USNSCC Twin Cities Squadron Reference Document

This document is provided by the Twin Cities Squadron Parent Auxiliary (TCSPA) as a helpful reference for squadron families.

Topic	Administration and Advancements
Keeping IDs Current	Sea Cadet IDs need to be renewed annually. Cadets need to know when their ID expires and begin the renewal process at least two months prior to expiration. Here's what you need to know: • Cost of re-enrollment is $165.00. Make checks payable to USNSCC. • Parents must stop by the admin office to verify or make updates to health insurance, home address, and cadet and parent contact information. This verification must take place twice a year. • IDs must be current to sign up for trainings. • Processing a renewal and issuing a new ID takes at least one month, so don't delay! • ID cards issued after July 15, 2015 are imprinted with your ID picture (pix) that is on Magellan (the online personnel system). If there is no pix on Magellan for you, no new ID can be issued, and your membership cannot be renewed. Check any of the Admin officers or LT McCormack to make sure you have your pix on Magellan. Cadets must be in NWUs, and officers in either NWUs or khakis. • Renewals must be submitted a minimum of 2 months prior to expiration, and it's ok to renew sooner especially if the expiration date is in the summer months. • Cadets with an expired ID cannot get onto the Air Force base to attend drill at the Navy Operational Support Center (NOSC). We request that parents visit the admin office during morning muster. Please note we cannot process requests on Sunday afternoon as we must submit all reports to HQ before closing muster.
Advancement Requirements	Current information is available in Chapter 1 in the Administration Manual, available on the Homeport at http://homeport.seacadets.org/display/Manuals/Administration+Manual. Following is a summary of the requirements: • Complete 1 correspondence course per calendar year • Attend 1 advanced training per calendar year • Maintain at least a 75% attendance rate • Always respond to callouts • Pass the PRT twice per calendar year
Attendance	A minimum of 75% attendance is required. Each drill weekend is comprised of 4 attendance periods. Some excused absences are allowed and eligible to be made up when approved in advance (for example, for participation in varsity sports, taking exams, attending family events). The absence still counts against squadron during inspection but allows cadets to maintain the attendance at an acceptable level. Cadets have an opportunity for make-up time 4 times per calendar year. To report attendance and for additional information, cadets must follow their chain of command. Cadets are dis-enrolled after 3 unexcused absences. Unexcused means the cadet has made no contact with their chain of command regarding their absence.
Callouts	Cadets are responsible for responding to callout by contacting their squad leader to confirm their attendance and understanding of the POM. If a cadet does not know who their squad leader is, they should first check the Chain of Command (CoC) section of the squadron website at http://www.seacadetstwincities.org/coc.html.

PRT	Cadets must pass the Physical Readiness Test (PRT) two times annually. All components of the PRT must be completed in a single attempt, and not split over different days. If cadet desires a medical exemption, we need documentation in order to waive any portion of the test. Families may contact the Administration Officer for additional information.
Service Jackets	Cadets are given their service jackets when they attend advanced training. They must return their service jackets in the brown envelope on Saturday morning of first drill following training (typically August or January). Leave all awards, certificates, and records of training undisturbed. Cadets will receive their awards and certificates after Admin has processed their service jacket.
Who to Contact	As part of their experience with Sea Cadets, cadets learn to follow their regular chain of command (squad and section leaders) to get questions answered and provide feedback. Cadets are expected to resolve questions about attendance, preparations for a drill, or which uniform of the day (UOD) to wear through his or her chain of command. Cadets who do not receive a complete answer through their chain of command may also contact the specific staff officer concerned. Parents should direct questions about general cadet performance, uniform fit or alterations, Recruit or Advanced Training (RT or AT) attendance, or financial issues to the League or Sea Cadet Division Officers or the specific staff officer mentioned below. For questions related specifically to training, administration, and supply, see the most recent POM for the correct points of contact. Contacting the officers with best knowledge in these areas will ensure cadets and families get correct information.
Record Keeping	We recommend the following: • Keep a copy of ALL forms you turn in. • Keep awards, recognitions, coursework, and test scores in a three-ring binder for future reference.
Tips for Families	• Ask questions, but don't do your cadet's work for them. • Ask your cadet about their coursework and plans for training and advancement. • When they know the answer, trust they do. If they don't, make sure they follow their chain of command. • If they don't know if they want to stay in Sea Cadets (after RT for example), encourage them to wait until after they attend an advanced training to make a decision. • Help them prioritize and keep their certificates and awards organized in a binder. • Help them purchase necessities required for training (as specified on a training-specific sea bag list), but let them pack their own sea bag! • Use available resources – the Squadron website, Parents' Handbook on Homeport, the TCSPA, and squadron staff.
Websites	We recommend cadets and families bookmark and familiarize themselves with the following frequently used websites. You can also Like the NSCC Twin Cities Squadron page on Facebook. • Twin Cities Squadron: http://www.seacadetstwincities.org • Homeport: http://homeport.seacadets.org
Revision History	07Jan2016 – version 1.0 11Sep2016 – updated who to contact