

# REGULATIONS



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

Revised: December 2020

## **RECORD OF CHANGES**

<b>EFFECTIVE DATE</b>	<b>SECTION(S) CHANGED</b>
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## DEFINITIONS

In these regulations, unless the context demands otherwise, these words and terms shall have the following meaning:

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*Capital asset:* An item having an expected useful life of more than one year, and having a value or purchase price as defined in these regulations.

*Chain of command:* A line of authority and responsibility along which orders are passed and communications are disseminated between echelons (levels) of command. See SECTION 2.02.

*Commanding officer:* A commanding officer of a NSCC unit, NLCC training ship, or a training contingent.

*NHQ:* An acronym used to refer to USNSCC National Headquarters, located in Arlington, Virginia.

*League Cadet:* A cadet of the Navy League Cadet Corps.

*May:* A word authorizing, but not requiring, the subject to do something in his or her discretion.

*Member:* An enrolled cadet or volunteer. (*Members* means all enrolled cadets and volunteers of the NSCC/NLCC).

*NLCC:* A reference to the Navy League Cadet Corps, the USNSCC's junior program.

*NSCC:* A reference to the Naval Sea Cadet Corps, the USNSCC's senior program.

*Sea Cadet:* A cadet of the Naval Sea Cadet Corps.

*Training contingent:* A temporary activity created for the purpose of training cadets

from one or more units, including recruit training and advanced training contingents.

*Unit:* A NSCC division, squadron, or battalion, or an NLCC training ship.

*USNSCC:* A reference to the U.S. Naval Sea Cadet Corps, the umbrella organization for both the NSCC and the NLCC.

*Volunteer:* A duly enrolled NSCC officer, instructor, auxiliariast, or midshipman.

*Will:* A word that instructs the subject to do something, leaving no room for discretion.

## CHAPTER 1 - THE U.S. NAVAL SEA CADET CORPS

**1.01 Mission and Core Values.** The mission of the USNSCC is to **build** leaders of character. The core values of the USNSCC are: Honor, Respect, Commitment, and Service.

**1.02 History.** The USNSCC was formed in 1958 by the Navy League of the United States, in response to a request by the Secretary of the Navy as part of the Navy's efforts to create a favorable image in the minds of American youth. In 1962, the USNSCC was federally chartered with the passage of Public Law 87-655, codified at 36 U.S.C. § 1541. In 1976, the charter was amended by Public Law 93-504, which permitted young women to enroll for the first time. Today, our program is proudly diverse and representative of the many hundreds of cities and towns across the United States and territories that we serve.

**1.03 Non-discrimination.** No person will be subjected to discrimination at any time on the basis of race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.

**1.04 Role of the U.S. Navy and Coast Guard.** The USNSCC is officially supported by the Navy and the Coast Guard, as provided in formal directives issued by each service. Military personnel are encouraged to volunteer with the USNSCC.

### **1.05 Training programs.**

(a) The USNSCC is comprised of two programs. The Naval Sea Cadet Corps (NSCC) program is for young people ages 13 until graduation from high school. Also included under the USNSCC umbrella is our junior program, the Navy League Cadet Corps (NLCC), for young people ages 10 up to their 14<sup>th</sup> birthday.

(b) The USNSCC adheres to a standardized training program which is designed to:

- (i) develop an interest and ability in seamanship and seagoing skills,
- (ii) instill virtues of good citizenship and strong moral principles in each cadet,
- (iii) demonstrate the value of an alcohol-, drug-, and gang-free lifestyle, and
- (iv) expose cadets to the prestige of public service and a variety of career paths through hands-on training with our nation's armed services.

**1.06 Board of directors.** The USNSCC is governed by a board of directors, which is “responsible for the general policies and program of the corporation and for the control of all funds of the corporation.” 36 U.S.C. § 154104. Its specific duties are defined in its by-laws.

## CHAPTER 2 - CHAIN OF COMMAND

**2.01 Summary.** The USNSCC consists of hundreds of local units across the continental United States, Hawaii, Alaska, and U.S. territories. For purposes of effective management and administration, the USNSCC is managed by a national headquarters (NHQ), with authority delegated to several NHQ representatives, each with a specific geographic area of responsibility (AOR). These AORs are further divided into regions, each of which is managed by a volunteer regional director. Regional directors, in turn, supervise the units and unit commanding officers within their regions.

**2.02 Chain of command.** The USNSCC is administered through the chain of command established in this section. All members submitting action items, reports, communications, or requests will do so by sending them up or down the chain of command. A member's chain of command is typically that of his or her assigned unit or regional staff. A member may, however, temporarily answer instead to the chain of command of any training contingent he or she is attending.

(a) *Unit.* A unit's chain of command is:

- (i) its commanding officer,
- (ii) the supervising regional director,
- (iii) the senior regional director, if assigned,
- (iv) the NHQ representative for that area, and
- (v) the executive director, or another NHQ staff member acting with the executive director's authority.

(b) *Training contingent.* A training contingent's chain of command is:

- (i) its commanding officer (COTC),
- (ii) the NHQ representative for that area, and
- (iii) the executive director, or another NHQ staff member acting with the executive director's authority.

(c) *Regional director.* A regional director's chain of command is:

- (i) the supervising NHQ representative, and
- (ii) the executive director, or another NHQ staff member acting with the executive director's authority.

(d) *Deviation from the chain of command.* A member may depart from the chain of command only in extraordinary circumstances, such as when:

- (i) a member makes a report alleging misconduct of his or her superior in the chain of command,
- (ii) a person's health, safety, or well-being is in danger,
- (iii) the member has made a good faith attempt to use the chain of command but has failed to receive a timely response,
- (iv) a member receives notice of a legal claim against the USNSCC or any of its units or volunteers, or
- (v) a member is approached by a member of the media and asked to give a statement on behalf of the USNSCC.

In such cases, the member may contact a higher echelon of his or her chain of command, including national headquarters if necessary, but must also notify all lower echelons of the chain of command as soon as possible.

### **2.03 National officers.**

(a) *National chairman.* The national chairman is the chairman of the board of directors, and is responsible for the oversight of USNSCC policy and the appointment of officers.

(b) *Executive director.* The executive director is the chief executive officer of the USNSCC, and is responsible for the administration and advancement of the NSCC and NLCC and for strategic planning in partnership with the board of directors.

(c) *Deputy director.* The deputy director is the chief operating officer of the USNSCC, and reports to the executive director. The deputy director exercises the authority of the executive director in matters concerning the day-to-day operations of the USNSCC, the setting of national policy, the supervision of NHQ staff and national headquarters representatives, and the quality of training and services provided to our members.

(d) *National staff.* The executive director, on behalf of the national chairman, may delegate authority and administrative, training, and operational responsibilities to such employees and contractors as are deemed necessary for the successful operation of the program.

### **2.04 National headquarters (NHQ) representative.**

(a) *Duties.* An NHQ representative will, within his or her geographic area of responsibility (AOR):

- (i) ensure that all members adhere to USNSCC standards of conduct, as defined in CHAPTER 7,

- (ii) review and provide endorsements to action items (*e.g.*, awards, unit formation/disestablishment, name changes, personnel actions) submitted by the chain of command,
- (iii) supervise subordinate regional directors and, when necessary, intervene to address deficiencies at any level of the chain of command,
- (iv) monitor the recruiting, retention, and training efforts of subordinate units, and direct any needed corrective action.
- (v) ensure the development and successful operation of training contingents and local training opportunities,
- (vi) investigate allegations of misconduct as reported up the chain of command,
- (vii) establish working relationships with military commands to ensure maximum utilization and availability of support to units and training contingents,
- (viii) instruct command leadership courses to unit commanding officers and executive officers,
- (ix) assist the executive director in administering the USNSCC and crafting policies to further the objectives and mission of the program.

## **2.05 Regional director.**

*(a) Appointment.* The executive director, on behalf of the national chairman, will appoint a qualified officer to serve as regional director for each region.

*(b) Qualifications.* A regional director will demonstrate strong leadership skills, good judgment, and a track record of accomplishment in lower positions. An officer appointed to serve as regional director should have completed at least one successful tour as a unit commanding officer.

*(c) Duties.* A regional director will:

- (i) supervise all activities of units and unit commanding officers within his or her region, ensuring all members adhere to USNSCC standards of conduct, particularly those intended to prevent abuse, neglect, or illegal conduct,
- (ii) direct the training, recruiting, retention, and administrative activities of all units within his or her region,
- (iii) conduct an annual inspection of each unit, and make such other visits as necessary,
- (iv) work in coordination with unit sponsoring organizations to ensure adequate financial and other support of units,



- (v) take any action necessary to correct deficiencies within a unit or its leadership, including: informal or formal counseling, recommending a commanding officer be placed on command probation, recommending that a commanding officer be relieved of command, or recommending that a unit be disestablished,
- (vi) facilitate regional and inter-unit training opportunities,
- (vii) develop and maintain a regional awards program, and
- (viii) hold regular all-volunteer meetings and instruct prescribed professional development courses,
- (ix) submit a report to the executive director and supervising NHQ representative no later than 15 days after the end of each quarter, summarizing the operational status of each assigned unit, accomplishments/achievements, and problem areas with planned corrective actions.

*(d) Allowance.* Subject to available funding, and not more than fifteen days after the end of each quarter, a regional director may submit a request to be reimbursed for his or her actual expenses incurred during the previous quarter. Any such expenses must be fully documented and have been incurred pursuant to such policies as the executive director may issue.

*(e) Rank.* See SECTION 6.05(f).

*(f) Assistant regional directors and regional staff.*

- (i) The executive director, on behalf of the national chairman, may appoint a senior regional director in large regions where an additional echelon of the chain of command is deemed necessary.
- (ii) The executive director may, on behalf of the national chairman, appoint a deputy regional director, or one or more assistant regional directors within a region. Any officer appointed as a deputy or assistant regional director must have completed a successful tour as regional director or unit commanding officer. Currently-serving unit commanding officers may be appointed as an assistant regional director as a collateral duty.
- (iii) The regional director may appoint one or more staff officers to perform such duties as the regional director assigns. A suggested regional staff table of organization appears at FIGURE 2.

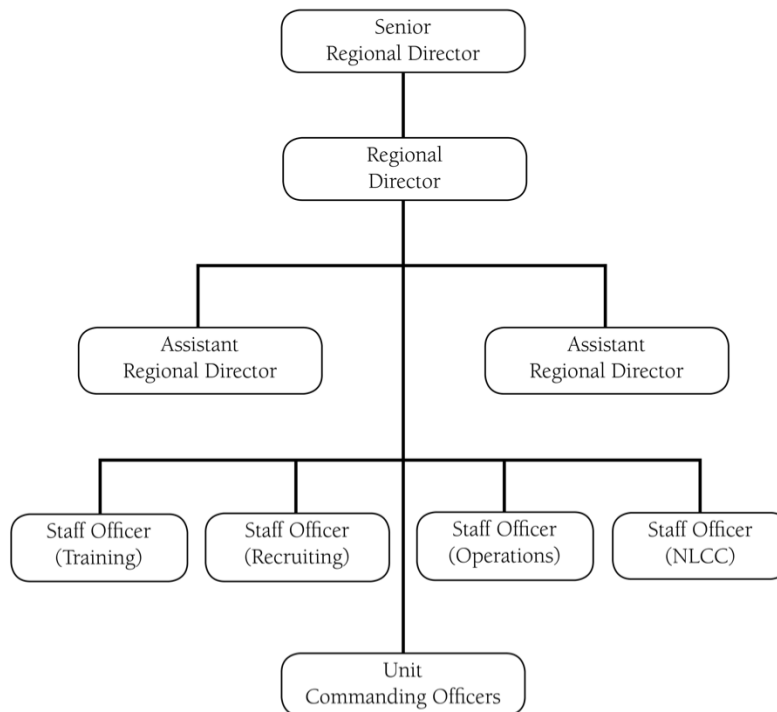


FIGURE 2—Suggested regional table of organization.

(g) *Resignation.* A regional director may tender his or her resignation at any time to the national chairman, via the executive director and supervising NHQ representative.

(h) *Relief.* A regional director serves at the pleasure of the national chairman. In addition to any other disciplinary action under SECTION 6.12 or termination under SECTION 6.14, the executive director, on behalf of the national chairman, may relieve a regional director of duty for loss of confidence in his or her ability to command, or for any other reason deemed necessary.

**2.06 Unit commanding officer.**

(a) *Appointment.* For each unit, the executive director, on behalf of the national chairman, will appoint an instructor or officer over the age of 21 to serve as commanding officer. Midshipmen are not eligible for this billet. Auxiliarists must transfer out of the auxiliary prior to appointment.

(b) *Qualifications.* A unit commanding officer will demonstrate strong leadership skills; good judgment; and knowledge and acceptance of USNSCC regulations, standards of conduct, policies, and procedures. The chain of command, particularly the supervising regional director, will ensure the prospective commanding officer meets these criteria and is suitable to perform this critical duty on behalf of the USNSCC.

(c) *Duties.* A unit commanding officer will:

- (i) lead by example in enforcing USNSCC standards of conduct,
- (ii) faithfully implement regulations, policies, and procedures within the unit,
- (iii) ensure a safe, challenging, rewarding, and standards-based training program to maximize cadet development, and unit retention and recruiting,
- (iv) protect all USNSCC property and funds entrusted to his or her care,
- (v) develop, mentor, and manage a volunteer team within the unit,
- (vi) complete any training or professional development requirements which the executive director deems necessary, and
- (vii) follow the directives of the supervising regional director and chain of command informed.

*(d) Term.* Unless otherwise directed by the national chairman, a commanding officer will be appointed to serve a three-year term. There is no limit to the number of terms a commanding officer may serve.

*(e) Authority.* A commanding officer has authority to obligate his or her unit to contracts and transactions that are directly related to legitimate official purposes of the unit. A commanding officer does not have the authority to contractually obligate the USNSCC or any other unit or activity, and will not attempt to do so.

*(f) Rank.* See SECTION 6.05(e).

*(g) Command probation.* The executive director, on behalf of the national chairman, may place a unit commanding officer on command probation when the commanding officer:

- (i) requires additional supervision by the chain of command to ensure that he or she is employing adequate leadership and management techniques,
- (ii) requires remedial training to correct deficiencies in required USNSCC knowledge, or
- (iii) receives a failing score on his or her annual evaluation,

or when his or her unit:

- (iv) fails to maintain a stable recruiting, retention, and training program,
- (v) fails to satisfactorily complete its annual financial audit, or is otherwise not in compliance with financial policies and procedures,
- (vi) fails its annual inspection, or

(vii) is being operated without serious attention to USNSCC regulations, standards of conduct, policies, or procedures.

(h) *Resignation.* A commanding officer may tender his or her resignation at any time to the national chairman, via the chain of command.

(i) *Relief.* A commanding officer serves at the pleasure of the national chairman, and may be relieved of duty for any good reason. In addition to any other disciplinary action under SECTION 6.12 or termination under SECTION 6.14, the executive director, on behalf of the national chairman, will relieve a commanding officer of duty when the commanding officer:

- (i) has been placed on command probation and has had an adequate opportunity to correct identified deficiencies, but has not done so,
- (ii) is directly or indirectly responsible for the abuse or neglect of a cadet,
- (iii) has committed one or more violations of regulations, standards of conduct, policies, or procedures that, in the opinion of the chain of command, is so egregious as to warrant immediate relief, or
- (iv) loses the national chairman's confidence in his or her ability to perform the duties of command.

A volunteer who has been relieved of command is typically ineligible to future appointment to command of a unit or training contingent. Before any future appointment, the volunteer must demonstrate to the chain of command's satisfaction that the deficiencies previously identified have been corrected.

## **2.07 Commanding officer of training contingent (COTC).**

(a) *Appointment.* For each training contingent established under CHAPTER 4, the executive director will appoint an instructor or officer over the age of 21 to serve as commanding officer. Midshipmen are not eligible for this billet. Auxiliarists must transfer out of the auxiliary prior to appointment.

(b) *Qualifications.* A COTC will demonstrate strong leadership skills, good judgment, as well as knowledge and acceptance of USNSCC regulations, standards of conduct, policies, and procedures. The chain of command will ensure the prospective COTC meets these criteria and is altogether suitable to perform this critical duty.

(c) *Duties.* A COTC will:

- (i) lead by example in enforcing USNSCC standards of conduct,
- (ii) faithfully implement regulations, policies, and procedures within the command,

- (iii) ensure a safe, challenging, rewarding, and standards-based training program to maximize cadet development,
- (iv) protect all USNSCC property and funds entrusted to his or her care, complying with all federal grant regulations and guidance,
- (v) develop, mentor, and manage a successful volunteer team,
- (vi) complete any training or professional development requirements which the executive director deems necessary, and
- (vii) follow the directives of the chain of command.

*(d) Term.* A COTC is appointed to serve only for a particular training contingent, and must be re-appointed for each training contingent.

*(e) Authority.* A COTC has authority to obligate the USNSCC only to those transactions that pertain to his or her training contingent, and that are negotiated in accordance with these regulations and federal grant guidance. The COTC will seek advance authorization of the chain of command before executing any contract on behalf of the USNSCC.

*(f) Relief.* A COTC serves at the pleasure of the executive director, and may be relieved of duty for any good reason. In addition to any other disciplinary action under SECTION 6.12 or termination under SECTION 6.14, the executive director will relieve a COTC of duty when the COTC:

- (i) has been notified of discrepancies, has had an adequate opportunity to correct identified deficiencies, but has not done so,
- (ii) is directly or indirectly responsible for the abuse or neglect of a cadet,
- (iii) has committed one or more violations of regulations, standards of conduct, policies, or procedures that, in the opinion of the chain of command, is so egregious as to warrant immediate relief, or
- (iv) loses the executive director's confidence in his or her ability to perform the duties of command.

A volunteer who has been relieved of duty as COTC is typically ineligible to future appointment to command of a unit or training contingent, and before any such future appointment, the volunteer must demonstrate that the deficiencies previously identified have been corrected.

## CHAPTER 3 - SEA CADET AND LEAGUE CADET UNITS

### 3.01 Formation and commissioning.

(a) *Who may form and sponsor a unit.* A unit may be sponsored by any business or not-for-profit service organization, including a local council of the Navy League of the United States. Any unit that is sponsored by a business will not permit the business to advertise or solicit business at USNSCC events or with unit funds, nor will the business's name, slogan, or logo appear on the unit's flag, banner, or guide-on.

(b) *Multiple sponsors.* A unit may have more than one sponsor, but in such cases, the unit must designate a single primary sponsor.

(c) *Adding or removing a sponsor.* A unit may add or remove a sponsor with the consent of the sponsor, or with the approval of the unit's chain of command.

(d) *Request for formation.* A prospective sponsor may initiate the formation process by stating, in a letter to the national chairman via the supervising regional director and NHQ representative, that it is interested in forming a unit. If a sponsor has not been identified, the regional director may submit the request. A request to form a unit will include the following recommendations:

- (i) a name of the unit, which may be the name of a ship (without the "USS" designator), a geographical location, or an individual worthy of recognition for his or her military service (e.g., a Medal of Honor recipient),
- (ii) an initial designation for the unit (see SECTION 3.04),
- (iii) the name of a prospective sponsoring committee chair and the names of other members who have been or will be appointed to serve on the committee,
- (iv) the name of any sponsoring organization, including a statement of reasons why the organization is interested in sponsoring a unit, and a description of what material and financial support the sponsor intends to provide both during the formation process and on a regular basis thereafter, and
- (v) a nomination, if any, of a prospective commanding officer and other prospective volunteers.

(e) *Approval of formation.* The national chairman may approve a formation request upon the recommendation of the chain of command, and when a prospective commanding officer, at least one additional volunteer, and at least five prospective cadets have been identified and have begun the enrollment process.

- (i) A volunteer assuming the duties of commanding officer may be appointed to the officer corps as provided in SECTION 6.05(e).

(f) *Pre-commissioning status.* A unit is in pre-commissioning status from the date a formation request has been approved to the date it is commissioned. During the pre-commissioning period, the unit will:

- (i) develop, in coordination with its sponsor, a plan for recruiting, retention, and training to initially grow the unit,
- (ii) comply with all financial obligations listed in SECTION 3.10.

(g) *Commissioning.* A pre-commissioning unit may be commissioned when:

- (i) the regional director certifies that the unit has successfully completed an annual inspection,
- (ii) at least four volunteers for an NSCC unit, or at least two volunteers for a NLCC unit (including the commanding officer), are enrolled, and
- (iii) the unit has achieved a stable enrollment level of at least 25 cadets for an NSCC unit, or 15 cadets for an NLCC training ship. The national chairman may approve commissioning of a unit of fewer than 25 or 15 cadets if the chain of command decides that a lower number of enrolled cadets is desired due to host activity limitations or for other good reason, which cannot be based on unit's failure to employ satisfactory recruiting or retention practices.

(h) *Warrant.* Upon approving a unit's commissioning request, the national chairman will issue a warrant directing that the unit be commissioned forthwith. The warrant will contain the official name of the unit and its effective date of commissioning. The warrant will be presented to the unit by its sponsor at an appropriate ceremony.

### **3.02 Sponsorship.**

(a) *Establishment.* An organization serving as a unit's primary sponsor, see SECTION 3.01(a), will appoint one or more individuals to coordinate the sponsor's support of the unit.

(b) *Purpose.* The primary objective of a unit's sponsor is to assist the unit in fulfilling its mission. An effective sponsor actively supports its unit, but leaves direct supervisory authority over the unit, its operation, and its volunteer leadership to the USNSCC chain of command.

(c) *Duties.* The sponsor will, in cooperation with the unit commanding officer:

- (i) provide, to the best of the sponsor's ability, such material, volunteer, and financial resources as is necessary to support the unit,
- (ii) be generally familiar with these regulations and other USNSCC policies, and Navy and Coast Guard policies which authorize support to the USNSCC,

- (iii) assist in facilitating contact with local Navy and Coast Guard activities, recruiters, public affairs officer, school officials, the leadership of service and civic organizations, and other community leaders,
- (iv) assist in identifying training facilities and materials, and space for administrative functions and storage of unit equipment,
- (v) recommend, when necessary, qualified volunteer leadership for the unit, and
- (vi) serve as a neutral reviewer of the unit's finances, and endorse its annual budget and financial audit. A sponsor may place limitations on the use of any funds that sponsor provides to the unit, but will not exercise any other control over the unit's finances or books.

### **3.03 Staff.**

(a) *Executive officer.* Each unit commanding officer will appoint an executive officer to serve as the second-in-command of the unit. The executive officer will assume the duties of acting commanding officer in the event of a vacancy or temporary unavailability of the commanding officer.

- (i) The executive officer will not be a spouse or relative of the commanding officer unless the commanding officer: (1) requests and receives the specific permission of the chain of command, and (2) ensures that all potential conflicts of interest are disclosed to the chain of command.

(b) *Other billets.* The commanding officer may appoint other volunteers to serve in such other billets as he or she deems necessary. These billets typically include:

- (i) a personnel officer to handle member enrollments,
- (ii) an administrative officer to maintain unit files,
- (iii) a training officer to work with cadets on their advancements, correspondence courses, and recruit and advanced training preparation,
- (iv) an operations officer to develop a plan for each drill (to include training goals and associated logistics), and is responsible for the military bearing, watch standing, drill and uniform regulations compliance for the unit,
- (v) a supply officer to maintain and account for the unit's stock of uniforms and any other unit-owned property, and
- (vi) a recruiting/public affairs officer, to coordinate unit growth and communications strategies.

A suggested unit table of organization appears in FIGURE 3.



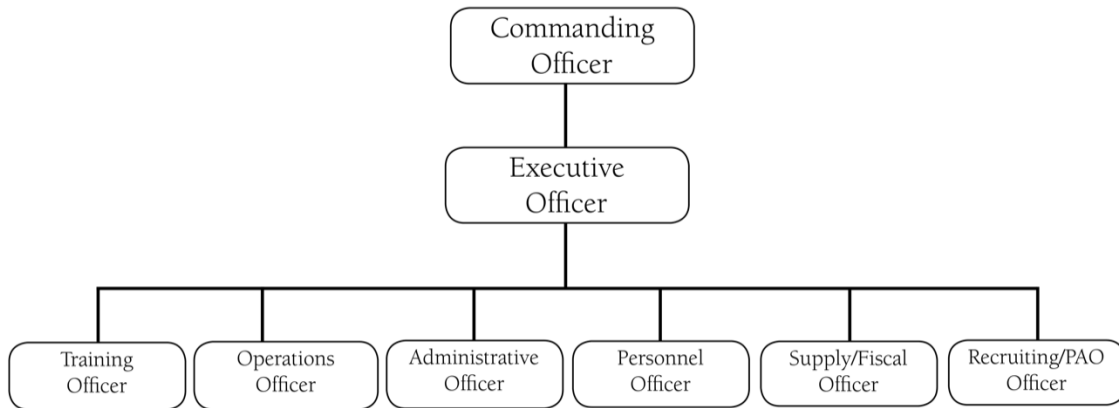


FIGURE 3—Suggested unit table of organization.

### 3.04 Designation.

(a) Each NSCC unit will be designated as a *division*, *squadron*, or *battalion*. Although each unit is unique in the training it offers, it should strive to offer a diverse training experience across all areas of military career fields. The commanding officer should designate the unit in light of the mission of the host activity, the available training support, and cadet interest:

- (i) A *division* is oriented toward the sea services, including the Navy surface or submarine fleets, the Coast Guard, or the merchant marine.
- (ii) A *squadron* focuses on Navy or Coast Guard aviation.
- (iii) A *battalion* focuses on naval construction (the Seabees).

(b) Each NLCC unit will be designated as a *training ship*.

### 3.05 Navy League Cadet Corps company.

(a) It is preferred that League Cadets be trained in a training ship, with a dedicated volunteer staff. Anticipating that this is not always possible, a NSCC unit commanding officer may form a non-commissioned NLCC company attached to the NSCC unit.

(b) *Training.* Because of the significant developmental differences across the range of age groups in the NLCC and NSCC, an NLCC company will strive to provide separate, age-appropriate training material and instruction to its cadets.

- (i) A NSCC unit may share its financial, administrative, and logistical resources with its NLCC company; however, all League Cadet training, other than basic training such as military drill, should be conducted separately from Sea Cadets whenever possible.

(ii) A qualified Sea Cadet may instruct League Cadets under volunteer supervision.

(iii) League Cadets will not participate in high-risk training.

(c) The commanding officer of an NSCC unit with an attached NLCC company will designate an officer, instructor, or midshipman as the officer-in-charge of the company.

(d) Each NLCC company will undergo an annual inspection independent of its NSCC unit, as provided in SECTION 3.13.

(e) The sponsor, NSCC unit commanding officer, or NLCC company officer-in-charge should request to form a NLCC training ship when required performance standards for a stand-alone training ship can be met.

**3.06 Enrollment and re-enrollment fees.** A unit may charge additional enrollment and re-enrollment fees beyond the fee required to be remitted to national headquarters. Any such fees will be reasonable, and will be subject to review by the chain of command. A unit may waive either part or all of its fees when the commanding officer determines that a deserving applicant or cadet has financial need.

**3.07 Capital assets.** A unit will exercise restraint and sound business judgment in purchasing capital assets.

(a) *Amount.* For the purposes of this section, a *capital asset* is any item having an expected useful life of more than one year, and having a value or purchase price of at least \$1,500.

(b) *Approval required.* A unit will obtain the written approval of its regional director before purchasing any capital asset.

(c) *Real property.* No unit will purchase, receive as a donation, or otherwise have an ownership interest in any real property (e.g., land or a building).

(d) *Vehicles, boats, or registered assets.* No unit will purchase, receive as a donation, or otherwise have an ownership interest in any car, van, bus, camper, trailer, boat, ship, or other vehicle that requires registration under state law or liability insurance coverage.

If a unit borrows or rents a vehicle from another organization, then to avoid any potential liability on the part of the USNSCC:

(i) the unit may pay a reasonable rental insurance fee and any associated personal/property insurance policy, but no USNSCC or unit money will otherwise be expended for any costs related to the vehicle, and

(ii) the organization holding title to the vehicle must be controlled by an independent authority which is not in any way affiliated with or controlled by the USNSCC or the unit.

(e) *Weapons.* No unit will purchase, receive as a donation, or otherwise have an ownership interest in:

- (i) an operable firearm;
- (ii) a bow or crossbow;
- (iii) any other weapon or similar device that is capable of launching a projectile, *e.g.*, a slingshot, airgun, BB gun, airsoft gun, or paintball gun.

**3.08 Unit property.** A member may borrow unit property such as uniforms for personal use in connection with his or her membership. However, such property remains the property of the unit. Any items purchased with unit funds, except for token quantities of insignia, must remain unit property while in the custody of a member.

**3.09 Fundraising.** A unit may fundraise for the benefit of its cadets, but any methods used will not reflect discredit upon the uniform, the USNSCC, or the Navy.

### **3.10 Finances.**

(a) *Duty.* The commanding officer is ultimately accountable for making sound business decisions regarding the deposit or expenditure of unit funds. The commanding officer may delegate certain duties to subordinate volunteers, such as maintaining the unit's books, but cannot delegate the responsibility of ensuring that all USNSCC financial policies are strictly followed.

(b) *Improper transactions.*

- (i) Except for reimbursement of actual authorized expenses, no person will, for any reason, borrow money from the unit's funds.
- (ii) No unit will award any merit-based scholarships.
- (iii) No unit will contract for any loan or commercial credit card.

(c) *Travel.* No volunteer will be reimbursed or compensated for unit-related travel expenses except as specifically authorized by the chain of command.

(d) *Who may access.* The sponsor, regional director, or higher echelon in the chain of command may, at any time, inspect or audit a unit's financial records. Any person granted access to a unit's financial account must be an officer or instructor, or a representative of the sponsoring organization. The unit commanding officer will not permit access to those volunteers who have a negative financial history, *e.g.*, including filing a petition for bankruptcy within the previous ten years, foreclosures, repeated credit collections, etc.

(e) *EIN.* Each unit will obtain an employer identification number (EIN) from the U.S. Internal Revenue Service for banking purposes.

(f) *Accounts.* Each unit will maintain its liquid assets (*i.e.*, money) in a business or commercial financial account that is:

- (i) opened using the unit's EIN, not the social security number of any person,
- (ii) used exclusively for unit—not personal—purposes,
- (iii) insured by the U.S. Federal Deposit Insurance Corporation (FDIC),
- (iv) accessible by the regional director, unit commanding officer, and at least one other responsible volunteer (usually the executive officer), and
- (v) held in the name of the unit with the phrase "U.S. Naval Sea Cadet Corps" (the acronyms USNSCC, NSCC, or NLCC may be used).

(g) *Documentation.* Each unit will properly document its expenses and deposits by:

- (i) keeping original or accurate copies of all receipts for a minimum of five years, or longer if required under state law,
- (ii) reconciling the account on at least a monthly basis,

(h) *Audit.* The unit's regional director will, in conjunction with its primary sponsor, conduct an audit of the unit's financial records at each unit's annual inspection, see SECTION 3.13, and additionally at each change of command.

(i) *Fiscal year.* The fiscal year for each unit will be January 1 through December 31.

(j) *Purchases.* The unit commanding officer will ensure that all routine purchases are conducted using unit debit cards, business checks, or official money orders.

**3.11 Corporate form.** A unit will not incorporate under the laws of its home state without the endorsement of its chain of command and the written approval of the executive director. Any unit seeking permission to incorporate must provide a copy of its proposed articles of organization with its request. All articles of incorporation must provide that upon final dissolution (decommissioning) of the unit, its liquid assets will be used to satisfy the unit's outstanding debts or obligations, and then any remaining liquid assets will be conveyed to the USNSCC to be used in furtherance of its charitable mission.

**3.12 Tax-exempt status.** A unit will not apply for tax-exempt status under section 501(c)(3) of the IRS Code, or any equivalent federal or state law, without the endorsement of its chain of command and the written approval of the executive director. No unit will for any purpose use, or attempt to use, any exempt status granted to national headquarters.

**3.13 Annual inspection.** Each unit must complete an annual inspection to be conducted by its regional director. The executive director will issue detailed standards for the annual inspection which include a complete audit of the unit's financial records (see SECTION 3.10(h)), enrollment, retention, administrative proficiency, and the success of the training program.

**3.14 Decommissioning/disestablishment.** The national chairman may decommission or disestablish a unit when the unit fails two successive annual inspections, or when the chain of command recommends that disestablishment of the unit is in the best interests of the USNSCC. Upon decommissioning, the regional director will:

- (a)* Assist cadets and volunteers who wish to transfer to another unit,
- (b)* Liquidate, or equitably transfer to another area unit, the unit's capital assets, and
- (c)* Satisfy any outstanding debts or obligations owed by the unit, and transfer all remaining liquid assets to the USNSCC to be used in furtherance of its charitable mission.

## CHAPTER 4 - TRAINING CONTINGENTS

**4.01 General.** Unlike units, training contingents are temporary USNSCC activities, created for the sole purpose of providing a short-term training to cadets from one or more units.

(a) *Formation.* A training contingent is formed when the executive director approves its proposed mission, training plan, and budget.

(b) *Dissolution.* A training contingent is dissolved when the training contingent's mission and training plan has been completed, and the executive director accepts its final financial audit and deems it satisfactory. The executive director may dissolve a training contingent at any other time for good reason.

### **4.02 Types of training contingents.**

(a) *NSCC recruit training.* The purpose of NSCC recruit training is to provide basic military training and knowledge to Sea Cadet recruits, and to encourage among these recruits teamwork, accountability, physical fitness, self-confidence, self-discipline, and grit. As provided in SECTION 5.07(b), each Sea Cadet must complete recruit training before being advanced to Seaman or Airman Apprentice.

(b) *NSCC advanced training.* An NSCC advanced training is any NSCC training other than recruit training which is:

- (i) approved by the executive director,
- (ii) is at least five consecutive days in length,
- (iii) qualifies for advancement in the NSCC, see SECTION 5.07(b), and
- (iv) has any topic(s) relevant to the USNSCC mission, including: underway or in-port training aboard Navy or Coast Guard vessels or stations; one or more career fields in the Navy, Coast Guard, or other service; Science, Technology, Engineering, and Mathematics (STEM); an authorized international exchange; or law enforcement. This list is non-exclusive.

(c) *NLCC training.* Any training offered to League Cadets, including a basic orientation or other NLCC-specific advanced trainings. A League Cadet is not required to complete any NLCC trainings for advancement, but must complete NLCC basic orientation before attending any other NLCC training.

### **4.03 Staff.**

(a) *Commanding officer of the training contingent (COTC).* See SECTION 2.07.

(b) *Other staff positions.* Each COTC will appoint an executive officer, and other volunteers to serve in such other billets as he or she deems necessary.

**4.04 Capital assets.** A training contingent will exercise restraint and sound business judgment in purchasing capital assets.

(a) *Amount.* For the purposes of this section, a *capital asset* is any item having an expected useful life of more than 1 year and a value or purchase price of at least \$3,000.

(b) *Approval required.* A training contingent will obtain the written approval of its chain of command before purchasing any capital asset.

(c) *Real property.* No training contingent will purchase, receive as a donation, or otherwise take an ownership interest in any real property (*e.g.*, land or a building).

(d) *Vehicles, boats, or registered assets.* No training contingent will purchase, receive as a donation, or otherwise take an ownership interest in any car, van, bus, camper, trailer, boat, ship, or other vehicle that requires registration under state law or liability insurance coverage.

If a training contingent borrows or rents a vehicle from another organization, then to avoid any potential liability on the part of the USNSCC:

- (i) the training contingent may pay a reasonable rental insurance fee and any associated personal/property insurance policy, but no USNSCC money will otherwise be expended for any costs related to the vehicle,
- (ii) the organization holding title to the vehicle must be controlled by an independent authority which is not in any way affiliated with or controlled by the USNSCC or the training contingent, and

(e) *Firearms.* No training contingent will purchase, receive as a donation, or otherwise take an ownership interest in an operable firearm.

#### **4.05 Finances.**

(a) *Compliance with Uniform Grant Guidance.* Each training contingent will be organized in compliance with federal Uniform Grant Guidance, 2 C.F.R. Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. In addition, each training contingent will follow all policies and procedures that implement the Uniform Grant Guidance within the USNSCC.

(b) *Duty.* The COTC is ultimately accountable for making sound business decisions regarding the deposit or expenditure of training contingent funds. The COTC may delegate certain duties to subordinate volunteers, but cannot delegate the responsibility of ensuring that all USNSCC financial policies are strictly followed.

(c) *Improper transactions.*

- (i) No person will, for any reason, borrow from a training contingent's funds.

(ii) No training contingent will contract for a loan or commercial credit card.

(d) *Travel allowance.* A training contingent may pay a reasonable allowance to volunteers for expenses incurred in traveling to and from the training contingent location.

(e) *Reimbursement.* Other than provided in this section, no volunteer will be reimbursed for any expenses except as specifically authorized by the chain of command.

(f) *Who may access.* Any echelon in a training contingent's chain of command may, at any time, inspect or audit its financial records. Any person granted access to a unit's financial account must be an officer or instructor. The COTC will limit access to those volunteers who do not have a negative financial history, *e.g.*, including filing a petition for bankruptcy within the previous ten years, foreclosures, repeated credit collections, etc.

(g) *EIN.* Each training contingent will obtain an employer identification number (EIN) from the U.S. Internal Revenue Service for banking purposes. Alternatively, when authorized by its supervising NHQ representative, a training contingent may use the EIN of another training contingent, a region, or other USNSCC entity.

(h) *Accounts.* Each training contingent will maintain its liquid assets (*i.e.*, money) in a business or commercial financial account that is:

- (i) opened using an EIN as provided in paragraph (g) of this section, not the social security number of any person,
- (ii) used exclusively for official—not personal—purposes,
- (iii) insured by the U.S. Federal Deposit Insurance Corporation (FDIC),
- (iv) accessible by the NHQ representative or his or her designee (which may be a regional director), and
- (v) held in the name of the training contingent, as a part of the U.S. Naval Sea Cadet Corps (the acronyms USNSCC, NSCC, or NLCC may be used).

(i) *Documentation.* Each training contingent will properly document its expenses and deposits by keeping original or accurate copies of all receipts for a minimum of five years, or longer if required under state law, and will reconcile the account at least monthly.

(j) *Audit.* The COTC will complete and submit an audit, supported by receipts and all necessary documentation, immediately following the completion of each training contingent's mission. A COTC who fails to comply with the provisions of this section is personally liable for funds that are not audited.

(k) *Purchases.* The COTC will ensure that all routine purchases are conducted using debit cards, business checks, or official money orders.



## CHAPTER 5 - SEA CADETS AND LEAGUE CADETS

**5.01 Eligibility requirements.** The following are essential requirements of membership as a cadet in the USNSCC. Each applicant must be able to meet all of the requirements contained in this section in order to enroll as a League Cadet or Sea Cadet. Furthermore, once enrolled, each cadet must continue to meet all of these requirements to remain enrolled.

(a) *Age.* An applicant to the NLCC must be at least 10 years old but not have reached his or her 14th birthday. An applicant to the NSCC must be at least 13 years old but not have reached his or her 18th birthday.

(b) *Citizenship.* An applicant must be a U.S. citizen or permanent legal resident.

(c) *Suitability.* An applicant must demonstrate to the unit commanding officer's satisfaction that he or she possesses the maturity, motivation, and leadership potential needed to excel in the USNSCC's military training environment. The applicant must be willing to commit to actively participating as a cadet, including maintaining satisfactory attendance and pursuing advancement, training, and leadership opportunities.

At a minimum, the applicant and his or her parent/guardian must truthfully affirm that the applicant:

- (i) is unmarried, is not sexually promiscuous, and does not have any children,
- (ii) does not use, and rejects the use of, alcohol,
- (iii) does not use, and rejects the use of, illegal and/or recreational drugs,
- (iv) is not part of a criminal or street gang, and
- (v) has no pattern of unfavorable interactions with the police, and has never been arrested or charged with a crime or a delinquent act in a court of law.

(d) *Physical fitness.* An applicant must be able to participate in the basic required activities of the program, which include successfully completing all advancement requirements (see SECTION 5.07), particularly:

- (i) a semi-annual physical fitness assessment, and
- (ii) (for Sea Cadets only) participation in an overnight recruit training and subsequent advanced training evolutions;

and, at unit drills, training contingents, or activities, multiple hours per day of:

- (iii) team-building physical training activities and calisthenics,
- (iv) close-order military drill and formation,
- (v) periods of classroom and practical hands-on instruction, and

(vi) hands-on, often demanding, military training in the field or on Navy and Coast Guard ships.

(e) *Medical history, immunizations, and exam.* An applicant must fully and truthfully disclose his or her medical history, must complete a physical examination performed by a licensed medical practitioner, and must be up-to-date with common immunizations.

(f) *Academics.* An applicant must demonstrate that he or she is a student in good standing in a state-approved public, private, or home school. Once enrolled, the applicant must be able to complete self-paced, open-book correspondence courses on his or her own time.

(g) *Waivers.* It is only the truly rare case in which a waiver to one of the above requirements may be considered. An applicant who believes his or her case presents exceptional circumstances should request that the unit commanding officer forward their request to the chain of command for approval by the executive director. Any waiver requests connected to an applicant's disability will be evaluated under the Americans with Disabilities Act (ADA) framework provided in SECTION 5.02.

**5.02 Americans with Disabilities Act (ADA).** No qualified person will be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination by the USNSCC simply because that person has a disability. The focus of all member-related decisions will be on what our applicants and cadets *can* do, rather than on what they cannot do—and if a cadet can achieve all of our program's eligibility requirements, the chain of command should work with that cadet to tailor non-essential rules and procedures to enable his or her enrollment and full participation in the program.

(a) *Who is a qualified person?* A *qualified person* is any applicant or cadet who can achieve all of the eligibility requirements defined in SECTION 5.01.

(b) *What is a disability?* A *disability* is a physical or mental impairment that substantially limits one or more major life activities, or a record of such an impairment, or a perception (true or not) that a person has such an impairment.

(i) A disability need not be immediately obvious.

(ii) If the condition is permanent but only exhibits occasionally (such as seizures), the condition is a disability because it substantially limits one or more life activities when that condition is active, *e.g.*, during the seizure itself.

(iii) Temporary conditions which will heal in under six (6) months, such as broken limbs or common illnesses, are not disabilities.

(c) *Reasonable accommodation.* A cadet may request, at any time before or after enrollment, that a unit or training contingent waive, modify, or tailor certain regulations, policies, or procedures to accommodate his or her disability. The chain of command will

grant the requested accommodation if it is reasonable. An accommodation is reasonable when it:

- (i) enables a person with a disability to fully meet all eligibility requirements, as defined in SECTIONS 5.01,
- (ii) does not cause or increase the risk of harm to either that person or other member(s) within the unit or training contingent,
- (iii) does not cause an undue burden to the unit or training contingent's volunteer staff, and
- (iv) does not require altering the fundamental nature of the USNSCC or the legitimate training objectives of the unit or training contingent.

**5.03 Enrollment.** A cadet is not considered enrolled until the application process has been completed, and the unit has received a USNSCC identification card from national headquarters for that cadet. Until enrolled, an applicant may observe but will not participate in unit activities.

**5.04 Oath.** Each cadet will affirm the following oath on enrollment and each successive re-enrollment: "I, *Name*, promise to serve faithfully, honor our flag, abide by 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. (So help me God.)"

**5.05 Rates.**

*(a) Navy League Cadet Corps (NLCC).* A League Cadet will enroll as a Recruit, and may be advanced to the following rates: Apprentice Cadet (APC); Able Cadet (ABC); Petty Officer Third Class (PO3); Petty Officer Second Class (PO2); Petty Officer First Class (PO1); and Ship's Leading Petty Officer (SLPO).

*(b) Naval Sea Cadet Corps (NSCC).* A Sea Cadet will enroll as a Seaman Recruit (SR) or Airman Recruit (AR), and may be advanced to the following rates: Seaman or Airman Apprentice (SA/AA); Seaman or Airman (SN/AN); Petty Officer Third Class (PO3); Petty Officer Second Class (PO2); Petty Officer First Class (PO1); and Chief Petty Officer (CPO).

**5.06 Advancement authority.**

*(a)* The unit commanding officer is the advancement authority for all NLCC rates, and for all NSCC rates from Seaman or Airman Apprentice (SA/AA) through Petty Officer Second Class (PO2).

- (i) The unit commanding officer, may advance a cadet in rank at any time after all requirements for advancement have been met. Advancement should take

place immediately when a cadet becomes eligible, unless, in the commanding officer's judgement, there is good reason to delay advancement.

- (ii) A unit commanding officer does not have the authority, and will not "frock" or make any so-called "meritorious advancements" until all requirements have been met.

(b) The executive director, on the recommendation of the chain of command, may advance a Sea Cadet to Petty Officer First Class (PO1) or Chief Petty Officer (CPO) after the cadet has met all requirements for advancement.

(c) A commanding officer may advance a Sea Cadet to the rate of Seaman or Airman Apprentice (Temporary) prior to completion of recruit training, in accordance with advancement rules established by the executive director.

**5.07 Advancement requirements.** The executive director will establish detailed requirements which govern when and how each cadet advances in rate. Each cadet will achieve, at a minimum, one advancement per enrollment year.

(a) In both the NLCC and NSCC, all advancements will require, at a minimum:

- (i) completion of an academic curriculum requirement, and
- (ii) recent completion of a physical fitness test.

(b) In the NSCC, advancements to Seaman Apprentice or Airman Apprentice will include a requirement that (in addition to other requirements) each recruit must complete an approved NSCC recruit training. Advancements to all subsequent rates will require completion of at least one advanced training of the type described in SECTION 4.02(b).

### **5.08 Disciplinary action.**

(a) A commanding officer or higher echelon of the chain of command may, when necessary, take informal or formal disciplinary action to correct a cadet's failure to comply with regulations, standards of conduct, policies, and procedures. Disciplinary measures will never include imposition of physical training as punishment. See SECTION 7.02.

Informal measures may include:

- (i) counseling between the cadet and the commanding officer,
- (ii) unofficial written guidance,
- (iii) extra military instruction, such as watches or work details, that do not deprive the cadet of water, food, shelter, sleep, or medical treatment, or
- (iv) curtailment of earned privileges.

Formal measures may include:

- (v) a written letter of reprimand placed in the cadet's file,
- (vi) remedial training,
- (vii) temporary suspension from the unit, or
- (viii) reduction in rate.

(b) *Executive officer's inquiry.* When necessary, the commanding officer may direct that the executive officer conduct an inquiry (XOI) to determine whether the allegations are credible and warrant further action.

(c) *Captain's Mast.* When an XOI or other investigation concludes that the allegations of misconduct by a cadet are credible, the commanding officer will convene a Captain's Mast before deciding whether to impose disciplinary action, or what level of action is appropriate. The Captain's Mast is a meeting between the commanding officer, executive officer, the cadet, and any other people deemed necessary, which may include the cadet's parent or guardian.

#### **5.09 Discharge from the USNSCC.**

(a) *Voluntary withdrawal.* A cadet may voluntarily withdraw from the USNSCC for any reason, at any time. The cadet may be honorably discharged if he or she meets the requirements of paragraph (b) of this section, otherwise the cadet will be separated as provided in paragraph (c).

(b) *Honorable discharge.* A League Cadet who is in good standing will be honorably discharged when the cadet transfers to a Sea Cadet unit and becomes a Sea Cadet. A Sea Cadet who is in good standing and has advanced to the rate of Seaman/Airman or above will be honorably discharged from the USNSCC when the cadet:

- (i) withdraws any time after attaining the rate of Chief Petty Officer,
- (ii) withdraws within four months of graduating high school, or
- (iii) reaches the maximum age.

(c) *Separation.* A commanding officer will separate a cadet from the USNSCC when the cadet voluntarily withdraws as provided in paragraph (a) of this section and does not meet the criteria for honorable discharge. Additionally, a commanding officer will separate a cadet when separation is in the best interests of the USNSCC. Specific grounds for separating a cadet might include:

- (i) a violation of the standards of conduct in CHAPTER 7 that does not warrant mandatory termination under paragraph (d) of this section,
- (ii) failure to remain in good academic standing,

- (iii) inability to meet one or more eligibility requirements of membership listed in SECTION 5.01,
- (iv) a demonstrated lack of enthusiasm, *e.g.*, insufficient attendance, failure to advance in rate, or failure to complete the advancement requirements of SECTION 5.07,
- (v) a deliberate abuse of the privilege of wearing the NSCC/NLCC uniform, or
- (vi) a combination of the above, or any other reasons as justified by the chain of command.

*(d) Mandatory termination for cause.* Certain violations of our standards of conduct are so destructive of the USNSCC's core values that the offending cadet must immediately be terminated from the USNSCC in order to maintain the good order and discipline of the unit. Each cadet has the right to be trained in a safe, ethical, and moral environment, and in recognition of that right, a unit commanding officer or higher echelon of the chain of command will immediately terminate the enrollment of any cadet who:

- (i) possesses or furnishes another person with drugs, alcohol, tobacco products, firearms, weapons, pornography, or other contraband,
- (ii) is found to have committed abuse against another member as defined in SECTION 7.02 *e.g.*, hazing, harassment, assault, battery, maltreatment, or
- (iii) commits any other violation of the standards of conduct in CHAPTER 7 that justifies immediate termination.

In addition to terminating the cadet's membership, any echelon of the chain of command may notify law enforcement of any conduct that may be criminal in nature.

*(e) Reduction in rate.* A Sea Cadet who is terminated for cause under paragraph (d) of this section will automatically be reduced to the rate of Seaman/Airman Recruit. The cadet will forfeit all rights and benefits from USNSCC membership, including any claim to advanced paygrade in the armed forces.

## CHAPTER 6 - THE U.S. NAVAL SEA CADET VOLUNTEER

**6.01 Eligibility for membership.** A NSCC volunteer must be a U.S. citizen or legal permanent resident, free of felony convictions, of good moral character, sound mind, and capable of credibly communicating USNSCC values to our cadets.

*(a) Primary screening.* The unit commanding officer and, when appropriate, a representative of the sponsor, will conduct the primary vetting of a volunteer candidate. Screening will include, at a minimum:

- (i) contacting a candidate's listed references,
- (ii) performing any state-required criminal background checks, and
- (iii) conducting an interview with the candidate to assess education, employment and job history, drinking and drug use habits, previous affiliations with other youth groups, and reasons for wishing to affiliate with the NSCC.

*(b) Character background checks.* After primary screening is complete, national headquarters staff will conduct a comprehensive criminal and sex-offender registry background check on each applicant. The executive director is the final approving authority for all volunteer enrollments.

*(c) Reasons for non-enrollment.* A volunteer will not be enrolled if found to be untruthful in his or her application, or for any other good reason as determined by the commanding officer or higher echelon of the chain of command.

**6.02 Compensation.** A volunteer serves without pay.

**6.03 Instructors.** Each newly-enrolled volunteer who is 21 years old or older will be appointed as an instructor and assigned to a unit or regional staff, except as provided in this chapter.

**6.04 Midshipmen.** The executive director may appoint as a midshipman a former cadet or other qualified person who is between the ages of 18 and 21 and meets established requirements for appointment. Upon turning 21, a midshipman is eligible for appointment either as an instructor, or to the officer corps in the rank of Ensign.

**6.05 Officer Corps.** The NSCC officer corps exists primarily for the benefit of our cadets. It establishes a Navy and Coast Guard-like rank structure, based on the performance, training, and experience of those volunteers who qualify. It permits our cadets to be led by officers who wear insignia similar to those worn by Navy officers. The officer corps enhances our cadets' experience in the USNSCC's military training environment.

*(a) Ranks.* An officer may be appointed or promoted to ranks of Warrant Officer (WO), Ensign (ENS), Lieutenant Junior Grade (LTJG), Lieutenant (LT), or Lieutenant Commander (LCDR).

(b) *Appointment/promotion requirements.* The executive director will establish written requirements of performance, training, and experience for each officer rank. In addition to any other requirements, any volunteer serving in the rank of Warrant Officer must be serving or have served honorably in the U.S. military in an enlisted rate of E-6 or above.

(c) *Appointing and promoting authority.* The executive director, on behalf of the national chairman, has the authority to appoint or promote a volunteer to any rank.

(d) *Annual selection board.* [Deleted.]

(e) *Appointment/promotion of a unit commanding officer.* The appointing/promoting authority may waive one or more requirements for appointment/promotion to Ensign, Lieutenant Junior-Grade, or Warrant Officer if the volunteer is assuming the duties of unit commanding officer. Such promotion may be made only if:

- (i) the volunteer has completed all professional development requirements for the appropriate rank,
- (ii) the unit has successfully completed its most recent annual inspection,
- (iii) the unit is a commissioned unit, or has successfully completed its pre-commissioning period under SECTION 3.01, and
- (iv) the best interests of the unit require early promotion of the commanding officer—for example, to establish clear seniority within the unit.

(f) *Appointment/promotion of a regional director.* The national chairman will appoint or promote a volunteer who is assuming the duties of a regional director to the rank of Lieutenant Commander notwithstanding any unmet promotion requirements for that rank. If the volunteer fails to complete at least one year of good service as a regional director, his or her promotion to Lieutenant Commander will be automatically revoked and the volunteer returned to his or her previous rank.

(g) *Waiver of promotion requirements.* A volunteer must complete all promotion requirements before being promoted. However, the appointing/promoting authority may approve a waiver of promotion requirements in truly exceptional circumstances, in which the volunteer's chain of command recommends that a waiver is in the best interests of the USNSCC, the unit, and the volunteer in question. Any such waived requirements, other than time-in-grade or time-in-service, must be completed within one year of promotion.

(h) *Status of officers.* Officers have no status in the U.S. armed forces, and are not equivalent to military officers holding a rank of the same title.

- (i) A U.S. military officer enrolling in the NSCC will not be appointed to the same rank he or she holds in the military. Such an officer may enroll as an



instructor or auxiliariist if that person wishes to wear his or her military uniform.

- (ii) NSCC officers have no authority over, and do not rate a salute from, military personnel. However, officers will render appropriate courtesies to U.S. military officers of the same or higher grade.

*(i) Seniority.* Among officers of the same rank, the officer who has longer time-in-rank is senior. Among officers of the same rank with equal time-in-rank, the officer who has longer time-in-service is senior.

*(j) Format of rank and title.* An officer will not use his or her NSCC rank for unofficial purposes, or seek to mislead others into believing that he or she holds a commission in the military. An officer signing his or her name in e-mail or official correspondence will, in all cases, append the suffix “NSCC” in any case where a NSCC rank is used.

**6.06 Auxiliary.** The Auxiliary consists of volunteers who only desire to make a limited commitment to the USNSCC and whose responsibilities are occasional. Any volunteer may transfer into or from the Auxiliary at will. Volunteers holding an officer rank may retain their rank while serving in the Auxiliary.

**6.07 Authorization to wear modified U.S. Navy uniforms.**

*(a) Standards of appearance.* Each officer, instructor, and midshipman who is authorized to wear the USNSCC uniform will present a smart, military appearance that is reasonably similar to the U.S. Navy’s standards of appearance.

*(b) Purpose.* The U.S. Navy has extended the privilege of wearing its uniform, appropriately modified with USNSCC insignia, to officers, instructors, and midshipmen who meet required standards of appearance. The NSCC does not expect its uniformed volunteers to satisfy the Navy’s strict physical fitness criteria. However, as provided in Navy uniform regulations, “Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy and the United States.” NSCC uniformed volunteers will follow this same standard.

A uniformed volunteer must strictly comply with all published USNSCC uniform regulations, and any relevant U.S. Navy regulations, particularly those related to a volunteer’s appearance, grooming, jewelry, and conduct while in uniform. In addition, a volunteer must be of a height-weight combination that is consistent with the expected appearance in uniform. These standards are not intended to stigmatize any volunteer on account of that person’s physical traits or appearance. The USNSCC sincerely values all its volunteers, uniformed or not. Instead, these provisions must be understood to reflect our position that wearing the Navy’s uniform is a privilege the USNSCC has been granted by the Navy, not a right to which NSCC volunteers are entitled. Therefore, our uniform represents not only the USNSCC, but the Navy, as well as the United States. A deep and

abiding respect for our country's naval traditions, of which the uniform is a fundamental part, demands that NSCC volunteers wear the uniform properly.

(c) *Determination of status.* During the enrollment process, a volunteer's commanding officer will determine whether the volunteer meets the required standard of appearance in paragraph (a) of this section, and will accordingly designate the volunteer in a uniformed or non-uniformed status.

(d) *Military members.* A volunteer who is an active-duty, reserve, or retired member of a U.S. military service may elect to wear his or her military uniform instead of the USNSCC uniform.

(e) *Non-uniformed status.* A volunteer whose appearance in uniform is not reasonably similar to the U.S. Navy's standards of appearance will not wear the uniform. Such a volunteer may, when necessary, request reassignment to non-uniformed status. Any echelon of a volunteer's chain of command may direct that a reassignment to non-uniformed status be made if the volunteer:

- (i) is no longer able to present the required standard of appearance in paragraph (a) of this section,
- (ii) refuses to wear all required insignia or components of the uniform,
- (iii) wears unauthorized insignia of the Navy or other service, or
- (iv) repeatedly displays, despite being counseled, an unprofessional demeanor while in uniform—*e.g.*, disheveled appearance, poor grooming.

(f) *Alternative uniform.* All volunteers who are serving in a non-uniformed status will wear an alternative uniform in a form to be prescribed by the executive director.

(g) *Auxiliary.* Members of the Auxiliary must serve in a non-uniformed status.

**6.08 Professional development.** Each volunteer will complete required youth protection training at least annually, and will also complete other courses approved by the executive director, including courses on standards of conduct, best practices for unit management, leadership, youth development, and administrative procedures. The executive director may condition a volunteer's enrollment or re-enrollment on completion of these or other courses.

**6.09 Resignation.** A volunteer may tender his or her resignation at any time by notifying the national chairman, via his or her chain of command, in writing.

**6.10 Retired status.** An officer may transfer to the Retired List upon successful completion of service to the USNSCC. Transfer to retired status permits officers to retain their status and to support the USNSCC as their circumstances permit.

(a) *Criteria.* To be eligible for placement on the Retired List, an officer must have successfully completed either:

- (i) a continuous period of three years or more as a unit commanding officer or regional director, or
- (ii) continuous, satisfactory, active service (excluding time served in the Auxiliary) of ten years or more.

(b) *Privileges.* An officer on the Retired List may:

- (i) wear the uniform on ceremonial occasions,
- (ii) assist regional staffs in specific administrative or training tasks,
- (iii) serve as an escort officer if approved by the executive director, and if insurance premiums are paid.

**6.11 Initial probationary status.** Each newly enrolled volunteer will serve in a probationary status for one year from the date of initial enrollment. The purpose of a probationary period is to assess the volunteer's motivation, suitability, and performance.

(a) *Extension.* Any echelon of the chain of command may extend a volunteer's probationary status beyond one year for any reason deemed necessary.

(b) *Expiration.* Unless extended, a volunteer's probationary status will automatically expire when the volunteer has completed one year of satisfactory service.

(c) *Termination.* A volunteer may be terminated on the order of an officer in the chain of command when such officer concludes, at any point during the probationary period, that the volunteer does not display the desired inclination, motivation, appearance, or attributes required for continued service. A person terminated while on probation is not entitled to the appeal procedures detailed in SECTION 6.14(c).

**6.12 Disciplinary action.**

(a) A commanding officer or higher echelon of the chain of command may, when necessary, take informal or formal disciplinary action to ensure a volunteer's compliance with regulations, standards of conduct, policies, and procedures.

Informal steps may include:

- (i) private counseling between the volunteer and his or her commanding officer,
- (ii) unofficial written guidance,

Formal measures may include:

- (i) a written letter of counseling placed in the volunteer's file,
- (ii) remedial training,
- (iii) temporary suspension of duties, or

- (iv) reduction in rank, when approved by the executive director on the recommendation of the chain of command.

**6.13 Inactive status.** Any echelon of a volunteer's chain of command will immediately place a volunteer on inactive status upon receiving a credible allegation that the volunteer has abused or neglected a cadet. While in inactive status, the volunteer will not perform official duties, will not have any contact with cadets, and will not wear any USNSCC uniform.

(a) The executive director will appoint a qualified officer, usually a NHQ representative or regional director, to investigate any credible allegation of abuse or neglect.

(b) An investigating officer will provide the executive director with a confidential written report and recommendation. If the executive director takes any adverse action against the volunteer as a result of the report, its contents must be disclosed to the volunteer.

**6.14 Termination of enrollment.**

(a) *Termination.* The executive director will, on behalf of the national chairman, terminate the service of a volunteer when such action is judged to be in the best interests of the USNSCC. Specific grounds for discharging a volunteer might include:

- (i) a supported finding that the volunteer has abused or neglected a cadet,
- (ii) violation of USNSCC standards of conduct,
- (iii) a pattern of failing to fulfill assigned duties,
- (iv) conduct that demonstrates the volunteer's inability or repeated unwillingness to respond to counseling efforts, or carry out the direction of the chain of command,
- (v) a deliberate abuse of the privilege of wearing the NSCC uniform, or
- (vi) a combination of the above, or any other reasons as justified by the volunteer's the chain of command.

(b) *Lifetime ban.* A person who is terminated for abusing or neglecting a cadet, or for violating USNSCC standards of conduct, is automatically barred for life from reenrolling.

(c) *Appeal from termination.* A former volunteer who has been terminated from the USNSCC may, within 30 days of receiving the notice of termination, appeal such decision. The person may submit a letter to the executive director stating the reasons why the person believes termination was incorrect or unfair, and including any documents or evidence that the person wishes to include. The executive director's decision on any such appeal is final.

## CHAPTER 7 - STANDARDS OF CONDUCT

**7.01 Overview.** This chapter establishes the standards of conduct which USNSCC members will follow while enrolled in the program.

### **7.02 Definitions of abuse and neglect.**

(a) *Abuse.* Abuse is any action by a member which (1) causes, or creates a substantial risk of, physical or emotional injury to another person; (2) constitutes a sexual offense; or (3) results in sexual contact between an adult and a child.

(b) *Neglect.* Neglect is any failure by a volunteer—either deliberately or through negligence—to take those actions necessary to provide a minor child with minimally adequate supervision, food, clothing, shelter, medical care, emotional stability and growth, or other essential care.

**7.03 Prohibited conduct.** Each member will act with military decorum and professionalism while participating in USNSCC activities. Outside of USNSCC activities, a member should act in accordance with USNSCC core values. The following conduct is prohibited, and also constitutes abuse or neglect when the prohibited conduct meets either of the definitions in SECTION 7.02:

(a) *Profanity.* No member will use vulgar, obscene, humiliating, offensive, or sexually/racially/ethnically-slanted language to address or refer to another person.

(b) *Discrimination.* No member will discriminate against any other member on the basis of that person's race, ethnicity, sex, sexual orientation, disability, color, religion, or national origin.

(c) *Hazing (bullying).* No member will intentionally take any action or create any situation that causes embarrassment, harassment or ridicule, risks emotional and/or physical harm to a member or members, regardless of a member's willingness to participate.

- (i) No member will be subjected at any time to initiation rites, or other activities that are demeaning or harmful in nature.
- (ii) No person will impose any corporal or physical punishment—including physical training—upon a member as punishment for disobeying an order, failing to carry out an order, or carrying out an order improperly.
- (iii) No person will engage in any physical contact with a cadet beyond the minimum necessary to adjust a cadet's uniform, or to accomplish authorized training objectives.

- (iv) No person will engage in cyber-bullying, which is nothing more than the use of digital technology such as computers, smartphones, or software to commit hazing against another person.

*(d) Improper use of the Internet or social media applications.* Every member who chooses to use Internet-based social media applications is accountable for posting content that is compatible with USNSCC core values. No person will distribute any image of an identifiable person engaging in sexually explicit conduct or that depicts at least one of his or her private areas. No person will distribute any image of conduct that brings disrepute upon the USNSCC or its members.

*(e) Sexual harassment.* No member will make any unwelcome (*i.e.*, non-consensual) sexual advances, requests for sexual favors, or engage in verbal or physical conduct of a sexual nature.

*(f) Drugs.* No member will use illegal drugs or any recreational drugs—even those considered to be legal under state law—at any time. No member will abuse prescription drugs at any time.

*(g) Alcohol.*

- (i) It is illegal for a minor to possess alcohol; therefore, no cadet or volunteer under the age of 21 will do so at any time.
- (ii) A volunteer will abstain from alcohol for a period of at least eight (8) hours prior to the start of any unit drill or other activity during which he or she will be supervising or interacting with cadets.
- (iii) No volunteer will possess, consume, or be under the effects of alcohol at any time while in uniform or while supervising or interacting with cadets.
- (iv) No volunteer will possess, consume, or be under the effects of alcohol at any time during a training at which he or she is an escort officer.

*(h) Tobacco.*

- (i) It is illegal for any cadet to possess or consume tobacco products; therefore, no cadet under the age of 18 will do so at any time. Any cadet who is legally able to purchase tobacco products in his or her jurisdiction will not possess such products at any time while participating in USNSCC activities.
- (ii) We discourage volunteers from using tobacco products, including “e-cigarette” or chewing products. However, any volunteer who chooses to use a tobacco product while participating in USNSCC activities will do so only in designated areas, out of the view of any cadets.

*(i) Gang membership.* No member will associate with criminal or street gangs.

(j) *Promiscuity.* No member will engage in any sexual conduct while participating in USNSCC activities, nor maintain a promiscuous lifestyle.

(k) *Fraternization.* All members will maintain appropriate boundaries of military formality while participating in USNSCC activities. No volunteer will permit an undue relationship to develop with another member at any time.

(l) *Unsupervised Internet-based communications.* No volunteer will send a private 1-on-1 message to any cadet, at any time, for any purpose. No volunteer will permit a personal social media connection to exist (e.g., a “friendship” or “following” status) with any cadet, except for a cadet who is a family relative of the volunteer.

- (i) Volunteers who use Internet-based tools or simple messaging services (SMS) to communicate with cadets will do so responsibly, and will comply with the two-deep volunteer rule, see SECTION 7.04(b). All communications between a volunteer and a cadet will include either the cadet’s parent or at least one other enrolled volunteer on the message.
- (ii) A unit or training contingent may use public collaboration features of certain social media applications for official USNSCC purposes; however, all communications conducted on those applications must be done in public.

(m) *Criminal allegations.* Any member who is alleged by law enforcement to have committed any violent crime, drug offense, or felony criminal offense will immediately be placed in inactive status by the member’s commanding officer or any higher echelon of the chain of command, and will not wear the uniform, have contact with cadets, or participate in any USNSCC activities pending the disposition of the criminal case.

#### **7.04 Prevention of abuse and neglect.**

(a) *Authority to intervene.* There are no bystanders to neglect, abuse, or illegal conduct. Each member has the authority to take any lawful steps necessary to prevent or stop another person from being abused or neglected.

(b) *Two-deep volunteer supervision.* During any USNSCC activity, all cadets must be supervised by at least two enrolled volunteers. Every unit and training contingent must have both male and female volunteers enrolled if the unit or training is open to both male and female cadets.

(c) *Mandatory reporting of violations.* Many but not all states require that unpaid youth program volunteers report any allegations of abuse or neglect to law enforcement. Even if not required under state law, each USNSCC volunteer will report any such allegations to both local law enforcement and the USNSCC chain of command.

#### **7.05 Duty to protect USNSCC funds and property.**

*(a) General.* Any member entrusted with USNSCC funds or property will safeguard those funds or property, acting with an appropriate standard of care.

*(b) Conflict of interest.* All volunteers will, when representing their unit or the USNSCC, act on the sole basis of that which is in the best interests of the unit or USNSCC.

- (i) No volunteer will represent the USNSCC (or one of its units or training contingents) in any transaction involving a business in which that volunteer or a family member has at least a 10% ownership interest.
- (ii) No volunteer will accept any personal gift, favor, promise, or service that is offered to influence that volunteer in his or her performance of duties, with the exception of small awards or tokens of appreciation.

*(c) Civil or criminal violations.* A volunteer's chain of command may notify law enforcement of any potentially criminal conduct, including theft, larceny, embezzlement, or similar crimes.

**7.06 Retaliation.** No person who is subject to these regulations will retaliate against any person who makes a good-faith report of a violation of this chapter.

#### **7.07 Violations.**

*(a)* Each cadet will adhere to the provisions of the USNSCC oath, provided in SECTION 5.04. A cadet is subject to disciplinary action as provided in SECTION 5.08 or termination as provided in SECTION 5.09 for a violation of these standards of conduct.

*(b)* Each volunteer will act with integrity, respect the dignity of others, and ensure a safe and effective training environment. A volunteer is subject to disciplinary action as provided in SECTION 6.12 or termination as provided in SECTION 6.14 for a violation of these standards of conduct.



## CHAPTER 8 - GENERAL PROVISIONS

**8.01 Policies and procedures.** The executive director will establish policies and procedures that are necessary to give effect to these regulations, including policies on: advancement requirements, personnel tasks, awards, managing units and training contingents, and standards for wearing the USNSCC uniform. In any instance where a policy or procedure is inconsistent with these regulations, these regulations control.

**8.02 Intellectual property.** No person will use the distinctive seal, crest, or other trademarks of the USNSCC unless authorized by these regulations or unless permission is specifically granted by the executive director. The phrases “Naval Sea Cadet Corps”, “U.S. Naval Sea Cadet Corps”, “Navy League Cadet Corps”, and “Chart Your Course” are distinctive trademarks of the USNSCC.

*(a)* In any case where a member, unit, or training contingent is authorized to use the USNSCC seal or crest, the seal or crest will be used without modification or distortion.

**8.03 Amendments.** The executive director may amend these regulations by notifying the board of directors in writing of the specific additions, changes, or deletions to be made. Such regulations will take effect without further action by the board 30 days after the executive director notifies the board, unless one-third of the members of the board object to the amendment. In such case where one-third of the board members have registered their objection, the amendment will not take effect, but will be placed before the board of directors and must be approved by a majority of its members at its next meeting.

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# Regulations

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