

# SEA CADET FAMILY HANDBOOK

A guide for families during their child's involvement  
with the U.S. Naval Sea Cadet Corps



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# Welcome Aboard



**Welcome to the U.S. Naval Sea Cadet Corps!** Your child is embarking on a personal and professional development journey. Exciting adventures await full of hands-on learning and memorable experiences exploring diverse career paths in the sea service and maritime communities.

You will be introduced to Sea Cadet regulations and customs in the coming months. Many aspects may be new for families without military experience, and it is not uncommon to feel “lost” initially. Rest assured, you are not alone. Our team of volunteers, fellow sea cadet families, and headquarters staff are ready to assist at every step.

Resources like this Family Handbook, available online through the Quarterdeck, will aid you. This handbook offers straightforward answers and directs you to other sea cadet manuals for more complex inquiries.

## Benefits of Membership

Founded in 1958 and Congressionally chartered in 1962, the U.S. Naval Sea Cadet Corps (USNSCC) is a nationwide organization with over 2,000 volunteers in 350 units serving over 7,000 cadets annually nationwide and in U.S. territories such as Puerto Rico, Guam, and Saipan.

Being a sea cadet fosters responsibility, productivity, and good citizenship. Sea Cadet membership offers a unique opportunity to sample military life without any obligation to join the armed forces. Cadets may qualify to enlist in the military at an advanced pay grade. Sea Cadets have also received ROTC scholarships and appointments to military academies. Whether interested in pursuing careers in uniformed services, trades, or the public and private sectors, we equip youth with essential skills, knowledge, and confidence for success.

We emphasize patriotism, service, confidence, and physical readiness within a disciplined environment where cadets wear uniforms and work collaboratively in teams. Our cadet-led, adult-supervised program offers hands-on leadership opportunities to cadets. Through coaching and mentorship, we guide today's youth to become tomorrow's leaders.

## Eligibility Requirements

The U.S. Naval Sea Cadet Corps consists of two programs: the Navy League Cadet Corps (NLCC) for grades 5-8 and the Naval Sea Cadet Corps (NSCC) for grades 9-12. Both programs offer equal participation opportunities regardless of race, color, religion, or gender. Prospective cadets must be unmarried, full-time students with good academic standing and good moral character. Detailed eligibility requirements are found in the *USNSCC Regulations*.

All cadet applicants must undergo a medical examination similar to a high school sports physical. Admission will not be denied due to a medical disability. A Request for Accommodation may be submitted for review if a medical condition hinders full, unlimited participation. Due to the nature of our program, it may not be possible to reasonably accommodate all requests.

Cadets will discover that physical fitness is essential to success in the Sea Cadet program. Continued enrollment and advancement depend on the ability to pass the Physical Readiness Test (PRT) twice per year. Cadets will participate in physical activities during drills and training; however, more is needed to maintain proper physical fitness levels. Cadets are encouraged to exercise regularly and work towards earning a physical fitness ribbon. Physical fitness standards can be found in the *Physical Readiness Test (PRT) Administration Policy Manual*, and details about the physical fitness ribbon can be found in the *NSCC/NLCC Awards Manual*.

## Costs

While there is a standard national enrollment fee for program membership, the actual cost of participation varies by unit and individual cadet. Contact your unit's commanding officer for specific information regarding the costs associated with the local unit.

## Our Navy Heritage

Cadets will encounter various naval customs and traditions, including using a vocabulary rooted in the long and rich history of ships and the sea. Shipboard terms are often used at land-based facilities where cadets drill.

A group's unique language and jargon identifies the members, promotes cohesiveness, and sets them apart from those not in that profession, sport, club, or organization. This is especially so with the sea services. A short glossary of nautical and military terms used by the U.S. Navy and Coast Guard is at the end of this handbook.

## Sea Cadet Core Values

Our naval customs and traditions have evolved since 1775 when the Continental Congress authorized the creation of the Continental Navy. These customs and traditions contribute to maintaining discipline and order in a military organization. Many customs include acts or expressions of respect, such as the hand salute, and align with **the U.S. Navy Core Values: Honor, Courage, and Commitment.**

The U.S. Naval Sea Cadet Corps has unique core values that serve as our cultural cornerstones, mirror those promoted by the maritime services, and reflect the mission and vision of the USNSCC. They have been selected because they represent the values expected of youth leaders as they leave high school and pursue futures in academics, the workforce, or military service. **The USNSCC Core Values are Honor, Respect, Commitment, and Service.**

The *Sea Cadet Code of Conduct* is at the end of this handbook.

# USNSCC Core Values



**U.S. NAVAL  
SEA CADET CORPS**

[www.seacadets.org](http://www.seacadets.org)

## HONOR

## RESPECT

## COMMITMENT

## SERVICE

# USNSCC CORE VALUES

The United States Naval Sea Cadet Corps core values mirror those promoted by the maritime services and reflect both the mission and vision of the U.S. Naval Sea Cadet Corps. They have been selected because they represent the values expected of youth leaders as they leave high school and pursue futures in academics, the workforce, or military service. The USNSCC core values are Honor, Respect, Commitment, and Service.

**We always conduct ourselves in the highest ethical manner. We are honest and truthful. We abide by an uncompromising code of integrity. We hold ourselves accountable. We take responsibility for our actions. We keep our word.**

**We treat all people with dignity, fairness, and compassion. We believe in the power of diversity. We foster an inclusive culture within the U.S. Naval Sea Cadet Corps. We instill trust and respect within the chain of command, both as followers and leaders.**

**We prioritize the safety, and care for the professional, personal, and spiritual well-being, of our fellow cadets and volunteers. We seek to operate as a team to improve the quality of our work, our people, and ourselves. We pursue positive change and constant improvement for ourselves, our shipmates, and the U.S. Naval Sea Cadet Corps.**

**We place the priorities of our country, the U.S. Navy, the U.S. Coast Guard, the U.S. Merchant Marines, the U.S. Naval Sea Cadet Corps, and our shipmates above our own. We strive to be our best by building moral courage, instilling trust, and inspiring hope in those we serve and those with whom we serve.**

## Government Support of U.S. Naval Sea Cadet Corps

Cadets are authorized by the Secretary of the Navy to wear Navy uniforms duly modified with the NSCC/NLCC insignia. In recent years, the U.S. Congress has allocated funds to help subsidize the cost of recruit and advancement trainings. Cadets who have successfully completed recruit training are eligible to train aboard U.S. Navy ships and Coast Guard ships and participate in shore activities.

When visiting a facility hosting a Sea Cadet event or function, keep in mind that it is a privilege to be allowed to continue to use government and military facilities for functions. Military personnel generally are respectful and courteous of civilian guests and their inquiries. However, their primary mission is service to and security of our country. Families and cadets must demonstrate appropriate decorum and respect when visiting our military installations.

## Uniforms

The unit will issue surplus Navy uniforms to cadets, typically for a reasonable fee or deposit. Uniforms are issued to the best of the Corps' ability within the limits of the uniform supply available. Typically, uniforms may be exchanged at no additional cost. Remember that these are used uniforms, and not all sizes are available. Families are responsible for alterations as needed.

If the cadet leaves the program, all issued uniforms must be returned. Not all required items may be issued; items such as hats, socks, boots and shoes, nametapes, and other miscellaneous items may be required at the cadet's expense.

Nametapes and NSCC/NLCC flashes are required on all uniforms to identify the cadet and their affiliation with the NSCC/NLCC. Nametapes are strips of material with the cadet's name embroidered on them. Flashes are patches either sewn on or attached to uniforms using hook and loop. Information regarding the proper wearing of the Sea Cadet uniform can be found in the *NSCC/NLCC Uniform Regulations*.

## Personal Grooming

Good grooming and personal appearance practices instill pride and self-confidence in cadets. All cadets are expected to be clean and well-groomed at all times. Uniforms are expected to be clean and pressed, with all flashes and nametapes attached securely in the proper position. Cadets will be taught grooming customs and traditions early to assimilate into the unit with as little disruption as possible.

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 key to the enforcement of the grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

Families can help by being aware of the proper grooming standards and reminding the cadet that these are the grooming expectations while in uniform. Grooming standards can be found in the *NSCC/NLCC Uniform Regulations*.



# Partnering with Families

As a sea cadet family member, you play a crucial role in developing all cadets in your unit. Your positive influence on your cadet and your involvement in volunteer opportunities contribute to the growth of a sense of community and forming friendships among cadets. Throughout your Sea Cadet Experience, you will learn and grow alongside your cadet. Family members interested in volunteering are encouraged to read the section on Volunteer Opportunities.

**Encourage and empower your cadet, but refrain from doing the work for them.** Encourage responsibility by having them communicate with their unit, manage details of unit drills, and take care of their uniform. Mistakes are anticipated and acceptable in Sea Cadets, providing a safe environment for learning and building confidence.

## **Communication is key:**

- Understand your unit's communication channels (email, apps, social media, text) and stay informed about upcoming events.
- Communicate **with your cadet first** regarding unit needs and expectations.
- If you need to contact an adult volunteer, avoid disrupting them at drop-off or pick-up; use the unit's designated communication method.
- Model effective communication skills and teach your cadet proper email and phone etiquette.

## **Safety is paramount:**

- Keep your child's medical and emergency contact information up-to-date.
- Be transparent about medication needs or other accommodations with the home unit and training staff for their safety.

## **Time management tips:**

- Ensure your cadet arrives on time for drill, emphasizing the military practice of being 15 minutes early.
- Coach them on managing monthly online coursework between drills.
- Encourage cadets to prepare for monthly drills in advance, not the night before drill.

## **Empowerment and support:**

- Let your cadet take charge, especially with uniforms, unit communications, and seabag responsibilities.
- Attend meetings, social events, and ceremonies as requested to show support and recognition for your cadet's efforts.

## **Behavioral expectations:**

- Model respectful behavior towards volunteers who dedicate their time to the unit.
- Reinforce adherence to the Cadet Code of Conduct and Sea Cadet policies and regulations with your child.

# Family Quick Start Guide

Highlighted throughout the handbook are recommended **FAMILY ACTION ITEMS** to aid your engagement as your cadet begins this journey.

Here are five key steps for a quick start:

- 1.) **Review Handbook:** Familiarize yourself with the entire handbook and refer to it regularly. For questions, ask your cadet first and encourage them to communicate with their chain of command. Connect with other families in your cadet's unit for additional information and support.
- 2.) **Set Up A Quarterdeck Account:** Visit the "Quarterdeck" at [www.seacadets.org](http://www.seacadets.org), then click "Login" from the upper right menu to create your Quarterdeck Account. You will need your child's Sea Cadet ID number, which is found on their Sea Cadet ID card. Only the primary parent or guardian can establish this account. The primary parent or guardian is listed first on the cadet application.

Watch this instructional video, <https://youtu.be/SPwnArDXWq0>, for guidance.

- 3.) **Update Medical Information:** Regularly update your cadet's medical information in the Quarterdeck. Cadet's medical information is not shared with the military and is only collected to ensure the safety and well-being of all cadets while engaging in sea cadet activities.
- 4.) **Documented Accommodations:** If your child requires specific accommodations, such as those related to physical, learning, or other needs, please contact their home unit. Complete pages 9-10 of the cadet application form titled "Request for Accommodation." However, it's important to acknowledge that, due to the nature of our program, we may not be able to fulfill all requests.
- 5.) **Uniform Items:** Assist your cadet in obtaining all necessary uniform items. Appropriate footwear is important to avoid foot, knee, and ankle injuries, shin splints, and stress fractures. Ensure that your cadet has running shoes, as all other forms of athletic shoes will not be sufficient. Recruits will need good-fitting, fairly new (but broken-in) running shoes for PT and RT.

# Expectations

Clear communication is vital to your child's journey in our program. Well-defined expectations serve as a roadmap for success, fostering an environment of accountability, motivation, and confidence. Below are the fundamental principles that make clear expectations the foundation of a rewarding experience for your child.

**Clarity and Understanding:** Clearly communicated expectations ensure that everyone involved understands what is anticipated of them, preventing misunderstandings and confusion. This clarity establishes a shared understanding of goals and responsibilities.

**Performance Management and Accountability:** Expectations provide a performance benchmark, enabling individuals to evaluate and adjust their efforts. Communicating expectations creates accountability. When people know what is expected of them, they are more likely to take ownership of their responsibilities and deliver results.

**Conflict Prevention:** Unclear or uncommunicated expectations can lead to misunderstandings and conflicts. Proactively discussing and setting expectations helps address potential issues before they escalate, contributing to a positive and collaborative environment.

## Family Expectations

- ⇒ Ensure your cadet is on time for each event, arriving 15 minutes before the scheduled start time.
- ⇒ Pick up your cadet at the appointed time or no later than 10 minutes after dismissal.
- ⇒ Be an active member of the unit by reading the POD/POM and any emails from the unit.
- ⇒ Help your cadet maintain their uniform. It is the cadet's responsibility to care for their uniform properly, but families need to ensure that the cadet has the tools needed to succeed, such as a clean iron/ironing board and a shoe shine kit.
- ⇒ Encourage your cadet to do their online courses in the assigned timeframe.
- ⇒ Encourage your cadet to exercise. Better yet, exercise with your cadet!
- ⇒ Return ALL uniforms in serviceable condition within 30 days after your cadet leaves the program. Turn in/exchange all uniforms that are outgrown or no longer serviceable.
- ⇒ Provide transportation to/from advanced training.
- ⇒ Purchase proper footwear (boots, dress shoes, athletic shoes) for your cadet.
- ⇒ Remember that all Sea Cadet officers are **volunteering** their time to work with your cadet. Respect volunteers' time and consider how you can help your unit.

# Cadet Expectations

## **HONOR:**

Cadets will conduct themselves honorably at all times by being completely truthful, polite, and considerate to all people and showing proper military bearing.

Cadets will act responsibly through:

- Arriving on time (15 minutes before the scheduled start time)
- Having with a positive attitude, ready to learn
- Reading the Plan of the Day/Plan of the Month in advance and preparing for drill
- Maintaining proper grooming
- Wearing the uniform with pride and never abusing this privilege
- Using chain of command to answer questions and deal with concerns
- Coming to drill adequately hydrated and well-rested
- Safeguarding their Sea Cadet ID cards and personal belongings, no "gear adrift."
- Remaining in good standing academically at school (public, private, or homeschooled)

## **RESPECT:**

Cadets will be respectful by saying "Yes, sir/ma'am" or "No, sir/ma'am" when addressing adults. Cadets will obey the orders of those placed in authority over them, whether young or old, and follow military courtesies, policies, regulations, and the Cadet Code of Conduct.

## **COMMITMENT:**

Cadets will demonstrate commitment by:

- Maintaining or exceeding the minimum unit drill attendance of 75% per quarter (\*A pattern of poor attendance at regular drill events may result in dismissal from the program.)
- Completing the online advancement courses on time
- Exercising regularly to improve physical fitness
- Attending at least one (NSCC) summer/winter training per year

## **SERVICE:**

Cadets will serve and support each other through positive interactions by building one another up with encouragement and maintaining an environment free of cursing, inappropriate jokes, or demeaning comments. Cadets will look for community service activities and strive to complete 30 hours of community service for every year enrolled in the program.

## **FAMILY ACTION ITEMS:**

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| <p>⇒ Review the Cadet Expectations with your cadet; be sure they understand and are ready to meet the expectations.</p> <p>⇒ Talk to your cadet about their goals for being in this program, and ask them to share their goals with their home unit. If necessary, help your cadet set small goals that are challenging yet attainable. Use the next two pages to guide your conversation.</p> |
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# Cadet Goal Planning

## Unit Related Goals

- Recruitment:** help support your unit's efforts to meet their recruitment goals. By recruiting three new members, current cadets can earn free training (a waiver good for one cadet training fee).
- Community Service:** help your unit arrange and participate in community service opportunities. Not only does this benefit your community, but cadets can earn a community service ribbon for volunteering 30 hours. Refer to the *Awards Manual* for award criteria.
- Teams:** Cadets can join special teams that may exist in their unit. Some teams compete at regional and national levels, such as marksmanship, color guard, CyberPatriot, and SeaPerch teams. Find out what special teams your unit has, or start one within your unit.

## Personal Goals

- Attendance:** Meet or exceed the 75% attendance requirement. Cadets get the most benefits from Sea Cadets by showing up and being an active member of their unit. Cadets can earn an appurtenance on their year ribbon for having perfect attendance at unit drills for an entire year. Refer to the *Awards Manual* found on the Quarterdeck for award criteria.
- Academic Achievement:** Cadets will learn about and be tested on knowledge of naval history, customs and courtesies, and other topics and complete online coursework in between drills on our learning management system, Polaris. Outside of Sea Cadets, they can earn an academic achievement ribbon for doing well academically. Refer to the *Awards Manual* for award criteria.
- Military Bearing:** Cadets will learn about and demonstrate adherence to the USNSCC Core Values (Honor, Respect, Commitment, and Service), Cadet Code of Conduct, attention to instructions and orders, maturity, self-discipline, and neatness in grooming and uniform. They will also learn military drill, marching, and how to follow their Chain of Command. Memorize the USNSCC Core Values and the Cadet Code of Conduct.
- Physical Fitness:** Pass the Physical Readiness Test (PRT) and meet swim qualifications. Strive to earn a physical fitness ribbon or appurtenance. Refer to the *Physical Readiness Test (PRT) Administration Policy Manual* for fitness standards and the *Awards Manual* for award criteria.
- Training:** A Sea Cadet must attend Sea Cadet Recruit Training (RT) first, followed by at least one training every year after that. A League Cadet is encouraged, but not required, to attend Navy League Orientation (NLO) as their first annual training, followed by one advancement training every year after that.

Advancement training in various subjects takes place during summer and winter breaks. Circle the ones below that interest you, and talk to your home unit to learn more. Some advanced opportunities, such as the International Exchange Program or special operations training, require cadets to have achieved a certain level of experience and time in the program.

- |                                  |                                  |
|----------------------------------|----------------------------------|
| Aviation                         | Music/Band (CA only)             |
| Boating                          | Naval History and Heritage       |
| Construction (SEABEE)            | Photojournalism                  |
| Culinary                         | Public Safety                    |
| Cybersecurity                    | Robotics                         |
| Dive                             | Seamanship                       |
| Field Operations                 | Shipboard Training               |
| Honor Guard                      | Special Operations               |
| International Exchange           | STEM                             |
| Leadership                       | Survival courses                 |
| Marksmanship                     | Summer seminars at U.S. Military |
| Master at Arms (Law Enforcement) | Academies                        |
| Medical                          | Vehicle Maintenance              |

## Training Paths and Opportunities

Below are examples of training paths to consider, including military service, civil service, corporate careers, the trades, and non-profit employment fields. Select one or more that you are interested in and talk with your chain of command at your home unit about these opportunities.

- Aviation:** Cadets interested in becoming a pilot or working in aviation may want to consider the following trainings: FAA ground school, drone training, airman training, aviation maintenance, National Flight Academy, and Space Camp.
- Seamanship:** Cadets who love the water and want to explore the sea services may wish to attend Seamanship training with the Coast Guard or Navy, tall ship sailing, basic sailing (small sailboats), advanced sailing, scuba diving certification, lifeguarding, Military Sealift Command, and small boat operations.
- Technology:** With a broad scope of career possibilities, cadets can explore cybersecurity, underwater robotics, engineering, and summer STEM programs offered at the U.S. Naval Academy.
- Military Officer/Leadership:** the desire to lead is a different journey that may take you in many directions. Some of these trainings will give cadets a better insight into what life is like when you are leading others: Petty Officer Leadership Academy, serving as a Staff Cadet at recruit training or another training; Marksmanship, field operations, public safety, special warfare, or International Exchange Program (IEP)
- Seabees/Construction Trades:** Cadets interested in working in the trades can try this path: Boatswain's Mate, Seabee basic and advanced (includes various construction trade skills such as HVAC repair and carpentry), shipbuilding, and welding.

# Units and Drills

**Your home unit is your cadet's Sea Cadet family.** The local Sea Cadet group in your community, known as your "**home unit**," has a unique name like "Blue Angels Squadron," "Alamo Battalion," or "Pentagon Division."

Units meet at a designated "**drill site**," which could be a military facility, American Legion Post, VFW Hall, school, church, or similar venue. There are 350 Sea Cadet units in nearly every state and several U.S. territories, such as Puerto Rico, Guam, and Saipan. Though we all share a common connection through the national Sea Cadet program, your unit's history, culture, and identity are unique.

Engaging in year-round interaction, units foster a sense of belonging among cadets and adult volunteers, providing a safe community free from negative influences like drugs, violence, and peer pressure. Most units typically meet or "drill" one weekend per month, Saturday and Sunday, for six to eight hours each day, though individual drill schedules may vary. Some school-based units drill every other day or weekly.

**Sponsors:** Units are sponsored by local non-profit organizations, such as the Navy League of the United States (NLUS) councils. Sponsors provide financial and other support to the unit. Units may have additional community-based support or partnerships with other non-profit organizations or local companies.

**Operational Procedures:** Each unit is overseen by adult volunteers who strive to provide challenging opportunities for cadets. These opportunities allow cadets to face initial difficulties and persist, ultimately leading to success. While units are volunteer-run, they are cadet-led.

Cadet leadership and adult volunteers plan and execute each drilling evolution collaboratively. These evolutions encompass safety training, engaging activities, classroom instruction, and debriefing sessions to analyze and learn from the day's events.

**Benefits of Unit Drill:** In unit drills, cadets come together to build basic connections that form the basis of teamwork. In Sea Cadets, teams are more than just groups; they are expected to communicate, rely on each other, and discuss the best ways to ensure a fun and safe environment. Adult volunteers oversee cadet activities, allowing each cadet to have these experiences and providing feedback on why a training or drill was successful or not.

**Connecting with Other Units:** Sea Cadet regions consist of neighboring home units that often share resources and information beneficial for volunteers, cadets, and families. Such collaboration increases the likelihood of cadets fostering camaraderie through joint activities. Our members thrive when they feel a sense of community in Sea Cadets.

**Respect the Time Volunteers Contribute.** Drills end on time, and families should pick up their cadet within 10 minutes of the scheduled end of drill. Units discourage families from picking up cadets early and disrupting the discipline of the drill routine. However, families are welcome to observe drills and final muster. The Commanding Officer (CO) is usually available to talk with families at the end of each drill.

### **FAMILY ACTION ITEMS:**

- ⇒ Engage in a conversation with your cadet about their home unit.
- ⇒ Explore the significance of the unit's name.
- ⇒ Identify individuals in their chain of command.
- ⇒ Discuss the various activities they participate in during drill, including their favorites.
- ⇒ Inquire about any challenges they might face and encourage them to communicate with their chain of command if needed.

## **Responsibilities**

Each cadet is expected to be punctual and fully prepared for the scheduled drilling evolution. Arriving “on time” means to arrive 15 minutes before the start time of the activity. Each NSCC/NLCC unit follows a unique drill routine. Cadets are required to wear the appropriate uniform of the day and carry their cadet ID card. Additional meals, snacks, special equipment, or course material requirements will be established by the unit’s leadership staff and typically communicated through a Plan of the Month (POM) and/or Plan of the Day (POD).

## **Plan of the Month**

Effective communication is vital for any team. Our officers communicate with families and cadets monthly through the Plan of the Month (POM). The POM provides the month’s drill dates, the appropriate uniforms, and any special requirements or other pertinent information for activities and events. Some units include promotions, special events, and additional information in the POM.

**Families and cadets must read the POM as soon as it is received.** There is no excuse for not being aware of the information contained in the POM. Families should contact the unit, using the chain of command, if a POM is not provided.

## **Attendance**

Cadets are required to maintain a minimum unit drill attendance of 75% per quarter. Discuss needs for excused absences with the unit, using your chain of command. If a cadet misses too many drills or does not notify the unit when they will be absent, the cadet could be put on probation or disenrolled.



# Cadet Training

While League and Sea Cadet units are organized along military lines, their main purpose is to foster good citizenship and an interest in and appreciation for our nation's maritime services. Cadets study a broad range of subjects in the classroom and through practical, hands-on application.

Some types of training are designed to help cadets become better adult citizens, while others teach the importance of strong maritime skills such as seamanship, naval history, damage control, firefighting, and customs and traditions. They also study subjects that could improve their promotion potential should they join one of the sea services. Cadets are instructed by qualified adult leaders willing to devote their time and knowledge to this worthwhile activity.

## Online Coursework (Polaris)

Online courses are accessed through our learning management system, Polaris, which is available by logging into the Quarterdeck (seacadets.org). Cadets are assigned courses automatically as they advance in the program. The purpose of this coursework is to reinforce knowledge reviewed in person and enhance the learning process between a cadet's monthly interaction with their unit.

Examples of online courses include:

- Introduction to Sea Cadets
- General Military Knowledge
- Naval History
- Followership
- Ethics
- Customs & Courtesies
- Seamanship
- Drill and Ceremony
- How to Provide Constructive Feedback

### **FAMILY ACTION ITEMS:**

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| <p>⇒ Ensure your cadet has online access to their coursework through Polaris. A Polaris User Guide is available on the Quarterdeck (logging into Seacadets.org)&gt;Homeport&gt;User Guides.</p> <p>⇒ Engage your cadet weekly, inquiring about what they are learning in their online course.</p> <p>⇒ Encourage your cadet to meet all coursework completion deadlines.</p> |
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## Recruit Orientation (RO)

The Recruit Orientation program takes place at the unit and is typically administered during the first 90 days after enrollment in Sea Cadets. RO requires 100% attendance and participation, ensuring our newest recruits are well-prepared for Recruit Training. During RO, recruits will be issued their first set of uniforms.

## Recruit Training (RT)

Recruit Training is the initial required training for Sea Cadets following graduation from RO. RT is a nine-day overnight camp that introduces military routine and discipline, marking the first step toward advancing in the Sea Cadet program. Recruits can attend an RT from various dates and locations during the summer or winter school breaks. League Cadets may opt to attend a similar one-week Navy League Orientation, but it is not mandatory for the NLCC program.

RT is not a summer camp or vacation away from families. It is rigorous training that will prepare recruits for their sea cadet career. Recruits need to be prepared for long days, different types of instruction, challenging tasks, and decision-making scenarios to build confidence in their abilities. Integrity is at the core of Sea Cadets. Cadets forge lifelong relationships and define success through their integrity. RT can be challenging and enjoyable, shaping a cadet's career confidently.

During Recruit Training, cadets will be physically tested and mentally challenged. Completing the Medical History (online) form before training is vital. Cadets engage in swim qualifications, challenge courses, ropes courses, physical readiness tests, long rucks, and learning to march. Classroom routines involve instruction from instructors and guest speakers. Cadets also master making beds (racks) with hospital corners, folding clothes as Navy Recruits do, and moving as one team on one mission. Each cadet must be emotionally, mentally, and physically healthy for this experience.

**Bonding with Shipmates:** At RT, cadets understand the importance of never leaving a shipmate behind. Team support is crucial when shipmates struggle or feel homesick. Recruit Training may be the most basic of trainings, but it is also the most important training they will remember.

### **FAMILY ACTION ITEMS:**

- ⇒ Encourage your cadet to prepare for RT by breaking in their footwear, getting enough rest before RT, cutting down on caffeine and sugar, and reducing the use of electronics for two to three weeks before training.
- ⇒ Attend or watch a “How to Prepare for RT” webinar.
- ⇒ Have and demonstrate a positive attitude about RT. The experience is going to be challenging. Recruits will be pushed to their limits and gain confidence from the experience. Recruits should not arrive filled with fear and anxiety; instead, they should bring a positive attitude and be open to learning new things.

## Recruit Training Expectations Before Training

Description	Unit	Cadet	Families	Training Staff
Quarterdeck and Learning Management System (Polaris) Access	Verify cadets have set up Quarterdeck and Polaris accounts	Set up a Quarterdeck account and access	Set up a Quarterdeck account	* * *
Recruit Orientation (RO)	Conduct RO before winter and summer training season	Complete RO	Be aware that this is a requirement to attend RT	Prepare a brief review and knowledge check of RO topics for RT
Polaris Advancement Course (PAC)	Assign SR PAC	Pass the SR PAC	* * *	* * *
PRT	Administer the PRT and verify cadets have passed Readiness Level 2	Complete the PRT by passing Readiness Level 2	Guide cadet toward healthy habits; discontinue caffeine, sugar, etc. 2 weeks prior	* * *
Training Sign-up, Medical Forms, Payment	Read HQ seasonal training guidance; review and approve training requests	Read and follow HQ seasonal training guidance	Read and follow HQ seasonal training guidance; complete medical forms accurately and timely.	Read HQ seasonal training guidance and follow instructions.
Seabag/Uniform	Teach and train the cadets about packing a seabag. Inspect cadets' seabags before training.	Secure all items on the seabag list and properly pack seabag.	Empower cadet to secure and pack all items on the seabag list.	Use standard RT seabag list.
Welcome Letter and Travel Instructions	Educate cadets about what they <u>cannot</u> bring to training (contraband).	Review and follow all welcome letter and travel instructions	Review and follow all welcome notes and travel instructions. Have a plan to pick up cadet if they are dismissed for any reason.	Clearly communicate instructions to attend RT, including travel details.
Code of Conduct	Teach and model volunteer and cadet code of conduct	Learn and follow the cadet code of conduct	Support cadet's adherence to the <i>Cadet Code of Conduct</i>	Set the expectation of adherence to the <i>Cadet</i> and <i>Volunteer Code of Conduct</i>
Travel Jacket	Only print jacket if cadet family does not have a printer	Print documents and bring them to training (per HQ training guidance)	Print and bring to training (per HQ training guidance)	Be prepared to review at check-in
RT Graduation Requirements*	Educate cadets before RT	Know RT graduation requirements	Be familiar with RT graduation requirements	Communicate these with all stakeholders before RT

\*See the RT graduation requirements list on the next page.

## Recruit Training Expectations During Training

Description	Cadets	Families	Training Staff
Check-in process	Arrive on time and bring required seabag and travel jacket	Remain at the training site until your cadet has been successfully checked in	Conduct seabag inspection, collect medication and contraband
Communication	Follow the chain of command	Only with designated training staff in the case of an emergency	Assign a designated staff member as the family point of contact
RO Topics	Successfully demonstrate knowledge of RO topics.	* * *	Brief review and knowledge check at the beginning of RT
PRT	Must pass Readiness Level 2	* * *	Conduct PRT at RT
Uniforms	Pass uniform inspection	* * *	Conduct uniform inspection
Code of Conduct	Adhere to the Cadet Code of Conduct.	* * *	Model and require adherence to <i>Cadet</i> and <i>Volunteer Code of Conduct</i>
Graduation Requirements*	Successfully meet requirements	Attend graduation ceremony	Clear instruction on required topics; evaluation of cadets

### \*RT Graduation Requirements

1. PRT - must meet or exceed Readiness Level 2.
2. Demonstrate military drill proficiency - measured at the training site.
3. Satisfactory performance as measured by the Recruit Evaluation, shown below.
4. Pass the RT final exam.
5. Comply with Sea Cadet policies, regulations (including *Cadet Code of Conduct* and grooming standards), and directives prescribed by the COTC.

### Recruit Evaluation

Throughout the training, Recruits will be evaluated using the following criteria:

<b>Classroom Performance</b>	Openness to Learning; Attention in Class; Knowledge; Performance in Class; Participation; Preparedness for Class.
<b>Initiative</b>	Attitude; Willingness to Work; Engagement; Effort; Time Management; Appropriate Use of Time; Reliability; Usefulness.
<b>Bearing/Conduct</b>	Self-control; Customs and Courtesies; Wearing of the Uniform; Behavior; Conduct.
<b>Teamwork</b>	Helpfulness, Contributions, Cooperation, Mission Focus, Group Cohesiveness, Supportiveness.

## Advancement Training (AT)

After successfully completing Recruit Training (RT), your cadet becomes eligible to apply for advancement training in a wide variety of topics and career fields held nationwide during summer and winter school breaks. Later in their sea cadet career, cadets may apply to participate in our International Sea Cadet Exchange Program. Additional information on the NSCC and NLCC training programs can be found in the *NSCC/NLCC Training and Operations Manual*.

These trainings may have additional requirements related to safety, maturity, and facility guidelines, outlined in the Notes section of the Training Details. Requirements may include age restrictions, minimum rank, coursework prerequisites, and swim qualifications for water-related activities.

**Family Responsibilities & Training Tips:** When considering training, gauge your cadet's interest by reviewing the training description and welcome letter, which provide essential details. A star rating system indicates the training's orientation toward the military, physical demands, academic challenges, and STEM focus. Ensure your child is appropriately challenged but within their limitations.

Families must answer a series of health-related questions while registering for training. These questions are the same or similar to the health-related questions answered during the program enrollment process. It is important for the safety and well-being of cadets that their health records are updated regularly.

Travel instructions vary, so carefully read the Travel Notes for each training for arrival methods, whether by train, flight, or carpooling. Training fees are not refundable. Cadets must travel to and from training at their own expense. Only buy commercial travel tickets once your cadet reaches APPROVED status for the training.

Ensure your cadet brings any prescribed medications to maintain routine and mental well-being. If your cadet falls ill before training, contact the training and notify your home unit. Our staff prioritizes their health in the training environment. Families will be notified if a cadet becomes sick or injured during training. Families may need to pick up a sick or injured cadet during training; therefore, scheduling vacations, such as a cruise or traveling outside the country while your child is at training, is not advised.

**Packing for Training:** Follow the prescribed seabag list provided by each training, avoiding "extra just in case" items. Any items not on the list are considered "contraband" and will be stored for return upon departure.

**Completing Training:** Cadets must successfully complete training from check-in to check-out to receive advancement credit. Early departures may result in non-credit, requiring the training to be retaken.

**Locating and Signing Up for Training:** Use the "Find Trainings" button on your Quarterdeck to discover available training, sorting by state or subject. Hit "Apply" to register your cadet and send a message to your Home Unit. Confirmation details and payment processes will be provided by the training team.

To watch a tutorial on how to find and sign up for trainings online, visit this Video Link: <https://youtu.be/f9THQeAgN0Q>

**Contacting Your Home Unit:** Use the unit chain of command before and after training for concerns or questions. This ensures continuity of information and a positive outcome for your cadet.

## Chain of Command



Every person in the military has someone to whom they are responsible. Even the President of the United States has to answer to someone: the American people. The members of the NSCC/NLCC, between the cadet and the Commanding Officer, make up the unit chain of command. Both cadets and their families need to understand the importance of the chain of command and follow it to resolve questions or problems in an orderly, disciplined, and professional manner.

### Cadet Chain of Command

The newly enrolled cadet, having no supervisory responsibility, is the lowest link in the chain. Newly registered cadets typically will belong to a recruit squad. The next person, or link, in the chain, will generally be another cadet who has some leadership responsibility. Instilling leadership skills is one of the benefits of involvement in the U.S. Naval Sea Cadet Corps. Leadership responsibilities teach accountability and the appropriate use of power when working with others. *See Figure 1: Typical Cadet Chain of Command Diagram on the following page.*

### Officer Chain of Command

The chain of command for the officers and instructors of a U.S. Naval Sea Cadet Corps unit, like the cadet chain of command, is the line of authority and responsibility along which orders are transmitted. *See Figure 2: Typical Officer Chain of Command Diagram on the following page.*

Not all units have the same structure, so the chain of command for the local unit may be quite different from the examples provided on the following page. These differences are often due to the size of the unit, the availability of adult volunteers, and the skills of those who volunteer.

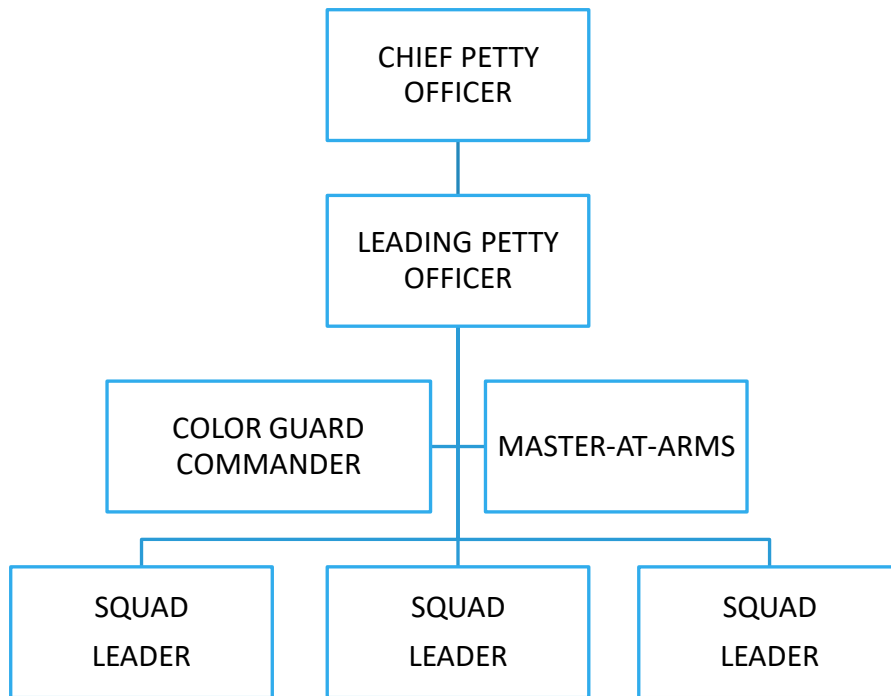


Figure 1: Typical Cadet Chain of Command Diagram

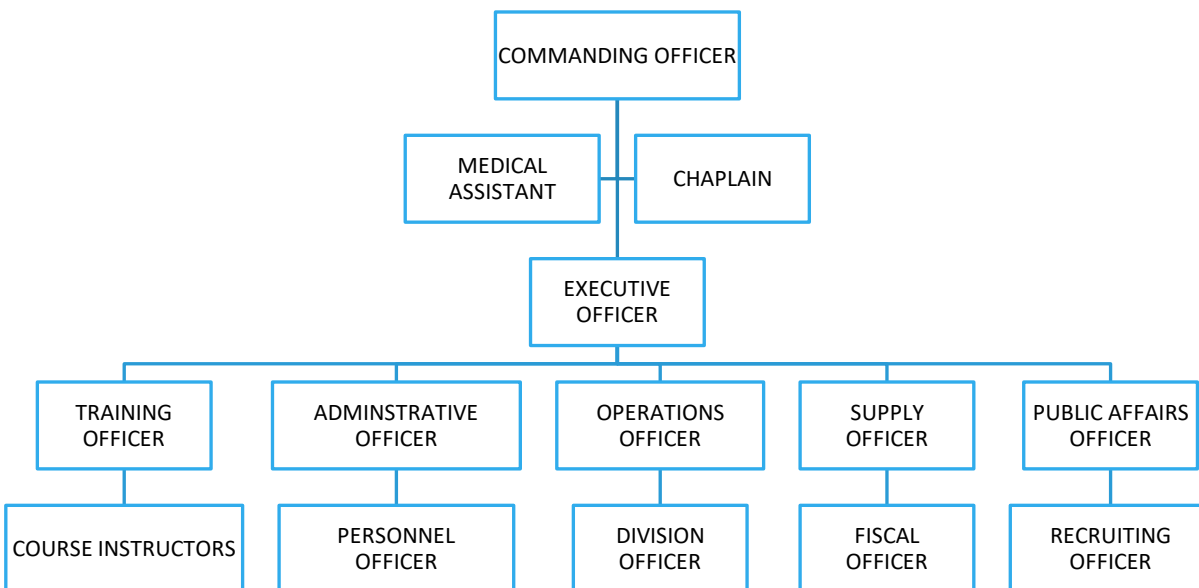


Figure 2: Typical Officer Chain of Command Diagram

## Other Important People

While many individuals may oversee specific aspects within the unit, they may not be part of the chain of command. Family members often volunteer for roles such as issuing uniforms, collecting funds, chaperoning events, or serving in other capacities. Those volunteering in roles involving direct contact with cadets must complete an Adult Enrollment application so that a background check will be conducted and proper liability risk mitigation is achieved. Cadets are expected to treat all adult volunteers and guests with courtesy and respect.

Family volunteers sometimes ask cadets to help in a work effort. If these requests interrupt a cadet acting under the direction of an order or request from someone within the chain of command, the cadet is placed in an awkward position. Consequently, family volunteers are asked to be courteous and respectful of the cadets. This might include confirming that the cadet is available and able to help, answering cadets' questions when they can, and always encouraging cadets to seek resolution through the chain of command.

## Resolving Unit Conflicts

Mutiny may occur when families and adult volunteers cannot cooperate, have interpersonal conflicts, and have very strong differences in their views of how the unit should operate. In these cases, the chain of command may temporarily break down at the unit level. Remember, this program exists for the benefit of our cadets, and disagreements between adult volunteers should always take a "back seat."

During these times of strife, families must remember the importance of setting a good example for their cadets. They should follow the U.S. Naval Sea Cadet Corps national chain of command, as illustrated in Figure 3 on the following page, to resolve questions or problems in an orderly, respectful, disciplined, and professional manner. Families with questions about the chain of command should discuss them with the unit's commanding officer and ask that the appropriate parties be involved if necessary. Remember, not all links in the chain may exist for you. Be sure to research and find out who is in your chain of command.



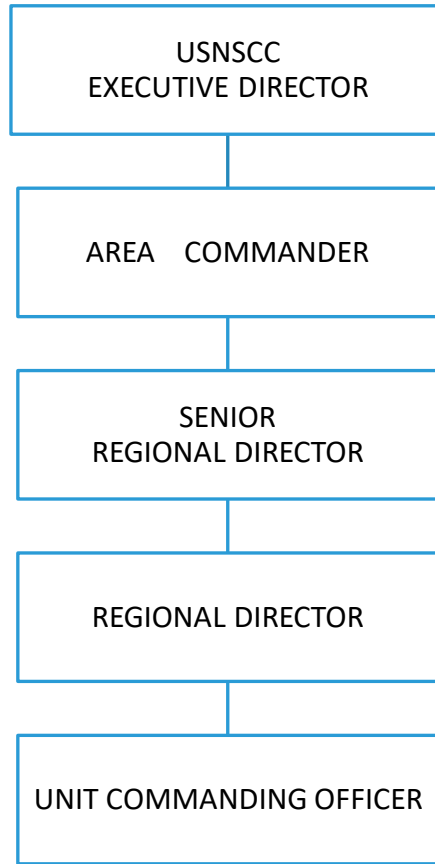


Figure 3: National Chain of Command Diagram

## Our Facility Hosts

No direct chain of command relationship exists between the U.S. Naval Sea Cadet Corps, unit leadership, and the military personnel and activities that host units in their facilities. The unit Commanding Officer is expected to maintain a positive working relationship with the facility host and to utilize the U.S. Naval Sea Cadet Corps chain of command to assist with any difficulties.

There have been reported instances of families going directly to facility hosts with complaints about their unit or how their cadet is treated. Families may have used this approach because they were unaware of the chain of command. It should be noted that involving active-duty military personnel in this way is inappropriate and constitutes a breach of the chain of command.

# Adult Volunteer Opportunities



## Family Volunteers

Some units have a family organization that helps the unit in many ways. These organizations operate independently of, but with guidance from, the unit Commanding Officer. Family organizations are made up of families who wish to be involved and help but do not have time to commit to every drill weekend.

Sea Cadet units can always use help making phone calls, sending emails, providing transportation, raising funds, or obtaining chaperones for unit functions. **Families can be as involved as their schedules permit. Units need help in many important areas. If all families would give just a little time to the unit, running the unit would be much less overwhelming for the unit staff. If possible, all families should get involved!**

## Officers and Instructors

Officers and instructors are adult volunteers who have committed to becoming members of the U.S. Naval Sea Cadet Corps and supporting a local unit with greater involvement. These volunteers are responsible for the day-to-day operation of the unit and drills. They are expected to attend a series of training programs designed specifically for Sea Cadet officers and instructors.

Many Sea Cadet officers have previous military experience. Some currently serve on active or reserve duty in one of the armed services. However, this is not a requirement. Any adult family member can complete an application to become an officer or instructor. Family members wishing to participate as officers or instructors should be advised that all applicants are subject to a security screening and background check. New adult volunteers are prohibited from wearing the Sea Cadet uniform during their first probationary year, which allows new volunteers to learn the culture, policies, and regulations before representing our program in uniform.

Refer to the *NSCC/NLCC Administration Manual* for a complete list of qualifications and procedures for enrollment. Questions regarding enrollment as an NSCC/NLCC officer should be directed to the unit Commanding Officer.

## Dual Family and Officer Roles

As officers, family members of cadets need to separate their role as family members from their role as unit officers. Having the dual role of family member and officer may be tricky for both the family member and the cadet if they are not careful to recognize the pitfalls. Personal bias can get out of hand. Consequently, family members of active cadets do not always make the best officers. Those who successfully separate their dual role follow the basic rules of conduct listed below.

DO:	DO NOT:
Use the Navy greeting of rank and last name when addressing their cadet.	Use their cadet's first name or a pet name like "Princess" while at Sea Cadet functions.
While at drill, respond to their cadet only when the cadet addresses them by their rank and last name.	Respond to their cadet during a drill if they refer to the officer as "mom" or "dad".
Treat their cadet the same as all other cadets at all times.	Give special privileges that have not been earned or set higher expectations of behavior.
Request other officers and instructors to work directly with their cadet whenever possible.	Ask or expect to always be assigned to be with the same group of cadets as their cadet.
Utilize other officers and instructors within the chain of command to intervene in any reprimand or discipline of their cadet, if needed.	Publicly reprimand or discipline their cadet in excess of the situation or outside the context of the chain of command.
Act with sensitivity to peer pressure that their cadet may face due to having a family member serve as an officer or instructor in the unit, adapting their behaviors or enlisting the support of others in the chain of command to balance any conflict among cadets.	Take sides or ignore conflict among the cadet ranks that could stem from accusations of family bias.

# Supplemental Resources

## Unit Handouts or Orientation Packet

Each unit may have supplementary material specific to the unit that they provide to families, including, but not limited to, the following:

- Welcome Aboard Letter
- Local Unit Policy Statement or Handbook
- Local Unit Costs
- Family Organization Information
- Local Web Site Address
- Plan of the Month
- Unit Chain of Command and Contact Information
- Drill Calendar
- Statement of Acknowledgement for Cadet and Family Expectations

## Web Links on Naval Heritage

- United States Navy: <http://www.navy.mil>
- Naval History and Heritage Command: <https://www.history.navy.mil>

## Web Links for Sea Cadets

- U.S. Naval Sea Cadet Corps: <http://www.seacadets.org>
- NSCC Homeport: <http://homeport.seacadets.org>
- Facebook Page: <http://www.facebook.com/usnscc>
- International Exchange Program: <http://iep.seacadets.org>
- Instagram: @americaseacadets
- Twitter: [www.twitter.com/seacadets](http://www.twitter.com/seacadets)

## Web Links for Resources

- Vanguard for certain uniform items, check with your unit first before ordering. Most units have a wholesale account with discounted rates, <https://www.vanguardmil.com/pages/sea-cadets-collection>
- 1-800-name-tape for nametapes, nameplates, and iron on labels, <https://store.1800nametape.com/usnscc.aspx>

# Glossary

All hands	The entire ship's company - everyone in the unit.
Aye, aye	The traditional and expected response to an order. "Yes, sir" (or Ma'am) is not an acceptable substitute.
Belay	To cancel an order or stop an action, as in "Belay the small talk!"
Bulkhead	A vertical partition, i.e., a wall.
Colors	The morning or evening ceremony of hoisting or lowering the U.S. flag.
Compartment	A room. Sailors sleep in berthing compartments in a ship. A small compartment housing officers is called a stateroom. The compartment where the Captain lies is called the cabin. It is the only cabin in a naval vessel.
Cover	Head gear, such as the cadet's white hat or ball cap.
Division	A local unit of the Sea Cadet Corps in which the training involves general seamanship topics. Sea Cadet Squadrons concentrate on aviation, while Sea Cadet Battalions study Seabee construction subjects.
Door	Oddly enough, the nautical term for a door—an opening in a bulkhead (wall)--is "door." It is not a hatch. A hatch is an opening in a deck.
Drill	A training period scheduled for the unit. Commonly on a regularly scheduled weeknight or weekend, it can also include special training events, parades, etc.
Field Day	A general clean-up of the facility involving all hands.
Galley	The kitchen.
Gear Adrift	Items, such as personal gear, not properly stowed.
Head	The bathroom or, more specifically, the toilet, so named because in the days of sail it was a simple seat over a hole cut in the overhand of the bow in the foremost part (head) of the ship.
Ladder	Doesn't necessarily mean something with rungs, it also means stairs. A stairwell is called a ladderwell.
Midshipman	An adult, typically a former cadet or college student, under the age of 21.
Muster	To assemble the cadets for a roll call.

Officer	A volunteer adult appointed by the National Chairman to a position of leadership in the Naval Sea Cadet Corps (including the Navy League Cadet Corps). In order of precedence officer ranks include: Warrant Officer, Ensign, Lieutenant Junior Grade, Lieutenant, and Lieutenant Commander. By custom, it is common to address a Lieutenant Junior Grade as "Lieutenant" and a Lieutenant Commander as "Commander."
Overhead	The ceiling. The deck forms the overhead of the compartment below it.
POD/POM	POD refers to the Plan of the Day. POM refers to the Plan of the Month. These documents contain information such as muster and dismissal times and location, uniform of the day, and schedule or activities.
Quarterdeck	The area of the ship or training facility, commonly the entrance, set aside for ceremonial purposes.
Rack	Common slang for bunk or berth where the cadet sleeps.

# USNSCC Cadet Code of Conduct



**U.S. NAVAL  
SEA CADET CORPS**  
CHART YOUR COURSE

## I PROMISE TO

**SERVE FAITHFULLY**

**HONOR OUR FLAG**

**ABIDE BY U.S. NAVAL  
SEA CADET CORPS  
REGULATIONS**

**CARRY OUT THE ORDERS  
OF THE OFFICERS  
APPOINTED OVER ME**

**AND SO CONDUCT MYSELF  
AS TO BE A CREDIT TO  
MYSELF, MY UNIT, THE U.S.  
NAVAL SEA CADET CORPS,  
THE NAVY, THE COAST  
GUARD, AND MY COUNTRY**

## CADET CODE OF CONDUCT

## I WILL

- put others before self
- participate with enthusiasm
- meet or exceed all advancement requirements
  
- wear my uniform with pride
- follow our Navy's customs and courtesies
  
- know the rules and follow them
- do the right thing, even when it's not popular
- stay away from alcohol, drugs, and gangs
  
- perform each task with maximum effort
- earn the trust of my superiors and the respect of my subordinates
  
- strive to become a leader of character
- treat others with dignity and respect
- stand up against bullying, hazing, harassment, discrimination, gossip, and all other forms of prohibited conduct