

U.S. NAVY LEAGUE CADET CORPS

Training Ship Lassen Melbourne

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Unit policies

And

Standard Operating Procedures (SOP)

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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 Training Ship Lassen. All personnel will adhere to the NLCC 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 Training Ship Lassen. The SOP is specifically designed to be used with the USNLCC regulations. Conflicts between this SOP and any USNLCC 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 Training Ship Lassen (TSL.) 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 NLCC regulations, TSL 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 NLCC regulations, TSL 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. Navy League Cadets the proper orientation and education as required by the USNLCC program.

V. MISSION STATEMENT

A. The mission (goal) of the Training Ship Lassen is to plan and conduct unit level training; prepare cadets to move into the Navy League Cadet Corps, and to arrange training via NSCC headquarters, as applicable.

VI. COMMAND OBJECTIVE

A. The Training Ship Lassen will, at all times, be prepared to undergo a complete personnel, administrative, and operational readiness inspection as prescribed by the USNLCC regulations and directives. The administrative accomplishment of this goal is measured objectively by the NLCC 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. Training Ship Lassen is to accomplish the mission in a safe and professional manner.

VII. COMMAND POLICIES

- A. Training Ship Lassen will perform to the highest possible standards while representing the United States Navy League Cadet Corps and the nation's maritime services.
- B. The Training Ship Lassen will only accept Navy League 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. Training Ship Lassen personnel will inform cadets and their parents and legal guardians of the Navy League Cadets of the program standards to which the Navy League Cadets are expected to perform, and advise the parents and legal guardians of necessary and appropriate measures that will be taken to ensure the Navy League Cadets meet the standards.
- D. Training Ship Lassen will only accept adult volunteers with the necessary background, education and training, and the motivation and dedication to accomplish Training Ship Lassen's mission.

VIII. OPEN DOOR POLICY

- A. The Commanding Officer will have an "open door" policy. If any member of the Training Ship Lassen 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 TSL 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 TSL drills.

IX. CHAIN OF COMMAND

- A. It is the Commanding Officer's policy that all Training Ship Lassen members follow the "Chain of Command." The "chain" extends from the lowest rated Navy League Cadet through the Commanding Officer to the Executive Director of the USNLCC. In the event that a member of the "Chain" is not present, the TSL member will go to the next level in the chain. The following is the chain of command:

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

The Ship's Leading Petty Officer should partner with the David McCampbell Battalion Leading Petty Officer and ask for assistance in resolving issues before escalating to the Executive Officer.

B. Unless it is an emergency, or the TSL member's duties require that discussion and questions regarding TSL 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 Training Ship Lassen.

X. EQUAL OPPORTUNITY, FRATERNIZATION, AND HARASSMENT

A. It is the express policy of the Training Ship Lassen that the following guidelines and instructions regarding equal opportunity are adhered to without exception:

1. Members of Training Ship Lassen 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 Training Ship Lassen 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 Training Ship Lassen 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 Training Ship Lassen with non-NLCC 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 TSL 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 Training Ship Lassen who engages in any activity prohibited by this policy may be subject to prosecution under applicable laws, and face immediate dismissal.

E. The Training Ship Lassen 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 Navy League 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/INSTRUCTOR/MIDSHIPMEN PERFORMANCE STANDARDS

- A. All officers of Training Ship Lassen, as part of the NSCC Officer Corps, are bound by the standards for behavior, decorum and professionalism that are outlined in the David McCampbell Battalion SOP.
- B. Officers are encouraged to staff either Basic Orientation or Advanced Orientation each year.

XII. CADET PERFORMANCE STANDARDS

- A. Navy League Cadets will be expected to behave according to the Honor Code. Navy League Cadets will not lie, cheat, or steal, and will be expected not to tolerate those who do.
- B. Navy League Cadets will be expected to maintain discipline and military bearing when at drills and when wearing the NLCC uniform and maintain grooming and uniform standards required by the NLCC and the U.S. Navy. All cadets must maintain their uniforms in a clean, proper fashion, including proper fit.
- C. Navy League 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. Navy League 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. Navy League Cadets must work through the NLCC syllabus and take advancement exams. While the majority of the learning will occur during drill, cadets will need to study at home in order to pass the exam and advance in rate and responsibility.
- F. Navy League Cadets must attend NLCC Orientation by the time they are 12 years of age. Advanced Orientation attendance is encouraged for 12 and 13 year olds.
- G. Navy League Cadets must attend all Training Ship Lassen drills. Missing a drill, unless there is a valid reason, will result in immediate dismissal.
- H. Navy League Cadets must not be in possession of any contraband as defined by the NLCC or by the applicable State Statutes at any time. Possession of contraband will result in immediate dismissal.
- I. If a Navy League 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, con-

victed, adjudicated, or found to be delinquent will be forwarded to NHQ with the Form NSC-19A.

J. Any Navy League 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 Training Ship Lassen is restricted to the Commanding Officer. Specific rules of conduct, performance, and procedures will be given to Navy League Cadets and Staff personnel prior to attending activities at the SMA's.

B **USNLCC AND U.S. NAVY LIAISON:** The only authorized point of contact between Training Ship Lassen and the Executive Director of the USNLCC, and applicable U.S. Navy commands is the Commanding Officer or the Executive Officer.

C. **David McCampbell Battalion Organization:**

1. Training Ship Lassen'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 NLCC regulations.

D. **CADET SELECTION AND RETENTION CRITERIA.**

1. The Training Ship Lassen accepts applicants year round, but the recommended time to join is at the beginning of school semesters. Prospective cadets between 10 and 13 years old, who meet the minimum physical, academic and background requirements may be accepted for enrollment after an indoctrination and assessment interview.

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 Navy League Cadet to undergo a physical examination, at any time, if in the opinion of the Commanding Officer, the Navy League Cadet may not meet the minimum requirements.

5. All Navy League Cadets assigned to the Training Ship Lassen must be working to attain to the minimum standards of physical readiness as outlined in NHQ Regulations and Action Letters, and as specifically outlined by the Training Ship Lassen Physical Fitness Standards. Further, it is the responsibility of the individual cadet to achieve and maintain the physical fitness

readiness standards. All TSL cadets must attain minimum physical readiness standards in order to attend Orientation or Advanced Orientation.

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 officers are part of the NSCC Officer Corps and will be selected and retained in the manner outlined in the David McCampbell Battalion SOP. Additionally, all information about officer uniform and other requirements may be found in the DMB SOP.

F. UNIFORMS, CLOTHING AND EQUIPMENT

1. The uniforms are U.S. Navy uniforms with the appropriate and authorized NLCC patches and insignia prescribed in the USNLCC regulations. No member of Training Ship Lassen will wear a uniform that does not have the required NLCC patches or insignia.

2. 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.)

3. Due to the nature of TSL's training curriculum, the reporting uniform to drills may be PT clothes.

4. 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 Training Ship Lassen.

5. Parents and cadets are responsible for specific items, including boots and shoes, and may need to purchase some uniform items, such as extra small slacks, 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.

6. All Navy League 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.

7. 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 Training Ship Lassen 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. Training Ship Lassen is proactively engaged in the reduction of unnecessary paperwork and files. Unless absolutely necessary for documentation or for enclosure as an attachment to cor-

respondence 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 Training Ship Lassen.
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 Navy League Cadet is to travel to 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.

N. ENROLLMENT AND TRAINING FEES

1. Enrollment in the NLCC requires an annual fee of \$50.00 per year, paid to the national organization. New cadets to Training Ship Lassen pay a total of \$115 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 NLCC 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 \$75 for a 7 day evolution. Travel to the training location is the parent's financial responsibility.
4. Cadets transferring to the David McCampbell Battalion will pay \$35 to offset costs for additional uniforms and name tapes.

O. TRAINING SHIP LASSEN FINANCES

1. The Training Ship Lassen finances are combined with the David McCampbell Battalion finances. See the David McCampbell SOP for more information.

2. 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 Training Ship Lassen 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 equipment. The results are to be furnished to the Commanding Officer not later than seven days subsequent to the inventory.

2. No member of Training Ship Lassen is to transfer any item of property to another without the express permission of the Supply Officer.

R. COLOR GUARD

1. Training Ship Lassen Color and Honor Guard will consist of a minimum of four Navy League Cadets trained to carry the National Ensign, and the TSL Flag. The National Ensign guards will bear replica Springfield rifles.

2. Additional cadets beyond the four will be trained as alternates.

3. For public display details, Training Ship Lassen Color Guard will wear summer blues. The flag holders are white cotton canvas.

4. The Training Ship Lassen 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. Training Ship Lassen cadets will follow all quarterdeck procedures specified in the David McCampbell Battalion SOP.

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 Navy League Cadet is authorized to be alone, anywhere, anytime, with another cadet of the opposite gender for any reason during authorized USNLCC activities.

C. No Navy League Cadet personnel will dispense any medication to other Navy League 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 NLCC requires a minimum of forty "drills" per year; each of these "drills" consists of a period of four consecutive hours. During a given month, Training Ship Lassen 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 outlined in the David McCampbell Battalion SOP.

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. Training policies for officers may be found in the David McCampbell Battalion SOP.

B. The following general policy applies to all unit Navy League Cadets:

1. All NLCC recruits will begin in an Indoctrination company where they will learn basics of the organization and complete the first chapter of the syllabus.

2. Once cadets move from Indoc to Training Ship Lassen, they will have classes during drill on subsequent chapters in the syllabus.
3. Cadets are responsible for studying the appropriate chapter in the syllabus and requesting a promotion test when they are ready.

XVIII. ATTENDANCE POLICIES

- A. Cadets in Training Ship Lassen 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 or Training Ship Lassen 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, or unexcused "no-show."
 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.
- E. Cadets in Training Ship Lassen will be awarded good attendance awards for outstanding attendance.
 1. These awards will be based upon attendance during the periods from August through December (1st half) and January through June (2nd half.)
 2. The awards will be given in January for first half and will authorize the cadet to wear the cord until June. The awards will be given in August for the second half and will authorize the cadet to wear the cord until December. Cadets will turn in the cords at the end of each period, but may re-earn them as long as they remain in Training Ship Lassen.
 3. The Perfect Attendance Award, a TBD cord, will be awarded to cadets who have 100% attendance during the half.
 4. The Attendance Leader Award, a TBD cord, will be awarded to cadets who have no unexcused absences and who have no more than one excused absence during the half.

XIX. PROMOTION POLICIES

- A. Every cadet in the Training Ship Lassen will have the opportunity to advance as far as his/her motivation and time in the program carries him/her.
- B. Factors to be considered will be the minimum requirements of attendance, time in grade, school grades (2.0 average with no grades below "C"), and successful test completion in addition to teamwork and positive attitude.

C. All candidates for leadership positions will be interviewed by the Executive Officer or his delegate. The promotion board will seek to measure readiness/maturity for a leadership position and give the cadet an experience similar to a job interview.

XX. CADET LEADERSHIP RESPONSIBILITIES

A. The Ship's Leading Petty Officer (SLPO) is the senior enlisted cadet in the unit. The SLPO is responsible to the Commanding Officer for all matters related to the health, welfare, and cadet readiness to participate in the program.

B. Division Leading Petty Officer (DPO) is the Senior Navy League 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 Training Ship Lassen will be recommended for and awarded awards and decorations in accordance with the NLCC 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 Training Ship Lassen 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 NLCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent NLCC records. Misbehavior at NLCC orientations may preclude the cadet's attendance at future training. The ability to move up to the NSCC will be jeopardized by the misconduct of a cadet.

D. 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 an 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 USNLCC 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 Training Ship Lassen, 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 Training Ship Lassen.