



# U.S. NAVAL SEA CADET CORPS

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CHART YOUR COURSE

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## Summer Training Guidance

**01 FEB 24**



# U.S. NAVAL SEA CADET CORPS

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

## Summer 2024 Training Guidance Effective 01 FEB 24

Issue Date: 01 FEB 24

*This guidance takes precedence over all previous policies and regulations. Effective until rescinded by the competent authority.*

### Introductory Message to Parents, Unit Volunteers, and Officers in Charge

We look forward to your participation in our upcoming summer training season! There are several exciting cadet training opportunities. **Summer 2024 trainings will be posted between March 1 and April 1, 2024.** This document will guide you through the steps that parents, unit volunteers, and Officers in Charge (OICs -- formerly referenced as COTCs) should follow to prepare for summer training.

We encourage all cadets, parents, and volunteers to review the **Family Handbook**, which has many valuable resources including an entire section on cadet training. There is also guidance on specific training paths and opportunities (pp. 9-10). For cadets attending Sea Cadet Recruit Training (RT), there is also a summary of cadet, parent, and unit expectations (pp. 15-16).

You can find the Family Handbook by logging into [seacadets.org](http://seacadets.org) and visiting Homeport>Unit Resources>Family Resources.

As part of our commitment to providing top-notch cadet training, we have been notifying our volunteers, cadets, and families about this year's adjustment to our training fees for the past few months. Over the past two years, we have experienced rising business costs due to the impact of inflation. These external factors have led to increased expenses in various aspects of our cadet training operations including, but not limited to, venue rentals, rental vehicles, lodging, food, training supplies, etc. Unfortunately, we need to implement an increase in cadet training fees to maintain the high-quality standards you expect from Sea Cadet training programs. This adjustment took effect 01 FEB 24.

Lastly, we are excited to launch our new Sea Cadet Training Group model to streamline resources and provide organizational support to volunteers running trainings.

Thank you for all you do to make this program and our training opportunities so successful for our cadets.

Sincerely,  
The National Headquarters Team

# Table of Contents

<b>Parents and Cadets .....</b>	<b>1</b>
Background Information .....	1
Online Parent Portal Accounts are Required to Register for Trainings .....	1
How to Set Up a New Parent Portal Account .....	2
Cadets Who are 18 Years of Age or Older Can Now Register for Trainings .....	2
How to Find Trainings .....	3
Steps to Register for Training .....	3
Three for Free .....	6
<b>Unit Commanding Officers and Adult Volunteers .....</b>	<b>7</b>
Verification of Sea Cadet Recruit Training Qualifications and Expectations .....	7
Training Requests .....	7
Training Application.....	7
Medical Documents.....	7
Payment Invoice.....	7
Cadet Digital File (Parent Portal) .....	8
Training Orders and Training Jackets.....	8
Awards.....	8
Three for Free .....	8
<b>Training Groups .....</b>	<b>9</b>
Sea Cadet Recruit Training.....	9
What Constitutes Advanced Training .....	9
Funding Requests .....	9
Training Fee Increase .....	10
Escort Allowances .....	10
Document Upload.....	10
Awards.....	11
Three for Free .....	11
Seabags .....	11
Training Orders and Training Jackets.....	11
<b>Attachments .....</b>	<b>1</b>
Cadet Training Orders EXAMPLE .....	2

# Parents and Cadets

## ***Background Information***

### **Travel**

One of the most exciting things about Sea Cadet summer training is the ability to apply for and attend training outside a cadet's local area, and we encourage that. Trainings take place nationwide including Hawaii, Guam, Puerto Rico, and the Northern Mariana Islands! This guide will help you navigate the process of finding and applying for these amazing summer training opportunities. We encourage your cadet to explore the diverse training experiences available this summer.

### **Best Practices**

- **Wait for Approval:** Do not book travel until the cadet's training registration has been officially approved (see "Steps to Register for Training" on the following pages).
- **Flexible Ticketing:** We advise against purchasing non-refundable tickets. Travel plans can change, and any modifications or ticket cancellations can be costly. Please note that the Sea Cadet program does not cover these additional expenses.
- **Know the Details:** Carefully review the training website and the specific travel details provided. It's crucial to adhere to the precise arrival and departure times and locations given.
- **Have a Backup Plan:** Be aware that training events may be subject to unforeseen cancellations. It's essential to have a backup plan. If a cadet cannot continue the training due to illness, injury, or other reasons, they cannot stay on-site. Parents or a designated emergency contact must be ready to pick up their cadet, if necessary.

## ***Online Parent Portal Accounts are Required to Register for Trainings***

A few important notes.

- Registration\* for training occurs with two possible options. One option is through the Quarterdeck Parent Portal via the Primary Parent's account (available by logging into seacadets.org). A second option is available for cadets 18 years or older who can register for training independently through their Quarterdeck login. See the next page for details on this new training registration option for 18-year-old cadets.  
*\*Families without internet access can have their local unit staff assist them with registration. Please get in touch with your chain of command.*
- Parents/guardians new to Sea Cadets must enroll in the Parent Portal (see the following instructions) to register a cadet for training.

# Parents and Cadets (Continued)

## How to Set Up a New Parent Portal Account

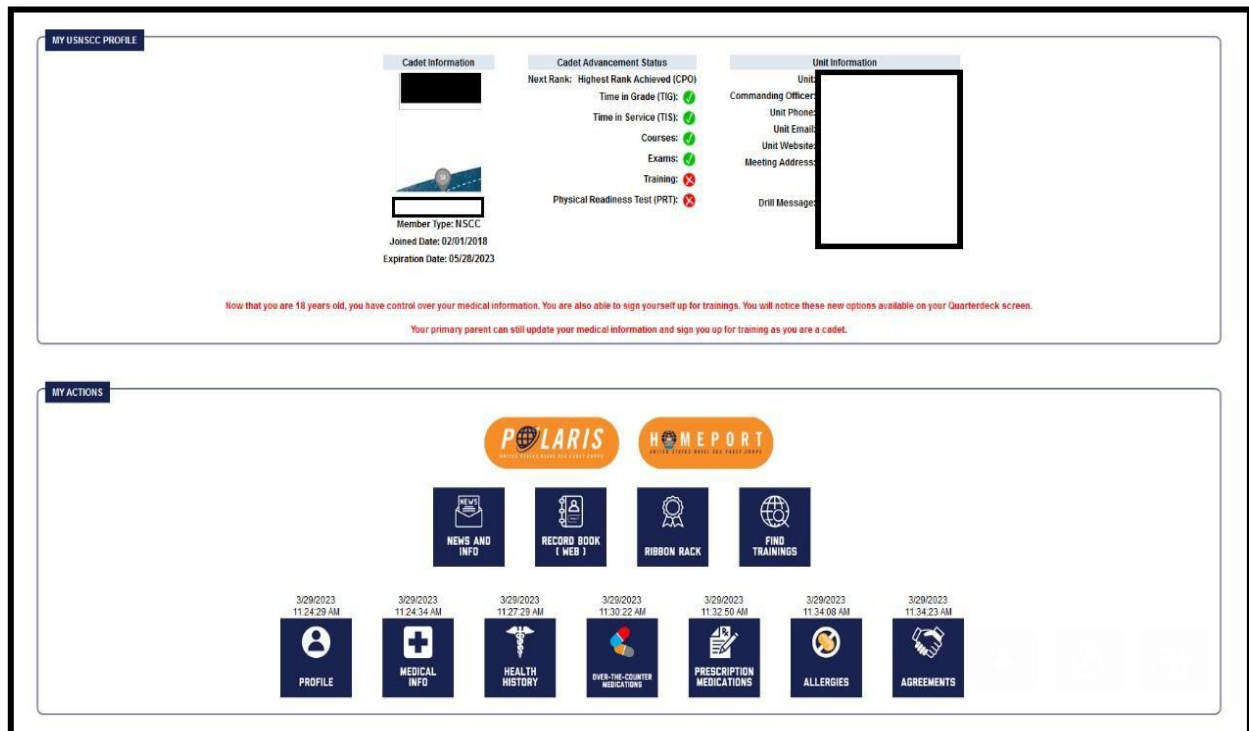
If a Quarterdeck Parent Portal account still needs to be created, please follow these instructions:

[Video Link](#)

1. Open the Welcome Aboard email sent from Sea Cadet headquarters that contains instructions and the member's Sea Cadet ID number.
2. Go to [quarterdeck.seacadets.org](http://quarterdeck.seacadets.org).
3. Select "First Time User? Click here to Register."
4. Select your role and input the requested information.
5. The information you input must reflect the same information provided to the unit during enrollment.
  - a. At the present time, only the primary parent of a cadet can create a parent profile.
6. Once all the information has been entered, click submit.
7. You will then be emailed a temporary password and will have 24 hours to log in from the time the email is sent before the link expires, and you will have to try again.
8. On your first log-in, you will be prompted to replace your temporary password with your own.

## Cadets Who are 18 Years of Age or Older Can Now Register for Trainings

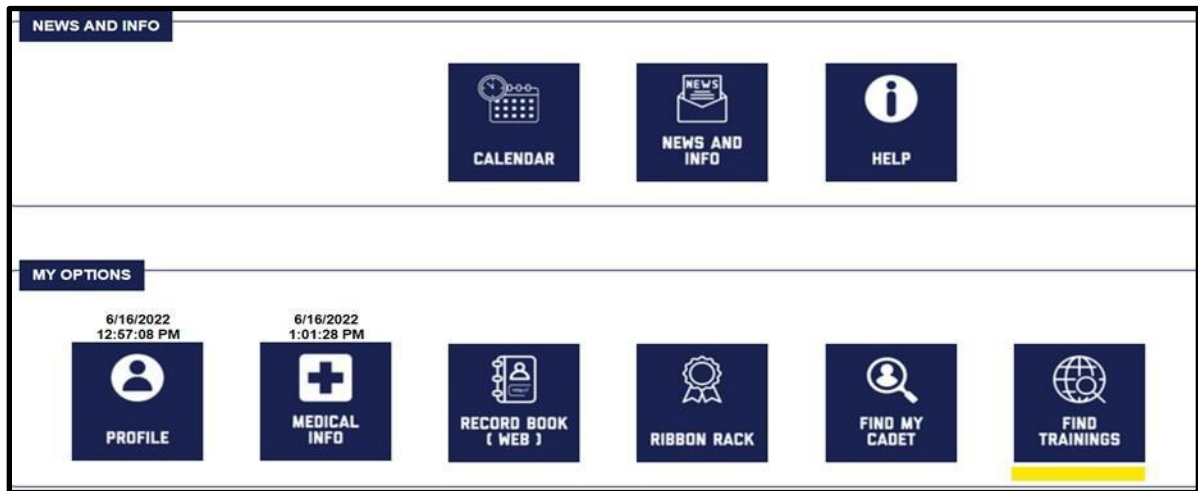
Once a cadet turns 18 years old, they are authorized to update their medical information and sign up for trainings through their Quarterdeck log-in. This goes into effect on their 18th birthday. These cadets will see a red announcement on their Quarterdeck home screen. Below is a sample screenshot that 18+ year old cadets will see.



# Parents and Cadets (Continued)

## *How to Find Trainings*

Summer 2024 trainings will be posted between March 1 and April 1, 2024. Training events approved by National Headquarters (HQ) will be available for units, cadets, and parents to view by logging into [seacadets.org](http://seacadets.org) and selecting “Find Trainings” on the portal landing page (see the image



below).

Trainings can be organized by various categories utilizing the Training Search Criteria at the top of the training page. You can also find information about a training by clicking “Details” on the far right of each training. This information includes the following:

- Minimum age/rank
- Non-refundable training fee
- Number of billets available for the training
- Training dates
- Training location
- Training event details
- A link to the training website (if one exists)
- Any applicable attachments

We encourage you to review the **Family Handbook**, which has many valuable resources including an entire section on cadet training. There is also guidance on **specific training paths and opportunities** (pp. 9-10). If your cadet is attending **Sea Cadet Recruit Training (RT)**, there is also a summary of cadet, parent, and unit expectations in the handbook (pp. 15-16). You can find the Family Handbook on Homeport>Unit Resources>Family Resources.

## ***Steps to Register for Training***

### **Step #1 Medical Information Update**

To ensure your child's safety and well-being in the Sea Cadets, it's crucial to keep their medical and emergency contact details up to date. Please be open about any medications your child needs,

## Parents and Cadets (Continued)

### **Step #1 Medical Information Update** (Continued)

including over-the-counter medications, and provide the necessary paperwork for any special accommodations they might require. Rest assured, this information is kept confidential and not shared with the military.

This practice enables our staff to support your cadet effectively and inform you promptly if there are any training activities they cannot participate in due to specific needs.

If the correct documents are not provided, our staff cannot dispense medications or provide necessary accommodations. For cadets 18 or older or the designated Primary Parent, you must fill out and update medical, health history, and medication information through our system. This ensures quick and efficient updates for the home unit and training events.

If you've set up a Parent Portal account and need assistance uploading medical documents, your unit is here to help and can upload these directly to your cadet's profile. Please contact your unit directly for help with this or any part of the training registration.

*\*Once completed online, it will no longer be required to update the paper form, NSCADM 001, pages 3 and 4, within 30 days of the training as previously required – unless there is a physical or mental health change.*

### **Step #2 Applying for the Training**

Once the Primary Parent (or 18+-year-old cadet) completes the forms in Step #1, they can search for and locate the desired training on the Quarterdeck landing page under **Find Trainings** (see instructions on previous page).

After choosing a training, select **Apply** under **Eligible Participant**. The screen will change to an **Event Registration** verification checklist page. Parents/guardians/18+-year-old cadets must ensure all green checkmarks on the verification checklist. The training registration will only continue once all the checkmarks are green. After all checkmarks are green and **Continue** has been clicked, the next page will require your password to validate the registration. The application will only be sent to the unit CO for review and approval after this step.

### **Step # 3 Unit Reviews Training Request**

If the cadet meets all the basic requirements, the application for training will move on to the unit for document and registration validation. The unit's commanding officer will review the request and either approve it to be passed on to the OIC for consideration or deny it. If approved, the request will move on to the OIC for review.

### **Step #4 OIC Review of the Request**

The OIC will confirm or deny the training request. If confirmed, the OIC acknowledges and accepts the request to attend the training. This means the cadet's spot at the training is reserved. However, they are not fully approved to attend training until they are "Approved."

## Parents and Cadets (Continued)

### Step #5 Payment and Approval to Attend Training

Each training will provide payment instructions through the welcome letter, the training command website, or within the **Training Details** listed on the Sea Cadet Quarterdeck landing page (under **Find Trainings/Details**). The parent/guardian/18+-year-old cadet submits payment.

**Applications are only final when approved by the Officer in Charge.** Approval only occurs when:

- The OIC receives and logs the non-refundable cadet training fee payment.
- All the required paperwork is uploaded to the Quarterdeck.

### Step #6 (New) Print the Training Orders

It is now the parent's/cadet's responsibility to print and sign required training forms from the Parent Portal via the **Print Orders** function (for each training) after the cadet has been approved (see screenshot below). This replaces the training jacket that units previously prepared for cadets to attend trainings.

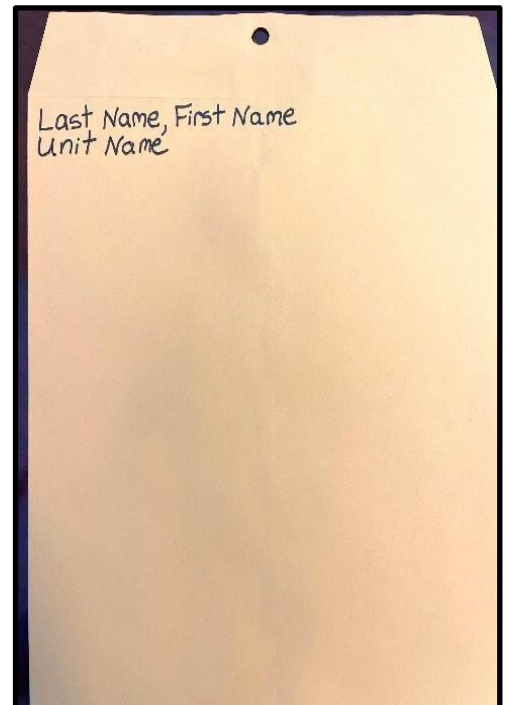


Row	Dates	Participant	Event Code	Training	Reg Status	Actions
1	11/01/23-11/10/23		AF-FL-2301	Aviation, Flight Training	Approved	<a href="#">Details</a> <a href="#">Print Orders</a>

With our online training registration and Parent Portal enhancement, cadets only need to bring a few documents to the training. **Units no longer need to prepare training jackets to send with cadets to a training – this is now the parent/cadet's responsibility.**

Requirements for sending documents:

- Print orders via the Quarterdeck Parent Portal (see screenshot above) and sign them. **SEE THE SAMPLE IN THE ATTACHMENT TO THIS DOCUMENT.**
- Print and sign additional **Training-specific documents**. These can be found by going into the **Find Trainings** section of the Quarterdeck Parent Portal, clicking on the specific training, and then clicking **Event Details**. Review the **Event Website** and/or **Training Attachments** and any specific communication from that training.
- Place printed documents in a 9x12 clasp envelope (see image on right). *Envelopes are available at Walmart, Office Depot, Staples, etc.* The training staff needs to add documents, any applicable awards, etc., to this folder to send home with the cadet after the training, so please do not seal the envelope. (If a cadet loses their actual award after their training, the cost to replace it will be on the cadet.)
- In the top left corner of the envelope, write the cadet's last name and first name, and underneath that, the cadet's unit name -- all in black marker.





## **Parents and Cadets (Continued)**

### **Step #7 Changes to Cadet's Profile Information**

After applying for a training, the parent/guardian and cadet are responsible for keeping the unit commanding officer informed of changes or updates to the cadet's profile information (email, address, phone, emergency contact, etc.). Any changes in medical, physical, mental health, or healthcare insurance require parents/guardians/18+-year-old cadets to update the cadet's medical history via the Quarterdeck Parent Portal before the start of the training.

### ***Three for Free***

Recruit Three = Train for Free — Cadets earn one free training for every three newly enrolled cadets or adult volunteers they bring to the Sea Cadets.

SEE NEXT PAGE

# Unit Commanding Officers and Adult Volunteers

## ***Verification of Sea Cadet Recruit Training Qualifications and Expectations***

Units must verify that new cadets have completed Sea Cadet Recruit Orientation at their unit (Action Memo #4) and passed Level 2 of the PRT (Action Memo #2) to qualify to attend recruit training (RT).

Units should review the summary of training staff expectations (before and during) RT, which is available in the Family Handbook (pp. 15-16).

## ***Training Requests***

Unit COs and volunteers should frequently check Magellan for new training requests during training season. Training requests must be checked regularly (see image, below – highlighted in yellow), as cadets are already applying for winter training.



## ***Training Application***

Parents/guardians/18+ year old cadets will complete a cadet training application form online through the Sea Cadet Quarterdeck Parent Portal (or the 18+ year old cadet's Quarterdeck account) only after updating the cadet's medical forms (NSCADM 001).

The application will then be submitted to the unit for review and approval. The unit CO can assign a unit designee to approve training applications on behalf of the CO by giving the unit designee CO access in Magellan. (Select **Authorized Users** from the left side menu under **Unit Management** in Magellan to update user access.) If the CO or designee approves a cadet to attend a training, the CO or designee must submit the training application to the OIC.

## ***Medical Documents***

Units can also upload hard-copy medical forms/documents to a cadet's profile on behalf of the parent/cadet. (Note: Parent must have already established a Quarterdeck Parent Portal account.) These forms/documents need to be uploaded through **Medical Information** on Magellan.

## ***Payment Invoice***

If the training does not accept credit card payments, the unit must generate an invoice in Magellan and mail it with the payment to the training. This creates an audit trail for the Training Group and HQ by associating a name with the cadet training fee, ensuring the check or money order is made to the correct name and the payment is mailed to a valid address. To find the payment invoice in Magellan, go to **Training Sign-Up**. At the top of the page, select **Click Here** to view/pay for the current training applications.

## **Unit Commanding Officers and Adult Volunteers (Continued)**

### ***Cadet Digital File (Parent Portal)***

All digital files maintained in the Parent Portal shall contain current copies of documents, including the immunization record and proof of medical insurance. During the training registration, parents must also upload these documents to the appropriate cadet profile in their Quarterdeck Parent Portal.

### ***Training Orders and Training Jackets***

With our online training registration and Parent Portal enhancements, cadets only need to bring their training orders to training. This replaces the training jacket. Units no longer need to prepare training jackets to send with cadets to a training – this is now the parent’s responsibility.

Because parents cannot print training orders until the CO and OIC have approved the cadet for the training, parents will be responsible for printing the training orders, which no longer require a signature by the unit CO.

NOTE - if parents are unable to physically print documents, the unit can still print them if needed at the parent's/cadet's request.

OICs and training staff can send the cadet back with awards, administrative remarks, and other training-related documents in the 9x12 envelope cadets bring to training.

### ***Awards***

The training staff is responsible for ordering, purchasing, presenting, and updating cadet Magellan records with any awards earned during training. Units can still celebrate their cadet accomplishments after training, but the requirement to order, purchase, present awards, and update cadet Magellan records is on the training staff. Any awards received will be sent back with the cadet in the cadet's 9x12 clasp envelope; units are no longer responsible for this. (If a cadet loses their award, the cost to replace it will be the cadet's responsibility.)

### ***Three for Free***

Recruit Three = Train for Free — Cadets earn one free training for every three newly enrolled cadets or adult volunteers they bring to the Sea Cadets.

SEE NEXT PAGE

## Training Groups

Training Groups were established on January 1, 2024 (see Action Memo #8). A new chain of command for training evolutions has been established, along with training group billets.

### ***Sea Cadet Recruit Training***

- As of 01 OCT 2023, the Sea Cadet Recruit Training length has been standardized to 9 days (see Action Memo #3).
- A new standard RT curriculum was piloted in the winter of 2023 and is being finalized now. This new standard RT curriculum will be required as of 01 MAR 2024 (action memo is forthcoming).
- Units verify that the cadet has met the RT qualifications (RO completion and Level 2 of the PRT).
- Training Group Directors (TGDs) and OICs in charge of RT should review the summary of training staff expectations (before and during) RT, available in the Family Handbook (pp. 15-16).

### ***What Constitutes Advanced Training***

- The Training and Operations Manual defines USNSCC Advanced Trainings (AT) and Recruit Training. These activities are separate and distinct from unit drills and activities.
- Per the USNSCC Regulations, 4.02(b)(ii), USNSCC Advanced Training other than USNSCC Recruit Training “is at least five consecutive days in length and qualifies for advancement in the NSCC, see SECTION 5.07(b), a.”
- Per the Temporary COVID Policy guidance published on 01 April 2021, “All ATs conducted on or after June 1, 2021, shall be conducted in person.”
- Regulation standards will be enforced with no virtual ATs, no hybrid ATs with virtual days as part of the minimum 5-day requirement, and no non-consecutive day ATs unless approved by the area commander and HQ.

### ***Funding Requests***

- Training Groups should submit funding requests for summer 2024 **between February 2 and March 19, 2024**. Trainings will be made public starting 01 MAR 24 through 01 APR 24.
- Instructions for submitting funding requests, including a recorded webinar on this topic, are available at Homeport>Advancement Training>Training Groups.
- Officers-in-charge (OICs) must use the event calendar for each event’s actual training days.
- As a reminder, national advanced trainings (RT, POLA, NLO, and OPDs) are considered Tier One trainings and receive priority funding. Other nationally arranged advanced trainings for promotion credit are Tier Two in priority. All other locally arranged trainings will only be funded if funds are available.

## ***Training Fee Increase***

As part of our commitment to providing top-notch cadet training, we have been notifying our volunteers, families, and cadets about this year's adjustment to our training fees for the past few months. Over the past two years, we have experienced rising business costs due to the impact of inflation. These external factors have led to increased expenses in various aspects of our cadet training operations, including, but not limited to, venue rentals, rental vehicles, lodging, food, training supplies, etc. We need to implement a cadet training fee increase to maintain the high-quality standards you expect from Sea Cadet training programs. This adjustment took effect as of 01 FEB 24.

We understand that changes in pricing may raise questions, and we want to assure you that this decision was made after careful consideration. Our priority remains delivering value-driven training that equips cadets with the skills and knowledge needed for success. We look forward to serving you with excellence in the upcoming training season. Typically, cadet training fees will follow the schedule below; however, specialty training may have a higher cadet training fee.

Number of Days	Fees
1 Day	\$ 30.00
2 Days	\$ 60.00
3-4 Days	\$ 100.00
5-7 Days	\$ 250.00
8-9 Days	\$ 300.00
10+ Plus Days	\$ 350.00

Generally, trainings of 5+ days are overnight and necessary for promotion credit; thus, training fees will correspond with the length of training.

Note: High-cost training like SCUBA, sailing, or aviation programs will typically charge a higher fee than those outlined above.

## ***Escort Allowances***

ALL Sea Cadet escort officers (officers, instructors, midshipmen, and auxiliarists) on orders **MUST** sign the escort allowance worksheet even if they did not receive funds. ALL escort officers (EO) on orders must be marked **REFUSED** if escort allowance funds are not taken, and their signatures must be obtained on the allowance worksheet.

## ***Document Upload***

Use the **Event Landing Page** on the left side of the Magellan screen. Under **Event Builder Actions**, select **Training Attachments** and follow the prompts to upload.

**PUBLIC** training details as attachments, such as welcome letters, seabag lists, local waivers, etc., are publicly visible in the **Event Training Details**.

**PRIVATE** training details as attachments, such as risk mitigation plans, training curriculum, PODs, etc., are visible in Magellan only to Training Groups, OICs, area commanders, and HQ personnel. Please note that you must upload all training attachments 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.

## **Training Groups** (Continued)

### ***Document Upload*** (Continued)

To alleviate unnecessary delays and administrative burdens to home units, please do NOT require parents/units to upload extra documents into their Quarterdeck Parent Portal before the training unless they're essential before the training. This causes additional delays and frustration, which we want to avoid.

### ***Awards***

The training staff is responsible for ordering, purchasing, and presenting awards and updating member Magellan records with any awards received during training. Any awards presented to cadets at training must be sent home in each cadet's 9x12 clasp envelope. The award must be sent home securely (for example, in a Ziploc or coin envelope) to minimize loss. It is highly recommended that training staff print a certificate of the award to go home with cadet paperwork so the unit is aware the cadet received the award. (If a cadet loses their actual award after their training, the cost to replace it will be the responsibility of the cadet.)

### ***Three for Free***

Recruit Three = Train for Free — Cadets earn one free training for every three newly enrolled cadets or adult volunteers they bring to the Sea Cadets.

### ***Seabags***

OICs should carefully review seabag information for accuracy before posting to ensure that only necessary, relevant items are included on the list. Mandating extra items, "nice to haves," and unnecessary specifications increases the cost of seabag contents as well as the family's frustration.

### ***Training Orders and Training Jackets***

With our online training registration and Parent Portal enhancements, cadets only need to bring their training orders to training. This replaces the training jacket. Units no longer need to prepare training jackets to send with cadets to a training – this is now the parent's responsibility.

Because parents cannot print training orders until the CO and OIC have approved the cadet for the training, parents will be responsible for printing the training orders, which no longer require a signature by the unit CO.

NOTE - if parents are unable to physically print documents, the unit can still print them if needed at the parent's/cadet's request.

## Training Groups (Continued)

### ***Training Orders and Training Jackets*** (Continued)

NOTE: As a backup, OICs can now download a zip file of all (or select) cadet orders for any specific training.

**Event Maintenance Actions**

- **Roster**
- Physical Readiness Test (PRT) Imports
- Company & Billet Assignments
- Attendance (finalize required)
- Graduation and Awards (Attendance must be finalized prior to Graduation and Awards)
- Training Awards (Attendance must be finalized prior to Graduation and Awards)
- Cadet Prescription Meds (0) and OTC Med Exceptions (0)
- Cadet Allergies (7)

\*\*\*\*\*

Thank you for all you do!

If you have questions about the content of this letter, please contact your chain of command.

## Attachments



U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<b>TRAINING ORDERS (CADET)</b>	Non-Transferable Cadet Orders
<b>From: Executive Director, Naval Sea Cadet Corps</b>		<b>Date: 10/23/2023</b>
<b>To: SA/AA, Apple, Jacob</b>  1 Test Ave, Testville, VA 88888-8888 USA		<b>Unit:</b> 000TEST USNSCC TEST UNIT <b>CO:</b> LCDR, Duke, Kevin <b>Phone:</b> (888) 888-8888 <b>Email:</b> 10953@seacadets.org
<b>Report To:</b> COTC National Flight Academy FL 11/01/2023 <b>For:</b> 10 DAYS Aviation, Flight Training <b>Next of Kin:</b> Walter Apple (888) 888-8888/1286715@des-inc.net		
<b>Date Reported</b>	<b>Time Reported</b>	<b>Activity Signature (OOD)</b>
<b>Date Departed</b>	<b>Time Departed</b>	<b>Activity Signature (OOD)</b>
<b>1. Parent and Emergency Contact Information</b>		
<b>1a. PRIMARY PARENT/LEGAL GUARDIAN INFORMATION</b>		
<b>Name</b> Walter Apple		<b>Relationship</b> Father
<b>Address</b> 1 Test Ave,	<b>City</b> Testville	<b>State</b> VA <b>Zip Code + 4</b> 88888-8888
<b>Primary Phone</b> (888) 888-8888	<b>Alternate Phone</b> (999) 999-9999	<b>E-Mail Address</b> 1286715@des-inc.net
<b>1b. SECONDARY PARENT/LEGAL GUARDIAN CONTACT INFORMATION</b>		
<b>Name</b> Jennie Apple		<b>Relationship</b> Mother
<b>Address</b> 1 Test Ave,	<b>City</b> Testville	<b>State</b> VA <b>Zip Code + 4</b> 88888-8888
<b>Primary Phone</b> (888) 888-8888	<b>Alternate Phone</b> (999) 999-9999	<b>E-Mail Address</b> 1286716@des-inc.net
<b>1c. EMERGENCY CONTACT INFORMATION (will be contacted in case primary or secondary contacts are unreachable in case of an emergency)</b>		
<b>Name</b> Bonnie Apple		<b>Relationship</b> UNKNOWN
<b>Address</b> 1 Test Ave,	<b>City</b> Testville	<b>State</b> VA <b>Zip Code + 4</b> 88888-8888
<b>Primary Phone</b> (888) 888-8888	<b>Alternate Phone</b> (999) 999-9999	<b>E-Mail Address</b> 1286717@des-inc.net

## 2. CONSENT AND RELEASE OF LIABILITY BY PARENT/GUARDIAN

### 2a. PARENT/LEGAL GUARDIAN AGREEMENT & CONFIRMATION

I hereby consent to my child/ward enrolling in the U.S. Naval Sea Cadet Corps (USNSCC). I understand that the USNSCC is organized along military lines, that USNSCC regulations govern my child's/ward's membership, and that violation of said regulations may result in my child's/ward's discharge from the USNSCC. I will ensure that my child/ward abides by all regulations and lawful orders from superior officers and cadets. I certify that, to the best of my knowledge, he/she is physically and mentally fit to take part in vigorous activities, I have disclosed all physical/medical/disability limitations, and he/she is not suffering from any communicable disease. I further agree to be responsible for the value of any uniforms and/or equipment loaned him/her, reasonable wear and tear expected. I understand that such uniforms or equipment shall remain the property of the USNSCC while on loan, and I agree to return them when my child/ward ceases to serve as a cadet, or at any other time upon request of a USNSCC officer or other authorized agent. I have been briefed on the USNSCC medical insurance plan. I am aware this is an accident/illness "excess" policy and that the limit of the policy is a total of \$25,000 for all accidental benefits/\$5,000 for illness with no deductible. I understand that my personal medical insurance is the primary policy, but in the event that I do not have insurance and/or the USNSCC policy limits are exhausted, I understand that I am responsible for all medical payments above \$25,000 for accidents/\$5,000 for illnesses. I also understand that payment of enrollment fees will be required ANNUALLY, and payment of uniform fees may be required upon enrollment. I agree, on my child/ward's behalf, that he/she will be bound by all USNSCC regulations, policies, and amendments thereto that govern his/her membership and conduct; I further waive any right to challenge in any way any determination made by the USNSCC regarding my child's/ward's continuance of membership in the USNSCC should he/she violate said regulations.

Signature of Parent/Legal Guardian

Date (DD MMM YY)

### 2b. STANDARD RELEASE

I, being the parent/legal guardian of a member of the USNSCC, in consideration of his/her acceptance and continuance of membership in the USNSCC, hereby release from any and all claims, demands, actions, or causes of action due to death, injury or illness the following: (1) the government of the United States of America and all its departments and agencies; (2) any jurisdiction (state, county, city, town, district or other political subdivision) where official USNSCC activities take place; (3) the Navy League of the United States; (4) any organization or association, public or private, that sponsors USNSCC activities; (5) the USNSCC; (6) all officers, representatives, and agents, acting officially or otherwise of the previously mentioned, jurisdictions, organizations, and associations.

I hereby acknowledge that I have received and reviewed the AIG Blanket Special Risk Insurance Binder (Policy SRG 9152960) and the Cincinnati Indemnity Company Liability Policy Certificate (Policy ENP0059849, et. al.) for the U.S. Naval Sea Cadet Corps & affiliated councils within the USA and its territories or possessions.

I hereby consent to the examination and treatment of my child/ward by the medical facilities of the Department of Defense (DOD), U.S. Coast Guard (USCG), National Oceanographic and Atmospheric Administration (NOAA), U.S. Public Health Service (USPHS), or civilian physicians/medical facilities to determine physical status for participation in the USNSCC. I further authorize, as may be required, treatment in said facilities in the event of any illness or accident arising aboard DOD, USCG, or NOAA facilities or vessels, or during other authorized USNSCC activities. This consent includes any medical, anesthesia, or surgical treatment or hospital services rendered under the general and/or special instructions of the attending physician or other physicians assigned his/her care. This consent does not include major surgery unless, in the medical opinion of two physicians, it is reasonably necessary to save life, or where second opinions are similarly impracticable the concurring opinions of other physicians may be excused.

I also grant permission for my child/ward to be transported as a passenger in military aircraft, vessels and vehicles.

I consent to my child/ward being videotaped and/or photographed and to permit the reproduction and/or publication of same, or of any other videotapes or photographs by any photographic facility of the Department of Defense/Coast Guard or by the Navy League of the United States, its regional organization or local councils, or other sponsoring organization, or by the USNSCC or its divisions, or to their use in connection with educational programs or activities of the said organizations, and I further assign to the said organizations all right, title and interest in the above described videotape recordings or photographs for any further use.

This standard release shall remain in effect for the duration of my child/ward's membership in the USNSCC. I also give my permission for facsimiles of this release to be made, and when presented by an authorized official of the USNSCC, DOD, USCG, NOAA shall be considered as valid as the original signed by me.

Cadet Full Name SA/AA, Apple, Jacob		USNSCC ID Number F88FDF26
Parent/Guardian Name Walter Apple	Parent/Guardian Signature	Date (DD MMM YY)

### 3. MEDICAL PROVIDER/INSURANCE INFORMATION

<b>3a. Medical Insurance Provider Name</b> TEST COMPANY	<b>3b. Medical Insurance Policy Number</b> TEST POLICY
<b>3c. Medical Insurance Provider Address</b> TEST ADDRESS, TESTVILLE VA 88888	<b>3d. Medical Insurance Provider Phone</b> 888.888.8888
<b>3e. Medical Provider Name</b> DR. Test	<b>3f. Medical Provider Phone Number</b> 555.555.5555
Insurance Card Front  <div style="border: 1px solid black; height: 150px; display: flex; align-items: center; justify-content: center;"> <p style="font-size: 24px; font-weight: bold;">Example Insurance Card FRONT</p> </div>	Insurance Card Back  <div style="border: 1px solid black; height: 150px; display: flex; align-items: center; justify-content: center;"> <p style="font-size: 24px; font-weight: bold;">Example Insurance Card BACK</p> </div>

### 4. CADET MEDICAL HISTORY

HAVE YOU EVER HAD OR DO YOU NOW HAVE ANY OF THE FOLLOWING CONDITIONS:			
4.1 Tuberculosis or live with someone with tuberculosis	NO	4.14 Head injury or concussion	NO
4.2 Chronic or recurrent abdominal or stomach pain	NO	4.15 Seizures, convulsions, epilepsy, or fits	NO
4.3 Asthma or breathing problems related to exercise, pollen, etc.	NO	4.16 Car, train, sea, and/or air sickness	NO
4.4 Been prescribed or use an inhaler	NO	4.17 A period of unconsciousness	NO
4.5 Loss of vision in either eye	NO	4.18 Heart trouble or murmur	NO
4.6 Loss of hearing or wear a hearing aid	NO	4.19 Received counseling for emotional or behavior disorder	NO
4.7 Impaired use of arms, legs, hands, feet	NO	4.20 Eating disorder (bulimia, anorexia)	NO
4.8 Knee problems This shows an example of what text in this form would look like if it was input into the cadet's medical information on Magellan.	YES	4.21 Sleepwalking	NO
4.9 Broken bones(s) (cracked or fractured)	NO	4.22 Bedwetting	NO
4.10 Diabetes	NO	4.23 Been hospitalized	NO
4.11 Anemia (including sickle cell)	NO	4.24 Any illness or injury not mentioned above	NO
4.12 Dizziness or fainting spells (including after exercise)	NO	4.25 Advised to avoid certain physical activities	NO
4.13 Frequent or severe headaches	NO		

### 5. IMMUNIZATION RECORDS

<b>5a. Date of last tetanus or booster</b> 12/06/2021	<b>5b. Date of Menactra Vaccine for Meningitis</b> 12/06/2021	<b>5c. Date of negative PPD or Medical Provider Clearance for TB</b> 12/06/2000
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### 6. ALLERGIES

NO KNOWN ALLERGIES
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## 7. PRESCRIPTION MEDICATIONS

**Packaging and Labeling Requirements**

- Must be in the original container from the pharmacy or manufacturer.
- Must have a complete prescription label attached to the container.
- The container will only contain the medication it is labeled for.
- The Cadet must be the person prescribed the medication, and his or her name must appear on the prescription label.

Name of Medication <b>NO PRESCRIPTION MEDS</b>	Strength	Total Quantity Required	Total Quantity Sent
Storage	Frequency and Dosage		
Prescribing Provider Name	Prescribing Provider Phone Number	Prescribing Provider Phone Number (alternate)	
Reason for medication <i>(Describe in detail if necessary)</i>			
Relevant side effects to be observed if any: <i>(Such as reactions to food, dehydration, sun sensitivity, hives, other medication restrictions, decreased balance/motor skills, hyperactivity, concentration, drowsiness, lethargy, etc.)</i>			
List any other important information about this medication since access to medical information or facilities could be delayed due to training activities or location.			
Expected effects if medication is not taken as directed.			

## 8. OVER-THE-COUNTER MEDICATIONS

**Packaging and Labeling Requirements**

- Must be in the original container from the manufacturer.
- Must have a complete manufacturer's label attached to the container identifying the contents and directions for use.
- The container must only contain the medication it is labeled for

**Please cross out any OTC medication you do NOT authorize us to administer.  
If you do NOT give permission to administer any OTC, X-out the entire box.**

<p><u>Allergies</u>: Benadryl</p> <p><u>Colds</u>: Cough Medicine (Robitussin DM, Dimetapp, etc.), Throat/Cough Drops (Chloraseptic, Halls, etc.), Decongestant (Sudafed, etc.)</p> <p><u>Constipation</u>: Milk of Magnesia, Dulcolax, Ex-Lax</p> <p><u>Cuts and Scraps</u>: Bacitracin ointment, Betadine, Neosporin ointment</p> <p><u>Diarrhea</u>: Pepto Bismol, Kaopectate, Imodium AD, etc.</p> <p><u>Headache</u>: Tylenol or Ibuprofen (Motrin, Advil, Aleve)</p>	<p><u>Indigestion</u>: Calcium Carbonate (Tums, Rolaids, etc.)</p> <p><u>Itch/Rash</u>: Cortisone Cream or Calamine Lotion</p> <p><u>Sea/Motion Sickness</u>: Dramamine, Bonine, etc.</p> <p><u>Sprains</u>: Acetaminophen (Tylenol) or Ibuprofen (Motrin, Advil, Aleve)</p> <p><u>Sunburn</u>: Calamine Lotion, Topical Lidocaine Spray or Aloe Vera Gel</p> <p><u>Wounds</u>: Bacitracin ointments, Betadine, Neosporin Ointment</p>
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Please list any other relevant information regarding your cadet and OTC medication:

## 9. STATEMENTS OF UNDERSTANDING AND CONSENT

		Parent/Guardian Initial Below
9a. During the NSCC/NLCC training evolution, NSCC medical personnel on duty and/or assigned NSCC staff members have my permission to administer the medication listed in Sections 7 & 8. I understand that all medications provided to the NSCC training contingent staff must be in the original medication bottle containing all of the information required by Sections 7 & 8.		
9b. I give consent to the NSCC staff to contact the medical provider as needed for clarification with regard to medications listed and the conditions for which the medication is prescribed. The medical provider has been notified that the NSCC is authorized to obtain medical/prescription information if necessary.		
9c. I understand that all medications will be collected at the beginning of training and administered to the Cadet based on dosing instructions on the medication bottle/package. In no instance will Cadets be allowed to self-medicate with any medication, whether it is over-the-counter or prescription. I understand I must provide the required amount of medication needed for the entire duration of the training evolution.		
9d. I understand that the Commanding Officer of the Training Contingent (COTC) and/or National Headquarters (NHQ) retains the authority to not accept and/or terminate the Cadet's training at any time due to medical/other reasons. If terminated, the parent agrees to immediately pick up their son/daughter upon notification by the COTC and/or training staff.		
9e. I certify that there have been no changes to my cadet's mental or physical health status since their health history and medication were updated on <u>10/23/2023</u> I understand any changes to my cadet's health status may change their ability to attend the training.		
9f. I certify that, to the best of my knowledge, the information provided is true and accurate, and I have disclosed all pertinent medical history. Furthermore, I authorize the Naval Sea Cadet Corps, its agents, officials, and training staff members to dispense medication listed on this authorization, and I "Hold Harmless" the Naval Sea Cadet Corps from any and all liability, actions, or causes of action for damages or injury that may arise, directly or indirectly, from my child's use of medication while participating in Naval Sea Cadet Corps activities. I understand that training staff members may not be medical professionals and that medication will be dispensed according to the manufacturer's instructions and/or the instructions I provided on this authorization.		
Name of Parent/Guardian (Type or Print)	Signature	Date (DD MMM YY)