



U.S. NAVAL SEA CADET CORPS



JAKE GARN SQUADRON

Unit Standard Operating Procedure (SOP)

This document is a brief summary of our Sea Cadet Unit Policies and Procedures. It covers only certain points of the NSCC Regulations and highlights of those procedures. Complete regulations and additional documentation can be found on the [National Homeport Website](#).

Preamble

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Sailors Creed

I AM A UNITED STATES SAILOR. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA AND I WILL OBEY THE ORDERS OF THOSE APPOINTED OVER ME. I REPRESENT THE FIGHTING SPIRIT OF THE NAVY AND THOSE WHO HAVE GONE BEFORE ME TO DEFEND FREEDOM AND DEMOCRACY AROUND THE WORLD. I PROUDLY SERVE MY COUNTRY'S NAVY COMBAT TEAM WITH HONOR, COURAGE, AND COMMITMENT. I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL.

Foreword

The Unit SOP is designed to clarify some areas and to assist cadets, as well as parents, in understanding basic unit activities and requirements.

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

The Unit conducts trainings away from home on an ongoing basis. The enrollment fee does not cover all unit trainings or events and will require parents (or cadets) to assist with the additional funding as needed from time to time. All policies, that are not unit specific, are found on the national website at homeport.seacadets.org. Units have the ability to add to, but not delete from, the national policies which means units have the ability to enhance national policies by tailoring them to the unit's specific needs. I appreciate the time you took to review this SOP and look forward to working with you.

Commanding Officer, NSCC
Jake Garn Squadron
CO@seacadetsutah.org



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Acronyms/Definitions

AA (E2)	Airman Apprentice
ALPO	Assistant Lead Petty Officer
AN (E3)	Airman
AO (Admin)	Administration Officer
AR (E1)	Airman Recruit
AT	Advanced Training
BMR	Basic Military Requirements
CNO	Chief of Naval Operations
CO	Commanding Officer
COC	Chain of Command
COTC	Commanding Officer Training Contingent
CPO (E7)	Chief Petty Officer
DAR	Daughters of the American Revolution
DW	Drill weekend
EMI	Extra Military Instruction
IDG	Internet Development Group
IEP	International Exchange Program
LPO	Lead Petty Officer
MCPON	Master Chief Petty Officer of the Navy
Muster	Gather together for roll call
NLUS	Navy League of the United States
NPO	New Parent Orientation
NWU	Navy Working Uniform
OOD	Officer of the Deck
OPS	Operations Officer
PAO	Public Affairs Officer
PIC	Person In Charge
PO1 (E6)	Petty Officer 1 st Class
PO2 (E5)	Petty Officer 2 nd Class
PO3 (E4)	Petty Officer 3 rd Class
POC	Point of Contact
POD	Plan of the Day



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POIC	Petty Officer In Charge
POM	Plan of the Month
POOW	Petty Officer of the Watch
PT	Physical Training
RT	Recruit Training
RTC	Recruit Training Command
SA (E2)	Seaman Apprentice
SAR	Sons of the American Revolution
SECNAV	Secretary of the Navy
Slick Sleeve	Cadets Without Rank
SN (E3)	Seaman
SOP	Standard Operating Procedures
SR (E1)	Seaman Recruit
STS	Summer Training Schedule
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
UOD	Uniform of the Day
USNLCC or NLCC	United States Navy League Cadet Corps
USNSCC or NSCC	United States Naval Sea Cadet Corps
XO	Executive Officer



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Introduction

Welcome

Welcome aboard the Jake Garn Squadron which we refer to in this document as “Unit.” We are very pleased that you have decided to enroll in the United States Naval Sea Cadet Corps to embark on one of the biggest adventures in your life. This SOP covers general areas of interest and Unit specifics for cadets and parents. After reading this manual, if you have questions or concerns, contact the XO either by email or on drill weekend.

Benefits

Though the Navy acts as a liaison to the Sea Cadets program, there is no obligation of those enrolled to enlist in the military. If a cadet elects to enlist, the service record acts as documentation to substantiate a cadet’s advancement and time in the program. Depending upon the rank earned in the Sea Cadet Program, cadets who do enlist in the military can be recommended by the Unit CO for advanced pay grade in whichever branch of service they may choose. There are nationally recognized military branch directives in place which favor the USNSCC Program. By offering technical, hands-on training in a short duration of time, cadets will experience serious, intense, fully immersed trainings unmatched by any other program available, locally. This training is held across the United States and around the globe. In today’s highly competitive environment, cadets will have an advantage over peers that have not participated in a program such as this. The more experience one brings to the table, the more options they have in colleges, universities, the military, and ultimately in their career. Currently, the Sea Cadet Program places more former Sea Cadets into military service academies than any other program including the Boy Scouts of America and JROTC.

Additionally, those cadets who are accepted to a four-year university may be eligible for scholarships through the Sea Cadet Scholarship Program. Most importantly, the Naval Sea Cadet Corps provides its cadets the opportunity to develop their leadership skills and build character through engaging activities. This is by no means an easy program, but through hard work, commitment and dedication, outstanding opportunities are available for these young Americans.



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Training With Non-Registered Staff

Many times there will be training evolutions in which cadets are placed in the care of non-registered NSCC staff. Trainings across the United States and abroad will, from time to time have adult staff or training staff that are not registered with the NSCC program, oversee the cadets depending upon the nature of the training. This is no different than any other organization that has organized training with transportation or assistance provided by someone other than a registered member of that organization. On military bases, there will be many times that cadets are trained by Sailors, Marines, Soldiers, or Airmen as well as officers of the military. Military personnel may instruct these cadets without an NSCC officer or registered staff member present.

Parents or Guardians

First, thank you very much for entrusting us with your child. We strive to assist you in molding them into productive and responsible American citizens. We realize this is a volunteer program which does not require the cadets to enlist; however, we do expect commitment to the program from both the parent/guardian and the cadet. Though we understand that we cannot run this program as if these cadets are enlisted personnel, our program is designed to give them a well-rounded, positive, structured experience that closely resembles what military life will be like. This includes expectations in advancement, coursework completion, attendance, and participation. We have published these Standard Operating Procedures designed for the Unit, to help us and you better prepare the cadet. For cadets enrolled in the NSCC program, remember it is their responsibility to contact Chain of Command (COC) with questions regarding correspondence courses, uniform matters, or trainings, etc. While it is necessary for a parent to be involved (in the background), a parent that directly involves themselves in cadet matters undermines cadet responsibility and hinders development of that responsibility and individual growth in the NSCC program. We understand some cadets need that parental support for some areas; however, when a cadet is at training, parents or guardians are not present and they must rely on their training rather than parental assistance. Again, we stress the expectations of this program require cadets to become responsible. With that said, we believe your cadet will have an experience of a lifetime when the command staff is permitted to do the job of providing the best possible training evolutions in the Naval Sea Cadet Program.

New Parent Orientation

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



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Academic Scores (School Grades)

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

Examples to avoid:

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

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

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



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United States Navy Core Values

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

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

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

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

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

Community Activities, Fundraising, and Other Events

Along with regularly scheduled drills, opportunities will arise for participation in community activities. This may include Honor Guard, color guard, marching in a parade, or greeting people at a ceremony. Each cadet is expected to volunteer in service to his or her community. A community service award is presented to any cadet that can submit proper documentation of hours of service. Once totaling 30 hours, they earn an award. Unit Commendation awards may be given for Unit activities if the requirements for the award are met.

Throughout the year we will be organizing fundraising event for the Unit. These events include but are not limited to providing Honor Guards for donations and local restaurants donating proceeds on certain days. The command staff is always open to new ideas from parents for fundraising events. Contact the XO if you have ideas or questions about fundraising. The NSCC is a non-profit origination with a 501(c)(3). Any company wishing to donate to our Unit can do so.



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National Websites Information

Most of the information in this Unit SOP in “snapshot” form is located on www.homeport.seacadets.org. This website is very useful for both parents and cadets wanting to understand the program more and find useful answers to questions. Cadets will find the Awards Manual very informative. The above website will have these manuals listed for public viewing:

Administration Manual – general knowledge for parents

Advancement and Training Manual – specific knowledge for cadets and interested parents

Awards Manual – specific knowledge for cadets and interested parents

NSCC Ribbon Checker – specific knowledge for cadets

USNSCC IMC – recommended for parents – sign up to receive National information

NSCC or NLCC Regulations Manual – specific knowledge for both cadets and parents

Uniform Manual – specific knowledge for both cadets and parents

Action and Information Letters – specific knowledge for both cadets and parents

Administration

Cadet / Officer Application and Medical Disclosure

A Cadet Application (NSCADM 001) must be filled out in its entirety to be enrolled into this program. Not only does the application need to be filled out but the Medical Exam (NSCADM 21) and Medical History (NSCADM 20) must be completed. A copy of the immunization records must also be included. The most important item the Unit Commanding Officer and staff must have in the service record is a documented list of the cadet’s medical needs, conditions, or past conditions to include:

- Medical issues (to include listing any previous medically documented heat exhaustion)
Special dietary needs
- Past surgeries
- Injuries requiring medical attention
- Other conditions

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



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No one will be denied admission to the NSCC due to a medical disability. Where a medical condition precludes full, unlimited participation, a Request for Accommodation (NSCADM 015) may be presented by the parent or guardian for review so the cadet may participate in NSCC activities to the maximum extent possible. Failure to disclose this information is grounds for removal from the Unit. Safety of the cadet is paramount, so please provide us all the information we need upon enrollment.

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

Unit Fees for New Enrollment

New Enrollment for Cadets

1. Initial Enrollment Fee of \$225 provides the cadet with an annual ID card and an initial set of uniforms. This fee must be paid in order to participate in Unit activities. The uniform fee is NOT refundable upon disenrollment or discharge but uniforms MUST be returned.
2. Cadets may not be issued uniforms or uniform items until this fee is paid.

New or Surplus U.S. Navy uniforms will be available to the NSCC members. Some cadets cannot be outfitted do to unique body shapes therefore the unit will do its best to obtain what uniforms and items that we can. You will have to purchase black, all leather boots and black, lace-up dress shoes from a commercial retailer. You will be provided more information about this when uniforms are issued. Dues are paid either in cash, check, or money order made payable to Jake Garn Squadron. All fees are non-refundable.

Re-Enrollment and Other Fees

Re-Enrollment Fees for Cadets

1. \$150 provides a continuation of membership and secondary insurance. This must be paid at least two months prior to ID card expiration.
2. Cadets "Aging out" of the program due to senior graduation will pay a pro-rated portion of the Annual Administration fee based on their enrollment length as a Sea Cadet for the year, generally through September of that year.
3. Cadets that transfer to Midshipman status after September do not pay a pro-rated Annual Administration fee and fall into the re-enrollment fee structure of Adult Staff.

Adult Staff

1. Initial staff enrollment fee of \$60.00 is paid by the adult volunteer and will include an NSCC polo shirt. Subsequent renewal fees will be paid by the Unit as long as the adult remains active in the program.
2. Adult Staff that meet the Height/Weight requirements to be uniformed Officers will have to purchase uniforms if they wish to wear the NSCC uniform.



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Other Fees

1. Upon disenrollment, the ID card, all uniforms and uniform items must be returned to the Unit. Items must be returned during the next drill evolution to avoid the Unit seeking legal assistance.
2. All replacement ID cards require a fee of \$5 if lost or destroyed.

ID Cards

All ID cards must be valid through the end of any training. The Commanding Officer will not sign orders if an ID card will expire prior to the completion of training unless the renewal has been paid and a receipt issued. Annual dues are to be submitted to the Unit at least two months prior to ID card expiration. Cadets without a current ID card will not be allowed to participate in Unit functions, trips, local trainings, or national trainings – no exceptions.

The Unit has put into place many vehicles that allow a parent or guardian of a cadet to submit payment in a timely manner. It is the sole responsibility of the cadet to inform their parents or guardian when their ID card dues are due. It is the responsibility of the parent to ensure these dues are paid on time. ID cards remain current through the end of cadet's enrollment month. **A late fee of \$10.00 is charged once the ID card has expired and is separate from any other Unit fees.** If there are questions regarding payment or financial issues please contact the Commanding Officer or the Executive Officer.

ID Card Photos

All cadets and staff are required to have their ID card photo taken in uniform.

Enlisting Into the Service or Disenrollment

Please refer to the Homeport website for information regarding the transfer or enlistment to a military branch of service or disenrollment.

Change of Address or Other Personal Information

If there is a change to a cadet's personal information such as:

- Home address
- Guardianship
- Adoption
- Phone numbers
- Insurance
- Medical information
- Any other information



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It is mandatory that the parent fill out and sign a new Cadet Application (NSCADM 001). There is no fee for completing a new application. All orders are generated from the most current Cadet Application on file; if there are changes, the cadet or parent must notify the Administration Officer the following drill after the change occurs. Failure to provide accurate and timely information can delay the cadet's training orders and possibly cause them to miss the billet quota and not be able to attend their desired training. Filling out new medical information on training orders does not replace the need to have current medical information on file. There are trainings that cadets will attend that are not national trainings therefore, having current medical information on file is mandatory along with correct contact names and phone numbers.

Drill Date Information

The Unit generally drills one weekend each month with some exceptions. The drill calendar runs on the fiscal year October to September. Drill dates will be posted on the Unit website in three month blocks. Sometimes a change will occur due to scheduling conflicts or issues with training staff that are out of our control. If there is a change to the drill schedule it will be posted on seacadetsutah.org and in the POM.

We are not always able to anticipate changes that may happen on short notice. In these cases, a phone call via the Chain of Command, may be in order. While we understand that birthdays and family events occasionally fall on drill weekend, we ask that the cadets adhere to the drill attendance regulation as defined in the NSCC Regulations Manual. Cadets are to arrive at 0730; Morning Quarters is 0755. Drill hours are typically from 0730-1700.

Service Jacket

Most information on a cadet can be found in their service jacket. A service jacket holds the records of each cadet during their time in the program. The service jacket is the property of the US Naval Sea Cadet Corps – it is NOT personal property. We will make copies of documents for you for should you require them. All cadet information filled-out during enrollment process, administration papers, Standards of Conduct, correspondence courses completed, trainings attended, parades, awards, community service, etc. will be placed in the service jacket. Service jackets will not be permitted to leave the drill hall with anyone except the AO, CO, or CO's designee. The service jacket contains the information a cadet needs for promotion and recognition. This service jacket is the "diary" of the Naval Sea Cadet. Each Commanding or Administration Officer who views the cadet's service jacket has an understanding of the caliber of each cadet they are receiving for an Advanced Training. The information in the service jacket may afford them the opportunity to be placed into leadership positions based on achievements, rank attained, and trainings attended in the past regardless of age. All cadets are required to review their service jacket during drill at least once a year to ensure accuracy. Cadets, parents or guardians are not authorized to "sanitize" any service jacket. Sanitize means the removal of unwanted or undesired documentation. Removal or the altering of items from/in the service jacket is against NSCC Regulations and may be cause for the cadet's dismissal from the program. Cadets will receive their sealed service jacket for trainings; upon arrival at training the service record will be turned over to the COTC; at the completion of training the sealed service record will be returned to the cadet; the service record must be returned to the Administration department at the next drill.



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Cadet Personal Achievements

Cadets should scan and email report cards, community service or other awards of recognition received outside the NSCC program to: Executive Officer: xo@seacadetsutah.org

If you do not have the ability to scan the document, cadets can bring their hard copies to drill for copying and processing. If a cadet is submitting a trimester or semester report card to receive the Academic Achievement award, only A or A/B honor roll status can satisfy the award requirement. The GPA for the grading period does not satisfy the award requirements.

Recruiting

Anyone can promote the Naval Sea Cadet Corps, Navy League Corps, and the Jake Garn Squadron. You can direct interested parties to the Unit website at seacadetsutah.org or the national website at seacadets.org. These sites will provide them with information pertaining to the programs offered. While these sites provide valuable information about the program, the best information comes from parents and cadets who can promote specific information about the Unit activities, personal experiences in the Unit, the Sea Cadet Program, and the various trainings cadets have attended. Cadets can receive recruiting credit towards their Recruiting Ribbon. For recruiting new Cadets, Cadets will receive a Recruiting Ribbon for their first cadet recruited and will receive appurtenances for subsequent recruitments. From time to time the Unit will host a "Recruiting Day" throughout the year. All enrolled cadets are expected to attend these recruiting day opportunities. Cadets are encouraged to bring a friend to drill or to recruiting events so that they can see firsthand some of what the program has to offer. Friends cannot participate in some Unit functions depending upon the nature of the training however bringing them to a local drill is fine. Unfortunately this program seems to be something of a secret to the general public. If you have remained in this program for some time and have not recruited any cadets, both you and others who could be participating are missing out! This program has so much to offer America's youth so let's not keep this a secret – get out there and RECRUIT!!!! In accordance with NSCC Regulations, guests are welcome to attend **one drill** as a visitor prior to enrolling.

Revisions

In order to maintain the integrity of this Unit SOP, all revisions are made at the discretion of the Commanding Officer or to the CO's designee with final approval being that of the CO. Current revision dates supersede all prior Unit SOP or pages thereof. Highlights of changes to SOP will be in the Summary of Revisions section. The newest version of the SOP will be posted on the Unit website listing those revisions. An email may be sent out via the COC to inform cadets, parents or guardians of revisions. The cadet, parent or guardian is responsible for reading the changes. If there are any questions about any revisions, contact the CO via email. Items or situations not explicitly covered in this SOP, as well as any exceptions or deviations, are subject to change at the discretion of the Unit Commanding Officer. The Commanding Officer reserves the right to determine the course of action and those determinations may not be challenged.



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Policies and Procedures

Plan of the Month (POM)

The POM is published on the Unit website and is the primary source of information for the Cadet. Any special information the cadets need to know prior to drill will be communicated by email or phone through COC. It is imperative that these orders are followed to avoid miscommunications or misunderstandings. Any deviation from the orders set forth in the POM (such as meeting times and locations for special events) may cause the cadet to be counted as unexcused if the cadet does not show up. The unexcused absence may not be retracted. In the event there are questions or situations requiring deviation from the POM, the cadet must contact their LPO or Department Head **PRIOR TO THE EVENT OR DRILL DATE**. In the event the LPO or DH cannot be contacted, the cadet will contact the XO. Parents need to avoid contacting officers about drill. Cadets are responsible for communicating through the COC if there are circumstances surrounding drill weekend. We need to teach the cadets to utilize the COC. This helps them become more responsible when they attend National Trainings.

Absence

ALL CADETS ARE TO BE LISTED AS PRESENT, ACCOUNTED FOR, or UA. For safety reasons if the cadet is UA, Unit staff will attempt to contact a family member listed on the cadet application. While we recognize that many cadets participate in other activities, many of these activities occur on a daily or weekly basis. The Sea Cadet program only requires two days attendance per month, and typically seven to 14 days during the summer for RT or AT. Given that limited amount of time, it is important for cadets and parents to make attendance and participation at drill a priority so that they may get full benefit from the program.

PARENTS AND CADETS

DO NOT CONTACT THE COMMANDING OFFICER!

If the cadet is going to be late or not attend drill, they must utilize the COC. Absence from drill is limited to four drill days in order to remain within the requirements of the program. Any absence will disqualify the cadet for perfect attendance. All cadets are required to complete the Special Request Chit (See Appendix C) in the event an absence is planned to occur. If a chit is completed and they are able to attend drill, the request chit will be void. An example of this chit is located at the end of this SOP and also located on the Unit website.

As with all Sea Cadet units as well as the US Navy, the Deck Plate leaders should know where their personnel are. We understand there are times unusual circumstances crop up and a request chit cannot be filled-out in advance. The cadet must call and report through the COC to let us know; NOT THE PARENT. Cadets who are frequently absent will also most likely not be placed in a leadership position or may be removed from such position. Cadets are expected to honor the Commitment portion of the Navy Core Values and in order to serve in a leadership position, they need to be present. Please be considerate



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that Unit staff has adjusted their personal schedules to organize and conduct training for the cadets. We expect cadets to be in attendance. Cadets and parents are informed at enrollment that this is a commitment. When they enroll, they agreed to the terms, conditions, and expectations of the program.

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

Authorized Absence (Excused):

Many cadets participate in school sports, band etc. which require them to be at their event. Cadets that have an event that falls on drill weekend that is mandatory are required to have a Special Request Chit filled out and returned. It is recommended that the cadet be at drill for as much of the day as possible. Probation will not occur with Authorized Absences unless it falls below the NSCC attendance requirement. Cadets who are Authorized Absence will be noted on the muster record accordingly.

Unauthorized Absence (Unexcused):

Unauthorized Absence (UA) refers to a cadet who is not at muster without prior notification through the COC. Cadets that are frequently UA will be placed on probation. Counseling is the first corrective action. If counseling doesn't correct the issue, the Unit has the option to place the cadet on probation or disenrollment from the program. The cadet does not have to be present to be placed on probation or be dis-enrolled from the program. Attempts will be made to discuss the concerns with the cadet in the event probation. If they are not present a notification will be sent to the cadet and the cadet's parents documenting dates of absences and future requirements to remain active within the Unit. Being placed on probationary status may delay advancement, interfere with the opportunity for away trainings or cause disenrollment from the program. To get the most out of this program, we encourage cadets to make attendance their first priority.



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Attendance

Cadets are noted late if they report aboard after 0730 on drill morning which renders cadets ineligible for perfect attendance. We expect cadets to adhere to the drill requirements. We have made the time to schedule, prepare, and execute daily plans and we expect cadets to attend drill just as they would any other organization they belong to. If a cadet, parent or guardian cannot make a commitment to have the cadet attend as required; this program may not be a good fit. There are other programs in your community that have different expectations that may be a better fit for the youth and/or parents. This program is a tough program and mirrors that of the US Navy. Again, expectations are high and we suggest potential cadets and parents think about it carefully prior to enrollment.

Leaving Drill Early

Cadets cannot be dismissed during drill hours without communication from the parent or guardian; this includes cadets who drive. In the event a cadet must leave drill and a Special Request Chit has not been completed and approved, a parent must communicate the information to the XO or CO via their contact phone number. This is the only instance that a parent is required to contact the XO or CO on drill day regarding attendance. The XO or CO will not allow cadets to leave drill with anyone other than parents or guardians unless it is specified who will be picking the cadet up. The person picking up the cadet must report to the CO or XO before the cadet can be released to them. This is for the protection and safety of the cadet. If a cadet must leave prior to 1700 on drill afternoon the cadet will no longer be eligible for perfect attendance. Unit release time is 1700 for all normal drill weekends. You are expected to pick them up at that time as the Officers that have volunteered their time to the program need to get home to their families and cannot do so until all cadets have been returned to their parents. We cannot control emergencies. We will do our very best to ensure the cadet is ready for pick up on-time provided that they are not offsite or at other away activities should you need to pick them up early.

Electronic Devices

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

1. Any unauthorized use of electronic devices will be cause for immediate action as this would be construed as noncompliance with a direct order. The Unit will not be responsible or held liable for lost, damaged or stolen electronic devices.
2. Cadets and Adult Staff are NEVER authorized to talk on a cell phone while walking in their issued uniform. This includes times after dismissal has occurred and the cadet or staff member is still in uniform.
3. Reports of possible violations of this US Naval Regulation will be investigated and if substantiated will be subject to discipline. Cadets should always be mindful while traveling in your United States Navy Uniform – you are required to conform to the US Navy Uniform Regulations, which includes prohibitions against walking and talking on a cell phone OR walking with ear-buds in their ears. You chance being caught by a sailor or Naval Officer who will correct you and may choose to report you. To prevent this embarrassment ...NEVER DISREGARD THIS RULE!



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Weapons or Firearms

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

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

1. Law Enforcement Officer
2. Registered Sea Cadet Instructors for:
 - a. Specific training events such as weaponry
 - b. Firearms training
 - c. Drug enforcement instruction
3. NRA Instructors and coaches
4. NRA Nationally Recognized Weapons Professionals

Personal Belongings

Any cadet that brings in items that are not part of the requirement for training does so at their own risk. The Unit will not be responsible or held liable for lost or stolen personal belongings, including uniform items. If you are issued uniforms and leave them or lose them you will be charged the full replacement price of the item which varies depending upon the item lost. If you forget a uniform item at drill and it is not marked with your last name, it will be placed in surplus. You will be charged for another clothing article. It is not the Unit's responsibility to find out whose article is left behind. The Unit will also not log these items prior to placement into surplus. Any non-uniform gear a drift if left after dismissal will not be held at the Unit. It will be disposed of as we do not have the space to store the items that you leave behind. Again, it's all about accountability!



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Observing During Training

Non-registered staff will not be able to stay and observe during cadet training unless they are an approved volunteer or enrolled in the program. The only other time where this is permitted is when the parents or guardian are enrolling a cadet the day of drill. Once business has been conducted with the adult staff, parents and guardians will need to vacate the drill location. This insures that the cadets full attention is placed on the instruction given and not focusing on family members.

Grooming Standards

All cadets actively enrolled into the program must adhere to the grooming standards set forth by the NSCC Regulations. It is the cadet's responsibility to ensure grooming standards are met prior to drill or an event, not the parent or guardian. If cadets attend a drill or event and are not in grooming standards, they will be counseled and you will be contacted to rectify the problem. This is inclusive of male and female grooming standards and holds a zero tolerance that cannot be challenged. Habitual non-conformance with the NSCC Grooming Standards will be cause for counseling and may result in probation.

Chain Of Command—General

The Chain of Command is vital to any organization and within the NSCC it is very simple. The Unit must have a clear structure in order to handle the daily business of the Unit. Cadets are held accountable for passing information to parents to include following Chain of Command for many issues or concerns. With that being said the Commanding Officer has an open-door policy. If you feel that your questions or concerns are not being taken care of contact the Commanding Officer. Should the cadet have any questions, we encourage them to discuss initially with their first level supervisor which should be their LPO. Billets in the Unit are set up to divide the workload between volunteers. Issues that cannot be answered by any of the staff will be directed to the XO or CO. Once all attempts to contact the appropriate billeted staff have failed and your question is still left unanswered, Cadets may contact the Commanding Officer. If an issue is urgent and requires an immediate response, contact the CO. Please understand that this program is run by volunteers, and a few days may pass prior to response. Sometimes obtaining the information may require interfacing with additional people. This can take longer, but is sometimes necessary in order to get the correct information rather than to pass on incorrect or incomplete information.

Chain Of Command—Unit

The intent is to not make cadets feel they cannot talk to the XO or the CO and depending upon the need there are times that communication will take place that is not an instance of breaking the COC. However, all communication should start at the lowest level of authority by the cadet. Every position has its purpose and everyone must contact the appropriate department. Parents do NOT communicate concerns with uniforms, events, etc. to the COC. It is the cadet's full responsibility. By doing this for them, you are enabling them to not take charge of their responsibilities within the Unit. See Appendix B for Chart of the COC.



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Roles of Responsibility—Cadet or Unit Leaders

Cadets may be placed in roles of responsibility such as squad leaders, special billets, or positions of leadership. Cadets that are interested in a leader position must express their interest through their COC. An interview with command staff will take place and a decision for leadership will be based on their ability to lead and on their experience in the program. As quick as a position can be obtained, cadets in positions of leadership will be removed based on factors that show disrespect, continued dereliction of duties, or absences, etc. If a cadet is removed from a leader position, it will be communicated as soon as possible. In the event that cadet is not at drill the day the position change has been made, they will be notified as soon as possible and at the Staff's first availability. Cadets may also be passed-up by their fellow shipmates who are passing correspondence courses, making rank, and attending and graduating Advanced Trainings. All these show motivation within the program and are subject to an opportunity to be rewarded for their continued dedication. This can also factor into the change of leadership positions within the Unit. Cadets in leadership roles are expected to attend the first Petty Officer Leadership Academy (POLA) available if they have attained the rank of E3. All staff and leading cadets are authorized to physically correct a cadet's uniform, other attire, stance, saluting, posing for photos, etc. as indicated in the USNSCC Standards of Conduct document. This is not an exhaustive list of situations where corrections can occur. Cadets are not born leaders and will be mentored by command staff to help them grow. We are to correct cadet (and staff) in a mentoring way but we will not reprimand in public. A cadet in a leadership role is required to mentor cadets in a positive and productive manner. Remember – "Praise in Public, Reprimand in Private."

Standards of Conduct

All cadets and staff will be informed of the Standards of Conduct and are required to abide by them at all times. These will also be reviewed approximately every six months at drill. Safety and security is paramount in the Naval Sea Cadet Program and will not be compromised.

The Standards of Conduct covers many areas including:

- Fraternization
- Harassment
- Hazing
- Larceny
- Grand larceny
- Bullying
- Demeaning or demoralizing another human being with the intent to cause harm
- Social networking

An infraction to these Standards of Conduct will cause immediate counseling with lower level staff who will determine if recommendation for Executive Officer Inquiry (XOI) or Captain's Mast is required to correct the issue. ZERO TOLERANCE! A copy of this is located within this document along with the other examples.



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Internet Development Group

The IDG is designed for Units and cadets with respect to website practices and social networking sites. All staff and cadets are required to adhere to the requirements of the IDG manual. This manual is available on www.homeport.seacadets.org under the Internet Practices link on their home page.

Resolving Unit Conflicts

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

1. In a professional manner, bring issues or concerns straight to the appropriate individual for consideration and forwarding on to the CO if necessary. If an issue is presented be prepared to present a viable solution. The COC may also bring an issue or concern to the Commanding Officer if needed.
2. Cadets or parents bypassing the Chain of Command for personal reasons or interpersonal conflicts in the unit may be grounds for immediate disenrollment from the NSCC Program of the cadet. All parties should handle matters at the lowest level possible. Avoid talking about Unit issues in front of cadets or other parents. If you believe changes need to occur, your conduct in presenting an idea is key to how effectively your ideas will be received. This teaches the cadets that people can handle matters in a mature manner. There are times where the Unit handles a situation in manner you may think is incorrect; however, with the experience of many years in the program, the leadership generally knows what works and what doesn't. Keep an open mind in receiving the reasons why something runs the way it does. If there is a situation that needs to be addressed, you may not always be informed of the outcome. That doesn't mean corrective actions haven't taken place.
3. Cadets consistently degrading, demoralizing, or defaming officers, staff members or other cadets poison the objective of the program and integrity of the Navy Core Values. It is not tolerated and will be cause for counseling or recommendation for Captain's Mast. It's best to respect all individuals at all times to eliminate issues that would cause embarrassment or potential legal action from the victim. Refer to Standards of Conduct and IDG Manual.



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Counseling

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

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

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

Probation

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

1. Initial infraction; verbal warnings, informal counseling, or EMI
2. Infraction continues; documented counseling, EMI, loss of leadership position
3. Probation if the infraction continues, parents are notified, advancement is delayed, disenrollment may occur at this level. Disenrollment from the program is determined, through courses of action; notes documentation, etc. That the cadet has no desire to correct the deficit or the behavior is deemed too detrimental to the functioning of the Unit. In this case, the parents or guardians are called in for this process.

Advancement Penalization Example:

The cadet has been warned repeatedly of an infraction (Step 2) with a refusal to effectively alter behavior (moves to step 3). The cadet is scheduled to become E3 on 01 August; however, on 01 August probation commences, and while they did meet the requirements to advance to E3, their probation takes precedence. While the cadet could have advanced to E3 on this date, they must remain an E2 until their probation ends.

Behavior detrimental to the functioning of the Unit may be cause for immediate dismissal from the program. Once a cadet has made it to step 2, the Department Head or XO forwards up a recommendation to the CO for possible probation or dismissal. Once Step 3 has been implemented, probation is in place and cannot be challenged. If it is determined that probation isn't correcting the deficit and Unit staff has



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made reasonable attempts to assist the cadet in altering the infraction, they are recommended for disenrollment from the program. This is a recommendation from the DH or XO to the CO where Captain's Mast would be scheduled with the Cadet and Parents or Guardian. After hearing all the information and reviewing documentation, the final decision of Unit Commanding Officer cannot be challenged. Paperwork will be filed and kept within the Unit and copies will be forwarded to the appropriate Regional Staff along with the recommendation of the Unit CO. The decision to remove a cadet from the program should not affect a cadets attempt to enroll into the military if they choose to do so.

Extra Military Instruction (EMI)

EMI will occur when an infraction has been noted by staff, cadets in leadership positions, cadets observing a questionable behavior, admission of guilt, or other evidence such as internet or email communication. Refer to the Internet Development Group section of this manual. EMI must be approved by the Unit CO prior to the issuance of EMI. No EMI will be degrading in nature, cause bodily harm, or otherwise demoralizing. EMI is supposed to correct the deficits and its intent is to further enhance knowledge in that area of deficit and then move on.

Examples of behaviors may result in EMI:

- Tardiness to drill or required events
- Insubordination
- Dishonesty
- Continued dereliction of duties
- Failure to follow directions
- Failure to wear the uniform properly
- Non-compliance with grooming standards
- Not properly crossing the Quarterdeck
- Not saluting when appropriate
- Failure to address officers and staff correctly
- Addressing Cadets by first names instead of rank/last name i.e.: Seaman Smith
- Inappropriate activity reported to the CO by other NSCC Officers or staff, military personnel, or other personnel either at national trainings, local trainings, or events.

These are just a few areas that EMI may be issued to correct the deficit and generally EMI should correct a deficit however there are times where the infraction may require further action. Corrective instruction for minor infractions is authorized for any cadet that needs to learn more about a particular issue.



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Inappropriate Language

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

Training Advancements and Awards

Trainings—General

Sea Cadet training consists of Navy Non-Resident Training Courses (NRTC), training evolutions (away from local units), shipboard training, and training arranged locally by units. Cadets are instructed by Navy Personnel (active, reserve, and retired), by senior cadets and by dedicated adult volunteer leaders who comprise the NSCC Officer Corps through classroom and applied instruction. Cadets study a broad range of subjects. Some are designed to help them to become better adult citizens; others teach them the importance of strong maritime forces. They also study naval history, customs and traditions, seamanship, navigation and similar subjects that will help their chances for promotion should they decide to join one of the sea services. There are also events held in conjunction with other Sea Cadet Units such as Flagship Competition, or the Sea Bee Challenge that will provide cadets with the best training possible and reinforce their knowledge in a fun competitive atmosphere.

Basic Military Requirement (BMR)

Sea Cadets are required to complete the BMR within the first year of their enrollment date to avoid probation or dismissal from the program. Cadets should expect to submit completed assignments each drill month. If drill is cancelled for any reason, the requirement of submitting assignments does not change and should be submitted to the Training Officer via email. Completing and passing the BMR is the first step in cadet advancement. There are currently 863 questions total (for all 15 assignments) which equates to 10 questions per night. For cadets enrolling in April or May, their questions per night will increase with the governing factor being which Recruit Training they will attend and when. The BMR or other courses can be found online at homeport.seacadets.org under the Cadet Advancement link. Cadets can then choose the correspondence course needed for their rate. Refer to the Advancement and Training Manual at homeport.seacadets.org for more information.



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Coursework

The standard correspondence courses required for cadet advancement are:

- BMR* → E2
- Airman/Seaman → E3
- PO3/O2 → E4 and E5, plus an exam for each rank
- PO1 → E6, plus an exam
- CPO → E7

Any other correspondence courses can be completed for credit. There are many courses to take online on the Sea Cadet website. Time in rate waiting periods are always six months from the last promotion except when a cadet is promoted to E2T, attends RT and an AT in the same summer. At least one course assignment needs to be completed and ready for turn-in on the first drill day each drill month for those that have already completed the BMR. If drill is cancelled for any reason, the requirement of submitting assignments does not change and should be submitted to the Training Officer via email. Do not hold onto all assignments, submit them immediately. If the cadet has specific questions regarding their assignment grade, they can email the Training Officer. Failure to submit and pass one complete correspondence course per year may result in disciplinary action. You can find courses online at homeport.seacadets.org under Cadet Advancement.

*BMR must be completed within the first year of enrollment and prior to attending RT.

Advancement

Promotion within the Cadet Corps is based upon merit. Promising individuals, upon fulfilling certain qualifications and requirements, are allowed to apply for command positions, and encouraged to develop their leadership abilities. All new cadets enter the program at the rate of Airman Recruit (E1). In order for cadets to move up through the ranks they must complete the following:

- The NRTC Correspondence Course for that rate
- A training such as RT (for E1) and AT for E2 and above
- 6 months time in rate minimum
- And, depending on the Rank, the Navy's Military Leadership exam for that Rank

The cadet rank structure parallels that of the Navy and Coast Guard's enlisted rate structure. Chief Petty Officer (E7) being the highest rank a cadet can achieve as long as there is an open billet. There are only so many billets available for Sea Cadet units. If a billet is full but the cadet is ready to advance to that rank, they might not be able to advance until that position has been vacated. The specific minimum requirements for promotion for each rank are listed in advancement section of the Sea Cadet website at homeport.seacadets.org. As in the military services, recognition is made in the form of awards and ribbons. Each ribbon has certain criteria that must be met, and must be documented in the service jacket. The awards information can be found in the homeport website also. Highly motivated cadets that have banked trainings, pass more than one correspondence course, and have shown great leadership potential will be recommended for the Citation Ribbon. These cadets distinguish themselves apart from the other cadets and will be rewarded accordingly. Those cadets that only do the minimum will not normally be recognized other than standard advancement in rank.



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Summer Training Schedule (STS)

The STS is placed on the homeport website at homeport.seacadets.org during the second or third month of the calendar year. It will list most of the trainings available during the summer months. Keep in mind that new trainings will populate the fields when they come available. Most of this database is complete when it is placed out for public view. It is the responsibility of the cadet to continue to check this website to see if training information has been uploaded or updated. All NSCC cadets must attend Recruit Training in order to attend any Advanced Training. The cadet must review the requirements in the “Remarks” section of any particular training they are interested in on the respective COTC’s training or go to their website if directed. Once they have found the training that they want to attend they must email the XO the information for the training. The XO will make contact with the COTC and make arrangements for you to attend. **Under no circumstances should a cadet or parent call at COTC to make arrangements.** Many advanced trainings fill-up very fast so it is best not to wait. A wait list may or may not be generated by the COTC. If this happens, the cadet’s name will be placed on the wait list. If the cadet decides to attend an alternate training, contact the XO so that the COTC who is holding a slot for you can release it to another cadet. Once the cadet has decided on a specific training, orders will be sent to the parents to fill out and returned to the Admin Department. Be prepared to pay for the training with a check or money order made out to Jake Garn Squadron. It is mandatory for all cadets to have current medical information on file as well as current phone numbers, emergency contacts, and addresses as all orders are cut directly from this information and copied to the appropriate year’s training file. The Winter Training Schedule comes out around the middle or end of October. Trainings are limited. Review this information on homeport.seacadets.org and click on Winter Training Schedule on the home page or click on Cadet Advancement link. The same rules and requirements apply for winter training as the summer training.

Sea Cadet Recruit Training—NSCC

Newly enrolled Sea Cadets attend Recruit Training (the Sea Cadets’ “boot camp”) held at military installations across the country. All cadets must complete recruit training in the first year of affiliation. It is a scaled down version of the Navy's recruit training to fit into 9-14 day training evolution. For approximately 9 days to two weeks (depending upon the training location) cadets are instructed by active and reserve military personnel, Sea Cadet officers, or qualified civilians with training in military drills and discipline, physical fitness, seamanship, shipboard safety, first aid, naval history, and leadership. After successfully completing recruit training and passing the BMR you can advance to the rank of E2, Airman Apprentice. Most training occurs during the summer months. Limited trainings are available during the winter and occasionally during the spring break periods. The cost does not include the expense of transportation to the training, which is borne by each individual. Utilizing personal transportation is always an option, and in some cases, carpooling is the most economical option. In rare instances, flight arrangements made need to be secured by the parent according to the NSCC training recommendations. It is strongly recommended and advised that cadets in the Jake Garn Squadron attend RT at RTC Camp Williams. If it isn’t possible to attend summer training at this location, please contact the XO for an alternate location recommendation.



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National and Local Orders for Non-Local Trainings

Except as described in “Recruit Training Cutoff Date,” generally no orders will be authorized after May 15th for summer trainings. Orders for summer or winter trainings must be cut as soon as possible, as late submission may result in rejection by the COTC. It is the cadet’s responsibility to inform the COC of their intent to attend training. The cadet is responsible for contacting the XO for more information about the training they want to attend. Again, no cadet or parent should contact a COTC of a training directly unless told to do so by the XO. It is advisable to have at least two trainings planned as they often fill up within hours of posting to the national database homeport website. If it is determined the cadet qualifies for the training, the National Orders form (NSCTNG001) will be completed and submitted to the CO for review and approval.

Advanced Trainings - Additional Information

Cadets can attend Advanced Trainings after they have passed RT. Some NSCC trainings have prerequisites that must be met prior to attending. Make sure cadets read the training specific “Remarks” section of the STS training they are interested in on the homeport website. Cadets can “bank” up to three trainings per calendar year to apply towards advancement. Most cadets attend two trainings the first year they are in the program. The first one being RT, and the second is an AT Recruiter Duty. Recruiter Duty is a one-time offer for cadets that need that extra training beyond RT to get cadets over the “hump” so that they may advance to E3 during the winter months. This is especially helpful for cadets that will “time out” prior to making E3 if they wait until the summer months following RT the previous year. Cadets that wish to enlist into the military or attempt to attain the rank of CPO prior to leaving the program need to make the rank of E3 as soon as possible and continue towards advancement.

International Exchange Program

Cadets who exhibit extraordinary motivation and leadership ability may participate in annual exchanges with Sea Cadet Corps' around the world. Each cadet must have an outstanding record and fulfill the training requirements of the host country. You will also have to hold a valid passport when travelling outside of the United States. In order to be eligible for consideration for this program, the cadet must have earned a Citation Ribbon and be recommended by their Unit CO. Information on IEP may be obtained through the Sea Cadets IMC. Information on IEP’s come out in early to mid-January of the training year and continues until late March. It is recommended that parents of cadets in the Unit enroll in the IMC notification system through the National Website.

Awards—Individual

Cadets may receive awards based on achievements made at training provided the criterion has been met for that award. These can be earned at the Unit, a locally arranged training, or a nationally sanctioned training. As a rule, cadets will not receive ribbons or appurtenances between drill weekends. If a cadet qualifies, and can support that qualification, they will receive it following drill as long as supporting documentation has been provided and verified by the Commanding Officer. Rank advancements are based on cadet motivation and participation and are awarded monthly once the cadet fulfills the requirements and documentation is completed.



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Attendance—Perfect

Cadets will have the chance to earn Unit awards for perfect attendance and will be presented with their award for this outstanding achievement on an annual basis at the awards ceremony. Cadets eligible to receive these awards have not missed any portion of drill for the fiscal year in which this is counted. Cadets attending RT or AT will not be penalized. Cadets that have been in the program for nine months or less may receive verbal recognition at the awards dinner and a certificate.

Petty Officer Exams and Chief Appointment

In order for cadets to advance in rank to Petty Officer 3rd, 2nd, and 1st Class, cadets must fulfill the requirements set forth in the NSCC Advancement Regulations Manual. In this Unit, it is required that any cadet interested in becoming a Petty Officer attend Petty Officer Leadership Academy in the year they are promoted to PO3. Petty Officer Advancement to PO2 will not be considered until POLA has been completed. This PO2 advancement requirement is a national regulation. At the CO's discretion, accommodations may be made for cadets that require a hard copy of a petty officer exam. Parents or guardians are to inform the CO if this need exists. For advancement to PO1, cadets must fulfill all requirements of the NSCC Advancement Regulations Manual, be recommended by the Commanding Officer, and have the approval of the Executive Director. To advance to CPO, there is no exam, only a Chief's Correspondence Course to pass. This is an appointment made by NHQ only with supporting documentation to include passing POLA and staffing an RT (NSCC or NLCC) in a true staffing position (staffing over cadets) and have the Commanding Officers recommendation. Cadets must also be at least 16 years old.

Individual Development Plan

Cadets will have a one-on-one session with two authorized adult staff members charting out their interests and time left in the program to plan accordingly. Cadets should keep parents informed of their advancement requirements. Cadets will also receive coaching along their course advancing to a position of responsibility or leadership positions. This generally comes in the form of continual education through the Training Officer. See Appendix D.

Uniforms—General

Cadets and officers are authorized by the Secretary of the Navy to wear Navy uniforms appropriately marked with insignia. All staff must adhere to the height and weight standards in order to wear Navy uniforms. Cadets or staff members that do not fit into Navy uniforms must wear an alternate uniform until they are within the uniform standards. All uniforms issued by the Unit belong to the Unit and ultimately the US Navy. **These uniforms are not cadet property.** Uniforms **MUST** be returned upon disenrollment or graduation from the program to avoid being charged for these items. Once all fees have been paid the Administration Department will provide a Special Request Chit for initial issue of uniforms.



U.S. NAVAL SEA CADET CORPS



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Initial NSCC Uniform Issue (UI) Items

- 1 SET OF PT GEAR (YELLOW T-SHIRT, BLUE SHORTS)
- 1 SETS OF NWUs
- 8-POINT COVER
- BLACK WEB BELT AND SLIVER BUCKLE
- WHITE WEB BELT
- 1 SET NWU FLASHES
- 2 NWU NAME TAPES
- SERVICE DRESS BLUE UNIFORM-WINTER*
- SERVICE DRESS WHITE UNIFORM-SUMMER*
- WHITE HAT (MALE)
- COMBINATION COVER (FEMALE)
- SEA BAG

* NWU Parkas and liners are available in certain sizes and can be purchased for an additional \$70.00. Other items could be issued at the Supply Officer's discretion dependent upon Unit need at the time. Cadets will be required to secure their own black combat boots. Sources for these will be made available during supply issue.

Purchasing Additional Uniform Items Above UI Allowance

If cadets need extra rank, flashes, name or branch tapes, or unit rockers for their uniforms contact the Supply Officer and an order can be placed with CO approval. These items cannot be purchased by a parent or cadet as this site is secured. Full reimbursement of items must be paid at time of order, including shipping costs. Parents or guardians also have the opportunity to purchase items through the Navy Exchange as long as the cadet has a valid ID card. After cadets are issued their standard UI items (sea bag); the parent or guardian bears the cost for anything beyond standard UI, including shipping charges. Ribbons, appurtenances, uniforms or items are issued once. Cadets are instructed how to mark or secure these items in the best possible manner. Once items have been issued and a cadet is requesting a replacement due to damage or loss, the cadet, parents or guardians assume the full replacement cost.

Purchasing Name Tapes, Name Plates or Rank

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



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Separation from the Unit

Upon separation from the Unit for any reason, all uniform items issued by the Unit are to be cleaned and returned within thirty days. Most uniforms issued by the Unit belong to the Unit, and are not “purchased” by payment of the Unit fees; therefore they must be surrendered upon disenrollment. If the uniforms and items issued to the cadet are not returned, cadets, parents or guardians will be charged for the replacement cost of uniforms and uniform items plus any fees and/or any expenses for the collection thereof. This cost can be \$500.00 or more depending on what was issued during enrollment, unit administration fees, and/or court costs. It is expected that items will be returned cleaned and in good condition so they can be reissued to other cadets. Normal wear is expected however; tears, frayed pant hems, stains, washed wool uniforms, or broken items will be charged to the parent or guardian. Dress Blues are not to be washed, they are DRY CLEAN ONLY. It is very obvious if Dress Blues are washed and replacement is VERY EXPENSIVE.

NSCC Regulations state the following:

1023 - Return of NSCC/U.S. Property

1023.1 - Cadets must return uniforms, if issued from unit stores and all other property of NSCC prior to departure.

The receipt of cadet uniforms and uniform items means the parent or guardian and the cadet agrees with the terms and conditions of the uniform separation requirements and will return all items issued as discussed above. No uniforms or items are to be issued unless they are signed for by the cadet through the Uniform Issue Checklist (NSCADM4886).

Adult Volunteers

Parent Involvement

Parents or guardians that are involved in Unit activities are better able to support their cadet, and in doing so support the NSCC program. Parent and guardian involvement is essential to the success of the Sea Cadet Program and we welcome those interested in volunteering their time. We will gladly find areas of involvement through the Parent Auxiliary or by enrollment as a staff member. A military background is not needed, as everyone has life and work experiences that could be a huge asset to the Unit. Those who enroll as a staff member will be required to comply with NSCC Regulations for grooming, height and weight standards (Uniformed Officers), and undergo a background check. If you have prior military service, you are required to submit a copy of your DD-214 discharge papers along with your application and your three references. This program exists for the cadets, and even though 50 years of NSCC processes are tried and true, items specific to individual units can be improved upon by one simple idea from a single parent, so don't think the “voice of one” will not be considered or change a process.



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Purchasing On the Unit Account

Parents, guardians or staff members are not authorized to purchase against the Unit funds without prior approval of either the CO or XO. Any expenditure over \$250.00 must have written approval of the CO and XO both. If a purchase is made by you prior to getting approval, you assume all responsibility of the payment of charges. If the request is approved, the required documents must be turned in so payment can be processed on your behalf. If you fail to provide these documents you will not be reimbursed for the expense. Any staff member not authorized to purchase against the debit card and does so will be immediately dis-enrolled from the program and legal action may take place.

Notice of Grooming Standards

Jake Garn Squadron

Upon enrollment of your child into the Jake Garn Squadron NSCC program, you have agreed that you have received a copy of the NSCC grooming standards and will abide by the regulations set forth in the NSCC Regulations or US Navy Regulations. For those who have already enrolled, you will be given a copy of the grooming standards. Failure to comply with proper grooming standard results in disharmony within the Unit. Cadets see other cadets getting away with inappropriate grooming standards and this can cause dissention and possibly the implication of favoritism towards the offending cadet. Failure to comply with these standards will result in disciplinary action up to and including separation from the program. See Figures 2-2-1 and 2-2-2.



U.S. NAVAL SEA CADET CORPS



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Standards of Conduct

FOR ALL NSCC PERSONNEL

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

1. Address of Cadets. The use of vulgar, obscene, profane, sexually oriented, humiliating, or racially/ethnically-slanted language to address or refer to a cadet directly or indirectly is prohibited. A cadet will be addressed only by his/her last name, rank, or by the word “cadet.”
2. Personal Services. Any attempt to use a cadet as a personal servant is prohibited. Some examples are: cleaning, polishing or providing any service on shoes, clothing or other personal belongings of NSCC officers, instructors, or staff cadets; being sent to the Navy Exchange to make purchases for any personnel or running personal errands, i.e., post office, retrieving personal articles such as automobile, keys, etc.
3. Maltreatment. Maltreatment includes any form of assault regardless of the degree of force used, imposing directly or indirectly and form of abusive or oppressive treatment or imposing directly or indirectly excesses in physical exertion or activity or harassment (verbal or otherwise). The threat of any of these acts, even without physical action, may also be considered maltreatment and is prohibited. Striking another person, cadet or adult is prohibited. Improper punishment and maltreatment are a violation of NSCC Regulations.
4. Assault. An attempt or threat to do bodily harm to another person with unlawful force or violence and without legal justification or excuse is an assault. If harm is inflicted, this assault is called battery. The degree of harm necessary to constitute battery is so slight that almost any offensive touching of a person or object is battery. Assaults are prohibited by NSCC Regulations.
5. Supervisor Actions. The following instructions are provided to ensure that personnel supervising cadets (including staff cadets) neither unintentionally nor through ignorance of statute law commit violations of NSCC Regulations. All personnel are expressly prohibited from touching the person or clothing of a cadet either directly or by use of a material object, except at such times as they are acting within the scope of their authority for the purpose of:
 - a. Correcting a cadet’s position.
 - b. Correcting a cadet’s movements.
 - c. Fitting or correcting the arrangement of a cadet’s clothing or equipment.
 - d. Conducting a lawful examination or inspection of his/her person, his/her clothing, or his/her equipment.
 - e. Conducting a demonstration incident to training.
 - f. Protecting or avoiding a cadet suffering bodily injury or harm.
 - g. Self-defense.

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



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

7. Larceny. Any person who wrongfully takes, obtains or withholds, by any means whatever, from the possession of its true owner or any other person, any money, personal property, or article of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of such property or to appropriate the same to their own use or the use of any person other than the true owner, is guilty of larceny and is in violation of NSCC Regulations. Included are the common law offenses of larceny, false consent of the owner of the person entitled to possession thereof characterized the common law offense of larceny.

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

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

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

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



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

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

(a) No officers/instructors shall have any financial or business transactions whatsoever with cadets other than those specifically approved in writing by the commanding officer. Cadets shall not collect money from other cadets or act as an intermediary, in any financial transaction, except for the purpose of collecting the exact amount required for payment of services or for payment of command approved funds. NSCC officers and properly designated members of fund drive committees may collect funds from cadets only in cases of sanctioned fund drives when such instances have been authorized by the Commanding Officer.

(b) Personnel, whether or not in authority over cadets, shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe or money or any other object of value from cadets except for official fund drives or as approved by the Commanding Officer.

(c) Personnel shall neither require nor request, either expressly or implicitly, any trainee to give, lend, or otherwise furnish them with cigarettes or other smoking device, food, beverages, or any item of loathing, belonging or issued to such cadet, nor shall any personnel accept such item when tendered to them by any cadet.

(d) When any person finds or discovers any money or other thing of value under circumstances indicating that such money or object was left by cadets for discovery by any personnel, the member shall take the following steps:

a. First, report the incident to the officer who is immediately supervisor in the Chain of Command and;

b. Second, in the presence of the officer to whom the report is made, assemble the flight considered to be involved and explain to them that personnel are prohibited by regulations from accepting such money or gift, and that unless it can be returned to the donors, it will be donated to NSCC (in instances where donors are identified, the money will be returned);

c. Third, if the donor can't be found, the money or object will be donated to the NSCC.

(e) Financial transactions involving the collecting of funds from cadets are authorized for the following purposes:

a. Purchase of health and comfort items with the authorization of the escort officer/division officer.

b. The purchase of unit/company pictures/annuals/logs (within authorized spending limits) upon approval of the Commanding Officer/Escort Officer.

c. The purchase of personal uniform items.

d. Voluntary offerings made at religious services.

e. Annual Combined Federal Campaign and fund drives as authorized by the Commanding Officer.

f. Payment for cadet haircuts. Cash payments may be made on an individual basis with the approval of the Commanding Officer/Senior Escort Officer.

g. Collection of funds for reimbursement of messing funds.



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

15. Alcoholic Beverages. Alcoholic beverages are defined as any consumable distilled spirits, wine or fermented malt drink, including beer. Alcoholic beverages will not be consumed within eight hours prior to assuming any duties directly associated with cadets.

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

- (a) To associate or otherwise treat in a personal manner that may be construed as, or lead to, indiscretion or favoritism.
- (b) Dating or other such socializing which indicates a personal relationship. Foregoing is applicable not only to cadets currently in training or assigned to a unit but to those recently graduated or departing the program as well.

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

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

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

Commanding Officer, NSCC
Jake Garn Squadron
CO@seacadetsutah.org



U.S. NAVAL SEA CADET CORPS



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Standards of Conduct Agreement

STANDARDS OF CONDUCT and IDG Internet Policies and PHOTOGRAPH IMAGE USE

I have read and been informed of the policies and regulations surrounding the US Navy and USNSCC Standards of Conduct and IDG. By signing this form, I verify that I fully understand the policy of both. I also understand that appropriate actions by the NSCC staff will take place, if it has been determined that an infraction has indeed occurred. The use of any method of communication that has been brought to the attention of the staff that is documentable may also be used and can serve as proof of non-compliance of the Standards of Conduct or IDG Policies. This can include but is not limited to: voice mail, texting, email, Facebook, Myspace, written notes etc. as defined.

Cyber Bullying is also prohibited and I have been informed of the implications surrounding this behavior. I also will comply with the Internet Development Group's Chapter 4 – Social Networking. Depending upon the nature, informal or formal counseling may occur and further disciplinary action may take place including a notation in the Service Record. Depending upon the severity of the activity, disenrollment from the USNSCC or the USNLCC Program may occur.

There will be occasions during each drill where photographs will be taken. These photos may be used for internet, print, advertising or other use determined by the Unit. Signing this document allows permission of these photos without any further consent or notice. I understand what I have been informed of and will abide by the Rules and Regulations of the Naval Sea and League Cadet Corps. Copies of the Standards of Conduct and the IDG Manuals are located at homeport.seacadets.org.

DATE: _____

NAME PRINTED: _____

SIGNATURE: _____

OFFICER: _____



U.S. NAVAL SEA CADET CORPS



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CADET COMMUNITY SERVICE LOG SHEET

Cadet Name (printed) _____ Initial minimum hours needed _____

Instructions to the Host Organization:

Please input the Community Service Organization name and general location, the cadet's date of service, type of service, and daily total service hours rounded to the nearest ½ hour. Print your name and add your signature, and include the organizations phone number for cadet service verification if needed. Thank you for allowing this cadet to provide service to your organization. Any concerns or comments, please call the Commanding Officer at **801-648-4224**.

Cadet:

You are responsible to provide the not-for-profit organization this log sheet once the community service has been completed for the day. You are responsible and must ensure they fill this out completely to receive Community Service credit. You may copy this log if additional sheets are needed. While you are providing a service to these organizations you are required to uphold the US Navy's core values of Honor, Courage, and Commitment. You are required to conduct yourself in a manner which brings credit to the US Navy, the Navy League Council, the US Naval Sea Cadet Corps, and to the Jake Garn Squadron. Uniform of the Day is what is required by the Host Organization. If they do not have a preference, NWU will be the required Uniform of the Day.

Community Service Organization name _____

General location _____

Date of service _____

Type of service _____

Service provided by (Cadet name) _____

Daily total service hours _____

Host name (printed) _____

Host signature _____

Host phone _____



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Appendix A

NSCC/NLCC UNIFORM REGULATIONS

CHAPTER TWO SECTION ONE

GROOMING STANDARDS

SECTION 1: GENERAL INFORMATION

1. GENERAL.....	2101
2. SMARTNESS.....	2102
3. CARE OF THE UNIFORM.....	2103
4. CLEANING.....	2104

2100 GENERAL INFORMATION

2101 GENERAL. The primary consideration is to have a neatly groomed appearance while wearing the NSCC uniform. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established herein are not intended to be overly restrictive, or to isolate NSCC personnel from society. The limits set forth are reasonable and ensure that personal appearance contributes to a favorable military image. NSCC male and female grooming policies recognize the difference between the sexes, and establish appropriate grooming and personal appearance standards for male and female officers and cadets.

2102 SMARTNESS

1. Image. NSCC personnel must set and maintain the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing of the uniform is a key element in the positive public image of the NSCC.

2. Cleanliness. Uniforms shall be kept scrupulously clean and pressed, with lace, devices and insignia bright and free from tarnish and corrosion.

3. Articles

a. No article shall protrude from or be visible on the uniform, including such items as: pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, personal music devices, headphones, cigars, cigarettes, pipes, or similar items (jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations). Communication devices issued for official business may be worn on the uniform in the manner prescribed below:

1) Working and service uniforms: one wireless communications device (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) may be worn on the belt, on either side of the body, aft of the elbow. Devices will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform (e.g., sagging, bunching, etc.).



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2) Service dress and above uniforms: wireless communication devices are not to be worn in such a manner as to be visible (i.e., front, side or rear, bulging, or protruding) when wearing dress uniforms.

3) Use of these devices will not interfere with the proper rendering of military courtesies and honors.

4) Whenever there is a concern for operations at drill locations or training sites, the authorized wearing of these devices will be at the host commanding officer's discretion.

a. Civilian bags such as computer bags, briefcases, gym bags, backpacks, garment bags, etc., (not including women's handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

1) May be worn across the left shoulder of service uniforms. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging to the left of the body. The strap on the bag must not be worn on the opposite sides of the body (diagonally). Backpacks may also be worn over both shoulders when wearing the working uniforms such as Utilities, Navy Working Uniform and Camouflage Utility Uniform.

2) All bags worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag.

3) While in dress uniform, civilian bags will be hand carried only.

4. Glasses

a. Prescription Glasses. No eccentric or faddish glasses are permitted.

b. Sunglasses. Conservative sunglasses are permitted, except in military formations.

c. Retainer Straps. Retainer straps are authorized. If required, they shall be plain, black and worn snugly against the back of the head.

d. Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc.).

5. Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform. Male and female personnel shall wear white undergarments when wearing any of the white uniforms.

6. Shoe Shine. Dirt and other debris can easily embed into leather. Therefore, your shoes or boots need to be cleaned before polishing. Use a damp cloth to remove excess dirt and debris. To polish your shoes effectively, always remove the shoelaces from your shoe before you start polishing your shoes. This is the best way to get to clean the tongue of the shoe and avoid staining the laces. Shoe polish or creams should be applied evenly with a brush or soft cloth. Once the polish has properly dried, simply buff to a brilliant shine using a natural bristle brush. Note: it is important to use a separate brush and cloth for applying and buffing different colored shoes. Patent leather shoes should be cleaned with a damp cloth and buffed with a dry cloth.



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7. Tailoring of Uniforms. Uniforms may be tailored to provide a well-fitting, professional military bearing. They shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight form fit. This is especially important when fitting smaller cadet uniforms.

8. Military Creases. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. For shirts which do not have a yoke seam across the back as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

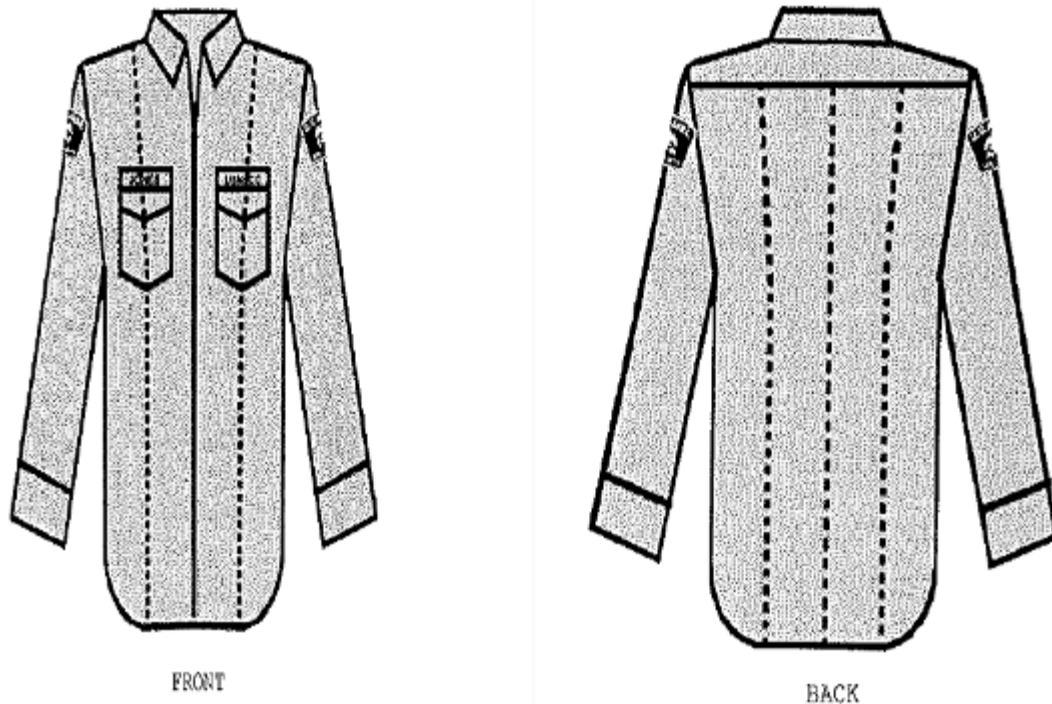


FIGURE 2-1-1 MILITARY CREASES

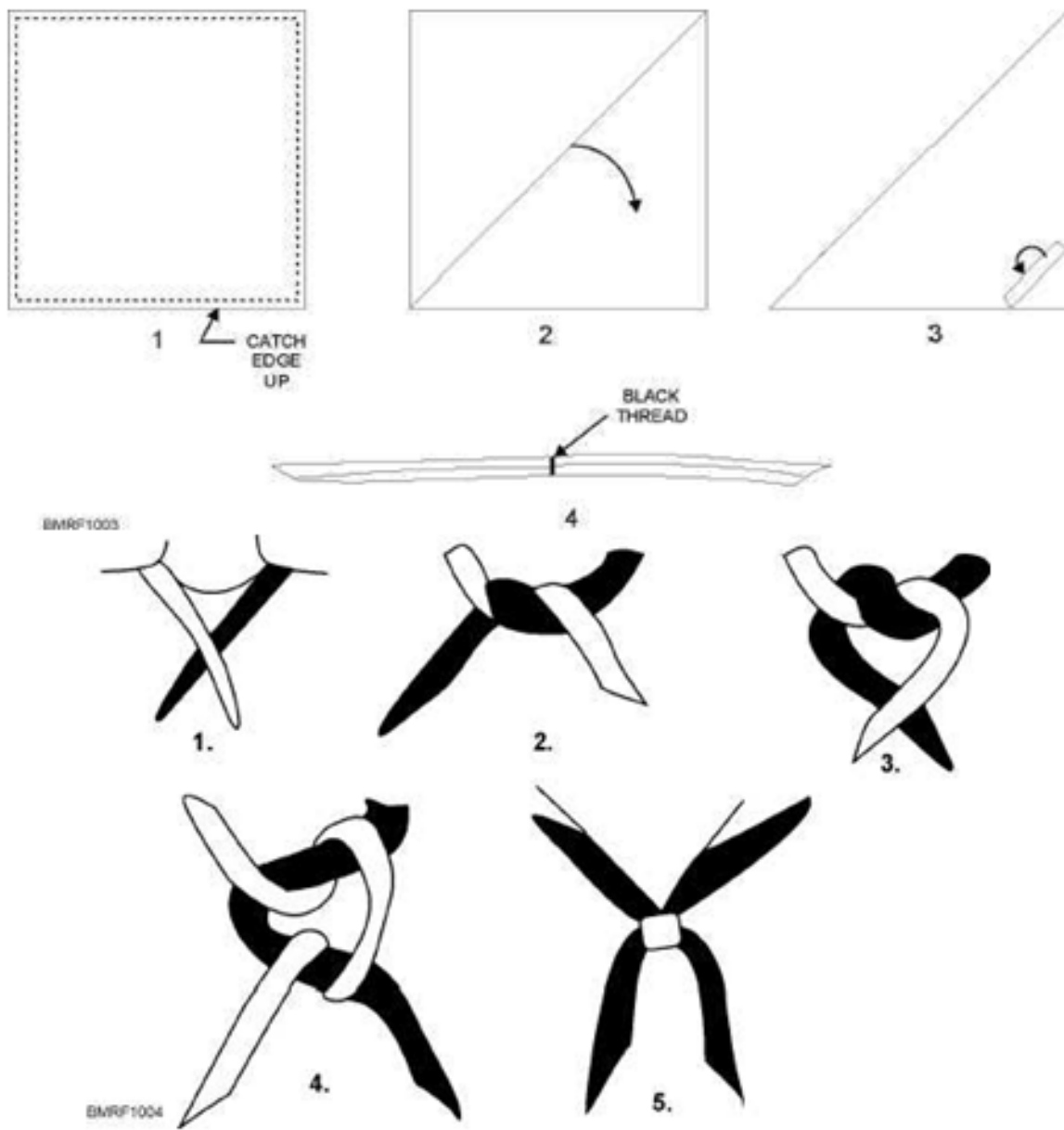


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9. Neckerchief. The black silk neckerchief is worn by NSCC male and female cadets with all jumper-style tops. Wear the rolled neckerchief with a large square knot, tied at the bottom of the V-neck opening of jumper, with ends of the neckerchief even. The upper edge of the knot should be even with point where the collar opens.





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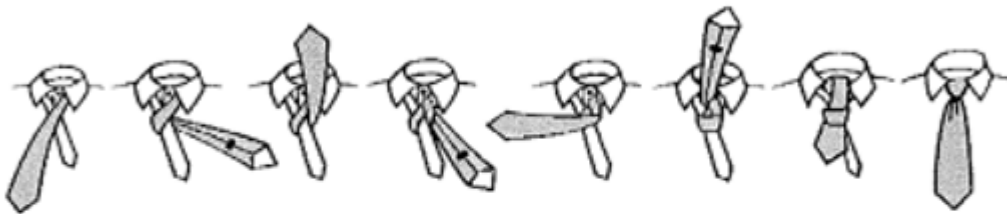


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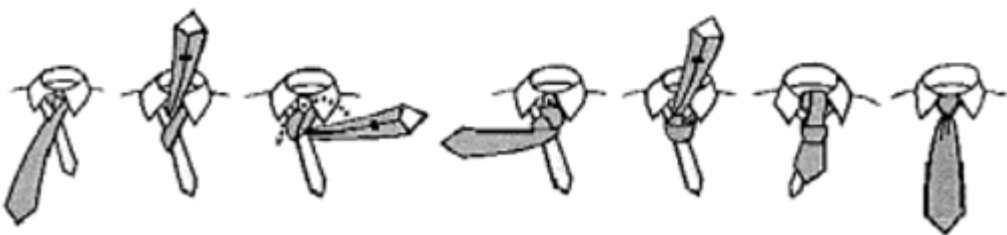
10. Necktie. The necktie is worn by NSCC and NLCC male personnel with the winter blue uniform, by NSCC male chief petty officers, midshipmen and officer with the dress blue uniform, and by members in the alternate dress uniform. The necktie can be tied either in the Four-in-Hand, Half Windsor, or Full Windsor knot.



FOUR IN HAND



HALF WINDSOR



FULL WINDSOR

FIGURE 2-1-3 TYING THE NECKTIE



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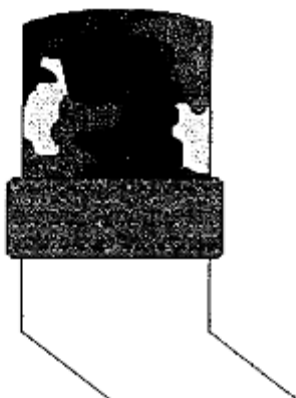
11. Sleeve Rolling. Sleeves may be rolled, during times of warm weather on the Camouflage Utility and Navy Working Uniforms.

a. Camouflage Utility Uniforms. Sleeves may be rolled up at the option of local commanders. When authorized, sleeves will be rolled with the inside out, forming a roll approximately 3 inches wide, and terminating at a point approximately 2 inches above the elbow.

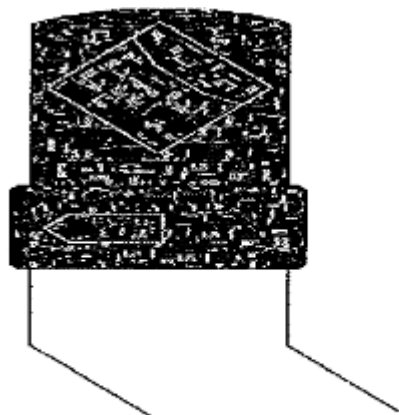
- 1) Lay the uniform on a flat surface, face up and sleeves extended out. Button the button at the end of the sleeve to the largest setting.
- 2) Roll the sleeve inside-out in three inch rolls upwards for five to seven rolls, depending on arm length and roll is approximately 2 inches above elbow.

b. Navy Working Uniform. Sleeves may be rolled up at the option of local commanders. When authorized, sleeves will be rolled with the inside out, with the cuff folder over, forming a roll approximately 3 inches wide, and terminating at a point approximately 2 inches above the elbow.

- 1) Lay the uniform on a flat surface, face up and sleeves extended out, with the button at the end of the sleeve unbuttoned.
- 2) Flip the sleeves inside-out by folding the cuffs of the sleeve up towards the armpit area. Pull it up until it almost touches the inside seam of the armpit region.
- 3) Roll the bottoms of the inside-out sleeves in three inch rolls upwards until you reach the cuffs.
- 4) Fold the end of the cuff down over the rolled portion of the sleeve.
- 5) Secure the button and flap. Repeat on opposite sleeve.



CAMOUFLAGE UTILITY UNIFORM



NAVY WORKING UNIFORM



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JAKE GARN SQUADRON

2103 CARE OF THE UNIFORM.

Long service life of the various uniform articles can be attained only by proper care and maintenance. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent which is obtainable in many of the large chain department stores).

2104 CLEANING

1. Buttons. Buttons may turn green when the pewter plating wears off and the copper base becomes covered with green copper verdigris due to exposure to moist air. You can remove verdigris by rubbing gently with acetic acid or any substance containing this acid such as vinegar or Worcestershire sauce, followed by a thorough washing in clean water.
2. Embroidered Insignia. Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. Do this as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device may need to be replaced.
3. Gold Lace. Gold bullion lace will tarnish rapidly and may deteriorate when in contact with or hung near any substance containing sulphur, such as rubber or ordinary manila or kraft wrapping paper. Gold bullion lace should be cleaned by an experienced tailor although liquid non-toxic preparations and certain liquid cleaners available commercially may be used if applied according to manufacturer's instruction.
4. White Piping. White piping on dress uniforms will soil easily after repeated wear. Dry-clean clothing item or clean with a stiff brush and light non-bleach based cleaner.
5. Metal Insignia. Clean the gold filled and sterling silver rhodium finished parts of metal insignia by washing with soap and water. Insignia will not be polished as to deface, remove, or alter their general appearance.



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NSCC/NLCC UNIFORM REGULATIONS

CHAPTER TWO SECTION TWO

GROOMING STANDARDS

SECTION 2: PERSONAL APPEARANCE

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2200 PERSONAL APPEARANCE

2201 GENERAL. Hair, grooming, and personal appearance while in uniform shall present a neat and professional appearance. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is the key to enforcement of NSCC grooming policy.

2202 HAIR

1. Males

a. General. Hair will be neat, clean and present a well-groomed appearance. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward no greater than 3/4 inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. The “blocked neckline” is permitted as long as a tapered appearance is maintained. Hair shall be no longer than 4 inches and groomed so that it does not touch the ears or collar, extend below the eyebrows when headgear is removed, show below the front edge of the headgear, nor interfere with the proper wearing of military headgear. Bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to the length of the hair). Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has, with 4 inches length and 2-inch bulk the maximum under any circumstances.



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b. Bulk. Military headgear shall fit properly and in no case shall the bulk or length of hair interfere with the proper wearing of any military headgear.

c. Taper. The unique quality and texture of curled, kinked, waved and straight hair is recognized, and in some cases the 3/4-inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck.

d. Part. One (cut, clipped or shaved) natural, narrow, fore-and-aft part is authorized.

e. Styles. Varying hair styles, including afro, are permitted provided these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform. Faddish and outrageous multi-color hair is not authorized. Exaggerated styles, including those with excessive fullness or extreme height, are not authorized.

f. Sideburns. Sideburns (if worn) shall be neatly trimmed and tapered in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain" or similar grooming modes are considered to be merely elongated sideburns and thus are not authorized.

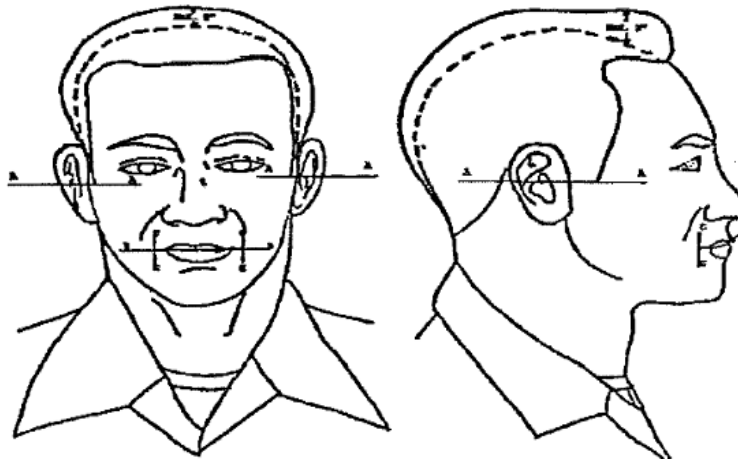


FIGURE 2-2-1 MALE GROOMING STANDARDS

----- INDICATES SCALP LINE. Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A".

When a mustache is worn it shall not:

- Go below a horizontal line extending across the corner of the mouth as indicated by line "B".
- Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C".
- Protrude below the lip line of the upper lip as indicated by line "D".



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2202 HAIR

2. Females

a. General. Hair will be clean and neatly arranged.

1) No outrageously multicolored or faddish hairstyles, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.

2) Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized.

3) Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized.

4) Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimensions, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore-and-aft rows (corn rowing), which minimize scalp exposure. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.

5) Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison cap, ball caps, or 8-point utility covers. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited.

6) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1 1/2 inches below the top of the jumper collar.

b. Bulk. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.

c. Hair Ornaments. Conspicuous rubber bands, pins or ornamentation of any kind is not authorized. A maximum of two small barrettes, combs or clips, similar to the hair color may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Hairnets shall not be worn unless authorized for a specific type of duty.



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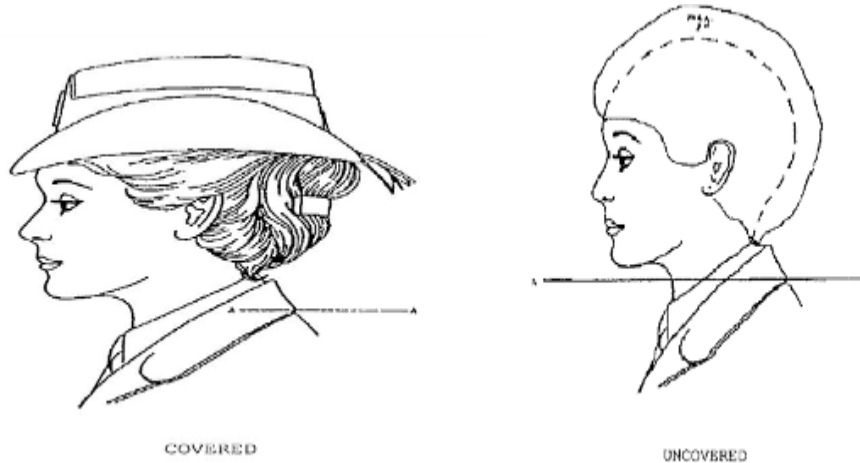


FIGURE 2-2-2 FEMALE GROOMING STANDARDS

----- INDICATES SCALP LINE. Hair shall not extend below a point level with the lower edge of the collar, as indicated by line "A".

2203 SHAVING AND MUSTACHES. Male cadets shall be clean-shaven. Discretion should be used with younger cadets or those with religious convictions. The wearing of mustaches and beards is not authorized for Sea Cadets. However, NSCC officers, midshipmen, and instructors may wear mustaches. They shall be kept neatly and closely trimmed and no portion of the mustache shall extend below the lip line of the upper lip. The wearing of a beard is not authorized unless required for a medical reason, in which case, a waiver must be approved by the Executive Director, who will provide the grooming standards if a waiver is granted. Refer to Section 2202.

2204 HAIRPIECES. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not present a safety or FOD hazard.

1. Males. Hairpieces meeting male grooming standards are authorized for wear by NSCC officer, midshipmen, or instructor personnel while in uniform or duty status. Male cadets should only wear a hairpiece when it is a medical necessity.

2. Females. Wigs or hairpieces meeting female grooming standards are authorized for wear by NSCC officer, midshipmen, or instructor personnel while in uniform or duty status. Female cadets should only wear a wig or hairpiece when it is a medical necessity.

2205 COSMETICS. Cosmetics shall be applied in good taste so that colors blend with natural skin tones and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized. Lipstick colors shall be conservative and complement the individual. Long false eyelashes are not authorized. Male personnel are not authorized to wear cosmetics unless for medical reasons.



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2206 FINGERNAILS

1. Males. Fingernails shall not extend past fingertips. They shall be kept clean.
2. Females. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

2207 JEWELRY

1. Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.
2. Earrings
 - a. Males. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.
 - b. Females. One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm – 6mm ball (approximately 1/8 – 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for officers, midshipmen, instructors, and chief petty officers, and silver for NSCC/NLCC cadets PO1 and below.
3. Body Piercing. Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction.
4. Necklaces/Choker. While in uniform, only one single-strand necklace, conservative in nature, may be worn and shall not be visible; choker necklaces and necklaces that are the large multi-strand or gel-type branded collar variety are not authorized.
5. Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

2208 TATTOOS, BODY ART & BRANDING. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the NSCC are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Tattoos, body art, or brandings on cadet personnel are strictly prohibited.



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2209 MUTILATION. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to: a split or forked tongue, foreign objects inserted under the skin to create a design or pattern, enlarged or stretched out holes in ears (other than a normal piercing), intentional scarring on neck, face, or scalp; or intentional burns creating a design or pattern. Personnel should not be allowed admittance to the NSCC with any form of body mutilation. NSCC personnel will be separated immediately for cause in all cases.

2210 DENTAL ORNAMENTATION. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

2211 WAIVERABLE CONDITIONS. NSCC officer, midshipmen, or instructor applicants who have visible tattoos, body art, brandings or dental ornamentation that may be questionable, must request a waiver for enrollment purposes. Those adult members with authorized tattoos should limit their size to one per arm, and no larger than can be concealed by the flat of the hand.

2212 NON-WAIVERABLE CONDITIONS. All cases where visible tattoos, body art, or brandings are considered obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are non-waiverable and member should not be enrolled in the NSCC program or separated for cause at the earliest opportunity.



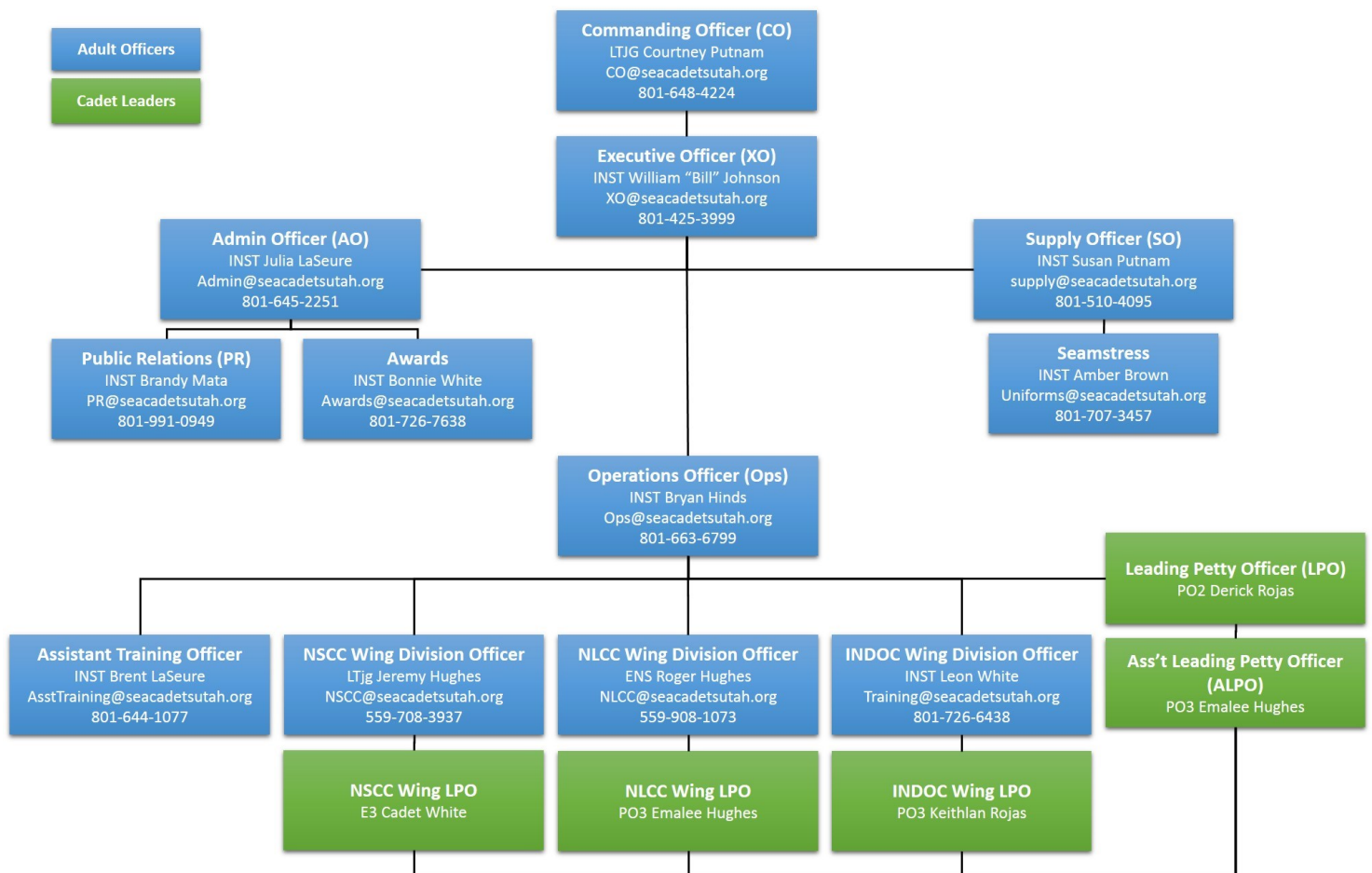
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Appendix B

CHAIN OF COMMAND





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Appendix C

Special Request Chit

The NSCC Jake Garn Squadron REQUIRES a cadet to attend, at a MINIMUM, 75% of the drills in a calendar year. Each drill is made up of 4 drill 'sections'. Saturday has an AM and PM drill and Sunday has a AM and PM drill. A cadet can only miss three FULL weekends a year – although they can miss a portion of a drill and attend the rest of it for attendance purposes. For example, if a cadet misses Saturday AM they can attend Saturday PM and all of Sunday.

Cadets MUST SUBMIT a special request chit PRIOR to all absences. The chit form must be completely filled out 3 days prior to the event with the exception of special circumstances. Any cadet who submits any absence chit must have a valid reason as to why they cannot be in attendance. If any cadet has any training suggestion, they may submit a request chit for that as well. This is how we practice to be held accountable for our actions.

Name: *

Email Address: *

Subject: *

Message: *

SUBMIT

To be submitted electronically at <http://seacadetsutah.org/cadets/special-request-chit/>.



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Appendix D

JAKE GARN SQUADRON 151JGS		CADET DEVELOPMENT		<i>FOR OFFICER/INSTRUCTOR USE ONLY</i>	
USNSCC		PLAN		<i>THIS IS NOT A PERFORMANCE EVALUATION</i>	
HILL AIR FORCE BASE					
Date (DD MMM YY):					
1. CADET INFORMATION					
1a. Last Name		1b. First Name		1c. Current Rank	
2. OFFICERS/INSTRUCTORS CONDUCTING INTERVIEW					
2a. Last Name		2b. First Name		2c. Rank/Title Assignment	
2a. Last Name		2b. First Name		2c. Rank/Title Assignment	
4. SHORT/LONG TERM PLAN					
4a. Short Term Goals, Including Interests (6 month-1 year)			4b. Long-Term Goals, Including Interests (1-3 years)		
5. PLANS OF ACTION TO REACH GOALS/RESULTS OF GOALS SINCE LAST INTERVIEW					
5a.					
6. ACKNOWLEDGEMENT					
6a. Officer/Instructor Signature		6b. Officer/Instructor Signature		6c. Cadet Signature	
<i>COPY TO CADET AND SERVICE JACKET</i>					