sole Source (complete Section 6), you must document at least 3 written quotes. Complete Section 4 of this form and sign.
\$150,000 or more - STOP . Contact NHQ, which will guide you through a competitive bid procedure.

Note: Appendix II to 2 CFR 200 requires that contracts over \$10,000 contain specific provisions; contact NHQ for sample language.

3. SMALL PURCHASES (\$3,000 - \$49,999)

3a. Vendors and Prices

Vendor 1:	Price:	Method:
Vendor 2:	Price:	Method:
Vendor 3:	Price:	Method:

3b. Verbal Quotes - Complete only for verbal quotes; written, online, catalog, and price lists quotes are to be attached to this form

Name/Title of Vendor Rep 1:	Date of Quote:	Rep Phone/Email:
Name/Title of Vendor Rep 2:	Date of Quote:	Rep Phone/Email:
Name/Title of Vendor Rep 3:	Date of Quote:	Rep Phone/Email:

4. INTERMEDIATE PURCHASES (\$50,000 - \$149,999)

4a. Vendors and Prices

Vendor 1:	Price:	Attach written quotes/bids from each vendor. Each quote/bid must include name and contact info for the vendor, the specific item or service for purchase, the date of quote, and proposed price. Attach your Request for Proposal if used.
Vendor 2:	Price:	
Vendor 3:	Price:	

5. VENDOR SELECTION		
5a. Vendor Recommended for Award		
5b. Justification		
	Award to lowest quote/bid of the quotes/bids considered (skip to Section 7)	
	Award to other vendor, where submitted information suggests a more expensive vendor offers the best value to the USNSCC (complete Section 5c)	
	Sole Source (complete Section 6)	
Note: 2 CFR 200.231 requires that Small and Minority-owned, Women-owned, and Labor Surplus Area (SM/W/LSA) firms should be given preference to the extent practical and economically feasible.		
5c. Explanation of Award Decision. When recommending a vendor which is not the low bidder, explain the factors (e.g., compliance with specifications, experience, customer service, warranties, etc.) affecting recommendation. Attach additional information as necessary.		
6. SOLE SOURCE PROCUREMENT		
6a. Sole Source Justifications (select all which apply)		
	US Government is the vendor for billeting or berthing	At least three quotations requested, only one response received
	Only source available at the training site or in the area	Unique experience, expertise, or key personnel
	Only source capable of meeting USNSCC training requirements	Use of Vanguard Industries for USNSCC-branded items
	Urgency - insufficient time to conduct a vendor selection process (reason for the inability to compare vendors must be documented and attached)	
6b. Sole Source Comments. Attach additional information as necessary.		
7. CONFLICT OF INTEREST ACKNOWLEDGMENTS		
		TRUE FALSE
7a. No person involved in the selection of this vendor has any familial relationship with any employee or agent of the vendor.		
7b. No person involved in the selection of this vendor is employed by, or acting as a consultant, contractor, or agent for the vendor.		
7c. No person involved in the selection of this vendor has a financial interest in the vendor.		
7d. No person involved in the selection of this vendor has received a gift or hospitality from this vendor in the previous 12 months.		
7e. No person involved in the selection of this vendor has given a gift or provided hospitality to the vendor or its agents in the previous 12 months.		
7f. The family members of those involved in the selection of this vendor are free of the conflicts of interest described in 7a - 7e.		
7g. Conflict of Interest Comments - if you answered "false" to any question above, please explain below. Attach additional information as necessary.		
8. SUBMITTED BY:		
8a. COTC, Full Name & Rank (Print or Type)	8b. Signature	8c. Date (DD MMM YY)
9. VENDOR SELECTION APPROVED BY:		
9a. NHQ Representative, Full Name & Rank (Print or Type)	9b. Signature	9c. Date (DD MMM YY)
10. VENDOR SELECTION ENDORSED BY:		
10a. Full Name and Rank of NHQ (Print or Type)	10b. Signature	10c. Date (DD MMM YY)



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

VOLUNTEER CODE OF CONDUCT

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

I WILL ACT WITH INTEGRITY.

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

I WILL TREAT OTHERS WITH DIGNITY AND RESPECT.

10. I will foster an inclusive command climate. I recognize that each of my shipmates – cadets and fellow volunteers – is a valued member of the U.S. Naval Sea Cadet Corps team.
11. I will never cause or permit a cadet to be deprived of his or her dignity, nor cause or permit a cadet to suffer any undue breach of privacy. I will never cause or permit a cadet to be deprived of food, clothing, shelter, sleep, or medical care.
12. I will never subject any person to discrimination on the basis of race, ethnicity, sex, sexual orientation, color, religion, disability, or national origin.

13. I will never allow a cadet to be exposed to alcohol, recreational drugs, pornography, or violent behavior. I will limit my use of tobacco products while at USNSCC activities and will keep any such use out of the view of cadets.
14. I will never use my position of authority to intimidate, demean, humiliate, dominate, coerce, or hurt another person mentally, emotionally, or physically. I will immediately intervene to stop any others who do. I will not heed or spread gossip.
15. I will limit any physical contact with a cadet to the minimum necessary to correct that cadet's position or uniform, or to accomplish authorized training objectives.
16. When it becomes necessary to discipline a cadet, I will do so in a fair, even-handed manner. I will counsel or instruct the cadet on how to correct the deficiency in private, whenever possible. I will never subject any person to physical training for the express or implied purpose of punishment.
17. I will not engage in any sexual conduct or engage in conversations of a sexual nature at USNSCC activities. I will not make lewd or sexual comments, request sexual favors from anyone, nor engage in any words or conduct that could be perceived as sexual harassment.
18. If a cadet wishes to discuss topics involving his or her sexuality with me, I will refer that cadet to his or her parents/guardian, medical provider, or school counselor.
19. I will respect and follow my chain of command.

I WILL ENSURE A SAFE AND EFFECTIVE TRAINING ENVIRONMENT.

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



U.S. NAVAL SEA CADET CORPS

www.seacadets.org

Date

From: Executive Director, U.S. Naval Sea Cadet Corps

To: _____, _____
Rank/Rate Full Name Service Branch

Subj: MEMORANDUM OF UNDERSTANDING BETWEEN YOU AND THE U.S. NAVAL SEA CADET CORPS REGARDING PARTICIPATION IN RECRUIT/ADVANCED TRAINING

Ref: (a) NSCC Regulations, Chapter 9
(b) NSCC Training & Operations Manual, Chapter

Encl: (1) USNSCC Volunteer Code of Conduct
(2) Instructions for accessing *Stewards of Children*

1. **Summary.** As an active duty or active-reserve military service member, you may participate in this training evolution under a one-time exception to the USNSCC's requirement that all adult volunteers be enrolled in our program. This letter summarizes our understanding in consideration for permitting you to participate as a temporary USNSCC volunteer at the following Recruit/Advanced training:

Name of Training: _____

Code: _____ Dates: _____, 20____ to _____, 20____

Commanding Officer
of the Training Contingent: _____

2. **Terms and Conditions.**

3. Unless you are an enrolled volunteer in the USNSCC, you must comply with each of the following conditions in order to participate in this training:

- a. *Duty Status.* You must be in a duty status. Active duty service members are typically in a duty status even when on leave or temporary additional duty (TAD).
 - (i) Members of a military reserve component must provide a signed copy of their orders to support Sea Cadet training, which can be either for Annual Training (AT) or Inactive Duty Training (IDT). You should consult your reserve unit command or administrative staff to see if they will approve unpaid IDT orders.
 - (ii) To find directives issued by your service that permit you to support USNSCC training in a duty status, please visit <http://homeport.seacadets.org/>, click on "Administration," and "Military and Federal Directives."

Subj: MEMORANDUM OF UNDERSTANDING BETWEEN YOU AND THE U.S. NAVAL SEA CADET CORPS REGARDING PARTICIPATION IN RECRUIT/ADVANCED TRAINING

- (iii) If your reserve unit will not issue you orders, you will need to enroll as a USNSCC volunteer. Please contact the Commanding Officer of the Training Contingent (COTC) or USNSCC National Headquarters for more information.
- b. *Youth Protection Training.* If you will be staying overnight in the barracks with cadets, and/or will be present and assisting in the supervision of daily hygiene activities, you must complete the 1.5-hour *Stewards of Children* eLearning training offered by the Darkness-to-Light company prior to reporting for training.
- (i) Instructions on accessing and completing the *Stewards of Children* training are attached to this letter as enclosure (1).
- (ii) You must submit a copy of your certificate of completion to the COTC along with your orders prior to reporting for training.
- c. *Insurance Coverage.* You are not covered by the USNSCC accident insurance policy. Your primary insurance (e.g., TriCare), will cover any injuries or accidents suffered while at training.
- d. *Chain of Command.*
- (i) The ranks or rates of USNSCC personnel are not equivalent to military ranks or rates. USNSCC officers do not rate salutes from military personnel; however, if you should find yourself in a situation where saluting would be appropriate (e.g., you are making reports to the COTC while standing in formation), please render whatever military courtesies you would typically render in that situation.
- (ii) We expect you to follow the lawful orders of the COTC, the Executive Officer of the Training Contingent, and any USNSCC officials exercising their authority in a billet senior to yours.
- e. *Conduct and Discipline.* As a temporary volunteer, you must agree to abide by the same standards of conduct as regular USNSCC volunteers.
- (i) You have been provided a copy of the USNSCC Volunteer Code of Conduct at enclosure (1) of this letter.
- (ii) The Code of Conduct addresses, among other things, the following:
- Hazing
 - Bullying
 - Maltreatment
 - Sexual Harassment
 - Fraternalization
 - Discrimination
 - Inappropriate Touching
 - Two-Person Rule
 - Bystander Intervention

Subj: MEMORANDUM OF UNDERSTANDING BETWEEN YOU AND THE U.S. NAVAL SEA CADET CORPS REGARDING PARTICIPATION IN RECRUIT/ADVANCED TRAINING

- Mandatory Reporting

- (iii) You acknowledge that you have read, fully understand, and will agree to abide by the terms of the Code of Conduct while serving as a temporary USNSCC volunteer.
- (iv) You also understand that while in a duty status, you are subject to the Uniform Code of Military Justice (UCMJ) and any criminal activity may be reported to local law enforcement and/or your military command.

f. *In-Briefing.* On reporting for training, the COTC or his/her designee should provide you with a short introduction covering the USNSCC, its mission, key features of cadet and officer uniforms, and what to expect at training. Slides for this presentation are available through the COTC, or National Headquarters.


4. **AGREEMENT.** I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS OF MY PARTICIPATION IN THE NAMED USNSCC RECRUIT OR ADVANCED TRAINING, AND FULLY AGREE TO THEM. I HEREBY AGREE THAT I WILL PERFORM MY ASSIGNED RESPONSIBILITIES TO THE BEST OF MY ABILITY:

SIGNED, this _____ Day of _____, in the Year 20_____.

Signature

Printed Name

For the U.S. Naval Sea Cadet Corps:


DAVID I. HULL
Deputy

CHECKLIST

Please return the following documents to the Commanding Officer of the Training Contingent (COTC) prior to reporting for training:

- (1) This letter, signed and dated (retain a copy for your records)
- (2) A copy of your *Stewards of Children* completion certificate
- (3) Reservists only: A copy of your official unpaid or paid orders

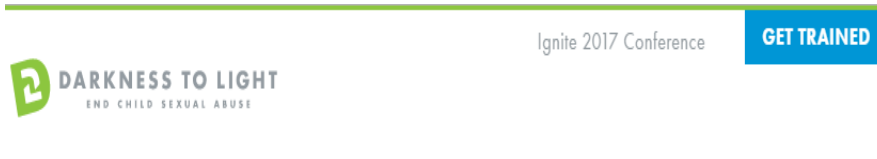
THANK YOU FOR VOLUNTEERING TO SUPPORT OUR TRAINING PROGRAMS!



Follow these instructions to complete Darkness to Light, *Stewards of Children*.

Accessing the Site

- Visit www.d2l.org
- Select “Get Trained”:



- Select “Online Training”:



- Select “Click Here”

Individuals

Are you a new user or do you already have an account?



- Select “New Account”

Welcome to Darkness to Light Online Training! ⚡

If you are with an organization that provided you with a unique custom link, please ensure you register for a new account with that unique custom link. If you have misplaced the unique custom link, please contact your group administrator.

If you are not with an organization that provided you with a unique custom link, please create a new account by clicking “New Account”.

NEW ACCOUNT

- Complete the application and select “Login”.

* First Name:

* Last Name:

* Email Address:

Company/Organization*

* Username:

* To which gender identity do you most identify...:

* Ethnicity origin (or Race):

* City:

* State:

* Zip/Postal Code:

Country:

* New password:

* Confirm password:

* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords must be 4 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID, or email address.

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

- Upon access to the site, a \$10 fee is required to register for the online training. The training is 2 hours but can be completed in less time. A certificate of completion will be emailed to the individual upon successful completion. The certificate must be provided to the COTC. COTC's will **not** accept the individual who does not complete and provide the certificate.

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h1 style="margin:0;">Vendor Selection Form</h1>	<i>Completed by COTC prior to expenditure</i>
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NOTES AND INSTRUCTIONS

1. IAW the USNSCC's Procurement Policies and Procedures, use this form to document the vendor selection process for purchases over \$3,000.
2. A new NSCTNG 014 (with supporting documentation) must be completed for each purchase over \$3,000.
3. Sign and upload when prompted by Magellan. The cognizant NHQ Rep will use this form and supporting documentation to approve purchases.

1. TRAINING SITE INFORMATION

1a. Type/Description of Training		1b. Location of Training	
1c. Beginning/End Dates of Training	1d. Primary Training Code	1e. Additional Training Codes (If hosting multiple events)	
1f. COTC Name	1g. COTC Phone	1h. COTC E-Mail	

2. PURPOSE OF PROCUREMENT

2a. Describe the service or item(s) to be purchased

2b. Expected purchase price

	Under \$3,000 - You should always compare costs, but you do not need to document cost comparisons for purchases under \$3,000.
	Multiple Independent Purchases - If Magellan flagged a line item in your funding request at over \$3,000, but this line item is composed of multiple purchases, all of which are under \$3,000 and truly independent of each other, mark this box, list the items with approximate costs in Section 2a, and sign.
	\$3,000 - \$49,999 - Unless Sole Source (complete Section 6), document at least 3 quotes (verbal, written, catalog, or online). Complete Section 3 of this form and sign.
	\$50,000 - \$149,999 - Unless Sole Source (complete Section 6), you must document at least 3 written quotes. Complete Section 4 of this form and sign.
	\$150,000 or more - STOP . Contact NHQ, which will guide you through a competitive bid procedure.

Note: Appendix II to 2 CFR 200 requires that contracts over \$10,000 contain specific provisions; contact NHQ for sample language.

3. SMALL PURCHASES (\$3,000 - \$49,999)

3a. Vendors and Prices

Vendor 1:		Price:		Method:	
Vendor 2:		Price:		Method:	
Vendor 3:		Price:		Method:	

3b. Verbal Quotes - Complete only for verbal quotes; written, online, catalog, and price lists quotes are to be attached to this form

Name/Title of Vendor Rep 1:	Date of Quote:	Rep Phone/Email:	
Name/Title of Vendor Rep 2:	Date of Quote:	Rep Phone/Email:	
Name/Title of Vendor Rep 3:	Date of Quote:	Rep Phone/Email:	

4. INTERMEDIATE PURCHASES (\$50,000 - \$149,999)

4a. Vendors and Prices

Vendor 1:		Price:		Attach written quotes/bids from each vendor. Each quote/bid must include name and contact info for the vendor, the specific item or service for purchase, the date of quote, and proposed price. Attach your Request for Proposal if used.
Vendor 2:		Price:		
Vendor 3:		Price:		

5. VENDOR SELECTION			
5a. Vendor Recommended for Award			
5b. Justification			
	Award to lowest quote/bid of the quotes/bids considered (skip to Section 7)		
	Award to other vendor, where submitted information suggests a more expensive vendor offers the best value to the USNSCC (complete Section 5c)		
	Sole Source (complete Section 6)		
Note: 2 CFR 200.231 requires that Small and Minority-owned, Women-owned, and Labor Surplus Area (SM/W/LSA) firms should be given preference to the extent practical and economically feasible.			
5c. Explanation of Award Decision. When recommending a vendor which is not the low bidder, explain the factors (e.g., compliance with specifications, experience, customer service, warranties, etc.) affecting recommendation. Attach additional information as necessary.			
6. SOLE SOURCE PROCUREMENT			
6a. Sole Source Justifications (select all which apply)			
	US Government is the vendor for billeting or berthing	At least three quotations requested, only one response received	
	Only source available at the training site or in the area	Unique experience, expertise, or key personnel	
	Only source capable of meeting USNSCC training requirements	Use of Vanguard Industries for USNSCC-branded items	
	Urgency - insufficient time to conduct a vendor selection process (reason for the inability to compare vendors must be documented and attached)		
6b. Sole Source Comments. Attach additional information as necessary.			
7. CONFLICT OF INTEREST ACKNOWLEDGMENTS			
		TRUE	FALSE
7a. No person involved in the selection of this vendor has any familial relationship with any employee or agent of the vendor.			
7b. No person involved in the selection of this vendor is employed by, or acting as a consultant, contractor, or agent for the vendor.			
7c. No person involved in the selection of this vendor has a financial interest in the vendor.			
7d. No person involved in the selection of this vendor has received a gift or hospitality from this vendor in the previous 12 months.			
7e. No person involved in the selection of this vendor has given a gift or provided hospitality to the vendor or its agents in the previous 12 months.			
7f. The family members of those involved in the selection of this vendor are free of the conflicts of interest described in 7a - 7e.			
7g. Conflict of Interest Comments - if you answered "false" to any question above, please explain below. Attach additional information as necessary.			
8. SUBMITTED BY:			
8a. COTC, Full Name & Rank (Print or Type)		8b. Signature	8c. Date (DD MMM YY)
9. VENDOR SELECTION APPROVED BY:			
9a. NHQ Representative, Full Name & Rank (Print or Type)		9b. Signature	9c. Date (DD MMM YY)
10. VENDOR SELECTION ENDORSED BY:			
10a. Full Name and Rank of NHQ (Print or Type)		10b. Signature	10c. Date (DD MMM YY)