SEA CADETS

DATE: 21 JAN 2025

Subject: HQ guidance for Units on service record review: digital, paper, or a combination of both

References: 2024 Annual Inspection Policy; Administration Manual

In last week's Commanding Officer Annual Inspection webinar, we had several questions about service records. Included below are points of clarification.

[REF: Annual Inspection Policy, section 1.03, 3. Service Record review]
a. Service Jacket requirements may be met using hard-copy, online records, or a combination of both.
b. Certification may occur by verifying documents in Magellan OR signing the inside left cover of the service jacket; you do not have to do both.
c. Units should avoid duplication of digital and paper files.

In general, note that uploaded documents must include all pages of the form and should be in a PDF format (except for the insurance card images).

To assist units in verifying service records, included below are examples of how sections of the membership form NSCADM001 can be stored in both digital and paper file formats.

1. **Member Application**: pages 1-2. Parents must acknowledge the legal guardian agreement and confirmation (section 8) and standard release (section 9).
    a. Digital File: Click the Parent Portal cadet "Agreements" tab. Then click the Acknowledgement tab, and the photo release is confirmed or denied. "Acknowledge and Save" is the signature of approval.
    b. Paper File: This is performed with the signatures of the guardian and approved unit staff member.

2. **Medical History**: pages 3-4 (Parents must fill out the medical history of the cadet)

a. Digital File: **Medical Info** tab, Medical Insurance is uploaded here, Medical provider information and important medical info along with ADA acknowledgment for Accommodation (section 5). **Cadet Health History** tab must be complete and accurate (remarks must be entered for all “yes” answers). **O-T-C Medications** tab lists what OTC medications the unit/training can administer to a cadet. The guardian must click “Yes” or “No” as appropriate and fill out the exception portion with applicable remarks. “Acknowledge and Save” is the signature of approval.
b. Paper File: A completed paper form with signatures of the guardian and the approved unit staff member (sections 8, 9, and 10).

3. **Medical Exam**: pages 5-6
    a. Digital File: The medical Info tab must be updated, and the Medical Exam must be uploaded here along with insurance cards/information.
    b. Paper File: This is performed by completing the paper form and having the physician/clinic/provider sign/stamp it. It must be dated.
4. **Medical Supplemental**: pages 7-8
    a. Digital File: The paper form is uploaded to the Parent Portal through the **Cadet Medical Information** tab. The unit may also upload it through the cadet's medical Info tab on their landing page.
    b. Paper File: Must reflect all medications taken at drill/training. This is required to be updated before training and at membership renewal. Parents' acknowledgment and signature (sections 8 and 9) and the physician's signature are required on the document (section 10).
5. **Accommodation**: pages 9-10 (Accommodation forms are for ADA reasons only. See top of the form.)
    a. Digital File: Upload through the Parent Portal or the cadet’s Medical Info tab on their landing page.
    b. Paper File: Parents must acknowledge (section 7.a-c); CO (section 7.d-f); RD (section 8); Area Commander (section 9).

6. File Verification: ensuring the file meets the standard of the Inspection Policy
    a. Digital File: The CO verifies each document within the Cadet Document Matrix. To “sign the file,” the CO (or designated representative) clicks the blue “Verify” on the right side of the **Cadet Document Matrix**.
    b. Paper File: CO signs and dates the inside left cover of the service jacket.

7. **CO Verification** (File inspection is at the discretion of the UNIT Commanding Officer)
    a. Units may utilize a completely digital inspection. To ensure this is appropriate for your unit, review the following:
        i. There are no RED outstanding documents in your Cadet Document Matrix
        ii. Check to see that all of the cadet medical exams are current. This means they are within 15 months of their previous exam (the exam date may differ from the provider's signed date).
        iii. Check that all medications on the supplemental form match those listed in the Parent Portal.
        iv. The UNIT CO must “verify” ALL files before letting the RD know they are prepared for inspection.
    b. Units may use a paper file process for inspection.
        i. All documents in the file must have current signatures as defined in the Administration Manual.
        ii. The Guardian's signature and date, along with the Approved Unit Member (DIRCO, by direction of) 's signature and date, must be within the past 365 days of inspection. The Commanding Officer must also sign and date the inside left cover of the file.
    c. Combination of digital and paper files.
        i. Cadets not yet having a Parent Portal set up may have their completed paper file inspected.
        ii. Cadets having a complete paper file and incomplete Parent Portal may have their paper file inspected.
8. **Adult Files**:
    a. Newly enrolled adults who have applied within Magellan: Ensure immunizations, a statement of service, or DD214 are uploaded into Magellan Documents. Alternatively, a paper file can be created by printing these forms and the application from the “View Application.”
    b. Adults applied before online application: Ensure that medical history, immunizations, medical insurance/Tricare, statement of service, or DD214 are uploaded into Magellan Documents or are in the paper file and the left-hand side of the file is signed.