

HOW TO FORM A NEW UNIT

U.S. NAVAL SEA CADET CORPS

IN FOCUS: GROWING OUR PROGRAM

ETHICAL LEADERSHIP

BEGINS HERE.



PHOTO CREDITS (BACK COVER):
LEFT: JOHN T. DEMPSTER, JR. DIVISION
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LT ADAM GLAYSHER, NSCC

WHAT WE ARE ABOUT

Fall in and join us.



You're interested in forming a new unit. But what does that entail? How much work and coordination will it take to form not only a new unit, but a **successful one**?

A lot of time and energy goes into forming a new unit, but you're not alone. We've been doing this since 1962. This guide focuses on the best practices to help lead you through this process.

ABOUT US

The mission of the USNSCC is to build leaders of character.

The USNSCC was federally chartered in 1962. 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.

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 to 13.

To learn more about our history and mission, please visit www.seacadets.org.

WHO THIS GUIDE IS FOR

This guide is intended as a resource for **new unit leaders** interested in starting a new unit and for **current volunteers** as they navigate the process of starting their own unit. You will be guided by your Regional Director (RD) and NHQ Representative through the process. We see this process as an important part of introducing a new leader to their local and regional network of Sea Cadet leaders. This guide is intended to help all prospective commanding officers understand our mission and the role of the commanding officer in the same way.

Many units are started by **organizations** that want to support youth in their communities. Please read through this guide to help you find the right person to lead as the new commanding officer. By using the influence of your organization, you can help find a facility, drum up the critical financial support needed to get the unit off the ground, and provide access to additional resources.

SHARING OUR MISSION

Here's where you come in.

If you're considering starting a new USNSCC unit, you may be wondering: Why should I do this? **You should explore this opportunity if you have demonstrated leadership skills in our program, you have big ideas, and you see a need to serve our cadets in a new geographical area.** You don't have to be a current NSCC volunteer to express interest in starting a unit. Sometimes an individual who has other relevant experience but is newer to the USNSCC can serve as a very effective leader in this effort.



ENS ALICIA GAVIN, NSCC

WHY SHOULD I START A NEW UNIT?

Starting a unit involves a lot of hard work, from building a budget, recruiting cadets, outfitting them, and training them. But this process – as challenging as it can be – is extremely rewarding. Just ask any of the many volunteers who have done it before! There is something to be said for building a new unit where there wasn't one previously. You will help our program reach and serve communities it did not previously have access to, and your efforts might help expose the many benefits of our program to young men and women who would not otherwise be able to take advantage of them. Finally, the process of starting a new unit can be personally enriching for you and the other volunteers who take the initiative of planning and leading that effort.

WE'VE GOT YOUR BACK

In other words, if you're interested in taking this challenge on, we're here to do everything we can to support you. This guide will help you understand what's required, but rely on your RD and NHQ Representative every step of the way.

THE ROLE OF THE COMMANDING OFFICER



LT ADAM GLAYSHER, NSCC

Commanding officers set the tone for the unit and are instrumental to the success of our cadets.

What makes a successful commanding officer?

Source:
NSCC Regulations

They **lead by example** in enforcing USNSCC standards of conduct.

They faithfully **implement regulations, policies, and procedures** within the unit.

They **ensure a safe, challenging, rewarding, and standards-based training program** to maximize cadet development, as well as unit retention and recruiting.

They **protect all USNSCC property and funds** entrusted to their care.

They **develop, mentor, and manage a volunteer team** within the unit.

They **complete any training or professional development requirements** which the executive director deems necessary.

They **follow the directives** of the supervising regional director and chain of command.

THE PROCESS

FROM FORMATION TO SUSTAINMENT

Your Regional Director and NHQ Representative will walk you through the steps required to successfully move from pre-commissioning to sustainment. [This guide details Phase 1.](#)

PHASE PRE-COMMISSIONING

1

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 develop a plan for recruiting, retention, and training to initially grow the unit, and comply with all financial obligations, as referenced in the NSCC Regulations. Due to administrative requirements, the prospective commanding officer is assigned to an existing staff before the new unit is officially formed. Once formed, the prospective commanding officer is re-assigned to the new unit.

PHASE COMMISSIONING

2

This phase covers what happens between the activation of the unit and the completion of the unit's commissioning ceremony. A unit may be commissioned when: the regional director certifies that the unit has successfully completed an annual inspection, at least four volunteers are enrolled for an NSCC unit (two for an NLCC unit), and 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.

The commissioning ceremony is an important part of naval heritage as it signifies that a ship and its personnel are in condition for active service. We encourage all of our units to work towards commissioning as it positions them to compete for national-level awards, and gives them additional privileges in our community. However, not all units will complete this phase and it will not adversely affect how the unit is viewed or supported within the USNSCC.

PHASE SUSTAINMENT

3

The sustainment phase begins after commissioning, where a unit continues to grow and to create opportunities for its own cadets and the cadets in their region.

YOUR CHECKLIST

WHAT YOU MANAGE DURING PHASE 1

Your Regional Director and NHQ Representative will walk you through this checklist ensuring that you have everything in place before you recruit cadets.

1. MAKE CONTACT

2. IDENTIFY A SPONSOR

3. IDENTIFY A FACILITY

4. BUILD YOUR TEAM

5. SELECT A NAME

6. UNDERSTAND UNIT FINANCES

7. ESTABLISH UNIT'S PRESENCE

8. ACQUIRE START-UP EQUIPMENT

1. MAKE CONTACT



LTJG LINDA WRIGHT, NSCC

Before you take any steps to start a new unit, you'll need to chat with the Regional Director and the NHQ Representative for the area in which your proposed unit will be located.

Your RD and NHQ Representative will want to get to know you, your goals, and your plan to accomplish those goals before giving you the go-ahead to start working. They will also inform you of the locations of other units in your area so you can avoid competing for resources. Obviously, it's essential for you and your RD to develop a strong working relationship, and that relationship begins at the very outset of the unit formation process.

When you contact your RD to begin the conversation, it's a good idea to have already done some homework. Before you reach out, read this manual cover-to-cover, and be familiar with our program's basic policies. Be prepared to explain the reasons why a new unit belongs in your proposed location and why you are the right person to start it.

If you have not yet made contact, please fill out the form at the below link:
<http://www.seacadets.org/requestinfo>.

Your Resources

[NSCC Regulations](#)

[Homeport](#)

2. IDENTIFY A SPONSOR



Every new unit needs to have a sponsoring organization. The primary role 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.

A sponsor can be any business or non-profit organization. Many units choose to affiliate with a local council of the Navy League of the United States, but any service or military-oriented non-profit would make an excellent choice. If you do partner with a for-profit business, they need to be aware that they can't advertise through us.

When you're searching for an organization to sponsor your new unit, look for an organization that is enthusiastic about your mission, willing to offer start-up and continuing financial support, and assistance in finding new volunteers to staff the unit. Your RD and NHQ Representative can provide examples of sponsoring organizations in your area.

Your Resource

[NSCC Regulations, Chapter 3.02](#)

3. IDENTIFY A FACILITY

Choosing the right drill location can have a direct impact on your ability to recruit and train cadets.



LOCATION IS EVERYTHING

Location, location, location. When searching for a meeting location, keep these things in mind:

- Recruiting potential: Make sure the space is large enough to accommodate the results of your stellar recruiting efforts.
- Availability: Many of our units drill at the same time every month. Is the space available on a consistent basis?
- Accessibility: Our units often drill in the evenings and on weekends. Can you access the space during off-peak hours?
- Type of Space: Does the facility have areas for classroom training and physical training? Is there an area in which to hold ceremonies and inspections, or practice marching and drill? Is there a place to eat? Separate areas for male and female cadets to change into PT gear?
- Storage: Running a unit means you'll have a lot of equipment. Make sure the facility has a place where you can store it all.
- Office space/furnishing: You'll want an office area for administrative work and enough furniture to comfortably accommodate everyone.
- Internet connectivity: Running a unit requires internet access. If the facility doesn't provide an internet connection, we recommend purchasing a wifi hotspot. From updating cadet records to managing training, units with consistent internet access get more done.



DIFFERENT TYPES OF FACILITIES

Meeting locations for our units vary from schools, churches, museum ships, and American Legion facilities to military installations. Your sponsor and RD can help locate a facility, but you should take the lead on this step.

There are advantages to having access to a military facility for drills. In addition to excellent facilities, drilling on a military base can also be a great source of potential volunteers who can use their military background to strengthen your training program.

However, military installations present a different challenge for the unit. Although Navy instructions indicate support for Sea Cadets, the level of support is at the discretion of the installation commander. Your NHQ Representative is there to act as a liaison between you and base leadership, as needed.

Your Resource

Your NHQ Representative is the liaison to the installation commander.

4. BUILD YOUR TEAM

CHAIN OF COMMAND



TS CDR W.C. MCCOOL

Like the military, we follow a chain of command or “a line of authority and responsibility along which orders are passed and communications are disseminated between echelons (levels) of command.”

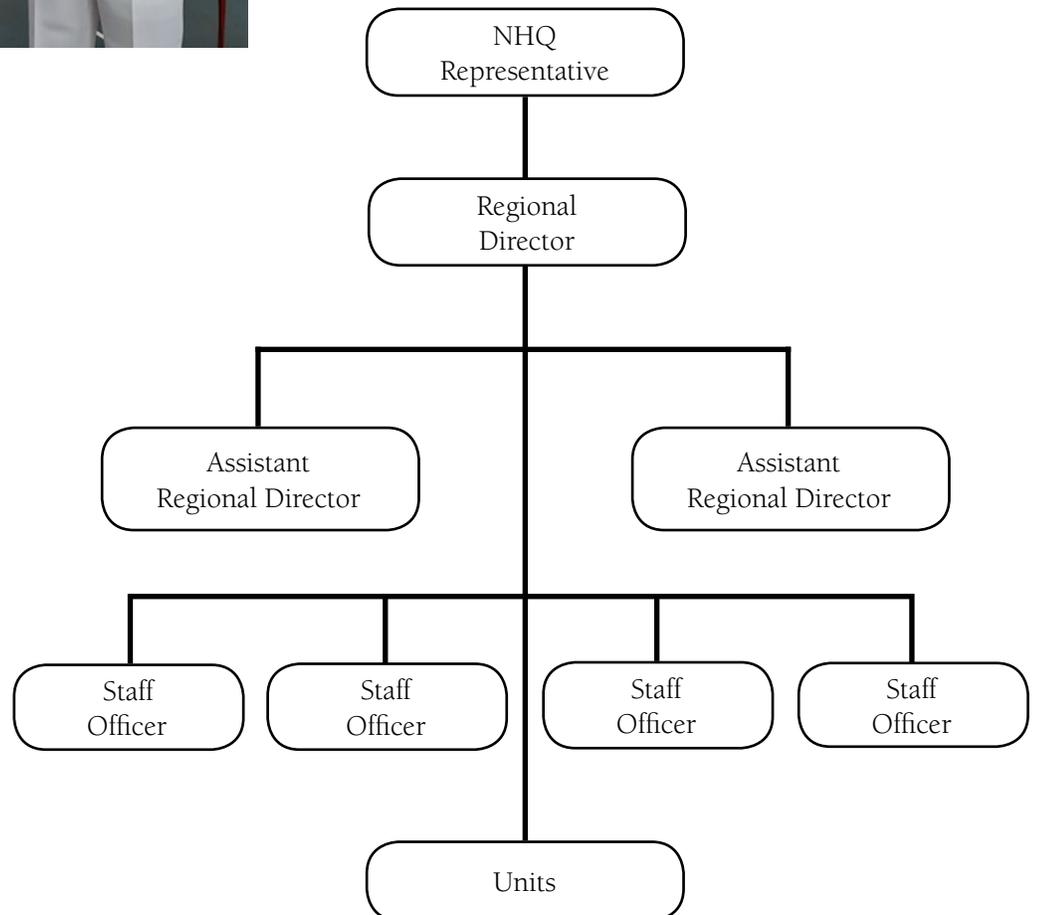
Understanding the chain of command will set you and your team up for success.

REGIONAL STRUCTURE

Led by the Executive Director, seven NHQ Representatives administer the areas around the country.

Each Regional Director has a staff and together, they administer the units within their region.

Your Resource
[NSCC Regulations, Chapter 2](#)

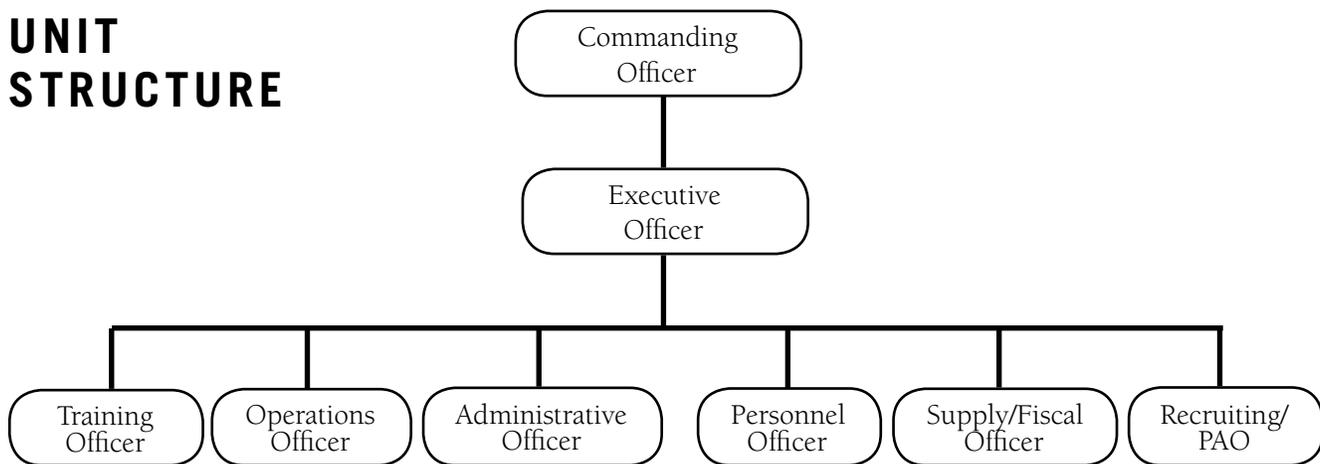




LT ADAM GLAYSHER, NSCC

A commanding officer must recruit volunteers before recruiting cadets. Placing the right individuals in key positions sets the stage for a successful unit.

UNIT STRUCTURE



HOW CAN I FIND VOLUNTEERS FOR A NEW UNIT?

Talk positively about the program. Recruit the parents of prospective cadets. Look for busy people who already volunteer. Busy people have a sense of purpose in their lives and good time management skills. Speak at civic organizations and with people who are in veterans' service organizations. Teachers might be drawn to the positive environment of a Sea Cadet unit. People in youth organizations may want to help. The most important thing you can do to recruit adults is to have a clear and positive message about why you believe in the mission of the USNSCC.

Your Resource

[In Focus: How We Recruit and Retain](#)

Continued on next page

BUILD YOUR TEAM

YOU ARE ONLY AS GOOD AS YOUR TEAM.

A volunteer must be a U.S. citizen or legal permanent resident, free of felony convictions, in possession of good moral character, a sound mind, and be capable of credibly communicating the USNSCC's values to our cadets. Each adult will undergo a background investigation during the enrollment process. Your staff team must meet these requirements, but **what else do you want in a teammate?** Remember, ethical leadership starts at the top.

TEAM PLAYERS ONLY

A team player is reliable. They go above and beyond the minimum required effort. They communicate honestly and listen respectfully to differing opinions. They are flexible and able to adapt to changing situations. They value the success of the team over their own.

CADET-FOCUSED, EGO-FREE

Being an officer comes with authority. Finding teammates who respect, not abuse, the authority granted to them while in uniform is critical. Wearing the uniform is a privilege and while our officers work hard to advance, our focus must remain on the cadets.

STRONG WHERE YOU ARE WEAK

An effective commanding officer will know their own strengths and weaknesses. When recruiting your team, look for individuals who can fill in the gaps. If you hate paperwork, recruit someone with strong administrative skills. If numbers aren't your strong suit, recruit a dependable financial officer. The same goes for your deputy – the executive officer. Conduct an honest assessment of yourself and aim to recruit officers and instructors who will provide your unit with a well-rounded staff team, everyone providing valuable skills and talents.

The ideal adult leadership team has “one mission: the success of our cadets. We take a servant leadership attitude: serving, guiding, and supporting our cadets to become the best version of themselves that they can be. Our adults encourage our cadets to make decisions and execute plans without micromanaging them or doing things the cadets are capable of doing for themselves.”

– Commanding Officer of Viking Division

5. SELECT A NAME



What's in a name? Selecting a strong unit name is important. Many of our unit names are carefully chosen to convey a significant individual, battle, or group. Be deliberate in your choice. Pick a name that will resonate with cadets and give them a sense of purpose, making them proud to represent their home unit when they go off to train.

NSCC units 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.** NHQ will have final approval authority on the unit name, and if you name your unit after an individual, every effort should be made to discuss it with the namesake or their family. The commanding officer should designate the unit in light of the unit's mission, the available training support, and cadet interest.

- A **division** is oriented toward the sea services, including the Navy surface or submarine fleets, the Marine Corps, the Coast Guard, or the merchant marine (i.e. George Washington (CVN 73) Division).
- A **squadron** focuses on Navy or Coast Guard aviation (i.e. Flying Tigers Squadron).
- A **battalion** focuses on the Seabees or naval construction (i.e. 1124th Construction Battalion).
- NLCC units are designated as a “**training ship**” (i.e. *Training Ship Independence*).

Your Resources

[NSCC Regulations, Chapter 3.04](#)

[Alphabetical Unit Directory on Homeport](#)

6. UNDERSTAND UNIT FINANCES

1

ESTABLISHING A UNIT BANK ACCOUNT

One of the first things you'll need to do is open a checking account in your unit's name. Before you do that, you need to obtain an Employer Identification Number (EIN) from the IRS. Getting one is free. Just search "Apply for an Employer Identification Number (EIN) Online" on the IRS website. You must not use a personal social security number to get around the EIN requirement; the account has to be opened in the unit's taxpayer ID (the EIN).

Once you get your EIN, it's time to open your unit's new business account. Requirements for opening business accounts vary state-by-state. The process of opening a new account is so much easier when all of the account signers are physically present at the bank. So, contact your RD and set up a time for you both to go to the bank together. Your RD is charged with overseeing your unit's account, and must be able to access the account at any time. If you already have a prospective executive officer or another volunteer that you plan to trust with financial responsibilities, that person should come too. (Note that a spouse or relative of yours cannot be the only other volunteer on a unit's account.)

2

COST OF SETTING UP A UNIT

You should anticipate needing around \$2,000 in start-up costs. While NHQ funds national training events, units are responsible for funding unit activities. Setting up a unit is not free, and it can be challenging to start from scratch, with no funds on hand and no cadets. But, it's not impossible. Consider asking your sponsor for a start-up donation. Try to avoid as many unnecessary costs as possible. Look for a drill site that will not charge you rent (many military installations will allow you to train for free).

You must plan your budget to be able to afford to buy uniforms for your new group of recruits within a reasonably short period of time. After all, your recruits will be expecting this near the time they join. Our guide "In Focus: How We Recruit and Retain" provides ideas about setting your unit's enrollment fee.

3

MANAGING UNIT FUNDS

At a minimum, you should read and be familiar with [USNSCC Regulations, Section 3.10](#). That section provides the outlines of what types of expenses are or are not authorized. More generally, though, you need to run your unit according to a budget. Don't spend money you don't have. Don't be afraid to charge additional enrollment fees if you can justify the cost. Price out what it costs your unit to enroll a cadet and outfit him/her with uniforms and other required gear, and set your enrollment fee accordingly. Many units charge a higher fee to join but offer a reduced fee for subsequent years. Some units also offer a sibling discount. These are all great options to offer to your families. But, providing a top-quality training program to your cadets requires funds; funds have to come from some combination of sponsor's financial support, enrollment fees and fundraising.

What if an applicant has financial trouble? Can you waive part or all of his enrollment fee? While you cannot waive the NHQ enrollment fee, you may, for reasons of financial hardship, waive any additional fee charged by your unit. Don't do that often, though. The money collected from enrollment fees is important to your unit's success. We don't recommend payment plans, either. You spend almost all of a new cadet's enrollment fee as soon as you collect it.

The commanding officer is ultimately responsible for all financial decisions that are made. Don't delegate these responsibilities to someone unless you fully trust that person to perform those duties properly. A commanding officer should never feel like they are alone in dealing with financial matters. The unit's sponsor, RD, and NHQ Representative are always available for guidance.

4

501(C)(3) STATUS

USNSCC Regulations prohibit you from registering your unit as a 501(c)(3) non-profit organization. That prohibition is in place because the IRS has strict rules on running a 501(c)(3) organization, and even if you or someone on your staff will have unique qualifications in this area, the volunteers who come after you will likely not.

Additionally, USNSCC Regulations do not allow units to be registered as a corporation in your state. Under most state laws, a corporation must have its own board of directors, and that board would have the legal authority to control the corporation's activities. That's exactly what we don't want – your unit is supposed to be governed by the USNSCC chain of command, not a board of directors created by your unit or sponsor. Inform your bank that your unit is an “unincorporated association.” If you have any questions on this complicated area, contact your RD.



ENS ALICIA GAVIN, NSCC

5

CHECKING ACCOUNT PROCEDURES

In the first quarter of every year, and maybe sooner, your RD will conduct an audit of your unit's books. The audit will ensure that you are making good decisions as a custodian of your unit's funds, that you are spending unit money wisely, and that you are fully documenting all of your income and expenses.

How should you keep your unit's books? We strongly recommend you keep your records electronically, by using a tool such as Quicken. For your expenses, you must keep a copy of every receipt. Scan them and save them in at least two places (your hard drive and cloud storage). Or start a binder and staple each receipt to a piece of paper. Put all the papers in the binder, so they stay in one place. For income, you should issue a receipt to anyone who pays you, whether for enrollment fees, donations, or something else. Keep a copy of that receipt in your binder, too. Every month, download or review the monthly statement provided by your bank, and reconcile your books. Again, if you need help, check with your RD to make sure you're doing this properly. If you fully document all your expenses and income, and if you can justify the financial decisions you make on behalf of your unit, you should have little or no trouble passing your audit with flying colors.

Your Resources

[NSCC Regulations, Chapter 3.10](#)

[In Focus: How We Recruit and Retain](#)

7. ESTABLISH UNIT'S PRESENCE



SET UP

Once your unit name is approved, you should create a website and pages on social media platforms like Facebook and Instagram. These pages will be an enormous asset to you when it's time to recruit cadets.

It is simple and cost-effective to set up a website through Weebly, Squarespace, or Wix.

If you don't have expertise or interest in these areas, this is a great opportunity to delegate.

Your Resources

[Style Guide](#)

[Outreach on Homeport](#)

[In Focus: How We Recruit and Retain](#)

YOUR AUDIENCE

The audience for your website and social media pages, at first, will be prospective recruits and volunteers, and eventually, volunteers, cadets and their families.

You do not need to recreate the information that is available on the national program's website (www.seacadets.org). Focus on the information specific to your unit (location, drill schedule, chain of command, and unit-specific activities). Include a link to the national page at the bottom of

STAND OUT

As you develop your website and your social media presence, please adhere to the points in our style guide. It goes into detail about our logo, slogan, colors, artwork, and fonts. If you follow the [Style Guide](#), your website and social media pages will be visually tied to our national program. You can download graphics to incorporate online on Homeport.

Once you are an enrolled member, you may join the USNSCC's Workplace site. A tool designed for best practice sharing between volunteers, you will learn a lot from engaging with other volunteers.

8. ACQUIRE START-UP EQUIPMENT

COMPUTERS AND OFFICE EQUIPMENT

All unit administrative functions are accomplished using the USNSCC's online database management system, Magellan. A unit needs access to a computer and other supplies to keep up with the administrative side of leading a unit. Expendable office supplies may be purchased through a variety of outlets.

UNIFORMS

The U.S. Navy has extended the privilege of wearing its uniform, appropriately modified with USNSCC insignia, to cadets, 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 stated in the Navy's uniform regulations: "Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy and the United States." When wearing the uniform, you should be knowledgeable of and adhere to military customs and courtesy.

The National Uniform Depot is located at Recruit Training Command in Great Lakes, Illinois. They are stocked with uniforms which have been declared excess to the needs of the Navy, and are available at nominal cost. While a basic uniform can be obtained from the Uniform Depot, it will probably be necessary to use other sources to completely outfit your cadets, officers, and midshipmen.

Uniform Sources

- **Navy Exchange and Uniform Depot.** Limited uniform items are available for purchase.
- **Vanguardmil.com.** Uniform components, color guard uniform components, insignia, ribbons, Physical Training Uniforms (PTU), and other clothing items. Through Vanguard, you can establish a wholesale account for your unit to receive discounts.
- **Military Thrift Shops.** Uniforms may occasionally be purchased at reduced prices.
- **Other Units.** Many units swap uniform items. On our Workplace site, you can join the "Uniform Exchange" group to connect with other units.

Your Resources

[NSCC/NLCC Uniform Regulations](#)



ENS ALICIA GAVIN, NSCC

A NOTE ABOUT SAFETY

Safety is our top priority and one of the primary responsibilities of our unit commanding officers. All of our volunteers must undergo child abuse prevention training and a background check before becoming a member of our officer corps, and it is the responsibility of every volunteer to take an active role in safeguarding our cadets.

Chapter 7 of the NSCC Regulations addresses our standards of conduct.

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.

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.

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.

Your Resources

[NSCC Regulations, Chapter 7](#)

FORT CUSTER CTC



AFTER YOU'RE ESTABLISHED: TRAIN AND LEAD



LTJG SHANNON WARD, NSCC

UNIT TRAINING

Now that you've navigated the administrative challenges of starting a new unit and successfully recruited your first group of cadets, you need to engage them with the high-quality, impactful training the USNSCC is known for. A formal training plan – an annual or even a bi-annual training plan – is the best way to develop this plan and keep your staff organized. Connect with other volunteers in our “Unit Training” group on Workplace. Consult our Training and Operations Manual for ideas on what to put into your unit training plan and how to keep it current.

Your Resources

[Training and Operations Manual](#)

CADET TRAINING

Set clear expectations for your cadets. New Sea Cadet recruits need to know that attendance at NSCC Recruit Training is expected during their first year and that they should strive to attend at least one Advanced Training each subsequent year. League Cadets should be encouraged to attend NLCC Orientation.

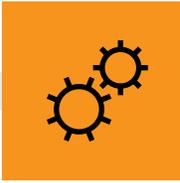
Reward your top-performing cadets by empowering them to develop their leadership skills. Create meaningful leadership roles for them based on their strengths and goals, including in the positions of Leading Petty Officer, Master-at-Arms, Physical Fitness Leader, etc.

ADULT LEADERSHIP

The success of the Sea Cadet program rests on the shoulders of our dedicated corps of adult volunteers, but you're not expected to figure everything out on your own.

We provide mandatory training in leadership, management, child sexual abuse awareness and prevention, and other topics. Adults can choose the level of commitment that fits their schedule, volunteering every drill weekend or just a few hours per month. Military experience is not required, and volunteers may choose to wear an alternate uniform of a polo shirt and slacks if they prefer.

AFTER YOU'RE ESTABLISHED: RECRUITMENT



RECRUITING/RETENTION

Cadet recruiting should not commence until the unit is, in all respects, ready to begin training activities. Nothing is more demotivating to young people than recruiting them as cadets, only to then sit and wait while the unit tries to get its act together. Not only will you lose the cadets, but you will also have a credibility problem.

Through ten best practices, our recruiting and retention guide walks you through the basics of growing and sustaining the unit. This guide includes the “Ten Cadets in 30 Days Plan” which is useful to jump-start your recruiting efforts.

Your Resources

[In Focus: How We Recruit and Retain The Parent's Handbook](#)
[Recruiting Toolkit](#)



GETTING THE WORD OUT

We believe that a rising tide lifts all boats. Recruiting and retention isn't a competition with other units; our goal is to share our mission because we believe in it and have seen its results in the achievements of thousands of young women and men. Be advocates for the program as a whole. The more success we have as a Corps, the more successful your unit will become.

There are many ways you can be an advocate for your unit and the national program. Once you are enrolled and have access to Magellan, you will be able to order promotional materials to aid in your recruitment efforts. Log in to Magellan, navigate to Unit Management, and then Promotional Materials. You can submit a request to be mailed to you at no cost.

“I've overcome many challenges during my 18 years in the program. I have learned a lot about myself and have grown along with my cadets. You have to enjoy it and have a passion for leading these young adults. It is worth every challenge – I'm still having fun.”

- Sea Cadet Commanding Officer



LTJG LINDA WRIGHT, NSCC

YOUR RESOURCES

WEBSITES

National Recruiting Website
Unit Locator, Inquiry Form, Sea
Cadet Quarterly, Legislative Issues
www.seacadets.org

Policy and Reference
NSCC Regulations, By-Laws,
Manuals, Outreach
homeport.seacadets.org

National Facebook Page
Marketing Resource
www.facebook.com/usnsc

National Twitter Page
Marketing Resource
www.twitter.com/seacadets

Online Unit Management
Personnel and Records Management
magellan.seacadets.org

Members Page
Adult Training Portal
<https://members.seacadets.org>

IMPORTANT DOCUMENTS

These items can be found by searching
on Homeport.

[NSCC Regulations](#)
[NSCC/NLCC Uniform Regulations](#)
[In Focus: How We Recruit and Retain](#)
[Recruiting Toolkit](#)
[The Parent's Handbook](#)
[Style Guide](#)
[Training and Operations Manual](#)

Once you are an enrolled member, you can request to access our Workplace site by sending an email to info@seacadets.org.

OTHER THINGS YOU SHOULD KNOW

1

Our Core Values

Pride, Service, Patriotism

You should also know the Navy Core Values of Honor, Courage, and Commitment.

2

The Sea Cadet Oath

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.)

3

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.

4

The 11 General Orders of a Sentry

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all Officers, and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

U.S. NAVAL SEA CADET CORPS VOLUNTEER CODE OF CONDUCT

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

I WILL ACT WITH INTEGRITY.

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

I WILL TREAT OTHERS WITH DIGNITY AND RESPECT.

10. I will foster an inclusive command climate. I recognize that each of my shipmates – cadets and fellow volunteers – is a valued member of the U.S. Naval Sea Cadet Corps team.
11. I will never cause or permit a cadet to be deprived of his or her dignity, nor cause or permit a cadet to suffer any undue breach of privacy. I will never cause or permit a cadet to be deprived of food, clothing, shelter, sleep, or medical care.
12. I will never subject any person to discrimination on the basis of race, ethnicity, sex, sexual orientation, color, religion, disability, or national origin.
13. I will never allow a cadet to be exposed to alcohol, recreational drugs, pornography, or violent behavior. I will limit my use of tobacco products while at USNSCC activities and will keep any such use out of the view of cadets.
14. I will never use my position of authority to intimidate, demean, humiliate, dominate, coerce, or hurt another person mentally, emotionally, or physically. I will immediately intervene to stop any others who do. I will not heed or spread gossip.
15. I will limit any physical contact with a cadet to the minimum necessary to correct that cadet's position or uniform, or to accomplish authorized training objectives.
16. When it becomes necessary to discipline a cadet, I will do so in a fair, even-handed manner. I will counsel or instruct the cadet on how to correct the deficiency in private, whenever possible. I will never subject any person to physical training for the express or implied purpose of punishment.
17. I will not engage in any sexual conduct or engage in conversations of a sexual nature at USNSCC activities. I will not make lewd or sexual comments, request sexual favors from anyone, nor engage in any words or conduct that could be perceived as sexual harassment.
18. If a cadet wishes to discuss topics involving his or her sexuality with me, I will refer that cadet to his or her parents/guardian, medical provider, or school counselor.
19. I will respect and follow my chain of command.

I WILL ENSURE A SAFE AND EFFECTIVE TRAINING ENVIRONMENT.

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



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

I PROMISE TO

SERVE FAITHFULLY

HONOR OUR FLAG

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

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

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

CADET CODE OF CONDUCT

I WILL

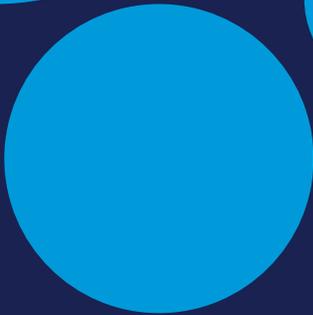
- put others before self
- participate with enthusiasm
- meet or exceed all advancement requirements

- wear my uniform with pride
- follow our Navy's customs and courtesies

- know the rules and follow them
- do the right thing, even when it's not popular
- stay away from alcohol, drugs, and gangs

- perform each task with maximum effort
- earn the trust of my superiors and the respect of my subordinates

- strive to become a leader of character
- treat others with dignity and respect
- stand up against bullying, hazing, harassment, discrimination, gossip, and all other forms of prohibited conduct



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

www.seacadets.org