



# U.S. NAVAL SEA CADET CORPS

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CHART YOUR COURSE

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## Spring/Summer Training Guidance

**19 February 2021**  
Version 1.0

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# U.S. NAVAL SEA CADET CORPS

[www.seacadets.org](http://www.seacadets.org)

## Spring/Summer Training Guidance

Version 1.0 – 19 February 2021

***For Cadets, Parents/Guardians, Unit Volunteers, and COTCs.***

**We will be training in person this year.** Wherever local health guidelines allow, we encourage our members to plan group and overnight trainings. In planning the 2021 training season, we ask our COTCs to shift their plans later in the summer in order to permit more time for COVID vaccination to progress.

**COVID Mitigation.** The health and welfare of our cadets and volunteers is our first priority. Numerous studies have shown that COVID risks can be mitigated in school-type settings where simple techniques are consistently applied. As such, COTCs and unit volunteers should make plans based on local health guidelines and the requirements of the COVID Temporary Policy and the COVID Intake Protocols (both posted on the Policy tab of [homeport.seacadets.org](http://homeport.seacadets.org)). Most critically, COTCs, COs, cadets, and families should plan and expect the following mitigation techniques to be in place throughout the summer training season:

- Mask wear (regardless of vaccination status)
- Physical distancing
- Small squads or cohorts, minimizing interactions or comingling between squads
- Reduced capacity in barracks, mess deck, and classrooms
- Outdoor training, or fresh-air ventilation whenever practicable

**Vaccination.** NHQ strongly recommends that all volunteers, and all cadets aged 16 or older, make every effort to obtain a COVID-19 vaccine as soon as it becomes available to them. When the vaccines become more widely available and receive permanent authorization from the FDA for all ages, a COVID-19 vaccination will become mandatory for enrollment or re-enrollment in the USNSCC (per Admin Manual 0104.1(i)).

**Travel.** COTCs, RDs, and COs are encouraged to facilitate regional and local training to limit long-distance or interstate travel where practicable. Specific guidelines on training-related travel are found in the COVID Temporary Policy, Section 3.01(e), which remain in effect until at least 31 May 2021.

Pending the state of the pandemic, on or about 01 June 2021, NHQ intends to relieve restrictions on driving distance limits, carpooling, and the use of commercial transportation. All state and local health guidelines will still need to be followed. **These restrictions remain in effect throughout the spring training season.**

Phase I & II Recruit Trainings and Navy League Orientations. NHQ is encouraging at least one virtual Phase I RT and NLO in each Area to accommodate cadets who cannot attend training in person due to local or personal health restrictions. Phase IIs may be scheduled regionally or locally. Please contact your cognizant NHQ Representative if you are willing to host either a Phase I or Phase II.

Virtual Training Options. We also encourage each Area to offer a selection of virtual ATs during the 2021 training season. The NHQ Training Team can help you to do so – please contact your cognizant NHQ Representative to get started. All virtual training requirements must be completed by the deadline set by the training in order to receive credit for advancement or appear in their service record.

*Digital Wellness requirement prior to Virtual Training.* Adult Volunteers and Cadets will be required to complete the online Digital Wellness Course prior to attending a virtual training. This is a one-time requirement; if you completed this course in 2020 you will not need to take it again, but you will need to upload the certificate to your COTC. Please see this [link](#) for instructions on how to register for this course.

Training List. All trainings, including Recruit Trainings and Navy League Orientation, will be listed on the [Homeport Training List](#). Trainings can be sorted by type, state, or “virtual” status. Cadets are encouraged to read the course requirements closely before committing to a training. Cadets can register through their unit for as many trainings as they expect to attend.

2021 Training Fees. Non-refundable cadet training fees for 2021 will generally follow this schedule:

	<b>Overnight</b>	<b>Day Camp</b>	<b>Virtual</b>
<b>&lt;5 Days</b>	\$50	\$25	\$0
<b>5-8 Days</b>	\$100	\$50	\$0
<b>9-12 Days</b>	\$150	\$75	\$0
<b>13+ Days</b>	\$200	\$100	\$0

*Please note that these cadet training fees are being held down in 2021 to encourage cadet participation in multiple trainings. Future year training costs should be expected to rise. High-cost trainings like SCUBA, sailing, or aviation programs may cost more. You can find the cost of specific trainings in the [Homeport Training List](#).*

### **For Cadets and Parents/Guardians.**

Training List and Registration. Training events approved by National Headquarters (NHQ) will be available for units, cadets, and parents to view via:

<https://homeport.seacadets.org/secure/TrainingList.aspx>

At the top of the page, you can organize trainings by a variety of categories. Information about each training can be found by clicking “Details” on the far right of a selected training from the list. This information includes minimum age/rank, non-refundable training fee, number of billets available for the training, dates, location, event details and possibly a link to the training website, if one exists, and any applicable attachments.

***Registration for a training only occurs at the unit level.*** The unit CO or his/ her designated officer will register cadets for the desired training. Cadet and parents/guardians must follow guidance from their home unit for registration of trainings. Start contacting your unit now to discuss trainings you are interested in to ensure that your cadet meets all requirements and you have completed all required paperwork. Our trainings tend to fill up fast – do not wait until the last minute to attempt to register.

***Registration is only final when Approved by COTC. All training orders are subject to Commanding Officer of the Training Contingent (COTC) approval.*** The COTC will not approve registration without the non-refundable training registration fee payment, if applicable, and the upload to Magellan of all the required paperwork by the home unit. It is the parent/guardian’s responsibility to follow the payment instructions if there is a training fee. Payment instructions are provided by the Training and found either in the Welcome Letter, on the Training Command website, or in the Event Details listed on Homeport.

Following registration for training, it is the responsibility of the parent/guardian and cadet to keep the Unit CO informed of changes to the cadet’s profile information (e-mail, address, phone, emergency contact, etc.), and any change in medical, physical, or mental health status.

***Please have a backup plan!*** All training events are subject to last-minute cancellation and all hands need to plan accordingly. Cadets who are terminated from an in-person training for any reason, including injury or illness, may not remain at the training site. Parents/guardians or an emergency contact must be available to pick up cadets in case a training is cancelled, or a cadet is terminated.

### ***For COTCs.***

***COVID Guidance.*** COTCs are responsible for planning and executing trainings in light of the COVID Temporary Policy and COVID Intake documents, both posted on Homeport. Please review requirements on travel, berthing, messing, mask wear, required equipment, and the paperwork required at intake and daily symptom checks.

***Physical Training.*** Please take special note of section 5(e) of the COVID Re-Opening and Intake Protocols (v1.3, dated 19FEB21), which permits certain forms of physical training when conducted outdoors, with additional physical distancing requirements and mask wear. Training contingents may *not* conduct group PRTs during the effective period of the COVID policy documents.

Magellan Updates. Several improvements were made to Magellan in 2020 and 2021.

**Training Billets.** COTCs and COTC Admins now have the ability to assign billets to staff cadets and escort officers using the *Company & Billet Assignment* function on the event landing page. These billets will then be reflected on the member’s service record.

**COTC:** the COTC’s billet is automatically assigned at training creation and cannot be changed.

**Adult Billets:** billets are selected from a drop-down menu. We realize that you may have titles unique to your training, but please pick the one that best describes each escort officer’s role. There can be only one XO or OIC per training.

**Staff Cadet Billets:** billets are selected from a drop-down menu. Some billets (like Command Chief) are available only to NSCC CPOs, and some billets (like LPO) can only be assigned to one staff cadet per training. COTCs must also select whether or not staff cadet billets are in a “leadership role.” Admin Manual 0107.8(g)(2) requires staff cadet service in a leadership position at an RT or NLO after attending POLA, but prior to advancing to CPO. Advancements to SCPO and MCPO are anticipated to require additional leadership billets at training, and so we are recording whether or not billets are in a leadership role at *all* trainings.

**Student Cadets:** Student cadets may not be assigned a billet.

Approved Participants Not Yet Assigned to a Company													
Participant Type	Name	Rank	Gender	EO/SC	Event Billet Chart							Billet	Leadership Role
					Company								
Cadet	Abe, Jeffrey	PO2	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Recruit Division Commander	<input checked="" type="radio"/> Yes <input type="radio"/> No
Adult	Casas, Ramon	LCDR	M	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	COTC <i>Note that the COTC billet is auto-filled and cannot be changed</i>	
Cadet	Curtis, Lincoln	PO3/LC4	M	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Harrison, Cameron	RC/LC1	M	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Hoffman, Jonathan	ABC/LC3	M	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Adult	Kettish, Joseph	Auxiliary	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Administration Officer	
Cadet	Lagoy, Beverly	APC/LC2	F	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Lam, Ann	PO3/LC4	F	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Lopez, Isabella	APC/LC2	F	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Molter, Kaden	PO3	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Assistant Recruit Division Commander	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cadet	Molter, Logan	PO3	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Photojournalist	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cadet	Nguyen, Megan	PO3/LC4	F	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Adult	Powell, Matthew	LT	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Executive Officer	
Cadet	Spears, Vera	RC/LC1	F	N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned		
Cadet	Welte, Jeremiah	PO3	M	Y	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	<input type="radio"/> F	<input checked="" type="radio"/> Unassigned	Master-at-Arms	<input type="radio"/> Yes <input checked="" type="radio"/> No

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*Virtual Training Options.* When entering a new training in Magellan, on the Event Demographic Information page, the Training Type drop-down menu now includes:

- National (Advancement – 5 days or longer)
- Locally Arranged Training
- Virtual (Online Training) – Advancement Credit
- Virtual (Online Training) – No Advancement Credit

The screenshot shows the 'Event Demographic Information' form. It contains the following fields and options:

- Training Type:** National (Advancement - 5 days or longer)
- Registration Type:** Nationwide Enrollment (selected), Limited Registration (just specified units)
- Evolutions Primary Event:** This Event is the Primary Event for the Evolution
- Training Category:** Select Training Category
- Training Subject:** Select Training Subject
- Event Description:** (Empty text area)
- Military Oriented:** Selection Required
- Physically Demanding:** Selection Required
- Academically Demanding:** Selection Required
- STEM Related:** Selection Required

It is extremely important that COTCs enter Virtual Trainings correctly as the training code may impact Sea Cadet promotion potential.

The next new field is Registration Type. You may select Nationwide Enrollment or Limited Registration (just specific units). This selection needs to be made regardless of the Training Type selected. The default is Nationwide Enrollment.

*Rating System.* COTCs will rate their training's degree of difficulty in four categories, which will appear on the Event Details page as a "Star-Rating" system.

*Document Upload.* COTCs now have the ability to upload Public and/or Private Training Attachments for each training event. On the Event Landing Page on the left side under Event Builder Actions, select "Training Attachments" and follow the prompts to upload.

PUBLIC training attachments such as Welcome Letters, Seabag Lists, Local Waivers, etc. are visible to the public in the Event Training Details.

PRIVATE training attachments such as Risk Mitigation Plans, training curriculum, PODs, etc. are visible in Magellan to COTC Admins/Assistants, NHQ Reps and NHQ personnel only. Please note that all training attachments must be uploaded to each Training Event that the attachment pertains to. However, Private Training Attachments that apply to the entire Training Evolution can be uploaded to the Primary Event only.

*Local Event Calendar.* The Local Event Calendar is optional for Virtual Advanced Trainings. If the training requires synchronous virtual attendance (such as an RT or NLO Phase I), please select the appropriate dates from the calendar that you will be taking attendance. This will show up on the Attendance page for the Event. If the virtual training is self-paced/ asynchronous, no calendar dates are required. In this case, on the Attendance page for the Event, COTCs only need to select Grad after the cadet has provided their certificate of completion for the training.

*Limited Registration.* If you select Limited Registration, you will need to select the units that are allowed to register for the training. This will limit registration to only those units and control the geographical attendance to only local units.

Escort Allowances. We anticipate being able to fund escort allowances in Grant Year 2021. Please use the NSCTNG 024 to track allowances and disbursements. One document may be uploaded to the Receipts tab of Magellan when recording escort allowances.

Calculating Cadet Training Fees. If your training has a per-participant/per-day cost to NHQ of more than \$100, please contact your NHQ Representative to set an equitable fee.

To calculate the per-participant/per-day cost, leave Cadet Training Fee at \$0 in your initial Funding Request, then enter all projected expenses. At the bottom of the funding request, you will see the HQ Cost Per Participant Per Day. Where that number is less than \$100, use the schedule of fees defined on page 2 of this document. If more than \$100, consult your NHQ Representative to set an equitable training fee. After determining the Cadet Training Fee, go back and enter that fee on each Event Demographics page. Finally, re-open the Funding Request, scroll to the bottom, then click SAVE before submitting.

TOTAL ANTICIPATED EXPENSES/COSTS	\$0.00
- TOTAL REVENUE AND CREDITS	\$0.00
- CADET AND ADULT DEPOSITS	\$0.00
- PREVIOUS ADVANCES	\$0.00
FUNDING REQUEST AMOUNT	\$0.00
HQ COST PER PARTICIPANT PER DAY	\$0.00

***If you have questions on content of this letter,  
please contact your chain of command.***