



## U.S. NAVAL SEA CADET CORPS

SCORPION SQUADRON (133SCR)  
NUWC KEYPORT, BUILDING 95  
POST OFFICE BOX 555  
KEYPORT, WA 98345  
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01 February, 2016  
SCORPINST 1000.12A

### MEMORANDUM

From: Commanding Officer, Scorpion Squadron  
To: Scorpion Squadron

Subj: **TRAINING INSTRUCTION**

Ref: (a) NSCC Regulations, NSCPUB 100  
(b) NLCC Regulations, NSCPUB 110  
(c) NSCC Training and Operations Manual, NSCPUB 300

1. **PURPOSE.** To promulgate standard operating procedures for the conduct of the Training Division and associated Training Policies. This instruction shall remain in effect until superseded or cancelled. A memorandum explaining the reason for cancellation shall take its place among unit instructions.
2. **TRAINING OFFICER.** The Training Officer is responsible to the Commanding Officer for all matters pertaining to unit training. This includes ensuring that all coursework is graded in a timely manner, providing any updated NSCTNG027 to the Administration Officer, that Cadets are being given opportunities to take tests, and that all planned training is being held to the standards imposed by National Headquarters. In the event that adult enrollment is low enough that a Training Officer cannot be designated, the Unit Commanding Officer shall fill the role of Training Officer.
3. **TRAINING ASSISTANT.** The Training Petty Officer will be a Cadet, will be at least an SA, and may be a Section Leader, but may not be the Operations Petty Officer. The Training Petty Officer is responsible for interacting with the other Cadets with regards to collecting coursework and scheduling tests. In addition, the Training Petty Officer may be given tasking to include classroom preparation or electronic device collection.
4. **TRAINING PROGRAM.** When available, Squadron staff will make all efforts to host or staff at least one Nationally Sanctioned summer or winter training each year. In addition, all Cadets within the Squadron shall make an effort to attend one training per year. These Nationally Sanctioned trainings are required for advancement for all members of the unit, either as a Cadet or an Escort Officer.
5. **COURSEWORK POLICY.** Coursework shall be completed as required for advancement.
  - a. Coursework will be turned into the Training Petty Officer or Training Officer for grading.



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- b. It is recommended that all Cadets retain a copy of their coursework for their own records.
  - c. As a requirement, all Cadets shall make all efforts to submit one assignment per quarter (3 months).
6. **TESTING POLICY.** Tests shall be administered upon completion of coursework, and shall be scheduled with either the Training Officer or Commanding Officer, through the Training Petty Officer, for a time not to coincide with drill or study hall hours.
7. **UNIT TRAINING PLAN.** A unit training plan shall be used at all times, and shall be in the form of a Plan of the Year. The training plan shall include Sea Cadet mandated training as well as the Physical Readiness Test. There shall be two plans in place, and they shall alternate years. The Plan of the Year shall be reviewed prior to the start of the Calendar Year to include any required changes to the schedule, and shall be promulgated prior to the last drill in December of the previous year.
8. **CADET DEVELOPMENT PLAN (CDP).** Each Cadet within the unit shall complete and maintain a CDP. The CDP will be verified by each Cadet quarterly, and shall be reviewed by the unit CPO/LPO semi-annually.
9. **CADET MENTORSHIP PROGRAM (CMP).** Each newly reporting Cadet shall be paired with a mentor upon joining the unit. Typically, the mentor will be someone within another section, and shall be at least an SA/LC2, will have completed Recruit Training or Navy League Orientation, and be within the same program (NSCC or NLCC). The mentorship program will last as long as the newly reporting Cadet takes to complete either the Basic Military Requirements, Part I of the NLCC Syllabus, Recruit Training, Navy League Orientation, or a combination thereof. It will be up to the unit CPO/LPO to decide as to when a Cadet will move from being mentored to being a mentor.
10. **COMMUNITY SERVICE LOG.** Although the Administration Officer will maintain a community service log within each member's service jacket as well as in Magellan, each member of the Scorpion Squadron is highly encouraged to keep a community service log. The log should contain, at a minimum, the date, hours completed, organization benefitting, and a representative signature. It may also contain a signature block for the Administration Officer to sign once the activity is logged in the service jacket and Magellan.
11. **PHYSICAL FITNESS PLAN.** Each Cadet shall fill out, maintain, and follow a physical fitness plan. As a rule, each Cadet should be completing at least 30 hours per week of physical training, with 10 being strength training and 20 being cardio. The Training Officer shall verify each Cadet's plan upon implementation.

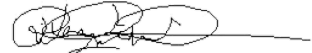


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12. **PHYSICAL FITNESS LOG.** Each Cadet shall fill out and maintain a physical fitness log. The log shall be in a bound book and should follow closely with each Cadet's physical fitness plan. The unit CPO/LPO shall verify each Cadet's log quarterly to coincide with the drill prior to the unit PRT that takes place every 6 months.

  
GMC R. R. DUNN, USCG  
COMMANDING OFFICER

Original: Unit Files