



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

Temporary changes to USNSCC policies and procedures in response to the COVID-19 epidemic

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Version: 2.0

Edits highlighted in green

INTRODUCTION

This Policy sets forth the USNSCC's response to the novel coronavirus ("COVID-19") epidemic. With the unfortunate but necessary requirement to exercise social distancing, and the risk of transmission of this highly-contagious virus, NHQ has made the difficult decision to dramatically modify administrative, training, and advancement requirements to accommodate the best interests of our cadets. This Policy seeks to strike a balance between maintaining as many of the rigorous training standards as possible—because these are what set our program apart—while at the same time ensuring the health and well-being of our members and their families.

We want to emphasize that these changes are temporary, and are designed to keep our program moving forward.

Version 2.0 of this document announces the resumption of in-person activities, and includes a companion document (COVID-19 Re-Opening & Intake Protocols) which details the operational and administrative requirements for this resumption. Should you have any questions about what a specific item means, please use your chain of command. NHQ will **continue to** update this Policy as needed in light of feedback from the field and the conditions on the ground across the nation.

PART 1: PURPOSE AND APPLICABILITY OF THIS TEMPORARY POLICY

1.01 PURPOSE

(a) The purpose of this temporary Policy is to:

(1) Respond to the unique and mission-disrupting situation presented by the COVID-19 epidemic currently sweeping across the United States;

(2) Provide clear guidance to the USNSCC membership as to all modifications to USNSCC Policies and procedures that have been approved by NHQ; and

(3) Provide methods and encouragement to cadets to continue accomplishing training and advancement objectives through virtual means during the epidemic.

1.02 APPLICABILITY

(a) This temporary Policy will remain in effect until the expiration date printed on Page 1, or until cancellation by the Executive Director. The Executive Director may issue extensions and modifications to this Policy as needed; such notices will be published on the Homeport website.

(b) During the effective period of this temporary Policy, any provisions of USNSCC Policies that are inconsistent with provisions of this Policy are suspended. Any suspended provisions of regular USNSCC Policies will immediately resume being effective upon the termination of this temporary Policy.

(c) The Executive Director retains the authority to modify any advancement requirement in the case of a deserving cadet who, solely due to the COVID-19 emergency, risks being unable to achieve an important milestone prior to graduating from the program.

1.03 STANDARDS OF CONDUCT

(a) *Continued force during the suspension of in-person activities.* The USNSCC Standards of Conduct (found in Chapter 7 of USNSCC Regulations) and the Volunteer Code of Conduct remain in full force and effect during the COVID-19 emergency and the duration of this temporary Policy. Of particular note, these standards include, but are not limited to, the prohibition against one-on-one Internet-based communication between volunteers and cadets. See USNSCC Regulations, Section 7.03(l) & Volunteer Code of Conduct § 24.

(b) *Automatic extension of initial probationary status for all Instructors.* For all Instructors who have less than one year of satisfactory service as of the date this temporary Policy is issued, the initial probationary period provided in [USNSCC Regulations](#), Section 6.11, is hereby extended. Said probationary period is extended for a period of six (6) months following the date this temporary Policy expires or is terminated. This is to ensure that unit Commanding Officers and the chain of command have a full opportunity to observe and assess the performance of all new Instructors in person.

PART 2: ADMINISTRATIVE POLICIES

2.01 SERVICE JACKET ADMINISTRATION

(a) *Medical exams.* Notwithstanding Section 0104(d) of the [Administrative Manual](#), cadets are not required to provide an updated Report of Medical Exam (NSCADM 001 Pages 5/6) if obtaining the cadet's medical provider's endorsement is impossible. However, if a Report of Medical Exam has expired, an updated copy must be provided when a cadet returns to in-person drill or prior to attending any in-person training event.

(b) *Medical histories.* The requirement to update the Report of Medical History (NSCADM 001 Pages 3/4) remains in effect, as this form does not require a medical provider's signature.

2.02 UNIT FINANCIAL MANAGEMENT

(a) The [Unit Financial Management](#) Policy remains in full force and effect, and is not modified or suspended in any way by this temporary Policy.

(b) Any audits to be conducted during the duration of this temporary Policy should be conducted virtually, using secure Internet applications to transmit financial information between the unit and the cognizant Regional Director.

2.03 ANNUAL INSPECTIONS

(a) *Calendar Year 2019.* Notwithstanding the USNSCC Annual Inspection Policy, for the 2019 inspection cycle (*i.e.*, inspections which were conducted in early 2020), the following accommodations will be made:

(1) All units will receive a maximum score in Section 8 (Personnel Inspection).

(2) All units will receive a maximum score in Section 9(b) and 9(c) relative to service jacket inspection.

(3) The deadline to submit all finalized inspections was extended to April 30, 2020.

(b) *Calendar Year 2020.* Notwithstanding the USNSCC Annual Inspection Policy, for the upcoming 2020 inspection cycle (*i.e.*, inspections which will be conducted early next year), the following accommodations will be made:

(1) Units will receive credit for the 40-drill-period question in Section 10(d) of the inspection report even if the unit did not conduct 40 drill periods in 2020.

(2) The Sea Cadet Recruit Training requirement will be satisfied by cadets who complete both phases of Recruit Training. See Section 3.02 below.

(3) Completed virtual Advanced Trainings will be counted as Advanced Trainings for purposes of calculating the score in Section 6(a) (Annual Training).

(c) *Financial audits.* Units must complete a full financial audit, as provided in Section 2.02 of this temporary Policy.

PART 3: TRAINING POLICIES

3.01 RESUMPTION OF IN-PERSON ACTIVITIES

(a) *Resumption of mandatory drills and training activities.* Beginning on June 16, 2020, units and training contingents may resume in-person operations, but only if doing so is consistent with the following:

(1) The unit or training contingent is located in a state and local jurisdiction which allows gatherings up to the size limit and percentage of capacity needed to drill or train;

(2) The unit CO has sought and obtained the permission of the cognizant NHQ Representative (via the Regional Director) to resume drilling, or the COTC has sought and obtained permission of the cognizant NHQ Representative to stand up a training;

(3) The unit CO or COTC has successfully implemented all of the provisions of the USNSCC COVID-19 Re-Opening & Intake Protocols, issued on June 12, 2020; and

(4) The unit CO or COTC has ensured that all recommendations of the CDC and the state and/or municipality regarding **mask wearing**, social distancing, disinfecting of surfaces, and personal hygiene have been accommodated.

(b) *Virtual drills.* While this temporary Policy remains in effect, units **may choose to conduct regular or occasional** Internet-based virtual drills. At any such virtual drills, units may:

(1) Take and record attendance in Magellan, except that virtual drills should not be recorded as mandatory, given that many families do not enjoy Internet access from their homes;

(2) Require that uniforms be worn, except that:

(i) Grooming standards are relaxed; and

(ii) Cadets who were not issued uniforms may wear civilian clothes.

(c) *Overnights.* Members (including all cadets, staff cadets, and volunteers) may stay overnight at drills and trainings if doing so is permitted by the state and local jurisdiction, and if overnight stays can be accomplished while complying with the attached USNSCC COVID-19 Re-Opening & Intake Protocols.

(d) *Travel.* Members may not use commercial transportation (air, train, or bus) to travel to trainings or drills. Members may only participate in unit or training evolutions within a reasonable driving distance of their home, via personally-owned vehicle or public transportation.

3.02 SEA CADET RECRUIT TRAINING

(a) *Modifications to NSCC Recruit Training curriculum.* For the duration of this temporary Policy, the structure of NSCC Recruit Training **may be** modified and divided into

two phases. **A cadet must complete both Phase I and Phase II are required for a recruit to have graduated from RT.**

(1) During Phase I, each Sea Cadet recruit will complete a series of computer-based training modules and videoconference/webinars that substantially pattern the academic instruction NSCC recruits receive at Recruit Training.

(2) During Phase II, and as conditions on the ground permit, regions will arrange for recruits to report to local training sites for a minimum of 5 full training days, during which the remainder of the Recruit Training experience will be delivered.

(b) *Goals of Recruit Training for the Summer 2020.* It is NHQ's intention to return to the standard, in-person, overnight Recruit Training format as soon as it is safe to do so. Delivering any aspect of Recruit Training via a virtual method is not the ideal and does not reflect the direction of the program beyond the immediate COVID-19 emergency period. By implementing the temporary rules in this section, NHQ hopes that every cadet who wishes to put in the work required to advance in rate will be able to achieve that objective.

(c) *Rules governing Recruit Training Phase I.*

(1) *Online curriculum.* Phase I will be delivered through [Polaris and other online tools](#), and will feature a blended learning format to include: interactive live webinars, at home independent assignments, small group virtual meetings, pre-recorded training videos, and maintaining a physical fitness log. There will be approximately 40 hours of online training and 40 hours of independent assignments in Phase I, followed by 40 hours of in-person hands-on training in Phase II. Further details on Phase I [have been posted in the Magellan Library under "Virtual RT."](#)

(d) *Rules governing Recruit Training Phase II.*

(1) The purpose of Recruit Training Phase II is to provide Sea Cadet recruits who have completed Phase I with five (5) days of a Recruit Training military experience, [generally](#) in a daycamp (no overnight) setting.

(2) NHQ Representatives and Regional Directors should exercise maximum effort to schedule at least one opportunity for their local recruits to participate in Recruit Training Phase II, as conditions on the ground permit. This opportunity should ideally be offered in the late-summer (if the state/jurisdiction permits it and if sufficient volunteer and logistics support is available).

(3) All Phase II evolutions must comply with current state and local restrictions, the directives and recommendations of the U.S. Centers for Disease Control and Prevention (CDC), [and the attached USNSCC COVID-19 Re-Opening & Intake Protocols.](#)

(4) The PRT must be administered at the check-in site, as stated in Section 3.07(a)(2) of this Policy. This is because most cadets have not participated in a fully-compliant PRT since before the COVID-19 pandemic forced a nationwide shutdown in March. While the parent-administered PRT is sufficient for advancement

purposes, it is not sufficient to ensure the safety-related goals of attending an in-person training.

(e) *Staff cadet service.* Sea Cadets in the rate of E-5 or E-6 who seek to perform staff duty in a leadership position, seeking to earn credit for later promotion to Chief Petty Officer, must provide service at both Recruit Training Phase I and II. See [Administrative Manual](#), Section 0107(5)(d).

(f) *Alternative scheduling of Phase II.* Regions or areas in which no COTC/volunteer support is available for a Phase II evolution may request permission from the cognizant NHQ Representative to provide the required 5 days of in-person Recruit Training non-consecutively (i.e., over several weekends).

3.03 VIRTUAL TRAINING EVOLUTIONS

(a) *Virtual Advanced Trainings.* For the duration of this temporary Policy, cadets may complete Advanced Trainings that are solely conducted online. NHQ will publish appropriate guidance on registration for these courses.

(b) Any cadet who registers for a virtual training must first complete an online course about digital wellness and safety, details of which [have been published on the COVID-19 tab of Homeport, under “Ignition Digital Wellness & Safety.”](#)

(c) The facilitator of a virtual training will meet the COTC requirements of the Training & Operations Manual, Section 0605.

(d) Volunteers who play instrumental roles in creating and leading virtual training opportunities for our cadets should be recognized by the award of an appropriate merit ribbon (e.g., Citation Ribbon, Commendation Ribbon). The Escort Officer Ribbon will not be awarded for this category of training, nor will such virtual training count towards the Training requirement for promotion under the Administrative Manual, Section 0205.

(e) Sea Cadets in the rate of E-3 or above who render important service to a virtual Advanced Training by performing needed logistics, assisting with recording lectures, etc., may be awarded the Staff Cadet Ribbon in the discretion of the training facilitator.

3.04 ADVANCEMENT REQUIREMENTS

(a) *Sea Cadet promotions to E-3.* Notwithstanding the advancement requirements of the [Administrative Manual](#), Section 0107, a Sea Cadet in the rate of E-2(T) may:

(1) Participate in any virtual Advanced Training offered in the [Magellan training list](#), and may do so at the same time he or she is also participating in Recruit Training Phase I—that is, before the cadet has graduated Recruit Training;

(2) Advance to E-3 immediately upon completion of Recruit Training Phase II, if the E-2(T) cadet has completed all requirements for advancement to E-3. Completion of one virtual Advanced Training during the summer of 2020 will satisfy the Advanced Training requirement for advancement to E-3, even if that virtual AT was completed prior to completion of Recruit Training Phase II.

(b) *Banking of Virtual Advanced Trainings.* Section 0107(5)(d) of the Administrative Manual permits a Sea Cadet to bank up to three in-person Advanced Trainings for promotion credit in a single year. This rule shall not apply to virtual Advanced Trainings. Only one virtual Advanced Training taken during the summer of 2020 may be used for promotion credit.

(1) Notwithstanding the above, any Sea Cadet who was unable to attend an Advanced Training that was cancelled due to the COVID-19 epidemic may bank a second virtual AT for promotion credit during the summer of 2020. This may be accomplished by submitting a waiver request through Magellan, in accordance with procedures which will be published at a future date.

(2) The rule allowing banking of up to three Advanced Trainings for promotion credit shall be limited to in-person trainings only.

3.05 IN-PERSON ADVANCED TRAINING OPPORTUNITIES

(a) NHQ expects that any in-person AT opportunities are likely to be limited during the summer of 2020. Any in-person ATs which are offered must be approved by NHQ, **should** take place as late as possible in the summer, and must comply with the standards set forth **in the attached USNSCC COVID-19 Re-Opening & Intake Protocols.**

3.06 NAVY LEAGUE ORIENTATION

(a) *Structure.* For the duration of this temporary Policy, NLCC Orientation **may** be conducted through a combination of interactive computer-based learning and remote participation, with a 2-day in-person requirement that may be satisfied at any time prior to December 31, 2020.

(b) *Participation in virtual advanced trainings.* League Cadets may participate in any virtual Advanced Trainings **offered in the Magellan training list** if the trainings are suitable for their age group, even if they have not completed Navy League Orientation. However, the rule requiring League Cadets to have completed Navy League Orientation before attending any in-person Advanced Training remains in full force and effect.

3.07 PHYSICAL READINESS TEST

(a) During the effective period of this temporary Policy, parents or guardians may administer the PRT in the cadet's home, subject to the following:

(1) A PRT administered at home outside of a USNSCC drill or training satisfies the PRT requirement **only** for continued membership and advancement in rate. See Section 1.02(a), (c), and (d) of the [Physical Readiness Test Policy](#).

(2) A PRT administered at home outside of a USNSCC drill or training **does not** satisfy the PRT requirement for eligibility to attend in-person trainings. See Section 1.02(b) of the [PRT Policy](#). In other words, a cadet who seeks to attend any live training, including Recruit Training Phase II, and/or any live Advanced Training, must either:

(i) Take and pass the PRT at the home unit, prior to arrival, in conformance with all published standards of the PRT Policy, or

(ii) Take and pass the PRT upon arrival, and before being admitted to check-in, at the training contingent. (As noted above, Recruit Training Phase II evolutions are required to conduct the PRT as part of check-in.)

(b) Unit COs may withhold or revoke permission to conduct the PRT at home if there is a specific reason to believe that a particular cadet has cheated on a PRT, deliberately submitted false results, or committed other similar misconduct.

3.08 PETTY OFFICER ADVANCEMENT EXAMINATIONS

(a) Notwithstanding Section 0107(4)(b) of the Administrative Manual, parents or guardians are authorized to administer Petty Officer Examinations in the home. All testing conditions must be observed to the maximum extent possible.

(b) Unit Commanding Officers may withhold or revoke this permission if there is a specific reason to believe that a particular cadet has cheated on an examination, compromised test materials or committed other similar misconduct.