



Standard Operating Procedures (SOP) AMERICA Division

I. SCOPE AND GENERAL POLICY	3
II. PURPOSE – AIM	3
III. AUTHORITY AND RESPONSIBILITY	3
IV. COMMAND INTENT	3
V. MISSION STATEMENT	3
VI. COMMAND OBJECTIVE	4
VII. COMMAND POLICIES	4
VIII. OPEN DOOR POLICY	5
IX. CHAIN OF COMMAND (COC)	5
X. EQUAL OPPORTUNITY, HARASSMENT, AND FRATERNIZATION POLICY	6
XI. ADULT LEADER PERFORMANCE STANDARDS	6
XII. CADET PERFORMANCE STANDARDS	7
XIII. ADMINISTRATIVE POLICIES AND PROCEDURES	9
XIV. SUPPLY	12
XV. FINANCES	15
XVI. SAFETY, MEDICAL AND EMERGENCY PROCEDURES	17
XVII. DRILL PROCEDURES	18
XVII. INSPECTION POLICY	19
XIX. TRAINING AND EDUCATION – POLICY	19
XX. ATTENDANCE POLICIES	19
XXI. PROMOTION POLICIES	20
XXII. CADET LEADERSHIP RESPONSIBILITIES	20
XXIII. AWARDS AND DECORATIONS	21
XXIV. DISCIPLINARY PROCEDURES	21
XXV. SERIOUS INCIDENT MANAGEMENT	22
XXVI. COMMUNICATIONS	22

I. SCOPE AND GENERAL POLICY

- A. The Unit Policies and Standard Operating Procedure (SOP) applies to all members assigned to the AMERICA Division. References to “NSCC” in this document will refer to the regulations appropriate for the particular cadet. All personnel will adhere to the NSCC standards and regulations and the guidelines contained in this SOP as well as within Homeport found in Quarterdeck accounts.
- B. For purposes of this SOP, the term “officer” includes officers, officer candidates, midshipmen, instructors, and auxiliaries. The term “member” refers to all hands. AMERICA Division will be further abbreviated as “AD.”

II. PURPOSE – AIM

The purpose of this SOP is to establish policies, standards, and procedures for AD. The SOP is specifically designed to be used with the USNSCC regulations. Conflicts between this SOP and any USNSCC regulations or instruction will be resolved by the Commanding Officer (CO) in favor of the USNSCC regulations.

III. AUTHORITY AND RESPONSIBILITY

The Commanding Officer (CO) has authority and responsibility for all matters related to the AD. In the absence of the CO, the unit’s Executive Officer (XO) will perform all the necessary duties. The CO has the authority to ask any person not complying with the NSCC regulations, AD policy and procedures, or Virginia State Statutes to leave the facility/training location. In addition, the CO has the authority to physically remove any person in violation of any NSCC regulations, AD policy and procedures, or the Virginia State Statutes; or any person disrupting the activities of the unit.

IV. COMMAND INTENT

It is the intention of this command to provide the assigned U.S. Naval Sea Cadets the proper orientation and education as required by the USNSCC program.

V. MISSION STATEMENT

The mission of AMERICA Division is to plan and conduct unit level training in compliance with and in submission to the US NSCC mission of Building Leaders of Character

VI. COMMAND OBJECTIVE

AD will, at all times, be prepared to undergo complete personnel, administrative, and operational readiness inspection as prescribed by the USNSCC regulations and directives. The administrative accomplishment of this goal is measured objectively by the NSCC Annual Inspection, with a score of not less than 80% satisfactory completion of the unit's terminal training objective by an Operational Readiness Inspection. AD is to accomplish the mission in a safe and professional manner.

VII. COMMAND POLICIES

- A. AD will abide by all of the regulations set forth by the United States Naval Sea Cadet Corps. These are found with the Homeport site of each cadet Quarterdeck and parent with the Parent Portal access.
- B. The Commanding Officer of AD has authority to add to the regulations set forth by the USNSCC, however will not remove from the regulations. This is to maintain safety, security and authority within the units.
- C. Membership application will be completely filled out prior to attending drill after shadowing. This will include the physical examination on the USNSCC Medical Exam form. Unit membership applications are available from the AD website, at our unit drill location, or from the CO after a shadow drill has been completed. Parents will be responsible for the completed application on paper to include a copy of insurance card or Tricare letter and all CDC recommended immunizations. Renewal documents will be online with the exception of documents needing to be signed by a physician or medical provider. It is the parent's responsibility to renew each cadet **no less than 15 days prior to the expiration of membership**. This includes a renewal online and physical exam. Cadets will not be able to drill without a current medical examination.

Should a cadet take medications while at drill, each medication must be in the original prescribed container and contain a list of when and how each medication should be administered. Without the medications and documentation, cadets will not be allowed to check in. This is for the security of the cadet with the medication and the officers administering the medication check.

- D. AD staff will inform cadets and their parents/legal guardians of the Naval Sea Cadets of the program standards to which the USNSCC Cadets are expected to perform, and advise the parents and legal guardians of necessary and appropriate measures that will be taken to ensure the Naval Sea Cadets meet the standards. Cadets and their parents are required to maintain communication with the Commanding Officer should they be unable to maintain the standards of the USNSCC and AMERICA Division, i.e. (grades falling below passing, not completing minimum standards of the USNSCC, not having access to tools to perform basic functions, legal issues and/or drill attendance concerns).

- E. The use of inappropriate or vulgar language by AD members is not tolerated during drill, trainings, or when representing the USNSCC in any manner, to include, but not limited to, written communications to any USNSCC cadet or volunteer. Witnesses of this action will be dealt with immediately upon being reported or witnessed by officers, cadets, and members of the US Military. This also includes social media posts that are found to be made while present at a Sea Cadet function, while wearing a Sea Cadet uniform or clothing with a Sea Cadet or unit logo, if posting/commenting on Social Media or online text about a cadet/officer/unit that may be considered hazing or harassment. Those who use inappropriate or vulgar language, verbal or otherwise will be formally counseled. If it persists, the AD member could be ordered to be removed from the corps.

VIII. OPEN DOOR POLICY

The Commanding Officer will have an “open door” policy. If any member of the AD has concerns that he/she feels cannot be discussed via the normal Chain of Command, he/she will advise the Chain of Command of the need to speak confidentially with the appropriate officer, to include the CO. The cadet or officer whom the AD member approaches in regard to the problem will ensure that the member sees the appropriately requested officer at the earliest opportunity. Unless the matter is an emergency, cadets should speak with officers at the AD drills. Parents have open access to the CO via phone and email or times during pre/post drill where the CO is not engaged in cadet communications.

IX. CHAIN OF COMMAND (COC)

- A. It is the Commanding Officer’s policy that all AD members follow the “Chain of Command.” The “chain” extends from the lowest rated Naval Sea Cadet through the Commanding Officer to the Executive Director of the USNSCC. In the event that a member of the “Chain” is not present, the AD member will go to the next level in the chain. The following is chain of command for AD:

Squad Member
Squad Leader
Assistant Leading Petty Officer (ALPO)
Leading Petty Officer (LPO)
Chief Petty Officer &/or Senior Cadet Leader
Division Officer
Operations Officer
Executive Officer / Officer in Charge
Commanding Officer

- B. Unless it is an emergency, or the AD member’s duties require that discussion and questions regarding AD activities be directed to someone other than his/her superior, the member will follow the “chain of command.” Failure to follow the chain is disruptive to the officers and staff. Consistent failure to follow the chain of command may result in the cadet being subject to

disciplinary action.

- C. It is the Commanding Officer's prerogative to give instructions and orders to any member of the AD.
- D. During special events, color guards, activities outside of drill, cadets/parents are to address concerns/questions to the Officer in Charge during the event. That OIC will manage any situation and communicate up the chain as needed.

X. EQUAL OPPORTUNITY, HARASSMENT, AND FRATERNIZATION POLICY

- A. In addition to the USNSCC regulations, cadets will refrain from personal displays of affection while in uniform.
- B. Harassment and Hazing in any form will be grounds for immediate dismissal. If any threat or action of physical violence occurs; the perpetrator will be immediately dismissed from the AD and USNSCC.

XI. ADULT LEADER PERFORMANCE STANDARDS

- A. All adult leaders of the AD must maintain standards for behavior, decorum and professionalism that are above reproach. Unprofessional conduct, such as, offensive language, fraternization with Naval Sea Cadets or Navy League Cadets, neglect or dereliction of any assigned duty, arrogation of authority to themselves, or inferring or demanding military courtesy from active duty or reserve personnel in uniform will result in automatic suspension and recommendation for immediate dismissal from the NSCC. Retention of adult leaders is the sole prerogative of the Commanding Officer, in accordance with the current NSCC regulations and in accordance with applicable NSCC action letters.
- B. Enrollment of adults will be directed by the Commanding Officer. All prospective adults will interview with the CO prior to communicating/shadowing with the unit. The interview will be in person or by phone if in person does not allow. Transfers of adults from another USNSCC unit to AD will be considered on recommendation from the prior CO only. This includes parent volunteers transferring with cadets enrolling in AD. All adults working in a billet that requires drill participation must agree to fully attend unit drills and assist where possible with other unit functions. If the drill is overnight, adult berthing is required.
- C. All adult leaders will be expected to assist with and, where appropriate, participate in training with the Naval Sea Cadets. Officers who do not attend drills and other unit events will be dropped from the roll at the Commanding Officer's discretion. Minimum 75% will be met for all adults in an officer role.
- D. All adult leaders will be expected to act in the capacity of a staff officer in an AD billet assignment.

The billet assignments are the prerogative of the Commanding Officer.

- E. All adult leaders will be required to wear appropriate and correct uniforms at NSCC functions and drills. All adult leaders will wear Sea Cadets polo shirts and black/khaki pants for initial wear, as prescribed by the USNSCC Uniform Manual. Designated officers/instructors will be authorized to wear USN uniforms with appropriate NSCC insignia. Procurement of adult leader uniforms will be the responsibility of each individual adult leader.
- F. All adult leaders must complete the Officer Midshipman Study Guide (OMSG) and Darkness to Light course and the Volunteer Code of Conduct during their enrollment process.. The OMSG familiarizes adult leaders with Naval Sea Cadets regulations and policies, and every adult must understand these in order to adhere to them. The Darkness to Light course is a child abuse preventative course that is required to be completed by all enrolled adult leaders annually. Sea Cadet HQ will assign additional courses as necessary. Adult leaders are required to maintain all coursework in order to remain enrolled, upon re-enrollment, courses are verified in the database for renewal.
- G. All adult leaders will be enrolled in AD as an Auxiliarist for the first six months of enrollment. Afterwards, adult leaders may be transferred to the Officer track within their respective training and course completion. A command billet will be assigned and training in that field will commence.
- H. Adult leaders will not be assigned to command billets until after their six-month auxiliary time. During this time, officers are being evaluated by cadets, command staff, and at the conclusion of the six-month probationary period, the Commanding Officer will determine if the adult leader will remain in the command.
- I. Adult leaders are expected to learn the details of their respective billets and to clearly communicate questions or concerns to their chain of command. Additionally, adult leaders are required to contribute to the educational curriculum of the command.
- J. Officers/instructors are encouraged to escort at least one recruit training or advanced training/year
- K. Members of the Naval Reserve may qualify for drill credit and active duty for training orders (ADT) for participating in NSCC/NLCC activities.
- L. The NSCC does not require specific education or professional qualifications, but applicants with nautical/military experience are particularly desired.

XII. CADET PERFORMANCE STANDARDS

- A. Naval Sea Cadets will be expected to behave according to the USNSCC Cadet Code of Conduct. Naval Sea Cadets will not lie, cheat, or steal, and will be expected not to tolerate those who do.

- B. Naval Sea Cadets will be expected to maintain discipline and military bearing when at drills and when wearing the NSCC uniform and maintain grooming and uniform standards required by the NSCC and the U.S. Navy. All cadets must maintain their uniforms in a clean, proper fashion, including proper fit.
- C. Naval Sea Cadets must follow all regulations, and the lawful orders of their Officers, Petty Officers, the instructors, the staff, and their “Chain of Command”, immediately, and without discussion, or argument. Cadets must address all adults as “Sir or Ma’am” while at a Sea Cadet function and are encouraged to show appropriate respect outside of Sea Cadet functions.
- D. Naval Sea Cadets must maintain a minimum 2.0 in ALL subjects in school. Failure to maintain an acceptable grade point average during a semester will result in probation until improvement is proven during the next successive semester. Two semesters below standards will result in dismissal. Cadets who are receiving any grade below a “C” may forfeit the opportunity to attend local and advanced training.
- E. Naval Sea Cadets must complete the cadet courses as prepared and required by the USNSCC. New Cadets must complete the SC-1 PQS course for Sea Cadets within the first month of enrollment. AD Cadets will be required to complete the SC-2 PQS prior to graduating from AD Recruit Orientation. This is to familiarize themselves with what will be taught and expected to have learned at NSCC Recruit Training. League Cadets must complete Apprentice & Able coursework within the first four months of enrollment.

Cadets who fail to meet AD coursework requirements will spend subsequent drill working on basic skills during special evolutions or activities until successful completion. Not until cadets complete Recruit Orientation, will they be issued their seabag with uniforms. Cadets must complete one correspondence course per calendar year. Cadets that are overdue to complete coursework according to their TIG/TIS will also spend drill hours working on basic skills until the coursework is completed. Activities such as Marksmanship, Boating, Ceremonies, Swim Qualifications and more, are considered special and will be reserved for cadets in good standing with their advancements.

- F. Naval Sea Cadets must attend recruit training during their first year. Cadets will attend at least one (1) advanced training cycle during the second and successive years. Navy League cadets should make every effort to attend at least one training per year.
- G. Naval Sea Cadets must attend at least 75% of AD drills. Missing too many drills may result in immediate dismissal. The decision to dismiss any Cadet for failure to maintain minimum attendance requirements rests with the Commanding Officer.
- H. AD Cadets must not be in possession of any contraband as defined by the NSCC or by the applicable federal or state statutes at any time. Possession of contraband will result in immediate dismissal. Cadets with cell phones will be asked to secure them away and not use them for the entirety of the drill without specific authorization from an observing officer. Radios will be the primary form of indirect communication among the leading cadets. Cadets found using cell phones without specific authorization will undergo disciplinary action. Emergency phone access will be through the chain of command.

- I. If a Naval Sea Cadet is arrested for any reason, he/she will immediately be removed from AD and must return all uniforms and issued items. If convicted, adjudicated, found to be delinquent, or takes a plea deal, he/she will not be allowed to re-enroll in the Sea Cadet Corps. If exonerated from all charges, Cadet will be allowed to return to active status after CO meets with parent and Cadet. Sole discretion rests with the Commanding Officer.
- J. Cadets suspended from school for any reason will be removed from AD until the cadet is back in good standing with the school system, the possibility of re-enrolling may be discussed, but the reinstatement of the cadet is at the sole discretion of the Commanding Officer.
- K. Any Naval Sea Cadet in the Chain of Command who willfully abuses his/her authority will be subject to immediate relief from that duty, face immediate disciplinary action, and will be subject to dismissal, as appropriate. Cadets should strive to be respectful and honest, leading with personal power, rather than position power.

XIII. ADMINISTRATIVE POLICIES AND PROCEDURES

- A. SUPPORTING MILITARY ACTIVITIES: The United States Coast Guard Stations, Armory, Naval Bases, Naval Air Stations, and other active duty and reserve military organizations in the local area are Supporting Military Activities (SMA's). Contact between these organizations and the AD is restricted to the Commanding Officer or his designee. Specific rules of conduct, performance, and procedures will be given to Naval Sea Cadets and Staff personnel prior to attending activities at the SMA's.
- B. USNSCC AND U.S. NAVY LIAISON: The only authorized point of contact between the AMERICA Division and the Executive Director of the USNSCC, and applicable U.S. Navy commands are the Commanding Officer or the Executive Officer.
- C. CADET SELECTION AND RETENTION CRITERIA
 - 1. AD accepts recruits throughout the year but actively seeks enrollment three times each year. Early fall, early winter and mid-spring. (Roughly September, January and April) This is to coincide with training seasons for Navy League Orientation and/or Recruit Trainings being offered. Prospective Cadets between 10 and 17 years old and in the 5th-12th grades, who meet the minimum physical, academic and background requirements may be accepted for enrollment after an orientation and assessment interview. All Cadets must be participating in a State recognized academic program. Homeschool is a state recognized academic program in the state of Virginia. Cadets are expected to commit to one full year in the program.
 - 2. No applicant will be enrolled unless he/she has attended an orientation meeting with at least one parent/guardian and completed the enrollment application in its entirety. The guardian must agree to the conditions and requirements of the program. Guardians who do not provide support (moral or financial) for their cadet(s) will be advised that their cadet can no longer remain enrolled in AD.

3. The physical requirements for cadets are stated in the NSCC Report of Medical History and Report of Medical Examination. An accommodation may be requested for disability situations, but is not guaranteed to be granted. Cadets on medications and with disabilities may be very limited in training opportunities but program participation but will not be discouraged.

4. The Commanding Officer has the authority to direct any Naval Sea Cadet to undergo a physical examination, at any time, if in the opinion of the Commanding Officer, the Naval Sea Cadet may not meet the minimum requirements or the cadet shows indications of a serious medical problem that may be exacerbated by NSCC drill and training.

5. All Naval Sea Cadets assigned to the AD must be able to perform to the minimum standards of physical readiness as outlined in NHQ PRT Manual. Further, it is the responsibility of the individual cadet to achieve and maintain the physical fitness readiness standards.

6. The Commanding Officer has the authority and responsibility to deny enrollment to an applicant that cannot meet the program standards.

E. OFFICER SELECTION AND RETENTION CRITERIA

1. All prospective applicants for selection will complete an application package **and** meet with the Commanding Officer. The Commanding Officer has authority to conduct background investigations and conduct interviews in regard to the selection of officers and instructors. If an applicant is not qualified by reason of background checks, or other disqualifying criteria, the applicant will be notified of the problem. A memorandum for record will be prepared and the complete application returned.

2. All Officers, Auxiliary included, must complete the OMSG and Darkness to Light (D2L) and the Volunteer Code of Conduct within the period required by NHQ, and the Adult leadership course OPD101 by December 31 of the year enrolled. OPD 201 & 301 will be required as directed by the Commanding Officer. All D2L renewals must be up to date as of the enrollment anniversary month's end.

3. The determination by the Commanding Officer to accept or decline an adult leader applicant is final. Neither the USNSCC nor the AD is bound to accept an applicant. AD has a limited number of positions. No applicant has the "right" to be accepted. Further, the Commanding Officer reserves the authority to dismiss any adult leader who consistently fails in his/her duties, is incapable of performing his/her duties, exhibits behavior that is not exemplary, or fails to attend drills and other unit events.

F. RECORDS AND FILES POLICY

The AD is proactively engaged in the reduction of unnecessary paperwork and files. Unless absolutely necessary for documentation or for enclosure as an attachment to correspondence or for the annual inspections, all correspondence and documentation is maintained on-line.

G. PERSONNEL RECORDS

1. These records can only be accessed by the CO, XO, OIC, Admin Officer, Personnel Officer, Division Officer in addition to the cadet and his/her parents.

2. Paper personnel records consist of the required NSCC forms and those specific forms and data sheets required by the AD.

3. Personnel records, upon disenrollment, will be forwarded to the individual cadet's parents or legal guardian. The Cadet's Magellan will be printed and be provided to the Cadet's family along with the physical record. The only exception to this rule is when a Cadet is dismissed for disciplinary reasons. Cadet files will be reserved by the command for one year and then destroyed. Records will not be returned to Cadets until seabag and all issued items are returned or compensated for.

4. Digital personnel records are initiated by the parents directly after enrollment is complete. Parents are required to enter answers for all online questionnaires within the USNSCC Parent Portal. These digital documents are required for participation in activities and trainings within the USNSCC. They must be kept current with any updates or changes to medical conditions, medications or changes to care providers/insurance. These documents will be verified by the CO of the unit prior to approval to trainings, membership renewal and during the month of December for verification prior to annual inspections. Parents' communication is key for ensuring complete visibility of documentation.

H. REGULATIONS, MANUALS AND PUBLICATIONS

The primary resource for all publications and manuals will be the USNSCC Homeport within Quarterdeck. If copies of regulations or publications are required, they will be downloaded and printed by the cadet or requesting party.

I. RECORDS FILES AND HEADQUARTERS LETTERS

1. The Administrative Officer will be responsible for maintaining all forms, reports, letters, and correspondence. HQ communications are released via Quarterdeck within the News Application.

J. IDENTIFICATION CARDS

1. ID Cards, upon receipt by the Commanding Officer will be distributed to AD members for safe keeping.

2. Cadets, instructors, and officers who lose their ID cards will pay a \$15 fee for replacement.

K. ENROLLMENT AND TRAINING FEES

1. New cadets to AD pay a total of \$200 (which includes the \$99.00 national fee). Annual re-enrollment fees for AD is \$150.00. **At no time will AD refund the fees paid to AD or the USNSCC.** This includes but is not limited to uniform purchases, drill fees, enrollment fees, and/or electronic payment fees. Siblings enrolling together are eligible for a discount, talk to the

CO prior to enrollment.

2. Enrollment fees are forwarded to the NSCC when the cadet applicant has completed the application package, passed the physical examination, and had an orientation interview. Each submission is logged in the unit's application log. Officers'/instructors' enrollments are processed in a similar fashion and logged on the application log.

3. All cadets will be responsible for their summer training fees. The cadet/parental cost for summer training evolutions is usually \$350 for a 9 day evolution or \$300 for a 7 day evolution. Extra fees may apply to certain courses for range fees, badges, etc. Travel to and from the training location is the parent's financial responsibility. Training fees are always changing and typically rise in expense with the increased technicality of the training.

L. ANNUAL INSPECTION AND OPERATIONAL READINESS INSPECTION

1. The Commanding Officer will coordinate with the Regional Director and schedule the annual administrative and personnel inspections. In the event that the Regional Director fails to schedule the Annual Inspection before November of the inspection year, the Commanding Officer will notify the Field Representative, in writing, with a copy to National Headquarters.

M. COLOR GUARD

1. The AD Color and Honor Guard will consist of a minimum of four Naval Sea Cadets or Navy League Cadets trained to carry the National Ensign, the U.S. Navy Flag, and/ or the unit flag. The National Ensign guards will bear replica M-1's or Springfield's.

2. For public display details, the AD Color Guard will wear dress uniforms. The flag holders will wear AD provided white leggings and guard belts.

3. The AD Color Guard may carry additional flags as requested by unit sponsors or event coordinators. Final decision for flags to be carried will rest with the unit Commanding Officer.

N. QUARTERDECK INSTRUCTIONS AND QUARTERDECK LOGS

1. The Quarterdeck area will be established at the drill site when possible.

2. The Quarterdeck will normally consist of the Petty Officer of the Watch (POOW) and the Messenger of the Watch (MOOW). The POOW is the highest-ranking Cadet on watch.

3. Watch personnel are responsible for maintaining the cleanliness of the Quarterdeck.

4. The POOW will note specific visitors in the Quarterdeck Log, and will account for all unit personnel on the roster. The POOW will submit the completed roster to the Commanding Officer upon completion of the day's activities.

5. In the event of fire or a legitimate emergency in the facility, the Petty Officer of the Watch will immediately notify the Commanding Officer or his designated substitute. If the event of a fire or other emergency is potentially hazardous to the safety of cadets, the POOW will also evacuate the Watch Personnel and any other cadets to a safe location.

6. Quarterdeck personnel will not abandon their post, for any reason, unless an emergency exists, or they are directed to do so by the POOW.

XIV: SUPPLY

A. The uniforms are U.S. Navy uniforms with the appropriate and authorized NSCC patches and insignia prescribed in the USNSCC regulations. No member of the AD will wear a uniform that does not have the required NSCC patches or insignia.

B. The only exception to this policy is for active duty, reserve, National Guard, and prior service/retired military personnel who are entitled to wear the uniform of their respective services; and for personnel on duty with law enforcement agencies.

C. The specific uniform and equipment is published in the Plan of the Month (POM) or Plan of the Day (POD).

D. Due to the nature of the AMERICA Division training curriculum, the reporting uniform to drills may be Dress Service Uniforms.

E. The alternate uniform for officers/instructors will be PT shorts and an appropriate NSCC shirt (for PT) or khaki pants and NSCC shirt (for most occasions).

F. It is the responsibility of officers to obtain their uniforms. As a minimum the officers designated as “uniformed” should have khakis; dress blues; summer whites; garrison and combination cover; dress shoes (black and white); and a set of NWU’s. Officers who do not meet weight requirements for wearing modified Navy uniforms must purchase a Sea Cadets polo, khaki pants, and khaki belt.

G. Shadow cadets are required to wear black pants with a white shirt or khaki pants with blue or black polo. Shoes should be black tennis shoes or black dress shoes (not patent leather). This “uniform” will be worn throughout Recruit Orientation until USNSCC uniforms are earned. USNSCC PT gear will be issued at the first drill weekend upon enrollment.

H. NLCC Requirements to earn uniforms: Able & Apprentice coursework, learn Sea Cadet Oath & General Orders.

I. NSCC Requirements to earn uniforms: Be promoted to SC1 Seaman Recruit from Recruit Cadet.

J. Cadets and their parents are responsible for the care, maintenance, and repair of issued uniforms. Cadets who lose or ruin their uniform components must replace missing or damaged

components by paying full retail value via the unit supply officer. Cadets may purchase their own uniforms without cost to AMERICA Division. All issued uniforms remain the property of AMERICA Division. Issued uniform components will consist of:

- 1) Type III Trouser and Blouse (2 sets)
- 2) Type III 8- point cover
- 3) Dixie Cup
- 4) SDW Trouser and Top
- 5) SDB Trouser and Top
- 6) Neckerchief
- 7) Recruit Cover and 2 Recruit Shirts
- 8) PT Shirts (2) and shorts (1)
- 9) Black Belt and Buckle
- 10) Seabag
- 11) White belt (issued without buckle)
- 12) Additional items can sometimes be provided or purchased from supply

K. Parents and cadets are responsible for specific items, to include boots, shoes, undergarments and additional pieces; and may need to purchase some uniform items that are not available to the unit via our usual sources. This is especially true in the case of the smaller cadets. Cadets must have a complete sea bag of uniforms prior to departure to any advancement training. (See attached order form for available items that can be ordered by the unit and purchased by the cadet.)

L. All Naval Sea Cadets or other personnel who are dis-enrolled from the program, regardless of the reason, will return the uniforms and other property of the unit within 30 days of departing the Sea Cadet Corps. Cadet files and references will not be transferred or made without the return of AMERICA Division property.

M. Cadets and one designated officer will complete an initial inventory of issued uniform items, will review the contract associated with the uniform issuance, and then provide a signature and date stating they understand the terms of the uniform contract.

N. Extra uniforms are to be kept on hand and in neat order accessed only by the Commanding Officer, Executive Officer, and Supply Officer unless specifically directed by the Commanding Officer, Executive Officer and Supply Officer.

O. PROPERTY AND EQUIPMENT

1. All AMERICA Division's equipment, regardless of condition, is to be kept on the property inventory log, unless disposed of by the Commanding Officer. The Supply Officer is responsible for an annual physical inventory of all AD items. The results are to be furnished to the Commanding Officer not later than seven days subsequent to the 01 DEC deadline.

2. No member of the AD is to transfer any item of property to another without the express permission of the Supply Officer and it should be done so in writing.

3. Any personal property and equipment brought to drill by a AD member is their own responsibility. Misplaced, lost or stolen items are not to be a burden on the AD. Issued items left adrift will be placed in the supply locker. It is not AD responsibility to identify who the article belongs to. If any issued article is lost, misplaced or stolen, it must replace or full retail value be provided.

XV. FINANCES

- A. Responsibility: It is the responsibility of the Financial Officer to maintain the unit funds and monitor expenses and income on a monthly basis. The Commanding Officer is ultimately accountable for the overall condition of the checking account, financial documentation, monthly and annual reports. The sponsoring council should strive to ensure that adequate funds are available to the Unit Commanding Officer for proper operation of the unit. This is to be a cooperative effort through donations, fundraising, grants, fees, etc. Units are not expected to be fully funded by their sponsoring organization, as the unit is expected to raise money on their own.
- B. Sponsorship: AMERICA Division falls under the Richmond Council of the Navy League of the United States for financial purposes.
- C. Current Income Sources
 - 1. The division retains \$100 a year of the \$200 fee for each cadet enrolled and \$50 a year of the \$150 fee for each cadet re-enrolled
 - 2. The Navy League provides a quarterly sponsorship grant of \$1,250
 - 3. Wreaths Across America provides \$5 for each wreath sponsorship obtained throughout the year. During the one-month period after the wreath laying ceremony, this is doubled to \$10
 - 4. Vietnam Veterans have occasionally given a grant
 - 5. American Legion (Petersburg) has offered a grant
- D. Designated funds. There shall be a separate and detailed SOP regulating designated funds.
- E. Unit Bank Account:
 - 1. The division bank account is held to facilitate audit and accounting of unit funds. All accounts will require the following signatories listed on the account:
 - a. Regional Director – for fiscal oversight only
 - b. Commanding Officer – for fiscal oversight and endorsing checks
 - c. Financial Officer – for maintaining account and writing and endorsing checks
 - d. Administrative Officer – for paying for enrollments and second endorsing check
 - 2. The following personnel will have access to the online banking website:
 - a. Commanding Officer – for fiscal oversight
 - b. Financial Officer – to maintain account and retrieve required documents and statements
 - 3. Debit Card: The Commanding Officer and Financial Officer will have authority to be issued and use a unit Debit Card. These cards are to be used when necessary to conduct

unit business. At no time will personal items be purchased using Unit Debit Card. A copy of the Credit Card Purchase Form will be completed when using the Debit Card and signed by at least two signatories. Upon relief of duties, the individual will relinquish the card to the bank.

F. Approvals

1. All items purchased must have the cognizant department head approval as well as approval from the Executive Officer or Commanding Officer.
 - a. The Executive Officer must approve all items up to \$100.00
 - b. The Commanding Officer must approve all items over \$100.00
 - c. The Regional Director must approve all items over \$1,000.00
2. Purchasing: No purchases should be made without prior approval from the Commanding Officer. If a purchase is made without the Commanding Officer's pre-approval, it is possible it will not be reimbursed. If an item is to be purchased from a non-preferred supplier that is \$500 or more, three bids must be obtained to ensure best value.
3. Preferred Suppliers: The following suppliers have been vetted to confirm they can provide goods and services that meet division requirements at competitive prices:
 - a. Vanguard Military Supply for uniform items
 - b. Glendale Parade for Color Guard items
 - c. Enterprise or TNT Automotive for van rentals
4. Reimbursement for Fuel: Reimbursements for fuel will be based on mileage. Prior approval from Commanding Officer must be obtained for fuel to be reimbursed. Filling up a tank is not authorized! The following items will be made available for the reimbursement for fuel:
 - a. Reimbursement Request form – to request reimbursement for fuel used on behalf of the unit
 - b. Copy of receipts should be attached to Reimbursement Request form
 - c. MapQuest with starting and ending point and mileage.
5. Gifts: The division may give a gift valued at \$50 to Officers of the Year and graduating seniors.

G. Fixed Assets:

Fixed Assets are any items purchased that are estimated to have a useful life of three years or more. A register of Fixed Assets must be maintained by the Finance Officer and an inventory must be taken of all Fixed Assets at least once a year. A report should be created noting any assets retired or damaged after the Fixed Asset inventory is completed. This report should be filed in the Finance Annual Binder.

H. Monthly Reconciliation

At the end of every month, the monthly bank statement will be accessed via online banking and printed out for the Financial Records. The bank account will be reconciled to ensure proper documentation of uncleared checks, bank fees and automatic debit charges, and to check for any errors or improper transactions. The Monthly Financial Report will be written and the Budget will be updated at this time.

I. Documentation: The following forms will be retained as part of the financial paperwork:

1. Reimbursement Request – to request reimbursement for payments made on behalf of the unit. Copy of receipts should be attached.
2. Check Purchase Form – to document purchases made by check. Copy of receipt should be attached.
3. Debit Card Purchase Form – to document purchases made by debit card. Copy of receipt

should be attached.

4. Missing Receipt Form – required for reimbursement requests, check purchases and debit card purchases are not available. Attach to these forms when submitted.
5. Acknowledgement of Income – required when accepting money on behalf of the unit. Copies of checks and deposit form should be attached.

J. Budget: In November, the division leaders prepare a tentative calendar for the following year. Based on this calendar, the unit leaders estimate funds needed for trips, uniforms, color guard items, enrollment fees, training fees, training supplies, meals, awards, and technology services. Estimates of enrollment fees are made based on current cadets enrolled combined with recruitment goals. The budget is adjusted as needed based on the desire to maintain a balance of ~\$5,000 to cover about one year of expenses in the event sponsorship is lost. The final budget will be approved by the Commanding Officer. It will be submitted as part of the preparation for the annual audit.

K. Hardship Fund:

The division will set aside \$1,000 in a savings account linked to its checking account to be used to award grants for cadets who do not have the financial resources to attend Recruit or Advance Training. Grants can be made to cover half or the full cost of a training. Requests for a grant are made to and authorized by the Commanding Officer and are communicated only to the Finance Officer.

L. Process for Preparing Monthly Reports:

There shall be a written process that is followed for preparing monthly reports.

XVI. SAFETY, MEDICAL AND EMERGENCY PROCEDURES

A. All personnel will exercise extreme caution when working with, near, or around any equipment, machinery, or any type of structure in which there exists a potential for injury. A Safety Briefing should be conducted prior to any potentially dangerous environment or activity

B. No Naval Sea Cadet is authorized to be alone, anywhere, anytime, with another cadet or adult leader of the opposite gender for any reason during authorized USNSCC activities.

C. No Naval Sea Cadet personnel will dispense any medication to other Naval Sea cadet personnel unless directed to do so by the Commanding Officer. The only personnel authorized to treat routine injuries or illnesses is the Medical Officer or designee. In an emergency situation, all personnel should use first aid procedures and dial 911. In addition, while training at the NOSC US Navy Corpsman or other qualified personnel are to be immediately summoned in case of emergency.

D. The following procedures apply to any and all treatment of injuries and illnesses:

1. The Health & Wellness Officer (HWO) will have access to the individual cadet personnel Records. If the HWO is not present the responsibility falls on the next up in the chain of command.

2. The HWO will examine any cadet who reports an injury or illness during a drill.
3. The HWO will determine which of the following categories apply to the cadet:
 - a. Remain at the drill, no treatment
 - b. Remain at the drill, be treated and resume normal duties
 - c. Remain at the drill, be treated and placed on light duty
 - d. Be evacuated home
4. After stabilizing any emergency situation, the HWO will report to the Executive Officer the results of any examination and his recommendation for action. A Report of Treatment is then to be completed and placed in the cadet's service record.
5. In all cases of cadet injury or illness, the HWO will contact the parents and/or legal guardians and advise them of the cadet's situation and treatment plan.
6. In all cases, other than non-medication related stabilization treatment for an injury, the only medications that may be dispensed by the HWO at a drill are the ones specifically noted in the cadet's Medical History form (NSCADM20). Prescription medication will not be administered at drill unless specified by a doctor and is to be done while supervised by a AMERICA Division officer.
7. Any person discovering a fire in any structure in which cadets are present will call out FIRE - FIRE - FIRE, and immediately evacuate the structure. All personnel will assemble, in formation not less than 300 feet from the scene of the fire, under the direction of the senior cadet.
8. Any person discovering another person injured will immediately render first aid, remain with the injured person, and call out for help by saying "HELP - INJURY - HELP - INJURY -HELP."

XVII. DRILL PROCEDURES

- A. The NSCC requires a minimum of forty "drills" per year; each of these "drills" consists of a period of three or more consecutive hours. AD has the tentative yearly schedule posted online at <https://americadivision.com/training>, this schedule may be subject to change by the Commanding Officer. The regular training facility NOSC needs may preclude those of AD and we may need to open the facility to their use as directed. The unit may hold additional drills for community service or training at other times for which will be disclosed via email. Drill activities must be supervised by no less than 2 Officers and must be open to all Cadets for participation.

Each drill weekend will consist of 4 drill evolutions. Saturday am, Saturday pm, Sunday am, Sunday pm. AD drills at least 10 times each year, providing us with the needed 40 drills.

- B. The administrative conduct of the drills will follow the format below:

1. At least 30 minutes prior to the commencement of the drill, The CO, Staff, & LCPO/LPO will report to the drill facility.
2. Unit personnel reporting for duty will enter the ship through the quarterdeck, observing proper quarterdeck procedures. The POOW will record the entrance of the Commanding Officer and Executive Officer in the quarterdeck log, and will record all other personnel on the roster including visitors.
3. After all personnel present have come aboard, the POOW will report the number of

Cadets present to the Officer in Charge. The cadets will then Muster for instruction and the OIC will then advise the Unit LCPO/LPO to carry out the Plan of the Day.

4. At the designated time for dismissal, the LCPO/LPO will assemble the unit for dismissal. Cadets will receive briefing on the next meeting and any other events occurring before the next meeting.

- C. All personnel have specific areas of responsibility, prior to, during, and at the conclusion of the drill. NOTE: Staff Officers have specific duties that directly relate to their billets. It is the express responsibility of the individual and the chain of command to ensure that these tasks are either completed during the drills, or the tasks have been satisfactorily accomplished and require only a status check.

Updated: AUG 2023 15

XVII. INSPECTION POLICY

When notified of inspections, the cadet will bring every piece of issued and personal clothing and equipment, including any and all manuals, as listed on the Uniform and Equipment list required for that drill. Inspection weekends are considered mandatory for attendance. Only illness or approved school mandatory functions will provide an excuse for this drill evolution.

XIX. TRAINING AND EDUCATION – POLICY

All Officers and Cadets will follow the Training and Education requirements of the USNSCC.

AD will have standards set in addition to the USNSCC requirements for cadets to advance to the rank of Petty Officer. These standards are to prepare cadets for the rank of Chief, and the future ranks of Senior Chief and Master Chief in the NSCC. Cadets not meeting the standards will be held at their current rank until all expectations have been met. Should standards and expectations change at the USNSCC level from the publication of this SOP, AD standards and documents will be reviewed at the command level. The intention is to adhere to the maturity standards and NHQ expectations of leadership cadets. As part of Region 05-3, AD will board all cadets for the rank of PO2, PO1 & CPO at the discretion of the Regional Director and/or Assistant Regional Director.

XX. ATTENDANCE POLICIES

- A. Cadets in AD are expected to be at every drill. Efficient operation of the unit and development of cadets require a full cadre present. National policy calls for dismissal of any cadet falling below 75% attendance at drills. Cadet promotions will be dependent on attendance. Cadets meeting the TIS/TIG but have below 75% attendance for their current rank will not be promoted until their attendance minimum has been met.
- B. Cadets who must be absent from drill must notify their chain of command through email **prior** to the drill. This email must state the date of absence and the reason. If the absence is less than 24 hours' notice, the CO or their designated officer must be notified via a phone call. The

Updated Jan 25

parent's contacting anyone in AD staff will not relieve the cadet of his/her responsibility to use chain of command to report the absence.

C. Absences will be recorded as excused or unexcused. Excused absences are still recorded as absences by the USNSCC. Makeup events may be held at the availability of unit officers.

1. Excused absences will include medical reasons, death in the family, and urgent situations, school organized events (sports practices are not excused for school or private teams) and religious rites.

2. Unexcused absences are anything not named above.

D. Specific allowances and penalties for absences are as follows:

1. Excused absences are expected infrequently. If they become frequent, the cadet will meet with officers/staff to determine if there is further interest in continuing the program.

2. Unexcused absences to exceed one per year will be grounds for counseling, inability to attend advanced training, and possible dismissal.

XXI. PROMOTION POLICIES

All Officers and Cadets will follow the Promotion Policies of the USNSCC. AD has promotion requirements for Petty Officers that require task completion and maturity checks, and may include an informal board. This is to support the existing requirements of the Administration Manual.

XXII. CADET LEADERSHIP RESPONSIBILITIES

A. The Leading Chief Petty Officer (LCPO) or Leading Petty Officer (LPO): is the senior cadet leader in the unit. The LPO/LCPO is responsible to the Commanding Officer for all matters related to the health, welfare, and cadet readiness to participate in the program. The LCPO/LPO may be assigned additional specific operational and administrative duties by the Commanding Officer as required.

B. Assistant Leading Petty Officer (ALPO): is the Senior Naval Sea Cadet in the Division under the LPO/LCPO, and is a member of the Chain of Command. The ALPO is required to be at the drill facility at least 15 minutes prior to the start of drill or any other activity. The ALPO has the responsibility to obtain accountability information from all subordinate cadet leaders prior to any drill activity.

C. Squad Leaders: The primary responsibility of the Squad Leader is to lead his/her subordinates in all activities. In addition, Squad Leaders are responsible to the Chain of Command for the performance of their subordinates.

- A. Master-at-Arms (MAA): The primary responsibility of the Master-at-Arms is to ensure command, good order and discipline. The MAA is responsible to the ALPO in regards to reporting the status of assigned duties.
- B. Color Guard Commander (CGC): The primary responsibility of the Color Guard Commander is to arrange color guard teams when a request has been submitted for a color guard. It is expected that the CGC know or routinely reference the Marine Corps Drill Manual, it is the only reference document to be used outside the USNSCC approve manuals.. The CGC will call cadets and inform them of the day, time, and location of the event, as well as the appropriate uniform to wear. Once the team is on site, the CGC will work with the coordinator of the event to ensure their vision is met. Additionally, the CGC is responsible for reporting discrepancies of the Division color guard equipment. While attending a color guard event the CGC is the authoritative Cadet. The CGC is the deciding authority on how the color guard will execute the performance.

XXIII. AWARDS AND DECORATIONS

- A. The USNSCC ribbons, promotions, and other awards shall be awarded according to the Awards Manual with promptness. The potential to receive these rewards shall be clearly communicated regularly to all cadets. Applicable awards and commendations may be presented at any time during a scheduled command functions, subsequent to approval by National Headquarters and based upon the specific instructions in the Awards Manual.
- B. Annual awards (Cadet of the Year, VFW, DAR, SAR and others) are available for Cadets who have met the minimum requirements for course completion, rank, attendance, and training. Cadets must have successfully completed Recruit Training or one advanced course, one correspondence course, and ranked up at least once during the calendar year. They must also be in good academic standing at school and maintain the minimum 75% attendance. Preference will be given to those who exceed the minimum standards.
- C. It shall be standard practice to recognize the top 20% of personnel at every drill with at least verbal recognition in front of the unit.
- D. It shall be standard practice to identify one (1) cadet per drill weekend as Cadet of the Drill.
- E. Evaluation for recognition shall take into consideration the following:
 - 1. Attendance
 - 2. Grades on quizzes / tests
 - 3. Uniform wear and appearance
 - 4. Military bearing
 - 5. Attitude
 - 6. Specific performance on drill activity (PRT, PT, Instruction, etc)
 - 7. Display of the USNSCC core values of Honor, Respect, Commitment, and Service
 - 8. Preparation prior to drill
 - 9. Communications before and during drill
 - 10. Leadership. This pertains especially to those who are over others. E.g if a squad leader has perfect attendance in his squad that should reflect positively on his leadership.

XXIV. DISCIPLINARY PROCEDURES

- A. All members of the AD are expected to maintain military discipline at all times. If a member of the unit is negligent or disobedient; or willfully disregards regulations, lawful orders, or policies and procedures, he/she is subject to disciplinary action.
- B. Instruction, designed to teach the desired behavior, will always occur prior to discipline.

Disciplinary action will be balanced with the offense and will generally occur in the order below. However, a severe offense may call for immediate movement to higher levels of disciplinary action, as per the USNSCC regulations.

- 1. Counseling/Instruction
- 2. Informal Oral Reprimand & Remedial Instruction
- 3. Informal Written Reprimand
- 4. Formal Written Reprimand
- 5. Removal from the Unit

- C. Participation in the NSCC/NLCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent NSCC/NLCC records. Misbehavior at NSCC/NLCC recruit and advanced training may preclude the cadet's attendance at future training evolutions and result in their dismissal. The ability to enlist in the armed forces may be jeopardized by the misconduct of a cadet.
- D. Adult Leader Misconduct: The Commanding Officer, upon learning of either misconduct, or any action or inaction on the part of any adult leader which reflects unfavorably on the NSCC, will immediately investigate. The results of that investigation will be in a confidential, written report. Any adult leader either relieved for cause, or relieved for misconduct, will not be allowed to remain with, participate in, or associate with the AD.

XXV. SERIOUS INCIDENT MANAGEMENT

In the event of alleged serious cadet misconduct requiring action other than counseling or reprimands, the Commanding Officer will work with the Regional Director to discuss removal from the unit and the USNSCC.

XXVI. COMMUNICATIONS

- A. Two Adult Policy
 - 1. The two adult policy applies to both verbal and electronic communications.

2. At no time when any communication is occurring shall there be less than two adults involved.
3. The two adults involved in any conversation with cadets will at the minimum have at least one member of the same gender as the cadet.
4. Communications between cadets and adults shall be limited to drill, USNSCC, school, or safety issues only. On occasion a cadet may try to discuss something about another subject. Provided the subject is one that would be acceptable in a school setting, the adult officer will listen attentively while trying to steer the cadet back towards USNSCC business. At no time will a safety concern or a suspected child endangerment conversation be dismissed.
5. If a child safety concern arises and the cadet does not feel safe having a conversation with any two adult officers, the unit will attempt to provide two adult officers that the cadet does feel comfortable talking with. If this is not feasible, and the cadet agrees, the unit will contact the parent(s) of the cadet to continue the conversation.

B. Verbal Communication

1. Definition: A communication between unit members that occurs by conversing verbally. Any verbal communication that contains USNSCC or AMERICA Division information is considered an official AMERICA Division conversation.
2. All verbal conversations shall take place within view of other unit members and at least two adults shall be within listening distance to the communication. This includes any time the unit is traveling to a drill location using officer vehicles, such as a field trip.
3. Verbal communications shall still follow military protocol; the use of rank and/or titles shall be followed when addressing anyone within the unit.

C. Electronic Communication

1. Definition: A communication between unit members that occurs by conversing electronically. Any electronic communication that contains USNSCC or AMERICA Division information is considered an official AMERICA Division conversation.
2. All electronic communications shall follow military protocol, shall follow the two adult policy, and shall be considered official documentation for any investigation or unit board procedure
3. All electronic communications shall be limited to email unless otherwise approved by the Commanding Officer. TeamSnap emails are to follow the regular email guidelines.
4. All email correspondence will follow the below listed guidelines:
 - a. The heading of correspondence shall include the recipient's rate/rank and last name. The exception to this is if the email is addressed to a group, then the term "ALCON", which stands for All concerned, is acceptable.
 - b. The body of the message should be neatly written (punctuation, sentence structure, etc.). It should be to the point and contain all the pertinent information.
 - c. The signature line of the message should include the sender's rank and last name, division, and unit name.
 - d. When sending a message up the chain of command, the phrase "Very Respectfully," or "V/R" shall precede the signature line.
 - e. When sending a message down or across the chain of command, the term "Respectfully" or "/R" shall precede the signature line.

5. All electronic correspondence requires a response from at least everyone in the TO line. A simple “Received and Understood” response will suffice if there is no required answer to a question.
6. It is expected that email will be checked for response at least once per day. If an email response requires more than “Received and Understood” and that response needs more than 24 hours for a full response the responder should acknowledge that to the sender and indicate when he/she will have a full response available.