



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

Winter Training Guidance

27 October 2023



**U.S. NAVAL
SEA CADET CORPS**

www.seacadets.org

Winter Training Guidance 2023

Effective 27 October 2023

Issue Date: 27 OCT 2023

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 Effective until rescinded by competent authority.

Introductory Message to Parents, Unit Volunteers, and COTCs

We look forward to your participation in our upcoming 2023 winter training season! Although winter training season is not as robust as summer due to time and weather limitations, there are still several exciting opportunities to train. This document will guide you through the steps that parents, unit volunteers, and COTCs should follow to prepare for winter training.

We continue to keep our training fees low to compensate for the economic challenges many families have been facing in the last few years. Training fees will remain the same for winter training this year. Thanks to a generous federal grant, most week-long trainings have a cadet training fee of \$175/week, which typically includes food, lodging, and training. Some trainings do require a higher cadet cost because of their specific requirements. Please take advantage of these low costs this winter. Effective spring 2024, we will move back to a regular training fee schedule so that our budget can support the number and variety of trainings offered across the country.

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

Sincerely,
The National Headquarters Team

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Parents and Cadets

Background Information

Travel

This training guidance will walk you through the steps to locate and apply for winter training. Included below are recommended best practices to help you and your cadet plan for the best possible experience.

Best Practices

- Do not book travel until the cadet's training registration has been officially approved (see "Steps to Register for Training" in the following pages).
- Thoroughly review the training website and/or travel details provided by the training. Plan for and follow the exact instructions for arrival/departure time and location.
- Review and follow the [CDC's COVID-19 domestic travel guidance](#).
- Have a backup plan. All training events are subject to a last-minute cancellation and all hands need to plan accordingly. Cadets who are terminated from in-person training for any reason, including injury or illness, may not remain at the training site. Parents or an emergency contact must be available to pick up the cadet in case training is canceled, or a cadet is terminated.
- Purchasing non-refundable tickets is not advised. Changes or cancellations to ticketing can incur significant penalties. The Sea Cadets will not reimburse these penalties or the cost of the ticket for any reason, including if the cadet was terminated from the training.

Online Accounts are Required to Register for Training

A few important notes:

- Registration* for training occurs in two possible ways. One option is through the Quarterdeck Parent Portal, via the Primary Parent's account (available by logging into seacadets.org). A second option is now available for cadets who are 18+ years old, who can register for training on their own 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 be assisted with the registration process by their unit staff. Please contact your unit's chain of command.*
- Parents/guardians new to Sea Cadets will be required to do a one-time Quarterdeck Parent Portal enrollment (see instructions on next page) in order to register a cadet for training.

SEE NEXT PAGE

Parents & Cadets (continued)

How to Set Up a New Parent Portal Account

If a Quarterdeck Parent Portal account has not yet been created, please follow these instructions.

Creating your Quarterdeck Log-In for Seacadets.org

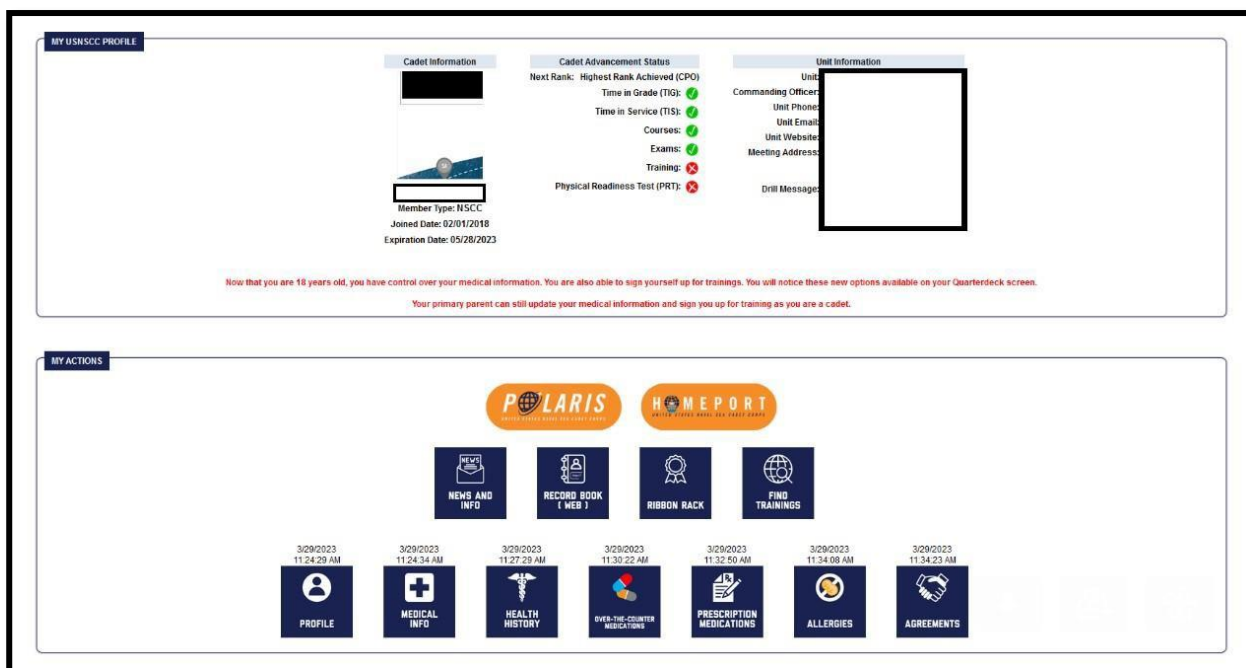
Video [Link](#)

For first-time users who haven't created a Quarterdeck Parent Portal Account

- 1) Have your cadet's ID on hand as that ID number is required to set up the account.
- 2) **Select** the "First Time User? Click Here to Register at www.quarterdeck.seacadets.org"
- 3) Choose your role. Once that's established, input the requested information.
- 4) The information you input must reflect the same information that was provided to the unit during the enrollment process in the Sea Cadet Magellan system.
 - a) Currently, only the Primary Parent of a cadet is able to create a parent profile.
 - b) The USNSCC ID number is located on the cadet's Sea Cadet ID card.
- 5) Once all of the information has been entered, click Submit.
- 6) You will then be emailed a temporary password. You will have 24 hours to log in.
- 7) On your first log-in, you will be prompted to replace your temporary password with your own personal password.

Cadets Who are 18+ Years Old Can Now Register for Training

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



Parents & Cadets (continued)

How to Find Trainings

Training events approved by National Headquarters (HQ) will be available for viewing by units, cadets, and parents by logging into www.seacadets.org, then selecting **Find Trainings** on the landing page (see the image below).



Star System

To help families select the right training for their cadet, we've included a star system that rates characteristics of a training on a scale of 1 through 4 (see example below).



You can organize trainings by various categories utilizing the **Training Search Criteria** at the top of the trainings 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

Parents & Cadets (continued)

Steps to Register for Training

Step #1

Medical information update. The Primary Parent account (or 18+ year old cadet account) will fill out the medical information, health history, medication forms, and acknowledge consent and release as they would in the paper file.* This will allow the medical information update to be handled quickly and efficiently for the home unit and training evolution. (If you have set up a Quarterdeck Parent Portal account and need help uploading medical documents, your unit can upload medical documents to a cadet's profile on your behalf. Please contact your unit if you need assistance with this or any other aspect of the training registration process.)

**Once completed online, updating the NSCADM 001 Cadet Application pages 3 and 4 (Medical History) paper forms will no longer be necessary within 30 days of the training as previously required – unless there is a change in physical or mental health.*

Step #2

Parent/cadet training request. Once the Primary Parent (or 18+ year old cadet) completes the forms in Step #1, they can then 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 there are all green checkmarks on the verification checklist as the training registration will not continue until 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. Only after this step will the application be sent to the unit CO for review and approval. It's recommended that an email be sent to the unit to let them know the application has been sent.

Step #3

Unit review of request. If the cadet meets all of 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 COTC for consideration or deny the request. If approved, the request will move on to the commanding officer of the training contingent (COTC) for review.

Step #4

COTC review of request. The COTC will confirm or deny the training request. If confirmed, the COTC acknowledges and accepts the request to attend the training and will give final approval once payment is received.

Applications are only final when approved by the commanding officer of the training contingent. The COTC will not approve applications without the non-refundable cadet training fee payment (see Step #5, below), all the required paperwork from the home unit is uploaded to the Quarterdeck, and the completion of all steps needed for the training are satisfied (all green checkmarks). It's the parent's/guardian's responsibility to follow the payment instructions. All NSCTNG 005 Training Authority forms (orders) are then subject to the final approval of the COTC.

Parents & 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 at the Sea Cadet Quarterdeck landing page (under **Find Trainings/Details**). Parent/guardian/18+ year old cadet submits payment and the COTC can then move forward with the training request approval.

Step #6 (New)

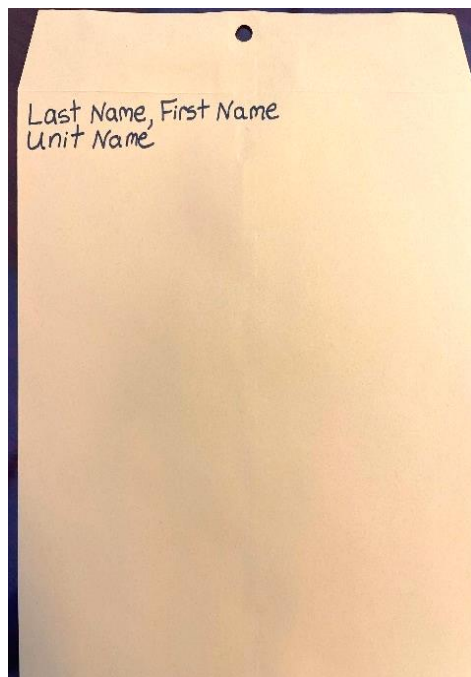
Print orders. It is now the parent's/cadet's responsibility to print and sign required training forms in the Parent Portal via the **Print Orders** function (for each training) after the cadet has been approved (see screenshot below). This replaces the training jacket that units previously prepared for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

MY UPCOMING TRAININGS						
Row	Dates	Participant	Event Code	Training	Reg Status	Actions
1	11/01/23-11/10/23		AF-FL-2301	Aviation, Flight Training	Approved	Details Print Orders

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 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, then clicking **Event Details**. Review the **Event Website** and/or **Training Attachments**, as well as any specific communication received 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, first name, and underneath that, the cadet's unit name -- all in black marker.



Parents & 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 requires 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 3 = Train for Free — For every 3 new cadets or adult volunteers you bring into the Sea Cadets, you earn a free training.

COs and Unit Volunteers

Training Requests

COs and unit volunteers should be checking Magellan for new training requests frequently 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 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 move to the unit for 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 then submit the training application to the COTC.

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.) This information needs 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 COTC. This creates an audit trail for the COTC and HQ by associating a name with the cadet training fee ensuring the check or money order is made out 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 your current training applications.

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 process, parents must also upload these documents to the appropriate cadet profile in their Quarterdeck Parent Portal.

COs and Unit Volunteers (continued)

Training Orders and Training Jackets

The Training Authority form NSCTNG 005 (orders) **will be printed by parents** and no longer require a signature by the unit CO, because parents cannot print training orders until the CO and COTC have approved the cadet for that training.

NOTE - if parents cannot print documents, the unit can still print them if needed at the parent's/cadet's request.

With our online training registration and Parent Portal enhancement, cadets only need to bring these few documents, printed along with the training orders, to the 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.

Returning training documents (after the training). COTCs 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 received 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 home 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 on the cadet.)

Three for Free

Recruit 3 = Train for Free — For every 3 new cadets or adult volunteers you bring into the Sea Cadets, you earn a free training.

COTCs and Escort Officers

View related resources, such as funding and audit checklists, procurement policy one-page instructions for remitting payments through Magellan, etc. at Homeport>Training>COTC.

Recruit Training

As of 01 OCT 2023, the Sea Cadet Recruit Training length is standardized to 9 days. However, for the 2023 Winter Training season, RT can be adjusted to 7 in person days and 1 virtual day pre-training due to limited time off between the winter holidays. This model should only be considered if the local school schedules interfere with the training. A new standard RT curriculum is being piloted this winter and is being made available to interested RT COTCs. HQ will be contacting RT COTCs directly with more information.

COTCs and Escort Officers (continued)

Funding Requests/Audits

The deadline for submitting a funding request for 2023 Winter Training is Monday, 13 NOV 2023.

This allows time to process and finalize the training, so it can go live before Thanksgiving.

To speed up your funding request approval and smooth your audit report approval, **Funding Request** and **Training Audit** checklists are available on Homeport>Training>COTC.

The purchasing of awards (appurtenances, ribbons, certificates) for members attending the training shall be included in your funding request.

We also have an **Event Payments** function when COTCs need to return money to HQ after a training. In short, this function replaces the need for sending physical checks when returning money from trainings by allowing an online payment refund.

AT and Funding Request Reminders

What constitutes advanced training (AT)?

- The Training and Operations Manual defines USNSCC Advanced Trainings 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 5 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

- HQ will not approve future funding requests until the COTC has submitted all outstanding audits (defined as a training that ended more than 30 days prior) and returns any remaining funds to HQ.
- COTCs should submit funding requests as early as possible, but no later than 30 days before the training (Training & Operations Manual 0606.1.a.).
- COTCs will have to 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.

COTCs and Escort Officers (continued)

2023 Training Fees

Non-refundable cadet training fees for the 2023 Winter Training will typically follow this schedule:

Number of Days	Fees
1 Day	\$25
2 Days	\$40
3-4 Days	\$60
5-7 Days	\$175
8-9 Days	\$225
10+ Days	\$250

Generally, trainings of 5+ days are overnight and necessary for promotion credit; thus, training fees correspond with the length of training. High-cost trainings like SCUBA, sailing, or aviation programs with a daily cadet cost of more than \$100 should generally have the next higher cadet training fee or more. Please work with your area commander to determine the correct cadet training fee if you have a high-cost training. If you are requesting national funding, you should have a cadet training fee.

Escort Allowances

ALL escort officers (officers, instructors, midshipmen, and auxiliarists) on orders **MUST** sign the allowance worksheet even if they did not receive funds. ALL escort officers (officers, instructors, midshipmen, and auxiliarists) on orders must be marked **REFUSED** if reimbursement is not taken, and their signatures must be obtained on the allowance worksheet. The allowance for escort officer (EO) duty is \$0.50 per mile (driver only, passengers are not eligible for this allowance), limited to one round-trip to the training and home. Mileage driven in support of the training must be filled out on a mileage reimbursement sheet. Escort officers who have received approval from their chain of command to travel commercially via air, train, bus, or taxi will be reimbursed for their actual costs paid up to \$400 (receipts required).

No escort officer allowance may exceed \$400 without prior approval from the area commander. Mileage reimbursed shall not exceed the mileage computation using commercially available mapping programs (Google Maps, Map Quest, etc.). If an EO is a passenger and **NOT** entitled to the EO allowance, enter -0- miles and obtain the EO's signature. The escort allowance cannot be combined with mileage in support of training.

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 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, area commanders, and HQ personnel only. Please note, you must upload all training attachments to each training event that the attachment pertains. However, private training attachments that apply to the entire training evolution can be uploaded to the primary event.

COTCs and Escort Officers (continued)

To alleviate unnecessary delays and administrative burden to home units, please do NOT require parents/units to upload extra documents into their Quarterdeck Parent Portal before the training, unless absolutely necessary in advance of training. This causes additional delays and frustration for all, 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 a 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 in a secured manner (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 on the cadet.)

Three for Free

Recruit 3 = Train for Free — For every 3 new cadets or adult volunteers you bring into the Sea Cadets, you earn a free training.

Seabags

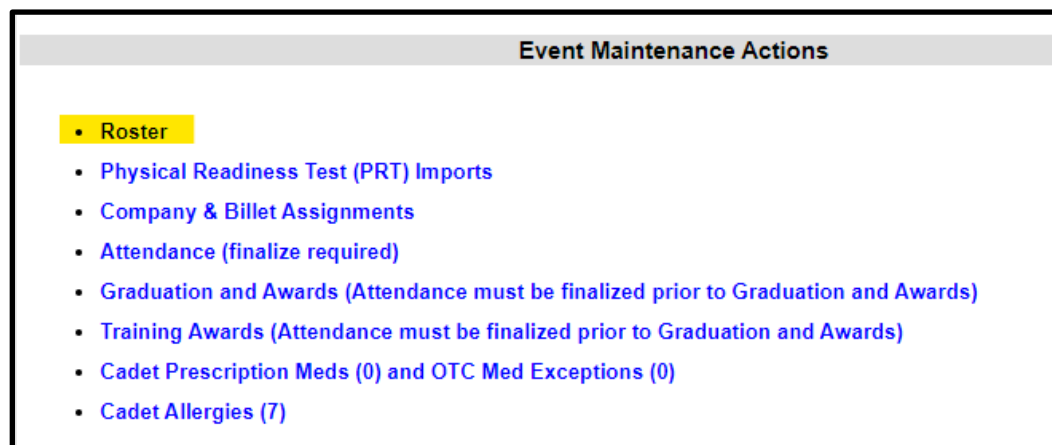
COTCs should carefully review seabag information for accuracy before posting to ensure that only necessary, relevant items are included on the list. Mandating extra items, “nice to haves,” and unnecessary specifications increases the cost of the seabag and the family’s frustration.

Training Orders & Training Jackets

With our online training registration and Parent Portal enhancement, cadets only need to bring a few documents to the training. This will replace the training jacket that units previously prepared for cadets attending trainings. Units no longer need to prepare training jackets to send with cadets to a training – this is now the parent’s responsibility.

The Training Authority form NSCTNG 005 (orders) will be printed by parents and no longer require a signature by the unit CO, because parents cannot print training orders until the CO and COTC have approved the cadet for that training.

NOTE: As a back-up, COTCs can now download a zip file of all (or select) cadet orders for any specific training (see screenshots and instructions below).



COTCs and Escort Officers (continued)

After clicking **Print Orders**, COTCs and their staff will see a list of all APPROVED cadets for the training. They may select any or all of the cadets whose orders they would like to download. Magellan will download a file containing all of the orders.

Print Orders					
Registration Confirmations					
Medical Profile Last Review Date	Submitted By	Submitted	Confirmed (Pending Payment)	Approved Orders	Status

Thank you for all you do!

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

ATTACHMENT

Training Orders Example

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h3 style="margin: 0;">TRAINING ORDERS (CADET)</h3>	Non-Transferable Cadet Orders
From: Executive Director, Naval Sea Cadet Corps		Date: 10/23/2023
To: SA/AA, Apple, Jacob 1 Test Ave, Testville, VA 88888-8888 USA		Unit: 000TEST USNSCC TEST UNIT CO: LCDR, Duke, Kevin Phone: (888) 888-8888 Email: 10953@seacadets.org
Report To: COTC National Flight Academy FL 11/01/2023 For: 10 DAYS Aviation, Flight Training Next of Kin: Walter Apple (888) 888-8888/1286715@des-inc.net		
Date Reported	Time Reported	Activity Signature (OOD)
Date Departed	Time Departed	Activity Signature (OOD)
<h3>1. Parent and Emergency Contact Information</h3>		
1a. PRIMARY PARENT/LEGAL GUARDIAN INFORMATION		
Name Walter Apple		Relationship Father
Address 1 Test Ave,	City Testville	State VA
Primary Phone (888) 888-8888	Alternate Phone (999) 999-9999	Zip Code + 4 88888-8888
E-Mail Address 1286715@des-inc.net		
1b. SECONDARY PARENT/LEGAL GUARDIAN CONTACT INFORMATION		
Name Jennie Apple		Relationship Mother
Address 1 Test Ave,	City Testville	State VA
Primary Phone (888) 888-8888	Alternate Phone (999) 999-9999	Zip Code + 4 88888-8888
E-Mail Address 1286716@des-inc.net		
1c. EMERGENCY CONTACT INFORMATION (will be contacted in case primary or secondary contacts are unreachable in case of an emergency)		
Name Bonnie Apple		Relationship UNKNOWN
Address 1 Test Ave,	City Testville	State VA
Primary Phone (888) 888-8888	Alternate Phone (999) 999-9999	Zip Code + 4 88888-8888
E-Mail Address 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

3a. Medical Insurance Provider Name TEST COMPANY	3b. Medical Insurance Policy Number TEST POLICY
3c. Medical Insurance Provider Address TEST ADDRESS, TESTVILLE VA 88888	3d. Medical Insurance Provider Phone 888,888,8888
3e. Medical Provider Name DR. Test	3f. Medical Provider Phone Number 555,555,5555
Insurance Card Front <div style="border: 1px solid black; height: 200px; display: flex; align-items: center; justify-content: center;"> <p>Example Insurance Card FRONT</p> </div>	Insurance Card Back <div style="border: 1px solid black; height: 200px; display: flex; align-items: center; justify-content: center;"> <p>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

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

NO KNOWN ALLERGIES

7. PRESCRIPTION MEDICATIONS			
Packaging and Labeling Requirements <ul style="list-style-type: none"> • 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 NO PRESCRIPTION MEDS	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 (Describe in detail if necessary)			
Relevant side effects to be observed if any: (Such as reactions to food, dehydration, sun sensitivity, hives, other medication restrictions, decreased balance/motor skills, hyperactivity, concentration, drowsiness, lethargy, etc.)			
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 <ul style="list-style-type: none"> • 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.			
<u>Allergies:</u> Benadryl <u>Colds:</u> Cough Medicine (Robitussin DM, Dimetapp, etc.), Throat/Cough Drops (Chloraseptic, Halls, etc.), Decongestant (Sudafed, etc.) <u>Constipation:</u> Milk of Magnesia, Dulcolax, Ex-Lax <u>Cuts and Scraps:</u> Bacitracin ointment, Betadine, Neosporin ointment <u>Diarrhea:</u> Pepto Bismol, Kaopectate, Imodium AD, etc. <u>Headache:</u> Tylenol or Ibuprofen (Motrin, Advil, Aleve)		<u>Indigestion:</u> Calcium Carbonate (Tums, Rolaids, etc.) <u>Itch/Rash:</u> Cortisone Cream or Calamine Lotion <u>Sea/Motion Sickness:</u> Dramamine, Bonine, etc. <u>Sprains:</u> Acetaminophen (Tylenol) or Ibuprofen (Motrin, Advil, Aleve) <u>Sunburn:</u> Calamine Lotion, Topical Lidocaine Spray or Aloe Vera Gel <u>Wounds:</u> Bacitracin ointments, Betadine, Neosporin Ointment	
Please list any other relevant information regarding your cadet and OTC medication:			

9. STATEMENTS OF UNDERSTANDING AND CONSENT		
		Parent/Guardian Initial Signature
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)