



REPLY TO
ATTENTION OF

US NAVAL SEA CADET CORPS

Alexandria Division
FORT BELVIOR VA 22060-5275

054AXV

09 November 2011

MEMORANDUM FOR: Alexandria Division, USNSCC

SUBJECT: Action Letter 11-4, Cadet Conduct and Language

1. PURPOSE: To inform Cadets and Staff of the expectations of the Commanding Officer with regards to conduct and language during drill periods.
2. APPLICABILITY: This policy letter applies to all Cadets (NSCC/NLCC) of Alexandria Division, USNSCC.
3. It has come to the attention to the Commanding Officer that there have been serious and continual breaches in conduct on the part of Cadets and specifically the use of inappropriate language during drill periods. This is completely unacceptable and will not be tolerated. Violators will face disciplinary action up to and including Captain's Mast and permanent disenrollment from the program which would include official letters of reprimand to accompany Cadets' records.
4. I have worked hard to establish a strong Cadet non-commissioned officer program and foster Cadet leadership as the primary level of interaction for the ship's crew. The Commanding Officer and the Executive Officer have been gracious in their facilitation of this as it requires a great deal of trust in Cadet leaders – specifically those that are Petty Officers. This means that Squad Leaders, Leading Petty Officers and especially the Master-at-Arms must be AT ALL TIMES diligent in their supervision of the Cadets in their charge. Recent incidents have put the reliability of this system in question and it may be altered to one of more direct management by the Officers and Staff.
5. To reiterate both NSCC Regulations (Chapter 9 , Section 2 and Section 3) as well as stated unit policy:

0920.2 NSCC personnel shall:

- a. Act in a military and seamanlike manner.
- b. Observe/practice the rules of military courtesy and etiquette.

c. Demonstrate loyalty, self-control and honesty, putting the good of NSCC and the Navy before personal likes/dislikes.

0922.1 Initiatory harassment, or hazing, is strictly forbidden. It is grounds for dismissal.

0922.2 No person shall be subjected to oppression or demeaning behavior of any kind. Instances of alleged oppression will be reported to the commanding officer, senior chain of command or NSCC Committee Chairman, as appropriate

0930.1 Discipline in NSCC shall be directed toward strengthening the character of each cadet through development of self-control and self-discipline.

0930.3 Disciplinary actions should be taken in steps to maintain good order and discipline.

a. Personal counseling to provide enlightenment as to what is expected in a regimented, disciplined, structured environment. In this regard, and counseling sessions requires a minimum of two adults present; three is recommended. If a female is receiving the counseling, one female adult must be present.

b. Extra Military Instruction (EMI) can include the following:

- Additional marching not to exceed 1 hour a day to be performed outside normal training periods. Can be imposed individually or as a unit/group.

- Curtailment of liberty or other free time and assignment of additional watches.

- Assignment of additional work details, which can include cleaning details, such work should not be performed after 2200 or before 0600.

- Additional study, correspondence courses, Blue Jackets Manual, NSCC Regulations, etc.

0931.1 Commanding officers may hold captain's mast on cadets to determine facts and circumstances surrounding alleged acts of misconduct and for all cadets who are unable to adapt to the prescribed disciplined training regimen of the Corps.

0931.2 If the act of misconduct is minor in nature, the commanding officer should counsel the cadet as to the unacceptability of his/her behavior. If the act of misconduct is serious in nature, or if the cadet does not respond to counseling

regarding continuing minor acts of misconduct, the commanding officer may impose reduction in rate or dismiss the cadet from the NSCC.

0931.3 Dismissal of cadets from the NSCC will be effected in accordance with [Section 2, Chapter TEN](#).

0933.1 NSCC policy on sexual harassment in any form is zero tolerance.

0933.2 Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made a condition of a persons' position or job, or when such conduct interferes with an individual's performance or creates an intimidating hostile, or offensive atmosphere. Any member of the NSCC who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

0933.3 No individual in the NSCC shall:

- a. Commit sexual harassment.
- b. Take reprisal action against someone who reports or provides information on an incident.
- c. Knowingly make a false accusation of sexual harassment, or
- d. While in a supervisory or command position condone or ignore sexual harassment of which he or she has knowledge. Regional Directors and unit Commanding Officers exercising sound leadership are responsible for leading the men and women under their command. They must set the example and foster a climate free of any discrimination. The appropriate action to resolve an incident of sexual harassment will depend on the circumstances surrounding the incident. A full range of administrative and disciplinary actions are available, including counseling, comments on evaluations or service records, and/or referral to the Executive Director.

933.4 There is a wide range of behaviors that can constitute sexual harassment. To make it easier to understand, it is helpful to think of the entire range of possible behavior in terms of a traffic light.

- Green means "go" or acceptable behavior which is not sexual harassment.
- Yellow means "use caution" as the behavior may be sexual harassment. If yellow zone behavior is repeated often enough, especially after having

been told it is unwelcome, it becomes red zone behavior and is sexual harassment.

- Red means "stop" don't do it as this is sexual harassment.

933.5 The following examples illustrate these three types of behavior but are not all-inclusive:

- **Green Zone**: Performance counseling, touching that could be instructional in nature as counseling on appearance, showing concern, a polite compliment, or friendly conversation.
- **Yellow Zone**: Many people would find these behaviors unacceptable: whistling, questions about one's personal life, lewd or sexually explicit comments, suggestive posters or calendars, off-color jokes, leering, staring, repeated requests for dates, foul language, unwanted letters or poems, sexually suggestive touching, sitting or gesturing sexually.
- **Red Zone**: Behaviors always considered as sexual harassment are: sexual favors, threats if sexual favors are not provided, sexually explicit pictures or remarks, using status to get dates, or obscene letters or comments. The most severe forms of sexual harassment constitute criminal conduct, e.g. sexual assault, rape, forceful grabbing, fondling, or kissing.

NOTE: The above examples are for general guidance only as individuals may believe they are being sexually harassed based on their perceptions, and each incident is judged on the totality of facts of a particular case.

0933.6 All units will conduct Sexual Harassment training as least twice a year for ALL unit personnel. This training will be documented, along with sign-in sheets, and maintained in unit files.

6. With regards to obscene or profane language, reference NSCC Memorandum date 12 October 2011, "Standards of Conduct", specifically:
 - a. **Obscene or Profane Language**: The use of obscenities or profanity has absolutely no place in our Corps, either by the adults or by the Cadets. It is demoralizing, contrary to good order and discipline, and serves absolutely no useful purpose. It is not to be tolerated in the least, and all members of the NSCC, adult leaders and Cadets alike have a duty to call out when it happens and ask the offender for an immediate apology. Likewise, comments of a sexually suggestive nature are potentially offensive in nature, and have absolutely no place in a youth organization. While it is recognized that anyone may occasionally slip with a foul utterance, it is still an offense for which an apology should be made, but it ends there. However, repeated intentional use of obscene or profane language will not be tolerated, and is potentially grounds for dismissal.

7. POC is the Operations Officer (S-3), CWO Vinson R. Nash, NSCC at vinson.r.nash@us.army.mil.

//Original Signed//
VINSON R. NASH
WO, NSCC
S-3/HG OIC, 054AXV