



U.S. NAVAL SEA CADET CORPS

Henry E. Mooberry Division

Training Policies & Procedures

Cadets should look in [Quarterdeck](#) under the section titled “My Options” to search current training opportunities and identify a training they may be interested in.

Once a training has been identified, **cadets and parents/guardians** should follow the steps below to sign up for trainings:

Step 1 (Cadet) - Research the training you wish to attend, to ensure you meet all requirements. Available trainings can be found via your Quarterdeck account in the “My Options” section.

Step 2 (Cadet) - Ask your parent/guardian to register you for the desired training via their parent/guardian Quarterdeck account.

Step 3 (Parent/Guardian) - Parents/Guardians now register their cadets for any requested training. Parents/Guardians unfamiliar with how to register a cadet may review the [Quarterdeck User Guide](#). Steps on how to sign up for trainings can be found on page 22 of the User Guide.

Step 4 (Parent/Guardian) - Once approved for training, submit payment directly to the COTC of the training.

Step 5 (Cadet/Parent/Guardian) - **Follow all steps required by COTC.** Requirements (e.g. training-specific forms, payment instructions, etc) for each training will vary. Training-specific information and applicable website links will be provided via the cadet and parent Quarterdeck accounts on the Training Details page for each training.

Step 6 (Cadet/Parent/Guardian) - You will not be authorized to start training without updated medical forms (NSCADM 001, pages 3-8). Medical forms (pages 3-4 and 7-8) must be dated within 30 days of your training start date. Parents/Guardians, please see the important notes at the end of this guidance!

Step 7 (Cadet) - Before leaving for your approved training, obtain your training jacket from the Mooberry Admin Officer.

Step 8 (Cadet) - Go to training, learn a lot, and have fun! Please remember to represent the Henry E. Mooberry Division with honor and integrity.

IMPORTANT! A few notes for Parents or Guardians:

- **On the NSCTNG 001 form (Step 3 above)**, please **ensure Blocks 6a-6d and the signature block in Block 9 are filled out with a pen**. Typed initials and electronic signatures are not accepted within the U.S. Sea Cadet Corps.
- **Report of Medical History (NSCADM 001, pages 3-4)**. The Report of Medical History **must be updated within 30 days of reporting** to any NSCC or NLCC training.
 - **IMPORTANT!** The date **MUST** be within 30 days of reporting.
 - The Report of Medical History must include a current list of all immunizations or proof of vaccinations.
- **Report of Medical Examination (NSCADM001, pages 5-6)**. The Report of Medical Examination must be updated annually (every 365 days). **For any requested training, the 'Date of Examination' block (page 5, block 2o) must contain a valid (not expired) date through the completion of the requested training.**
 - If the date in Block 2o will remain a valid date through the completion of the training, pages 5-6 will not need to be updated for the requested training.
 - If the date in Block 2o expires before the end of the training, pages 5-6 will need to be updated prior to leaving for the training site.
- **Medical History Supplemental (NSCADM 001, pages 7-8)**. The Medical History Supplemental **must be updated each time a cadet is attending any NSCC or NLCC training**. Cadets who require regular administration of any prescription or nonprescription medication during training must submit a completed Medical History Supplemental.
 - **For over-the-counter medications**, the form need only be signed by a parent or legal guardian and the unit Commanding Officer.
 - **For prescription medications**, the form must be signed by a parent or legal guardian **AND** the prescribing medical provider.
 - **For cadets who do not require medications**, the form must be signed by a parent or guardian and marked with "N/A" written across the front.