

U.S. NAVAL SEA CADET CORPS

David McCampbell Battalion Melbourne

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Unit policies

And

Standard Operating Procedures (SOP)

LAST UPDATE: 1 DECEMBER 2007

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I. SCOPE AND GENERAL POLICY

A.. The Unit Policies and Standard Operating Procedure (SOP) applies to all personnel assigned to the David McCampbell Battalion. All personnel will adhere to the NSCC standards and regulations and the guidelines contained in this SOP.

B. For purposes of this SOP, the term “officer” includes officers, officer candidates, midshipmen, instructors, and applicants. The term “member” refers to all hands.

II. PURPOSE – AIM

A. The purpose of this SOP is to establish policies, standards, and procedures for the David McCampbell Battalion. 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).

III. AUTHORITY AND RESPONSIBILITY

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

IV. COMMAND INTENT

A. 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

A. The mission (goal) of the David McCampbell Battalion is to plan and conduct unit level training; arrange and coordinate NAVEDTRA training in conjunction with the United States Navy, the United States Coast Guard, and other DOD components, as applicable.

VI. COMMAND OBJECTIVE

A. The David McCampbell Battalion will, at all times, be prepared to undergo a 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 3.500, and 90% satisfactory completion of the unit’s terminal training objectives by an Operational Readiness Inspection. The David McCampbell Battalion is to accomplish the mission in a safe and professional manner.

VII. COMMAND POLICIES

- A. The David McCampbell Battalion will perform to the highest possible standards while representing the United States Naval Sea Cadet Corps and the nation's maritime services.
- B. The David McCampbell Battalion will only accept Naval Sea Cadets who meet the minimum physical, mental, and academic standards required for successful completion of the program, and who have the motivation and desire to succeed with the program. Cadets will have a recent physical and will not be taking medications while in the program.
- C. The David McCampbell Battalion personnel will inform cadets and their parents and legal guardians of the Naval Sea Cadets of the program standards to which the Naval Sea 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.
- D. The David McCampbell Battalion will only accept adult volunteers with the necessary background, education and training, and the motivation and dedication to accomplish the David McCampbell Battalion's mission.

VIII. OPEN DOOR POLICY

- A. The Commanding Officer will have an "open door" policy. If any member of the David McCampbell Battalion 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 DMB member approaches in regards to the problem will ensure that the member see the appropriately requested officer at the earliest opportunity. Unless the matter is an emergency, cadets should speak with officers at the DMB drills.

IX. CHAIN OF COMMAND

- A. It is the Commanding Officer's policy that all David McCampbell Battalion 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 DMB member will go to the next level in the chain. The following is the chain of command:

Squad Member
Squad Leader
Company Commander (Leading Petty Officer)
Executive Officer
Commanding Officer

- B. Unless it is an emergency, or the DMB member's duties require that discussion and questions regarding DMB 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 David McCampbell Battalion.

X. EQUAL OPPORTUNITY, HARASSMENT, AND FRATERNIZATION POLICY

A. It is the express policy of the David McCampbell Battalion that the following guidelines and instructions regarding equal opportunity are adhered to without exception:

1. Members of the David McCampbell Battalion will not be excluded from any activity, training, enrollment, or other personnel action based upon their race, gender, religion, or national origin.
2. Members of the David McCampbell Battalion will not issue orders, or instructions, or exercise their authority and responsibility, or tolerate those who do, in any manner which may be construed, either actively or passively, openly or covertly, as being discriminatory.

B. It is the policy of the David McCampbell Battalion that the following guidelines and instructions regarding fraternization are adhered to without exception. "Fraternization" between cadets of the opposite sex will be considered as misconduct. Fraternization includes, but is not limited to, "dating," "girlfriend-boyfriend," and any non-training related physical touching of any kind. Cadets will take the utmost care to avoid any appearance of fraternization by focusing on "business only" discussions and interactions with cadets of the opposite gender.

C. Engagement in any behavior that is of intimate or sexual nature by any member of the David McCampbell Battalion with non-NSCC persons that is in violation of the laws of Florida, or other applicable laws of another state, will result in immediate dismissal and may result in prosecution.

D. Any DMB member who believes, or determines that such activity or behavior has occurred, is occurring, or will occur, will immediately report such activity to the Commanding Officer, directly and without delay. Further, any member of the David McCampbell Battalion who engages in any activity prohibited by this policy may be subject to prosecution under applicable laws, and face immediate dismissal.

E. The David McCampbell Battalion will follow the Navy's policy on "Yellow Light" and "Red Light" behaviors to define sexual harassment as outlined below. Consistent behaviors in the yellow or red light categories will result in dismissal from the Naval Sea Cadet Corps.

Red Light These behaviors are always considered sexual harassment. They include sexual favors in return for employment rewards, threats if sexual favors aren't provided, sexually explicit pictures (including calendars or posters) or remarks, using status to request dates, or obscene letters or comments. The most severe forms of sexual harassment constitute criminal conduct; that is, sexual assault (ranging from forcefully grabbing to fondling, forced kissing, or rape).

Yellow Light Many people would find these behaviors unacceptable, and they could be sexual harassment. These behaviors include violating personal "space," whistling, questions about personal life, lewd or sexually suggestive comments, suggestive posters or calendars, off-color jokes, leering, staring, repeated requests for dates, foul language, unwanted letters or poems, sexually suggestive touching, or sitting or gesturing sexually.

XI. OFFICER PERFORMANCE STANDARDS

- A. All officers of the David McCampbell Battalion must maintain standards for behavior, decorum and professionalism that are above reproach. Unprofessional conduct, such as, offensive language, fraternization with Naval Sea 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. All officers 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 disenrolled.
- C. All officers will be expected to act in the capacity of a staff officer in a DMB billet assignment. The billet assignments are the prerogative of the Commanding Officer.
- D. All officers will be required to wear appropriate and correct uniforms at NSCC functions and drills.
- E. All officers must complete the Officer Midshipman Study Guide (OMSG) within four months of enrollment in David McCampbell Battalion. The OMSG familiarizes adult leaders with Naval Sea Cadets regulations and policies, and every adult must understand these in order to adhere to them.
- F. Officers are encouraged to staff at least one recruit training or advanced training per year.

XII. CADET PERFORMANCE STANDARDS

- A. Naval Sea Cadets will be expected to behave according to the Honor Code. 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 orders of their Officers, Petty Officers, the instructors, the staff, and their “Chain of Command”, immediately, and without discussion, or argument.
- D. Naval Sea Cadets must maintain their grades in school. The minimum acceptable standard is considered to be 2.0 in all subjects. Failure to maintain an acceptable grade point average during a semester will result in disenrollment until improvement is proven during the next successive semester. Cadets who are receiving any grade below a “C” may forfeit the opportunity to attend field trips and advanced training.

E. Naval Sea Cadets must complete the NETPDTC correspondence course studies required by the program. Two BMR assignments are due at each drill until BMR is completed, and then one advanced assignment is due at each drill. Failure to bring the required number of assignments to drill will result in additional written work and/or extra military instruction. Failure to successfully complete the courses in the time established will result in dismissal.

F. Naval Sea Cadets must attend recruit training and at least one advanced training cycle during their first year. Cadets will attend at least two (2) advanced training cycles during the second and successive years.

G. Naval Sea Cadets must attend all David McCampbell Battalion drills. Missing a drill, unless there is a valid reason, will result in immediate dismissal.

H. Naval Sea Cadets must not be in possession of any contraband as defined by the NSCC or by the applicable State Statutes at any time. Possession of contraband will result in immediate dismissal.

I. If a Naval Sea Cadet is arrested for any reason, he/she will be disenrolled. If convicted, adjudicated, or found to be delinquent, he/she will not be allowed to re-enroll. In addition, a copy of any judicial proceedings which relates to the offense for which he/she is charged, convicted, adjudicated, or found to be delinquent will be forwarded to NHQ with the Form NSC-19A.

J. 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 become 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, Patrick Air Force Base, and other active duty and reserve military organizations in the local area are Supporting Military Activities (SMA's). Contact between these organizations and the David McCampbell Battalion is restricted to the Commanding Officer. 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 David McCampbell Battalion and the Executive Director of the USNSCC, and applicable U.S. Navy commands is the Commanding Officer or the Executive Officer.

C. David McCampbell Battalion Organization:

1. The David McCampbell Battalion's leadership billeting is as follows:

- Commanding Officer
- Executive Officer
- S-1 Administrative Officer
- S-2 Training Officer
- S-3 Operations Officer

- S-4 Logistics Officer/Supply Lead Petty Officer
2. Additional positions will be created as per NSCC regulations.

D. CADET SELECTION AND RETENTION CRITERIA.

1. The David McCampbell Battalion accepts applicants year round, but the recommended time to join is at the beginning of school semesters. Prospective cadets between 13 and 17 years old, who meet the minimum physical, academic and background requirements may be accepted for enrollment after an indoctrination and assessment interview. (Applicants who are 18 years old must be enrolled in an accredited high school.) Cadets are expected to commit to one full year in the program.
2. No applicant will be enrolled unless he/she has completed the enrollment application and the indoctrination interview with at least one parent/guardian present. The parent must agree to the conditions and requirements of the program.
3. The physical requirements for the cadets are stated in the NSCC Report of Medical History and Report of Medical Examination. There are no exceptions or waivers.
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.
5. All Naval Sea Cadets assigned to the David McCampbell Battalion must be able to perform to the minimum standards of physical readiness as outlined in NHQ Regulations and Action Letters, and as specifically outlined by the David McCampbell Battalion Physical Fitness Standards. 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 after meeting with the Commanding Officer. The Commanding Officer has the sole authority to conduct background investigations and conduct interviews in regards to the selection of officers and instructors. If an applicant is not qualified by reason of background checks, or other disqualifiers, the applicant will be notified of the problem. A memorandum for record will be prepared and the complete application returned.
2. All Officers must complete the Officer-Midshipman Study Guide, the NSCC 101, 201, and 301 (if available) courses within a period of one year. Those who have not served in the U.S. armed forces must also complete the NAVDETRA Basic Military Requirements Course.
3. The Commanding Officer or the Executive Officer will prepare an NSC Form 17 for each Officer enrolled, not later than 1 March of each year, or upon attaining the time in grade and educational requirements for promotion. A copy of the NSC-f17 (Annual Evaluation and Promotion Recommendation Form) will be retained as the annual Officer Efficiency Report in the Officer's personnel records. The original of all Annual Evaluations will be forwarded to NGQ, not later than 30 March of the evaluated year.
4. The determination by the Commanding Officer to accept or decline an officer or instructor applicant is final. Neither the USNSCC nor the David McCampbell Battalion is bound to accept an applicant. The DMB has a limited number of positions. No applicant has the "right" to be accepted. Further the Commanding Officer reserves the authority to dismiss any Officer who consistently fails in his/her duties, is incapable of performing his/her duties, or fails to attend drills and other unit events.

F. UNIFORMS, CLOTHING AND EQUIPMENT

1. 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 David McCampbell Battalion will wear a uniform that does not have the required NSCC patches or insignia.
2. 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.
3. The specific uniform and equipment is published in the semi-annual training plan, the Plan of the Month (POM), or the Plan Of the Day (POD.)
4. Due to the nature of the DMB's training curriculum, the reporting uniform to drills may be PT clothes.
5. The alternate uniform for officers/instructors will be PT shorts and an appropriate NSCC shirt or khaki pants and NSCC shirt.
6. It is the responsibility of officers to obtain their uniforms. As a minimum the uniforms should include tropical and working khakis; tropical whites; garrison and combination cap; dress shoes (black and white); and a set of BDU's. Officers who do not meet weight requirements for wearing modified Navy uniforms must purchase a Sea Cadets polo, khaki pants, and khaki belt.
7. Cadets will be issued their uniforms after enrollment. Cadets and their parents are responsible for the care, maintenance, and repair of issued uniforms. Cadets who lose or ruin their uniform components must purchase new ones via the unit supply officer. Cadets may purchase their own uniforms. All issued uniforms remain the property of David McCampbell Battalion.
8. Parents and cadets are responsible for specific items, including boots and shoes, and may need to purchase some uniform items that are not available to the unit via our usual sources. Cadets must have a complete sea bag of uniforms prior to departure to any summer training.
9. All Naval Sea Cadets or other personnel who are disenrolled from the program, regardless of the reason, will return the uniforms and other property of the unit. Failure to do so will result in a certified letter being sent to the former member. Subsequent failure to return property may be referred to the Court Clerk's Office for small claims, if the property valued is in excess of the filing fee. Failure to return "lease," rental, or otherwise loaned property may be considered as a violation of Florida State Statute 812.014, Theft, a Misdemeanor of the First Degree, punishable by up to one year in jail, and up to a \$1000.00 fine.
10. Extra uniforms are to be kept on hand and in a specific, neat order at the First Christian Church Sea Cadets room, accessed only by the Commanding Officer, Executive Officer and Logistics/Supply Officer unless specifically directed by the Commanding Officer, Executive Officer and Logistics/Supply Officer.

G. FIREARMS

1. No member of the David McCampbell Battalion will possess any firearms while at the training facility unless provided weapons for training purposes. The staff that is sworn, bonded, and currently employed as law enforcement officers are excepted. Discovery will result in arrest and forfeiture of the weapon.

H. RECORDS AND FILES POLICY

1. The David McCampbell Battalion 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.

I. PERSONNEL RECORDS

1. These records can only be accessed by the CO, XO, and Admin Officer, and Personnel Officer, in addition to the cadet and his/her parents.
2. Personnel records consist of the required NSCC forms and those specific forms and data sheets required by the David McCampbell Battalion.
3. Personnel records, upon disenrollment, will be forwarded to the individual cadet's parents or legal guardian.

J. REGULATIONS, MANUALS AND PUBLICATIONS

1. Copies of these referenced materials are kept in file binders at the Sea Cadets room. The primary resource for all publications and manuals will, however, be the USNSCC website. If copies of regulations or publications are required, they will be downloaded and printed.

L. RECORDS FILES AND HEADQUARTERS LETTERS

1. The Administrative Officer will be responsible for maintaining all forms, reports, letters, and correspondence in the file cabinets located in the Sea Cadets room at First Christian Church. Blank forms and copies of required forms will be neatly filed in appropriate order.
2. Memoranda and other instructions from National Headquarters are reviewed by all officers at the first drill available.

M. IDENTIFICATION CARDS

1. ID Cards, upon receipt by the Commanding Officer, will be retained by the Commanding Officer to preclude loss, damage, or misplacement. If the Naval Sea Cadet is to travel to Recruit Training or Advanced Training, the ID card will remain with the personnel file until given to the COTC at the destination.
2. When required for travel on orders, ID Cards will be secured in the records jacket.
3. Officer and Instructor ID Cards will be issued and it is the bearer's responsibility to secure the ID.

N. ENROLLMENT AND TRAINING FEES

1. Enrollment in the NSCC requires an annual fee of \$50.00 per year, paid to the national organization. New cadets to David McCampbell Battalion pay a total of \$150 to include the national fee and a portion of the cost of uniforms, name tapes, etc. All cadets or their parents are required to pay the full amount of all required fees.
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 provide a portion of their summer training fees. The cadet/parental cost for summer training evolutions is currently \$150 for a 10-14 day evolution or \$75 for a 7 day evolution. Extra fees may apply to certain courses for range fees, badges, etc. Travel to the training location is the parent's financial responsibility.

O. DAVID McCAMPBELL BATTALION FINANCES

1. The David McCampbell Battalion bank account is a checking account. The unit's check book and account documents are secured by the Commanding Officer.
2. The Commanding Officer prepares the monthly reports.

3. All income, showing source, and all expenses with details are posted in the Quicken account system.
4. The Commanding Officer will, prior to 15 December, prepare the budget and audit documents for the current and following fiscal year. The Fiscal Year(FY) for the David McCampbell Battalion is January 1 to December 31. The Budget/Audit consists of the NSC Form 11 with attachments.
5. The Commanding Officer presents the financial data to either an auditor, or an independent person with the capability to examine the account prior to 31 December. Upon completion and any corrective actions taken, the Commanding Officer prepares a memorandum for record that is attached to the file copy of the NSC Form 11 and attached to the Annual Inspection.
6. Fundraising activities will only be conducted when the unit has a particular need for additional funds. All fundraising will be done in methods that bring honor to our organization and reflect positively on the Corps and the U.S. Navy. These should involve cadet labor such as car washes, dinners, rummage sales, etc. "Bucket drops" outside stores will not be conducted by any cadet from Training Ship Lassen.

P. ANNUAL INSPECTION AND OPERATIONAL READINESS INSPECTION'

1. The Commanding Officer will coordinate with the Regional Director and schedule the annual administrative and personnel inspections for the first available week in January.
2. In the event that the Regional Director fails to schedule the Annual Inspection before 15 March of the inspection year, the Commanding Officer will notify the Field Representative, in writing, with a copy to National Headquarters.

Q. PROPERTY AND EQUIPMENT

1. All David McCampbell Battalion 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 a quarterly physical inventory of all David McCampbell Battalion. The results are to be furnished to the Commanding Officer not later than seven days subsequent to the inventory.
2. No member of the David McCampbell Battalion is to transfer any item of property to another without the express permission of the Supply Officer.

R. COLOR GUARD

1. The David McCampbell Battalion Color and Honor Guard will consist of a minimum of four Naval Sea Cadets trained to carry the National Ensign, and the DMB Flag. The National Ensign guards will bear replica M-1's.
2. Additional cadets beyond the four will be trained as alternates.
3. For public display details, the David McCampbell Battalion Color Guard will wear the jumper dress whites. The flag holders are white cotton canvas. Leggings may be worn.
4. The David McCampbell Battalion 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.

S. QUARTERDECK INSTRUCTIONS AND QUARTERDECK LOGS

1. The Quarterdeck area is inside the facility, between the entry and the classroom area.
2. The Quarterdeck will normally consist of the Petty Officer of the Watch(POOW), the Messenger of the Watch(MOOW), and at least one Seaman of the Watch. The POOW is normally the Administrative LPO.

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 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. 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.
- B. No Naval Sea Cadet is authorized to be alone, anywhere, anytime, with another cadet 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. In an emergency situation, all personnel should use first aid procedures and dial 911.
- D. The following procedures apply to any and all treatment of injuries and illnesses:
 1. The Medical Officer(M/O) will have access to the individual cadet personnel records.
 2. The M/O will examine any cadet who reports an injury or illness during a drill.
 3. The M/O will determine which of the following categories apply to the cadet:
 - *Remain at the drill, no treatment;
 - *Remain at the drill, be treated and resume normal duties;
 - *Remain at the drill, be treated and placed on light duty;
 - *Be evacuated home
 4. After stabilizing any emergency situation, the M/O will report to the Executive Officer the results of any examination and his recommendation for action. He will then fill out a Report of Treatment to be filed in the cadet's service record.
 5. In all cases of cadet injury or illness, the M/O 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 M/O at a drill are the ones specifically noted in the cadet's Medical History form (NSCADM20.)
 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.
 10. 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".

XV. DRILL PROCEDURES

A. The NSCC requires a minimum of forty “drills” per year; each of these “drills” consists of a period of four consecutive hours. During a given month, the David McCampbell Battalion will hold two drills on first and third Saturdays from 0830-1600. The Battalion may hold additional drills for community service or training at other times.

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

1. Thirty 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.
3. After all personnel present have come aboard, the POOW will report number of cadets present to the Executive Officer. The Executive Officer 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 Battalion for dismissal. Cadets will receive briefing on the next meeting and any other events occurring before the next meeting. Cadets will request permission to go ashore from the POOW before departing.

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.

XVI. INSPECTION POLICY

A. 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.

XVII. TRAINING AND EDUCATION – POLICY

A. The following general policy applies to all Officers:

1. All Officers are expected to become familiar with the Unit Training Plan Goals and objectives and be prepared to act as instructors. This requirement includes enrollment and successful completion of the NAVEDTRA, Basic Military Requirements Correspondence Course, unless previously qualified in those skills in active military service.
2. All Officers are required by the NSCC to attend an Officer Professional Development Course commensurate to either their grade or their functional position on the staff during their first year with the David McCampbell Battalion. These courses, identified as 101, 201, and 301, are offered in the Regional area by the Regional Director and the Field Representative.

B. The following general policy applies to all unit Naval Sea Cadets:

1. Cadets must successfully complete the BMR within 120 days of their enrollment and complete Recruit Training during their first summer. Cadets are required to complete BMR before attending Recruit Training and the Seaman course prior to attending any advanced training. Cadets must attend a minimum of two trainings per year. Cadets must be 14 years old in order to attend recruit training. Cadets who will not be 14 by the summer are encouraged to join Training Ship Lassen, USNLCC, so that they may attend NLCC training that summer.
2. Cadets must be working on a correspondence course at all times. After completing BMR and Seaman, the cadet may do Fireman or Airman based upon his interest. If neither of these are of interest or once these are completed, the cadet will move on to the Seabee Combat Manual and Military Requirements for Petty Officer (PO3/PO2, PO1, CPO) correspondence courses. Naval Sea Cadet training and advancement requirements are specifically listed in the NSCC/NLCC Training and Advancement Manual.

C. The David McCampbell Battalion's Strategic Training Plan consists of three distinct program areas: the Unit Training Plan program as specified in the Plan of the Year; the NAVEDTRA Correspondence Course program; and the USNSCC Advanced Training (TWT).

XVIII. ATTENDANCE POLICIES

- A. Cadets in David McCampbell Battalion 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 70% attendance at drills.
- B. Cadets who must be absent from drill will telephone their immediate superiors in the chain of command to inform them of the absence as far in advance as it is known and the reason for the absence. This information will travel up the chain of command to the Commanding Officer. The parent's contacting anyone in David McCampbell Battalion 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, unexcused "no-show," or unexcused.
 1. Excused absences will include medical reasons, death in the family, and travel out of the area.
 2. An unexcused "no-show" absence is an absence for any reason (including excused reasons) when the cadet failed to notify unit staff via chain of command.
 3. 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 "no-show" absences may result in immediate dismissal from the program.
 3. Unexcused absences to exceed one per year will be grounds for counseling, inability to attend advanced training, and possible dismissal.

XIX. PROMOTION POLICIES

- A. Every cadet in the David McCampbell Battalion will have the goal of reaching a minimum of E-3, so that he/she will have the option of going into the armed services at an advanced grade should he/she ever decide to pursue that option.
- B. Many factors will be considered by officers when a cadet has attained the minimum requirements of attendance, time in grade, advanced training, and correspondence course completion. These will include attitude, participation, leadership qualities, maturity/readiness for the duties of the job, and especially teamwork as illustrated by the cadet's ability to get along

with and be supportive of others. Cadets will need to be performing satisfactorily in school (2.0 average with no grades below “C”) in order to be considered for promotion above E-3. C. All petty officer candidates will sit for a promotion board presided over by the Executive Officer. The promotion board will seek to measure the factors mentioned above, give the cadet an experience similar to a job interview, and test the cadet’s knowledge of basic civics, as outlined on the Department of Immigration and Naturalization Service’s study sheet for the U.S. citizenship test.

XX. CADET LEADERSHIP RESPONSIBILITIES

A. The Leading Petty Officer (LPO) or Leading Chief Petty Officer (LCPO) is the senior enlisted cadet 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 LPO/LCPO may be assigned additional specific operational and administrative duties by the Commanding Officer as required.

B. Division Leading Petty Officer (DPO) is the Senior Naval Sea Cadet in the Division, and is a member of the Chain of Command. The DPOs are required to be at the drill facility at least 15 minutes prior to the start of drill or any other activity. The DPO's have 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.

XXI. AWARDS AND DECORATIONS

A. Cadets in the David McCampbell Battalion will be recommended for and awarded awards and decorations in accordance with the NSCC Awards Manual. Applicable awards and commendations may be presented at any time during the year, subsequent to approval by National Headquarters and based upon the specific instructions in the Awards Manual.

XXII. DISCIPLINARY PROCEDURES

A. All members of the David McCampbell Battalion 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.

1. Counseling/Instruction
2. Informal Oral Reprimand & Remedial Instruction
3. Formal Oral Reprimand

4. Formal Written Reprimand

5. Screening/XO's Mast

6. Captain's Mast

C. Participation in the NSCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent NSCC records. Misbehavior at NSCC recruit and advanced training may preclude the cadet's attendance at future training. The ability to enlist in the armed forces may be jeopardized by the misconduct of a cadet.

D. Officer Misconduct

1. The Commanding Officer, upon learning of either misconduct, or any action or inaction on the part of any officer which reflects unfavorably on the NSCC, will immediately conduct an investigation. The results of that investigation will be in a confidential, written report. Any officer either relieved for cause, or relieved for misconduct, will not be allowed to remain with, participate in, or associate with the David McCampbell Battalion.

E. SERIOUS INCIDENT MANAGEMENT (CAPTAIN'S MAST - ARTICLE 32 & ARTICLE 15)

1. In the event of alleged serious cadet misconduct requiring action other than counseling or reprimands, the Commanding Officer will hold an inquiry as soon as possible, decide upon a course of action, and execute that action. This process is called a Captain's Mast. To initiate these proceedings, there must be a reasonable allegation of misconduct by act or omission which would be punishable under either the UCMJ, Federal Criminal Laws, Florida State Statutes (Criminal), or a serious violation of the USNSCC Regulations or the policies outlined by this SOP that would be considered as grounds for dismissal.

2. The investigation will determine facts and circumstances. If the findings support the accusation, the cadet and the parent(s) or legal guardian(s) will be informed of the facts and circumstances, and the findings will include the intended penalty. The Commanding Officer has no obligation to disclose the progress of an investigation until concluded. The cadet will be given a reasonable amount of time to reply to the allegations. Generally, a response should be provided within 7-10 days.

3. If the alleged misconduct is of such a nature that the facts and circumstances are reasonable to support the accusation, and the misconduct would normally warrant immediate dismissal from the David McCampbell Battalion, the cadet will be disenrolled. A copy of the Captain's Mast proceedings is placed in the Disciplinary File archives binder as a permanent record. Cadets dismissed under the authority of these proceedings will generally not be allowed to re-enroll in the David McCampbell Battalion.