

JAG LEGAL ACADEMY NEW ENGLAND
MAA LAW ENFORCEMENT ACADEMY NEW ENGLAND



STANDARD OPERATING PROCEDURES

VERSION 2.3 (29 JULY 2012)

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1.0 INTRODUCTION

This manual sets forth the Standard Operating Procedures (SOP) and the policies of Judge Advocate General Legal Academy New England and Master-at-Arms Law Enforcement Academy New England. The NSCC expects all training sites to meet a minimum standard of excellence from officers, instructors, staff, and students.

JAG Legal Academy New England and MAA Law Enforcement Academy New England operate toward the following specific goals:

- 1) To provide JAG Cadets with quality basic legal instruction and foster an interest in the study and practice of law;
- 2) To provide MAA Cadets with quality basic law enforcement instruction and foster an interest in the study and practice of criminal justice;
- 3) To foster among our cadets the following traits:

Confidence	Unselfishness
Judgment	Bearing
Justice	Courage
Decisiveness	Openness
Initiative	Knowledge
Dependability	Loyalty
Accountability	Enthusiasm
Tact	Concern
Integrity	Endurance

&

Leadership by Example

- 4) To provide leadership training to senior NSCC cadets, and provide them with an opportunity to share their knowledge and experiences in a supervised military environment;
- 5) To develop junior NSCC officers, provide them with genuine authority and accountability, and prepare them to run their own quality advanced trainings in the future; and
- 6) To maintain the highest standards for our personnel and our training, and to provide all personnel with an atmosphere of respect, support, and esprit de corps.

The purpose of this manual is to communicate basic policies and procedures in order to attain our training goals and to prepare JAG/ MAA students and staff for training. This document is meant for general distribution, except as otherwise noted.

**ALL JAG/MAA NE PERSONNEL ARE RESPONSIBLE
FOR UNDERSTANDING AND ADHERING TO THE GUIDELINES
SET FORTH IN THIS MANUAL.**

2.0 FORCE & EFFECT; CHANGES

2.1 The procedures, requirements, and rules set forth in this manual carry the force of standing orders from the Commanding Officer of the Training Contingent, and shall bind all members of the training contingent. Any NSCC member who is temporarily on board NAVSTANPT for the purposes of dropping off a cadet, visiting the training, providing instruction, or attending the graduation ceremony is also subject to the procedures, requirements, and rules set forth in this manual.

2.2 Where this manual conflicts with NSCC Regulations (including but not limited to the NSCC Regulations Manual, the NSCC Advancement & Training Manual, the NSCC Escort Officer's Guide, the NSCC Medical Reference Policies and Procedures Manual, or any Action Letter or Information Letter promulgated by NSCC National Headquarters), the NSCC Regulations shall take precedence.

2.3 Where this manual conflicts with the Standard Operating Procedures of any host command, the host command's procedures, requirements, or rules shall take precedence.

2.4 The substantive procedures, requirements, and rules set forth in this document may not be changed during a training.

2.5 The COTC shall have the sole authority to make changes to this document.

3.0 STAFF, CHAIN OF COMMAND, & TRAINING ORGANIZATION

The command structure of the training is outlined in this section, and is represented visually in Figure 1.

3.1 Officer Staff

3.1.1 *Commanding Officer of the Training Contingent*

Responsible to National Headquarters for planning both JAG Legal Academy and MAA Law Enforcement Academy with Naval Station Newport, Officer Training Command Newport, and the host commands and instructors; for receiving and processing orders; for preparing a budget and collecting training fees; for recruiting qualified staff; for creating an overall training schedule; for the safe and effective training of the cadets; for the auditing of training funds; and for the health, safety, and welfare of the entire training contingent.

3.1.2 *Executive Officer - JAG*

Responsible to the COTC for the oversight of the JAG department heads, the day-to-day operations of the JAG Legal Academy, the maintenance of good order and discipline among JAG students and staff, and the health and safety of the JAG training contingent.

3.1.3 *Training Officer - JAG*

Responsible to the JAG Executive Officer for the creation and execution of a worthwhile training program in compliance with §4, the coordination of guest speakers, for the supervision of the JAG Division Officer (or JAG Staff Cadets, if no JAG Division Officer is Billeted), for the safe and efficient execution of the plan of the day, and for the maintenance of good order and discipline among the JAG Staff and Student Cadets.

3.1.3(a) *JAG Division Officer (when staffing permits)*

Responsible to the JAG Training Officer for the safe and efficient execution of the plan of the day, for the supervision of the JAG Staff Cadets, and for the maintenance of good order and discipline among the JAG Staff and Student Cadets.
Responsible to the Operations Officer for assisting in the evaluation of JAG Student Cadets.

3.1.4 *Executive Officer - MAA*

Responsible to the COTC for the oversight of the MAA department heads, the day-to-day operations of the MAA Law Enforcement Academy, the maintenance of good order and discipline among MAA students and staff, and the health and safety of the MAA training contingent.

3.1.5 Training Officer - MAA

Responsible to the MAA Executive Officer for the creation and execution of a worthwhile training program in compliance with §5, the coordination of guest speakers, for the supervision of the MAA Division Officer (or MAA Staff Cadets, if no MAA Division Officer is billeted), for the safe and efficient execution of the plan of the day, and for the maintenance of good order and discipline among the MAA Staff and Student Cadets.

3.1.5(a) MAA Division Officer (when staffing permits)

Responsible to the MAA Training Officer for the safe and efficient execution of the plan of the day, for the supervision of the MAA Staff Cadets, and for the maintenance of good order and discipline among the MAA Staff and Student Cadets.
Responsible to the Operations Officer for assisting in the evaluation of MAA Student Cadets.

3.1.6 Operations Officer

Responsible to the COTC for the evaluation of all Student Cadets, the supervision of the Master-at-Arms force and Military Evaluators, and for the barracks, facilities, and equipment used at both JAG Legal Academy and MAA Law Enforcement Academy.

3.1.7 Medical Officer (when staffing permits)

Responsible to the COTC for the health, safety, and well-being of the Training Contingent.

3.1.8 Administration Officer (when staffing permits)

Responsible to the COTC for the administration of cadet and officer service records, and for the disposition and auditing of training funds while on board the training.

3.2 Cadet Staff

3.2.1 JAG Leading Petty Officer

Responsible to the JAG Division Officer (or JAG Training Officer, if no JAG Division Officer is Billeted) for the safe and efficient execution of the plan of the day and the maintenance of good order and discipline among the JAG Student Cadets. Responsible to the Operations Officer for assisting in the evaluation of JAG Student Cadets.

3.2.2 MAA Leading Petty Officer

Responsible to the MAA Division Officer (or MAA Training Officer, if no MAA Division Officer is Billeted) for the safe and efficient execution of the plan of the day and the maintenance of good order and discipline among the MAA Student Cadets. Responsible to the Operations Officer for assisting in the evaluation of MAA Student Cadets.

3.2.3 Master-at-Arms/ Military Evaluator

Responsible to the Operations Officer for the daily evaluations of the Student Cadets and for the care for the barracks, training facilities, and training equipment. Ideally, there will be two Master-at-Arms / Military Evaluators serving under the Operations Officers. The MAA / MEs will be identified with a "USNSCC MAA" brassard.

3.3 Student Cadets

NSCC Action Letter 01-07 ¶1(k) sets the minimum age for participation in NSCC Advanced Training at 14. Due to the academic rigors of JAG Legal Academy, it is **required** that JAG Student Cadets have achieved the age of 15 prior to the beginning of training. Due to the academic and physical rigors of MAA Law Enforcement Academy, it is **required** that MAA Student Cadets have achieved the age of 15 prior to the beginning of training. It is **recommended** that students wait until they are 16 to attend either training.

3.4 Supervision and Shifts

3.4.1 The respective LPOs should be with their charges for the majority of the training day, when their charges are not in classes. They must be present during all three meals and all PT sessions.

3.4.2 An NSCC Officer (in any billet) must be present with Student Cadets at any time the Cadets are not in classes.

3.4.3 An NSCC Officer (in any billet) must be present whenever the Student Cadets are being instructed by a guest speaker.

3.4.4 Military Evaluators should be present to evaluate at least two classes from each training each day.

3.4.5 Staff Cadets and Officers are encouraged to work in shifts to avoid overexertion.

3.5 Adherence to Chain of Command

All hands will comply with the Chain of Command, and will exhaust all resources in the nearest levels of the Chain of Command whenever practicable before moving up the Chain.

3.6 Open Door Policy

When any member of the training contingent has:

- (a) encountered a problem with their superior;
- (b) feels uncomfortable addressing an issue to their superior;
or
- (c) is aware of a pattern of sexual harassment (see §15); hazing (see §16); fraternization (see §17); or prejudice or discrimination (see §18),

s/he is empowered to skip steps in the Chain of Command.

4.0 JAG TRAINING CONTENT

The JAG Legal Academy training will be divided into seven components. First, JAG Student Cadets will receive instruction from the faculty of the Naval Justice School. Second, JAG Student Cadets will receive instruction from the NSCC Officer Staff. Third, JAG Student Cadets will participate in short debates on relevant topics in criminal justice. Fourth, JAG Student Cadets will write and present six legal case briefs. Fifth, JAG Student Cadets will participate in a Mock Trial on the final day of Training. Sixth, JAG Student Cadets will participate in regular physical training. Seventh, JAG Student Cadets will have reading assignments to supplement their lessons.

4.1 NJS Instruction

The faculty of the Naval Justice School will, in general, cover the following topics during the training week:

- Roles & Missions of the Judge Advocate General Corps
- The Roles & Missions of the Naval Justice School
- The Uniform Code of Military Justice
- Courts Martial
- Non-Judicial Punishment
- Law of War & Rules of Engagement
- Legal Aspects of the War on Terror
- The President as Commander-in-Chief and The War Powers Resolution (50 U.S.C. §§1541-1548)
- Constitutional and Procedural Rights of Servicemembers
- The Federal Tort Claims Act, Military Claims Act, and the *Feres* Doctrine
- USN Legalman & USMC 4400/4421 Careers
- Law School and Civilian Legal Careers
- USMC JAG vs. Navy JAG
- Trial Practice

4.2 NSCC Instruction

The NSCC Training Staff will, at a minimum, provide instruction in the following areas:

- The U.S. Constitution
- The U.S. Government & the Legislative Process
- The Criminal Justice System
- The Court System
- Trials
- Criminal Law - General Part
- Criminal Law - Defenses
- Criminal Law - Specific Part

Criminal Procedure - Investigation & Arrest
Criminal Procedure - Bail to Jail
Juvenile Justice
Rules of Evidence
Sentencing
Civil Practice

4.3 Debates

JAG Student Cadets will participate in regular debates. The debates will be brief and informal, but all Student Cadets will be expected to actively participate. The NSCC Training Staff will, at a minimum, facilitate debates on the following topics:

The Death Penalty
Defending the Guilty
Plea Bargaining
Sentencing Practices

4.4 Case Briefs

Each JAG Student Cadet will write six case briefs over the course of the training. Student Cadets will read the appellate cases on their own, write the briefs on a form distributed by the JAG Training Officer, and will be asked to present portions of their brief in class. JAG Student Cadets will, at a minimum, read and brief the following cases:

Mayo v. Satan and His Staff, 54 F.R.D. 282 (1971)
Searight v. New Jersey, 412 F.Supp 413 (1976)
Gideon v. Wainwright, 372 U.S. 335 (1963)
Mapp v. Ohio, 367 U.S. 643 (1961)
Terry v. Ohio, 392 U.S. 1 (1968)
Miranda v. Arizona, 384 U.S. 436 (1966)

4.5 Mock Trial

The JAG Student Cadets will be split into two groups (prosecution and defense) and will be required to actively participate in the preparation *and* argument (i.e., opening statements, closing statements, and/or questioning of witnesses) of a mock criminal trial on the penultimate day of the training.

4.6 *Physical Training*

JAG Student Cadets will participate in physical training each evening (1900-2000), consisting of stretching, calisthenics, running, and organized sports.

4.7 *Reading Assignments*

In addition to the cases already mentioned, JAG Student Cadets will have nightly readings assigned from the following texts:

Law 101: Everything You Need to Know about the American Legal System by J. Feinman

National Security and Military Law in a Nutshell by M. Shanor

5.0 MAA TRAINING CONTENT

The MAA Law Enforcement Academy training will be divided into six components. First, MAA Student Cadets will receive instruction from the Naval Security Force and other qualified law enforcement speakers. Second, MAA Student Cadets will receive instruction from the NSCC Officer Staff. Third, MAA Student Cadets will participate in regular practical exercises, culminating in a final role play. Fourth, MAA Students will in regular physical and defensive training. Fifth, MAA Student Cadets will participate in a four-hour ride-along with the Newport Police Department. Sixth, MAA Student Cadets will have reading assignments to supplement their lessons.

5.1 NSF & Law Enforcement Instruction

The Naval Security Force and other law enforcement instructors will cover the following topics during the training week:

- Naval Security Force: Roles, Missions, Structure
- The MA Rating: Jobs, Training, & Career Paths
- Municipal Law Enforcement: Roles, Missions, Careers
- Patrol Procedures
- Search & Seizure
- Searching & Handcuffing
- Traffic Stops & Felony Stops
- Defensive Tactics
- The Continuum of Force & Deadly Force
- Crime Scenes
- Interviewing & Interrogation
- Public Contacts & Community-Oriented Policing
- K-9 Operations
- SWAT Operations
- Firearm Safety & Handling
- Weapons Familiarization
- Federal Bureau of Investigation: Roles, Missions, Careers
- Drug Enforcement Administration: Roles, Missions, Careers
- U.S. Secret Service: Roles, Missions, Careers
- Naval Criminal Investigative Service: Roles, Missions, Careers

5.2 NSCC Instruction

The NSCC Training Staff will, at a minimum, provide instruction in the following areas:

- The U.S. Constitution
- The Criminal Justice System

Criminal Procedure - Investigation & Arrest
Firearm Safety & Handling
Weapons Familiarization
Homicide Investigation
Defensive Tactics

5.3 Practical Exercises

MAA Student Cadets will participate in regular practical exercises to reinforce their classroom lessons. The Training Staff will, at a minimum, facilitate practical exercises on the following topics:

Takedowns & Defensive Tactics
Handcuffing & Searching
Traffic Stops
Firearm Safety & Handling
SWAT Operations
Final Role-Play Dry Run & Debrief

5.4 Physical Training & Defensive Tactics

MAA Student Cadets will participate in two sessions of physical training each day. The morning session (0500-0600) will consist of stretching, calisthenics, and running. The evening session (1900-2030) will consist of stretching, calisthenics, defensive tactics, and organized sports.

5.5 Newport Police Department Ride-Alongs

MAA Student Cadets will each have an opportunity to ride along with a Newport Police Department patrol officer. MAA Student Cadets must be ready to depart for the Newport Police Department at 1730 on their assigned evening, and should anticipate being on their ride-along from 1800 'til at least 2200. Ride-along assignments will be posted at least 24 hours in advance. The MAA Officer staff will transport cadets back and forth to the NPD. Student Cadets must wear civilian clothing (khaki-style pants and a collared shirt) during the ride-along. Special waivers will be required to secure the cooperation of the Newport Police Department.

5.6 Reading Assignments

MAA Student Cadets will have nightly readings assigned from the following text:

Police Officer's Handbook: An Introductory Guide by R.
Stering

6.0 EVALUATIONS

It is an explicit goal of JAG Legal Academy New England and MAA Law Enforcement Academy New England to provide extensive feedback to each Student Cadet on every measure of their performance. The Staff are charged to maintain a Comprehensive Evaluation System (CES) and to provide verbal and written feedback throughout the training and for inclusion in the Student Cadet's service jacket. CES scores will be the main criteria used to determine the Honor Graduates from each class of both JAG & MAA. The maximum CES score is 200.

6.1 Common Evaluation Criteria

There are two common features of the JAG and MAA evaluations: Daily Performance and a Final Exam.

6.1.1 Daily Performance

Student Cadets will be evaluated by the Staff Master-at-Arms/ Military Evaluators and their respective LPOs on six criteria daily. For each criteria, a grade of 1 (satisfactory) or 0 (unsatisfactory) will be assigned for each of the five training days. The maximum overall score for Daily Performance is therefore 30. MAA/MEs are charged with providing written feedback regarding daily performance. The six daily criteria are as follows:

Bunk & Cube

State of Student Cadet's berthing room; including rack made with hospital corners; gear adrift; dust bunnies; excessive trash in the wastebasket; overall cleanliness; etc. Feedback will be provided in the cubes as to any deficiencies.

Personal Appearance

State of Student Cadet's person and uniform, including clean shave; appropriate hair length/style; clean and pressed shirt/blouse; neatly rolled BDU sleeves & bloused trousers; shined shoes/boots; clean t-shirt; etc.

Military Bearing

Student Cadet's personal behavior throughout the day; attention to instructions and orders; and maturity.

Classroom

Student Cadet's behavior and participation in class; attention to instructors; note-taking; questions posed; questions answered; etc.

Physical Training

Student Cadet's performance during PT; did he honestly put forth his/her maximum effort?

Motivation

Student Cadet's drive, enthusiasm, and esprit de corps during the day; did she try her hardest even when doing boring or repetitive tasks; did she watch out for her shipmates and motivate them?

6.1.2 Final Exam

A final exam will be written by the respective Training Officers for each training, and administered at the end of Training Day 5. Each exam will consist of a minimum of 30 multiple choice and true/false questions drawn from the content of readings and classwork, as well as basic military knowledge. There is no time limit for the tests, and appropriate accommodations will be made for students with learning disabilities. The final exam contributes a maximum of 60 points toward the overall CES score.

6.2 JAG-specific Evaluation Criteria

6.2.1 Case Briefs

The last five case briefs (for *Searight, Gideon, Mapp, Terry, and Miranda*) will be graded on a scale of 0-10, for a combined maximum of 50 points toward your final CES score. Brief scores will be based on a variety of criteria, including issue-spotting, accuracy, clarity, thoughtful analysis, ability to separate law from fact, use of methods discussed in lecture, and development over time. The brief scores will be determined by the JAG Training Officer.

6.2.2 Mock Trial

Each JAG Student Cadet's active involvement in the preparation for and argument of the assigned mock trial will be evaluated. Each JAG Student Cadet will be evaluated on the following four criteria on a scale of 0-15, for a combined maximum of 60 points toward your final CES score. The mock trial scores will be determined by the JAG Training Officer and the NJS Faculty overseeing the trial.

Case Knowledge

How well you know the case, the facts, the witnesses, and the evidence. Are you ready and able to argue your case?

Legal Knowledge

How well you know the law surrounding the case, basic trial procedure, and the rules of evidence.

Trial Performance

Your effectiveness and persuasiveness at trial, and your ability to think on your feet.

Teamwork

Are you part of the team? Did you provide input and take advantage of the input of your shipmates? Did you do all the work, or let everyone else do the work?

6.3 MAA-Specific Evaluation Criteria

6.3.1 Practical Exercises

Practical exercises will take place both in and out of the classroom. The following five practicals will be graded on a scale of 0-10, for a combined maximum of 50 points toward your final CES score. Practical scores will be based on a variety of criteria, including your adherence to the procedures discussed in class, your ability to perform the tasks, your effort in performing the tasks, and how seriously you take the practical exercises. The scores will be determined by the MAA Training Officer in conjunction with your instructors.

Takedowns & Defensive Tactics
Handcuffing & Searching
Traffic Stops
Firearm Safety & Handling
SWAT Operations

6.3.2 Final Role Play Performance

There will be a final role-playing exercise on the last training day that will integrate much of the MAA classroom learning, readings, and practical exercises into one scenario. Scores will be will be based on the following six criteria, each graded on a scale of 0-10, for a combined maximum of 60 points toward your final score. The staff and instructors involved in the role-play will consult with the MAA Training Officer in determining your scores. When possible, the staff will provide MAA Student Cadets an opportunity for an ungraded "dry run" through the final role-play, where the Student Cadets can receive feedback. Ideally, the dry run will be video taped to allow for an extensive debrief.

Command Presence

Your ability to persuade and influence people simply by the way you carry yourself and the use of verbal commands.

Adherence to Established Patrol Procedures

Your proper use of the methods and procedures as discussed in your classes and readings.

Adherence to Continuum of Force

Your use of the continuum of force and ability to control a situation with a minimum amount of force.

Tact

Your ability to solve problems without force, to keep a situation from escalating, and demonstration of respect for victims, subjects, and suspects.

Teamwork

Your ability to work together and communicate, your knowledge of where your partners/backup are and what they're doing, proper allocation of resources.

Practical Knowledge

Your performance on previously performed skills, such as traffic stops, takedowns and defensive tactics, searching, handcuffing, etc.

6.4 Minimum Standards for Graduation

Student Cadets must earn a CES score no lower than 1.5 standard deviations below the mean CES score for their respective training contingent to graduate.

6.5 Honor Graduates

The Student Cadet with the highest combined CES score from each training contingent will generally be selected as the Honor Graduate for that training.

6.5.1 Exceptions

The COTC is reserved the authority to grant the Honor Graduate awards to any Student Cadet who has demonstrated outstanding performance throughout the training. The COTC is also reserved the authority to withhold such awards if no Student Cadet has met the high standards for such recognition.

6.5.2 Invitation

The COTC will generally invite the Honor Graduates to serve as Staff Cadets at the next JAG & MAA trainings.

6.6 Reporting

6.6.1 Scores

Evaluations will be split into two pages, utilizing the NSCADM008 Administrative Remarks form. One page will provide all scores described in §§6.1 - 6.3 received by the Student Cadet during the training. The total points accumulated will be displayed, along with the mean CES score, median CES score, high CES score, low CES score, and standard deviation of the CES score for the training contingent. See Figure 2 and Figure 3 for examples.

6.6.2 Comments

The second sheet will provide brief comments from the Operations Officer in regards to the Daily Performance scores and exhaustive comments from the respective Training Officers as to the Briefs/Mock Trial Performance scores or the Practicals/Role Play Performance scores. This requirement does not relieve the Staff from providing real-time feedback and face-to-face after-action reviews with their charges.

7.0 TRANSPARENCY

All policies and procedures at JAG Legal Academy New England and MAA Law Enforcement Academy New England shall be published to all hands and, to the extent practicable, will be both distributed and posted. In addition, evaluation scores will be published as early as possible each training day.

8.0 CONDUCT

8.1 All hands will conduct themselves in a professional military manner so as to bring credit to themselves, their home unit, the USNSCC, our host units, and the US Navy.

8.2 JAG Legal Academy and MAA Law Enforcement Academy personnel will not lie, cheat, steal, or threaten (or attempt) bodily harm to any person.

8.3 JAG Legal Academy and MAA Law Enforcement Academy personnel will treat the Staff and each other with dignity, courtesy, and respect.

8.4 JAG Legal Academy and MAA Law Enforcement Academy has a Zero Tolerance policy concerning sexual harassment (see §15); hazing (see §16); fraternization (see §17); and prejudice and discrimination (see §18).

8.5 All Staff and Instructors are to be addressed by their rank and rendered the appropriate military courtesies.

8.6 While at our host commands, Student Cadets are restricted to the classrooms, the common passageways, and the heads. Outside of the classrooms, Student Cadets are to remain *invisible* and *silent*.

8.7 While in a classroom setting, Student Cadets will call "attention on deck" for all instructors.

8.8 While in a classroom setting, Student Cadets will not sleep; chew gum; eat; speak out of turn; use inappropriate language; or behave in a disruptive or disrespectful manner.

8.9 Staff Cadets are not to skylark or flaunt privileges in front of Student Cadets.

9.0 BERTHING AND BERTHING SPACES

9.1 NSCC Personnel are restricted to their assigned wings in the barracks and to the heads and laundry rooms in the common passageways on the assigned deck.

9.2 Student Cadets are not permitted out of their berthing rooms between taps and reveille, except for *short* visits to the head.

9.3 The condition of the barracks and the berthing quarters, living spaces, heads, passageways, ladder wells, laundry rooms, and heads therein is the responsibility of all hands. Maintenance discrepancies will be reported to the Operations Officer for report to the Officer Training Command Newport Facilities Manager as soon as they are discovered.

9.4 Room cleanliness is the responsibility of Students or Staff assigned to each room.

9.5 When students are absent from their rooms during the training day, rooms will be left ready for inspection: lights will be off; curtains and blinds will be open; doors will be left unlocked; racks will be made smartly; gear stowed; lockers locked; decks, windows, and furniture dust-free and clean; chairs pushed in; and wastebaskets clean.

9.6 Clean and dry gear will be stowed in lockers. Wet or damp gear will be hung neatly behind the door or at the foot of the bed in an orderly fashion.

9.7 While in a state of undress, NSCC Personnel will close their doors and curtains will be drawn.

9.8 When traveling to and from the heads, males must wear - at a minimum - shorts and a t-shirt. Females must wear a full-length bathrobe in addition to shorts and a t-shirt.

9.9 Shower shoes will be worn in the heads AT ALL TIMES. All personnel should endeavor to keep their bare feet from touching the deck anywhere in the barracks.

9.10 No food or drink other than water will be stored or consumed in Student Cadet berthing spaces.

9.11 Student Cadets may not possess in their berthing space any item which requires electricity from a wall socket.

9.12 Student Cadets may not lock their doors at any time. All hands should secure valuables in a locker when they are not in the room.

9.13 Males will never be permitted in female berthing spaces. Male and female berthing spaces are to be kept separate to the extent possible. Where they cannot be berthed in separate wings, blue painter's tape will be used on the floor to demarcate where male students are permitted to go.

9.14 Male and female Student Cadets may not be in a berthing room together for any reason at any time. Common spaces will be used for meetings, study sessions, or socialization.

9.15 Female Staff Cadets and Officers may enter male berthing rooms between 0600 and 2200 provided that the door is fully open and all occupants are visible from the passageway. Otherwise, female and male personnel will not occupy the same berthing room at the same time.

9.16 Student Cadets are not permitted in Staff or Officer spaces unless a Staff member is present or has previously approved the entry.

9.17 When entering Staff or Officer spaces, students will knock before entering and render the appropriate military courtesy to the staff member occupying that space.

9.18 All hands will keep noise to a minimum in the barracks, especially between taps and reveille. During scheduled reading time, cadets will remain silent.

9.19 MAA personnel will make the maximum effort not to disturb their JAG shipmates in the morning (0445-0600), and JAG personnel will make the maximum effort not to disturb their MAA shipmates at night (2200-2300).

9.20 Cadets from the same home unit shall not be berthed in the same room. Siblings will be separated as much as is practical.

9.21 Lockers will be organized in accordance with Figure 4.

9.22 Racks will be made in accordance with Figure 5.

9.23 Access to and egress from King Hall will be via the west entrances (nearest Ney Hall) during business hours and via the King Hall quarterdeck during non-business hours. All standard quarterdeck procedures are to be observed.

9.24 Fire doors may not be propped open at any time.

9.25 *Berthing Organization - Two Wings*

Ideally, the training contingent will be berthed in two wings: one male and one female.

9.25.1 Male Wing

In the male wing, the first rooms (toward the main passageway) will be occupied by the senior male escort officers and the last rooms will be occupied by the male Staff Cadets and junior male officer staff, with the male Student Cadets in the middle.

9.25.2 Female Wing

The female wing will be similarly organized, with the senior female escort officers in the rooms closest to the main passageway, and the female Staff Cadets and junior female escort officers toward the end of the passageway, provided that the female rooms shall be placed on whichever side of the passageway provides the maximum privacy.

9.26 *Berthing Organization - One Wing*

Where only one wing is available, the rooms will be organized as follows: senior male escort officers will be closest to the main passageway, followed by male Student Cadets, male Staff Cadets, junior male officers, senior female escort officers, female Student Cadets, female Staff Cadets, and junior female escort officers.

10.0 UNIFORMS AND GROOMING

10.1 All hands will be responsible for careful maintenance and wear of the uniform, and for compliance with the NSCC Uniform Manual.

10.2 All hands will comply with grooming standards as promulgated in the NSCC Uniform Manual.

10.3 Officers out of height/weight standards will wear the alternative uniform.

10.4 JAG personnel will shower at least once daily during JAG Legal Academy. JAG Student Cadets will shower as soon as possible after evening PT.

10.5 MAA personnel will shower twice daily during MAA Law Enforcement Academy. MAA Student Cadets will shower as soon as possible after each PT/DT session.

10.6 The uniform of the day for JAG Legal Academy will be utilities for Cadets and khakis for Officers, except as otherwise noted in the Plan of the Day.

10.7 The uniform of the day for MAA Law Enforcement Academy will be camouflage utilities for Cadets and Officers, except as otherwise noted in the Plan of the Day.

10.8 All hands will keep foul weather gear on hand in the barracks.

10.9 Student and Staff Cadets may change into PT gear or appropriate civilian gear after showers in the evening. Student and Staff Cadets shall not wear tank tops; ripped or tattered clothes; clothes with inappropriate language or depictions; revealing or suggestive clothing; or other inappropriate clothes as determined by the Officer Staff.

11.0 LAUNDRY

11.1 Laundry rooms are provided for use on the same deck on which NSCC Personnel are berthed. JAG/MAA will provide detergent, stain remover, dryer sheets, irons, and ironing boards. All personnel are responsible for the proper maintenance of their own uniforms and laundry.

11.2 Student Cadets shall not leave laundry unattended. Cadets must schedule their laundry to be completed by taps.

11.3 All washing machines and dryers will be secured at taps.

11.4 All hands are charged to follow all instructions posted in the laundry room and on the equipment therein. In particular, personnel are reminded to empty the lint trap in each dryer after each load of laundry.

11.5 All laundry supplies shall be marked as property of the NSCC, and stored with the Operations Department when not in use.

11.6 Irons will be unplugged when unsupervised.

11.7 PT shirts will be washed after each PT session.

11.8 All clothing items should be marked with the owner's name, and combined loads should be washed using mesh laundry bags.

12.0 MESSING

12.1 At the mess hall, all hands are to conduct themselves according to the rules of good etiquette.

12.2 At each meal, all hands will drink at least one glass of water before having any other beverage.

12.3 All hands can take what they want at the mess hall, but should eat what they take.

12.4 All hands are restricted to one dessert per meal.

12.5 All hands are forbidden from removing food from the mess hall.

12.6 All hands are responsible for policing their immediate area before leaving the chow hall, and for pushing in their chairs.

13.0 GEAR & CONTRABAND

13.1 *All hands* are prohibited from possessing any of the following:

weapons;
knives or blades of any kind (including Swiss Army or Leatherman-type tools);
narcotic drugs or drug paraphernalia;
alcohol; and
pornography

13.2 In addition to the items listed in §13.1, *Staff Cadets* are further prohibited from possessing any of the following:

tobacco products or related paraphernalia; and
medications, either prescription or over-the-counter.

13.3 In addition to the items listed in §13.1, *Student Cadets* are further prohibited from possessing any of the following:

anything, other than an alarm clock or a portable music device, that is
operated by electricity;
cameras;
food, candy, or soda;
anything, other than shaving cream, in an aerosol can;
perfumes and colognes;
tobacco products or related paraphernalia;
medications, either prescription or over-the-counter.

13.4 Student and Staff Cadets are honor-bound to surrender any such contraband upon check-in; no discipline will result for contraband surrendered in such a manner provided that it is legal for the Student Cadet to own it. Failure to do so will result in discipline, up to and including dismissal from the training. Contraband will be returned to Cadets at the discretion of the COTC. See §§28.5-28.6 for guidance on medications.

13.5 Seabags will not be inspected during check-in. However, the COTC is reserved the authority to order a search of any space or person when misconduct is suspected, the well-being of NSCC Personnel or a third party is endangered, or the efficacy of the training is threatened. Male officers will conduct searches of male Cadets and male Cadet spaces; female officers will conduct searches of female Cadets and female Cadet spaces.

13.6 *Seabag List - JAG*

The basic seabag list for a summer JAG Legal Academy will consist of the following items:

Qty	M/F	Item
1		NSCC service jacket w/original NSCTNG001, NSCTNG005, enrollment forms, NSCADM020 updated no more than 30 days prior to check-in, NSCADM021
1		NSCC ID card, current at least through the month the training will end
1		seabag
3		NWU blouses w/NSCC flash, nametapes, and embroidered rank insignia
2		pair NWU pants w/nametape above back right pocket
1		NWU Gore-Tex parka
1		NWU 8-point cover w/NSCC flash
1		black web belt with silver tip
1		silver belt buckle
1		dress white jumper [tropical whites are not authorized at JAG]
1		pair dress white pants
1		white web belt with silver tip
1	M	white Dixie cup dress cover
1	F	white combination cover w/NSCC pin
1		neckerchief
1		pair black low-cut leather dress shoes (no corfams)
1		pair black leather boots, 8-9" upper
2		pair blousing bands
1		pair athletic shoes/sneakers
1		pair shower shoes/flip flops
1		pair dark blue or black sweat pants
1		pair dark blue or black sweat shorts
1		dark blue or black sweat shirt
7		dark blue undershirts, crew-neck, short sleeve
3		white undershirts, crew-neck, short sleeve
7		pair underwear
3	F	bras
2	F	sports bras
7		pair black socks
7		pair white socks
1		canteen w/ web belt
1		lock with key [spare key to service jacket]
5		black ballpoint pens
1		battery-operated travel alarm clock
1		watch [the cheaper the better...]

1		1 or 1.5 inch black 3-ring binder with 50 sheets of lined paper
?		stationary, envelopes, stamps
1		12" ruler
1		shoe-shine kit
1		travel-size sewing kit
1		laundry bag
6		hangers
2		towels
2		wash cloths
1	F	full-length bathrobe
1	F	pair full-length "pajama" pants
1	M	hygiene kit (razor, shaving cream, soap with soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, nail clippers, chap stick, sun screen SPF 30 or higher)
1	F	hygiene kit (razor, soap with soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, sanitary products as necessary, comb, brush, nail clippers, chap stick, sun screen SPF 30 or higher)

13.7 Seabag List - MAA

The basic seabag list for a summer MAA Law Enforcement Academy will consist of the following items:

Qty	M/F	Item
1		NSCC service jacket w/original NSCTNG001, NSCTNG005, enrollment forms, NSCADM020 updated no more than 30 days prior to check-in, NSCADM021
1		NSCC ID card, current at least through the month the training will end
1		seabag
1		NWU blouse w/NSCC flash, nametapes, and embroidered rank insignia
1		pair NWU pants w/nametape above back right pocket
1		NWU Gore-Tex parka
1		NWU 8-point cover w/NSCC flash
1		black web belt with silver tip
1		silver belt buckle
2		camouflage utility (BDU) blouses w/NSCC flashes, nametapes, & rank
1		camouflage utility (BDU) trousers w/nametape above back right pocket
1		8-point camouflage utility (BDU) cover w/NSCC flash
1		dress white jumper [tropical whites are not authorized at MAA]
1		pair dress white pants
1		white web belt with silver tip
1	M	white Dixie cup dress cover
1	F	white combination cover w/NSCC pin
1		neckerchief

1 pair black low-cut leather dress shoes (no corfams)
1 pair black leather boots, 8-9" upper
2 pair blousing bands
1 pair athletic shoes/sneakers
1 pair shower shoes/flip flops
1 pair dark blue or black sweat pants
1 pair dark blue or black sweat shorts
1 dark blue or black sweat shirt
7 brown undershirts, crew-neck, short sleeve [for CUUs]
2 dark blue undershirts, crew-neck, short sleeve [for NWUs]
3 white undershirts, crew-neck, short sleeve
7 pair underwear
3 F bras
2 F sports bras
7 pair black socks
7 pair white socks
1 nice set of civilian clothes [khaki pants, collared shirt]
1 canteen w/ web belt
1 lock with key [spare key to service jacket]
5 black ballpoint pens
1 battery-operated travel alarm clock
1 watch [the cheaper the better...]
1 1 or 1.5 inch black 3-ring binder with 50 sheets of lined paper
? stationary, envelopes, stamps
1 12" ruler
1 shoe-shine kit
1 travel-size sewing kit
1 laundry bag
6 hangers
2 towels
2 wash cloths
1 F full-length bathrobe
1 F pair full-length "pajama" pants
1 M hygiene kit (razor, shaving cream, soap with soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, nail clippers, chap stick, sun screen SPF 30 or higher)
1 F hygiene kit (razor, soap with soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, sanitary products as necessary, comb, brush, nail clippers, chap stick, sun screen SPF 30 or higher)

13.7.1 *Special MAA items*

All camouflage utility uniforms (CUUs) will be marked with NSCC flashes and insignia. CUU blouses will have shoulder flashes, a personalized name tape over the right breast pocket, a "USNSCC" tape over the left breast pocket, and the appropriate embroidered rank insignia on the collars. CUU trousers will have a personalized name tape over the back right pocket. CUU 8-point covers will have the miniature NSCC cap flash. All flashes and rank insignia are available on the Sea Cadet Ship's Store (<http://store.seacadets.org>) and nametapes are available at 1-800-Nametapes (www.1800nametape.com/usnscc.htm).

13.8 *Optional Items - Student Cadets*

The following items may optionally be added to the seabag by JAG/MAA Student Cadets:

- one portable, battery-operated music device;
- no more than \$50 in spending money (over and above travel money); and
- one or two sets of appropriate civilian attire

13.9 *Optional Items - Staff Cadets & Officers*

Staff have the privilege to bring additional items (including but not limited to computers, printers, fans, radios, and personal linens or sleeping bags) so long as the items are not listed in §13.1 or §13.2; the use of the items do not disturb NSCC or Navy personnel in King Hall; and the items are not distracting from assigned duties.

14.0 DISCIPLINE AND EXTRA MILITARY INSTRUCTION

14.1 In order to maintain a respectful, productive, and comfortable learning, living, and working environment, discipline shall be enforced at JAG Legal Academy and MAA Law Enforcement Academy New England.

14.2 Staff Cadets may impose corrective disciplinary measures and Extra Military Instruction (EMI) on Cadets in their direct chain of command for violations of the commonly understood rules of appropriate military conduct, as well as the following sections of the SOP:

- §8 - Conduct
- §9 - Berthing and Berthing Spaces
- §10 - Uniforms and Grooming
- §11 - Laundry
- §12 - Messing
- §20 - Communication and Guests
- §23 - ID Cards
- §24 - Military Personnel
- §27 - Radio Communications

14.3 Staff Officers may impose corrective disciplinary measures and EMI on Staff and Student Cadets in their direct chain of command for violations of the commonly understood rules of appropriate military conduct, as well as the following sections of the SOP:

- §8 - Conduct
- §9 - Berthing and Berthing Spaces
- §10 - Uniforms and Grooming
- §11 - Laundry
- §12 - Messing
- §13 - Gear and Contraband
- §14 - Discipline and Extra Military Instruction
- §15 - Sexual Harassment
- §16 - Hazing
- §17 - Fraternalization
- §18 - Prejudice & Discrimination
- §19 - Emergency Procedures
- §20 - Communication and Guests
- §23 - ID Cards
- §24 - Military Personnel
- §25 - Leave and Liberty
- §26 - Vehicles
- §27 - Radio Communications
- §28 - ADA Compliance

14.4 All corrective disciplinary measures and EMI imposed at JAG Legal Academy and MAA Law Enforcement Academy New England shall be directly targeted at correcting the problem behaviors or performance deficiency, and toward the development of self-control and self-discipline.

14.5 Before corrective disciplinary measures or EMI are imposed, corrective or remedial counseling will be provided. After corrective disciplinary measures or EMI are imposed, the staff member who has imposed the discipline shall follow up to ensure that the disciplined cadet understands and is implementing the best and most efficient methods of correcting the problem behavior or improving the performance deficiency.

14.6 The staff of JAG Legal Academy and MAA Law Enforcement Academy New England shall endeavor to keep corrective disciplinary measures and EMI private.

14.7 In keeping with §14.4, no physical punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

- push-ups, sit-ups, body-builders, mountain climbers, or other physical training or stress positions intended as punishment;
- extended periods at attention or parade rest;
- unnecessary exposure to the elements; and
- deprivation of sleep, food, or medical care.

14.8 In keeping with §14.4, no demeaning or mentally abusive punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

- publicly or privately humiliating or degrading Cadets;
- publicly or privately calling Cadets by hurtful or insulting names or epithets; and
- intentionally causing emotional distress (see also §16).

14.9 JAG Legal Academy and MAA Law Enforcement Academy New England have a Zero Tolerance policy for physical and demeaning punishments. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent the forms of discipline contemplated in §14.7 & §14.8 and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

14.10 Any member of the training contingent who imposes or authorizes the forms of discipline contemplated in §14.7 or §14.8 shall be terminated from JAG Legal Academy or MAA Law Enforcement Academy New England; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

14.11 Any member of the training contingent who is subjectively aware of a pattern of imposing or authorizing the forms of discipline contemplated in §14.7 or §14.8, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

14.12 In circumstances warranting termination from JAG Legal Academy and/or MAA Law Enforcement Academy New England, the COTC and his/her staff shall conduct an investigation into any alleged violations of the SOP or the commonly understood rules of appropriate military conduct. Accused personnel are guaranteed an opportunity to be heard by the COTC before a final determination is made.

14.13 The COTC is reserved the sole and absolute authority to terminate any Student Cadet, Staff Cadet, or Staff Officer for violations of the SOP or the commonly understood rules of appropriate military conduct.

15.0 SEXUAL HARASSMENT

15.1 "Sexual harassment" is defined as:

- (1) unwelcome sexual advances; or
- (2) unwelcome requests for sexual favors; or
- (3) other behavior of a sexual or gender-based nature where:
 - (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in any NSCC program or activity; or
 - (b) submission to or rejection of such conduct by an individual is used as the basis for decisions regarding that individual's participation in any NSCC program or eligibility for any benefit; or
 - (c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of creating an intimidating, hostile, or offensive learning, living, or working environment.

15.2 JAG Legal Academy and MAA Law Enforcement Academy New England has a Zero Tolerance policy for sexual harassment. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent the forms of conduct contemplated in §15.3 & §15.6 and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

15.3 To ensure a respectful, productive, and comfortable learning, living, and working environment at JAG Legal Academy and MAA Law Enforcement Academy New England, the following behaviors are prohibited:

pressure, intimidation, threats, or promises used to coerce sexual favors;

sexual advances;

unwelcome physical contact (see also §15.10);

sexual remarks about a person's clothing, body, or sexual behaviors;

inappropriate whistling, leering, or staring;

conversation of a sexual nature or sexually graphic jokes or stories;

obscene or sexually explicit comments, or sexually suggestive gestures;

the display of sexually explicit materials or writings; and other comparable behaviors that create an intimidating, hostile, or offensive environment.

15.4 Personnel found to be in violation of §15.3 shall be terminated from JAG Legal Academy or MAA Law Enforcement Academy New England; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

15.5 Any member of the training contingent who is subjectively aware of a pattern of conduct of the kind contemplated in §15.3, but who fails to report this pattern of conduct to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

15.6 Other conduct that does not automatically rise to the level of sexual harassment may still create an intimidating, hostile, or offensive learning, living, and working environment, especially if the conduct is repeated or pervasive. These behaviors generally rise to the level of sexual harassment only once a member complains. These kind of behaviors include, but are not limited to:

questions or conversations of a personal nature;
requests for dates;
off-color jokes; and
foul language or gestures.

15.7 Personnel found to be in violation of §15.6 shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

15.8 All complaints about sexual harassment shall be taken seriously by all levels of the chain of command.

15.9 Complaints of sexual harassment shall be kept confidential to the extent possible.

15.10 All members of the training contingent are expressly prohibited from touching the person or clothing of another member of the training contingent, either directly or by use of a material object, except at such times as they are acting within the scope of their authority for the purpose of:

common greetings (e.g., handshakes);

correcting a Cadet's position;

correcting a Cadet's movement;

fitting or correcting the arrangements of a Cadet's clothing or equipment;

conducting a lawful examination or inspection of a Cadet's person or equipment;

conducting a demonstration incident to training;

conducting physical training performed with a partner;

protecting a Cadet from suffering bodily injury or harm; or self-defense.

16.0 HAZING

16.1 "Hazing" is any action taken or situation created intentionally to cause embarrassment, harassment, or ridicule, or to risk emotional and/or physical harm.

16.2 Hazing is not limited to initiation rituals of "new" members of a group, nor is it limited to unwilling individuals. Experience and consent, however, do not lessen the danger of hazing to a respectful, productive, and comfortable learning, living, and working environment. Hazing can take place both in public and private settings.

16.3 Not every instance where an individual feels embarrassed, harassed, or ridiculed is hazing, however. There are many instances where an individual may feel embarrassed which are not hazing (e.g., after receiving appropriate corrective disciplinary measures; during public speaking assignments; after incorrectly answering a question in class, etc.). Hazing is the act of embarrassing an individual for the sake of embarrassing him.

16.4 JAG Legal Academy and MAA Law Enforcement Academy New England have a Zero Tolerance policy for hazing. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent all forms of hazing and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

16.5 Any member of the training contingent who imposes or authorizes hazing behaviors as defined in §16.1 shall be terminated from JAG Legal Academy or MAA Law Enforcement Academy New England; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

16.6 Any member of the training contingent who is subjectively aware of a pattern of hazing as defined in §16.1, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

16.7 All complaints about hazing shall be taken seriously by all levels of the chain of command.

16.8 Complaints of hazing shall be kept confidential to the extent possible.

17.0 FRATERNIZATION

17.1 "Fraternization" is an inappropriate and unduly familiar personal relationship between a senior and a subordinate.

17.2 Fraternalization is a gender-neutral concept.

17.3 Fraternalization is prohibited at JAG Legal Academy and MAA Law Enforcement Academy New England where it is dangerous to good order, discipline, authority, and morale because it:

calls into question a senior's objectivity;

results in (or gives the appearance of) favoritism or preferential treatment;

undermines the authority of a senior; or

compromises the chain of command.

17.4 JAG Legal Academy and MAA Law Enforcement Academy New England have a Zero Tolerance policy for fraternization. It is therefore the affirmative duty of every member of the training contingent to abstain from and discourage all forms of fraternization and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

17.5 Fraternalization is most insidious when it involves an officer and a Cadet. Unduly familiar officer-Cadet relationships are prohibited at JAG Legal Academy and MAA Law Enforcement Academy New England.

17.6 Unduly familiar Cadet-Cadet relationships, where one Cadet is senior to another and/or exercises authority over another, are prohibited at JAG Legal Academy and MAA Law Enforcement Academy New England.

17.7 Any officer in an unduly familiar relationship with a Cadet, in violation of §17.5, shall be terminated from JAG Legal Academy or MAA Law Enforcement Academy New England; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

17.8 Any member of the training contingent who is subjectively aware of a pattern of fraternization between an officer and a Cadet, in violation of §17.5, but who fails to report this pattern of fraternization to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

17.9 Any Staff Cadet in an unduly familiar relationship with a subordinate Staff or Student Cadet, in violation of §17.6, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

18.0 PREJUDICE AND DISCRIMINATION

18.1 "Prejudice" is pre-judgment, bias, or partiality; it is a preconceived opinion not based on actual experience.

18.2 "Discrimination" is unjustly making distinctions in the treatment of different categories of people.

18.3 No member of the training contingent will act in a prejudicial or discriminatory fashion, or make prejudicial or discriminatory comments, toward any person based on their race, sex, age, color, religion, national origin, sexual orientation, or disability.

18.4 Prejudice and discrimination are prohibited at JAG Legal Academy and MAA Law Enforcement Academy New England because they:

create an intimidating, hostile, and offensive learning, living, and working environment; and

are dangerous to good order, discipline, authority, and morale because they can:

call into question an individual's objectivity;

result in (or give the appearance of) favoritism or preferential treatment; and

damage the legitimacy of the chain of command.

18.5 JAG Legal Academy and MAA Law Enforcement Academy New England have a Zero Tolerance policy for prejudice and discrimination. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent all forms of prejudice and discrimination and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

18.6 Any officer or Staff Cadet who has engaged in prejudicial or discriminatory conduct prohibited by §18.3 shall be terminated from JAG Legal Academy or MAA Law Enforcement Academy New England; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC.

18.7 Any member of the training contingent who is subjectively aware of a pattern of prejudicial or discriminatory conduct, prohibited by §18.3, on the part of an officer or Staff Cadet, but who fails to report this pattern of conduct to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

18.8 Any Student Cadet who has engaged in prejudicial or discriminatory conduct prohibited by §18.3, shall be disciplined as deemed appropriate by the COTC, up to and including termination from JAG Legal Academy or MAA Law Enforcement Academy New England.

19.0 EMERGENCY PROCEDURES

19.1 All hands will keep foul weather gear on hand at all times in case of a fire or other emergency evacuation of King Hall.

19.2 *Procedures for Fire/Emergency Evacuation of King Hall*

19.2.1 All hands are empowered to initiate a general alarm in case of fire.

19.2.2 In the event of a fire or other emergency evacuation of King Hall, cadets will exit King Hall through the nearest exit wearing shoes, pants, long-sleeve shirt or jacket, and ball cap. Staff Cadets and Officers will also bring cell phones, two-way radios, and flashlights.

19.2.3 In the event of a fire or other emergency evacuation of King Hall, all hands will report to the PT field on the north side of King Hall near Capodanno Drive (facing the water).

19.2.4 Student Cadets will form up by training contingent and the LPOs will take muster. The LPOs will report directly to their respective Executive Officer.

19.2.5 MAA/MEs will report to the Operations Officer.

19.2.6 In the event of a fire or other emergency evacuation of King Hall, the Operations Officer will ensure that emergency services are contacted (via 911) immediately.

19.2.7 After reporting to the COTC, the Operations Officer and two MAAs will post in front of King Hall (on Kollmeyer Street) to direct emergency personnel upon their arrival.

19.2.8 As soon as safety allows during an evacuation of King Hall, the JAG Executive Officer will alert the OTCN CDO and the NAVSTANPT CDO as to the nature of the emergency.

19.3 *Procedures for Medical/Non-Evacuation Emergencies*

19.3.1 In the case of an emergency not requiring the evacuation of King Hall, any NSCC member may dial 911 from any phone. Report your location (be sure to explain that you are on board Naval Station Newport) and state the nature of the emergency. If the emergency is in King Hall, be sure to provide the deck and wing where the emergency is located. Immediately report to the nearest staff member, who will alert the rest of the staff via two-way radio.

19.3.2 The Operations Officer and two MAAs will post in front of the building in which the emergency exists to direct emergency personnel upon their arrival.

19.3.3 As soon as safety allows, the JAG Executive Officer will alert the NAVSTANPT CDO and OTCN CDO as to the nature of the emergency.

20.0 COMMUNICATIONS & GUESTS

20.1 Student Cadets will turn in any device capable of making or receiving phone calls, sending or receiving text messages, or accessing the internet upon reporting. Cellular phones and other such devices and their respective chargers will be labeled with the student's name and secured by the Operations Officer for the duration of the training. Cellular phones will be returned to Student Cadets on Graduation Day. See also NSCC Action Letter 08-05 for guidance on cell phones at trainings.

20.2 Student Cadets may make phone calls on the pay phones in the barracks, provided the timing, duration, and nature of the calls are not interfering with the Cadet's coursework. No email will be accepted or forwarded. Mail may be sent out but the trainings are of too short a duration to accept incoming mail.

20.3 The COTC is responsible to NAVSTANPT and OTCN for all NSCC personnel and their guests. Any NSCC member who is temporarily on board NAVSTANPT for the purposes of dropping off a cadet, visiting the training, providing instruction, or attending the graduation ceremony is subject to the authority of the COTC and the JAG Legal Academy and MAA Law Enforcement Academy New England SOP (see also §2.1).

20.4 Guests - family, friends, and home unit representatives - are a distraction to both Student and Staff Cadets. Therefore, no guests will be permitted to the training during Training Days 1 through 5 without the express prior permission of the COTC.

20.5 Any Student or Staff Cadet's family member or home unit representative is welcome at the graduation ceremony. Other guests, including friends and NSCC personnel from units which are not represented at the training, shall give notice to the COTC of their intention to attend the graduation ceremony.

20.6 All guests to the graduation ceremony will report directly to the site of the ceremony, and will not interact with Student or Staff Cadets until the conclusion of the ceremony.

20.7 The Cadet and Officer Staff shall circulate a list of their cellular phone numbers on the first day of the training, such that each Staff member will have the others' numbers programmed into their phone.

20.8 The Cadet and Officer Staff shall carry their cellular phones at all times. Cellular phones will be set on vibrate for the duration of the training.

21.0 PHYSICAL TRAINING

21.1 JAG Student Cadets will be required to participate in Physical Training each evening. JAG evening PT will consist of stretching, calisthenics, running, and/or organized athletics.

21.2 MAA Student Cadets will be required to participate in Physical Training twice per day.

21.2.1 MAA morning PT will consist of stretching, light calisthenics, and running.

21.2.2 MAA evening PT will consist of stretching, calisthenics, running, defensive tactics, and/or organized athletics.

21.3 All hands are required to warm up prior to participating in any PT activity. All hands are also required to cool down and stretch after PT to minimize potential injury.

21.4 All hands should wear proper running shoes during PT.

21.5 *Heat Index*

21.5.1 The Heat Index is a measurement that takes into account temperature, humidity, radiant heat, and air movement. Immoderate heat and humidity, combined with the sun's rays and still air, will reduce the amount of physical training that can be done safely, and will increase the amount of rest and water required by all hands.

21.5.2 The following Heat Index guidelines set forth the maximum work periods and minimum rest periods for various heat index levels; shorter work periods and longer rest periods will be required according to the intensity of the training and the physical preparedness of the Cadets and staff and their acclimation to the climate.

21.5.3 Safety guidelines are not a substitute for common sense. Officer and Cadet Staff shall shorten work periods or add rest periods as circumstances dictate.

21.5.4 Officer Training Command Newport posts a flag (corresponding to the system in the table in §21.5.5) each morning on the corner of Meyerkord Avenue and Kollmeyer Street. Officer and Cadet Staff are shall consult the flag "rating" before engaging in any physical activity.

21.5.5 Heat Index table

Rating	WBG Temperature*	Light Work	Moderate Work	Strenuous Work
		(walking, standing in formation)	(military drill, routine activities)	(PT, long marches, field activity)
No Flag	≤ 79.9° F	No Limitation	No Limitation	Work: 50 minutes Rest: 10 minutes
Green Flag	80 - 84.9° F	No Limitation	Work: 50 minutes Rest: 10 minutes	Work: 40 minutes Rest: 20 minutes
Yellow Flag	85 - 87.9° F	Work: 50 minutes Rest: 10 minutes	Work: 30 minutes Rest: 30 minutes	Work: 20 minutes Rest: 40 minutes
Red Flag	88 - 89.9° F	Work: 30 minutes Rest: 30 minutes	Work: 20 minutes Rest: 40 minutes	NO STRENUOUS ACTIVITY
Black Flag	≥ 90° F	Work: 15 minutes Rest: 30 minutes	NO MODERATE ACTIVITY	NO STRENUOUS ACTIVITY

* Wet Bulb Globe Temperature = $0.7T_w + 0.2T_g + 0.1T_d$, where T_w measures "wet-bulb" temperature (a combination of temperature & humidity), T_g measures "globe thermometer" temperature (temperature that takes into account solar radiation), and T_d measures air temperature.

21.5.6 All hands should drink at least 64 ounces of water per day, no matter the temperature. As the heat index rises, water consumption should be increased accordingly.

22.0 TRAINING TIME OUT

22.1 What

TTOs provide a means for students to express concerns for personal safety in a training situation or to indicate that a need for clarification of procedures or requirements exists.

22.2 When

TTOs can be called by any member of the training contingent at any time during training - in the classroom, at PT, during a practical exercise, in the barracks - anywhere, anytime.

22.3 How

TTOs can be signaled verbally, as either "Training Time Out" or "Time Out", or nonverbally, by forming a "T" with both hands.

23.0 ID CARDS

23.1 All NSCC Personnel will carry their NSCC ID at all times.

23.2 JAG Legal Academy and MAA Law Enforcement Academy will provide an armband for carrying the ID during PT. All hands will return the armband at the conclusion of the training.

24.0 MILITARY PERSONNEL

Student Cadets are forbidden from fraternizing with military personnel not directly associated with the training. Any military personnel should be directed to the Cadet Staff or Officer Staff if they need to communicate with anyone at JAG Legal Academy or MAA Law Enforcement Academy.

25.0 LEAVE AND LIBERTY

25.1 No Staff or Student Cadets will receive leave or liberty. NSCC Chief Petty Officers who are filling officer billets are considered Cadets for the purposes of this section.

25.2 Officers may leave the base to conduct business, provided that there are at least two escort officers available on base to provide supervision to the training contingent.

26.0 VEHICLES & ACCESS TO NAVAL STATION NEWPORT

26.1 In order to obtain access to Naval Station Newport, all non-DoD personnel 16 years or older must provide Full Name, Date of Birth, and Social Security Number to the COTC at least two weeks before the commencement of the training. This includes parents, guardians, drivers, and passengers in the vehicle when dropping off the cadet; and any person who wishes to attend the graduation ceremony.

26.2 Any vehicle operated aboard Naval Station Newport must have a DOD decal or a temporary pass issued by the Pass Office outside of Gate 1. To obtain a temporary pass, the operator of the vehicle must present a valid driver's license, NSCC ID, current registration, and proof of insurance to the Pass Office.

26.3 Staff and Student Cadets may report to JAG/MAA in their personal vehicle, but they will not be permitted to drive during the training. Keys will be surrendered to the Operations Officer upon check-in, and will be returned on Graduation Day.

26.4 Vehicles entering or leaving Naval Station Newport may be inspected and are subject to search at any time. Instructions from Base Police, Security Force personnel, or sentries constitute lawful orders that must be obeyed.

27.0 RADIO COMMUNICATIONS

27.1 The following members of the staff shall carry a FRS/GMRS two-way rechargeable radio for the duration of the training:

- COTC
- Executive Officers
- Training Officers
- Division Officers
- Operations Officer
- Medical Officer
- Leading Petty Officers
- On-duty Masters-at-Arms

27.2 The individual personnel to whom the radios are assigned are responsible for their care and maintenance, and shall be financially responsible to JAG Legal Academy and MAA Law Enforcement Academy for reckless or negligent operation or handling of assigned radios, or the failure to return a radio or radio components to the COTC at the conclusion of training.

27.3 Staff may bring their own FRS/GMRS radios, but will be subject to the same requirements and restrictions of use as JAG/MAA issued radios.

27.4 Radio operators will take care to turn their radios down (or off) during lectures and practical exercises.

27.5 The default transmission frequency will be Channel 18, Privacy Code 12. The alternative frequency will be Channel 19, Privacy Code 12.

27.6 *Radio Protocol*

All hands will follow standard radio protocol.

27.6.1 When making a call, the intended recipient is to be stated first, followed by the sender (as in, "Chief Master-at-Arms, from XO").

27.6.2 When called, the intended recipient shall respond in kind (as in, "XO, this is the Chief Master-at-Arms, go ahead").

27.6.3 To indicate receipt and understanding of a message, the recipient shall state, "received."

27.6.4 To indicate a failure to receive or understand, the recipient shall state, "repeat your last."

27.6.5 Since modern two-way radios have a transmission "chirp," the terms "over" or "out" will not be used at JAG/MAA.

27.6.6 No "ten-codes" or "twenty-codes" will be used at JAG/MAA.

27.6.7 Only official, training-related communications will be transmitted via two-way radio.

27.6.8 Messages of a sensitive, private, or unofficial nature shall be transmitted via cellular phone or in person.

**28.0 AMERICANS WITH DISABILITIES ACT (42 U.S.C. §§ 12101 et seq.)
COMPLIANCE; MEDICATIONS; MEDICAL RESOURCES; PRESCRIPTIONS**

28.1 No NSCC member shall be excluded from participating in, denied the benefit of, or subjected to discrimination in, any JAG Legal Academy or MAA Law Enforcement Academy New England program or activity on the basis of race, sex, age, color, religion, national origin, sexual orientation, or disability.

28.2 The staff of JAG Legal Academy and MAA Law Enforcement Academy New England will make reasonable modifications in any policies, practices, and procedures that deny equal access to individuals with disabilities, unless such a modification would result in a fundamental alteration of the nature of the training or cause significant difficulty or expense when considered in light of JAG/MAA's size, resources, structure, and nature.

28.3 Cadets requiring prescription medications or with pre-existing medical or psychological conditions requiring special accommodation will:

comply with the procedures published in the NSCC Medical Reference Policies and Procedures Manual;

forward an NSCTNG025 to the COTC for review prior to the confirmation of a billet; and

disclose to the COTC any and all medical and psychological conditions, and any prescription requirements and the side effects and contraindications thereof, prior to the training.

28.4 Medical Resources

28.4.1 When staffing allows, an NSCC Officer with a professional medical qualification and/or license (EMT, Paramedic, LPN, RN, PA, APRN, or MD) will be billeted as the Medical Officer. It is rare, however, that this billet will actually be filled.

28.4.2 The medical staff compliment will consist singly of the Medical Officer, when staffing allows.

28.4.3 When available, the Medical Officer will be "on call" 24 hours each day. S/he will be present in the barracks in the evenings (PT - taps), and will personally monitor physical training.

28.4.4 Whether or not a Medical Officer is billeted, the Staff are charged with the health, safety, and welfare of the Student Cadets throughout the training. In the absence of a billeted Medical Officer, the COTC, or an officer designated by the COTC ("COTC's

designee"), will take on the responsibility for storing and distributing prescription medications in accordance with this section, the NSCTNG025s on file, and the NSCC Medical Reference Policies and Procedures Manual.

28.4.5 In the event that a Cadet experiences a severe adverse reaction to medication or any other medical emergency, the procedures in §19 will be followed. If the reaction is not severe, and/or the medical circumstances allow for transport via personally owned vehicle, the Cadet will be transported to Newport Hospital by the COTC or his/her designee (11 Friendship Street, Newport, RI 02840; approximately 3.4 miles from King Hall; approximately 10 minutes by car).

28.4.6 It is imperative that parents understand that, due to staffing constraints, medical resources at JAG/MAA are extremely limited. In most years, the highest level of medical qualification among the Officer staff is Basic Life Support (CPR & Heimlich). And because of the timing of the training, the small Naval Station Newport medical compliment is overwhelmed with Navy and Marine Corps personnel. As a result, the only medical facilities generally available to the personnel of JAG Legal Academy and MAA Law Enforcement Academy are civilian emergency or walk-in facilities off of the Naval Station in Newport, RI.

28.4.7 All injuries will be reported to the Medical Officer (when billeted) and the COTC as soon as practicable.

28.5 Prescription Procedures

28.5.1 Cadets who arrive with medications (prescription or over-the-counter) must surrender said medications to the Medical Officer (or COTC's designee) upon check-in.

28.5.2 Prescriptions will not be accepted by the Medical Officer (or COTC's designee) without a completed and signed NSCTNG025, and a prescription bottle with the Cadet's name and matching prescription information.

28.5.3 Prescriptions will only be administered in accordance with the written instructions on the completed and signed NSCTNG025.

28.5.4 Per the NSCC Medical Reference Policies and Procedures Manual, pills will be counted out; only exactly as many pills as required during the duration of the training will be accepted by the Medical Officer (or COTC's designee). Furthermore, if pills need to be administered in "half doses," they will be submitted to the Medical Officer (or COTC's designee) already cut by the Cadet's parents / guardians.

28.5.5 A log will be created to keep track of the dispensation of medication. The recipient of the medication (the Cadet), the dispenser of the medication (the Medical Officer or the COTC's designee), and a second NSCC Officer will confirm the medication and the dose and then sign the log at each administration. The log will contain, at a minimum, the following information: Cadet Name, Cadet SSN Last 4, Prescription Name, Prescription Dose, Date Administered, Time Administered, Cadet Signature, COTC's Designee's Name, COTC's Designee's Signature, Witness' Name, Witness' Signature. The log will be maintained in hard copy for at least two years, and will also be transcribed to an electronic spreadsheet and maintained permanently.

28.5.6 The Medical Officer (or COTC's designee) will secure all medications in a locked container. The Medical Officer (or COTC's designee) and the COTC will both have keys to the container. No refrigeration facilities will be available for prescription storage.

28.5.7 In the event of the evacuation of King Hall, the Medical Officer (or COTC's designee) will be responsible for retrieving and securing all medications.

28.5.8 The COTC (or the Medical Officer, when billeted) will have a private, face-to-face discussion with the parent(s) of each Cadet who reports with prescriptions to ensure that (1) these procedures are understood and assented to, (2) the nature of our limited medical resources are explicitly understood, and (3) the prescription instructions in the NSCTNG025 are accurate.

28.6 *Over-the-Counter Medications*

28.6.1 Cadets who arrive with over-the-counter medications not accompanied by an NSCTNG025 will have the medications confiscated for the duration of the training. Any such medications, which are not excepted in §28.6.2, will not be administered during the training.

28.6.2 Unless instructed otherwise in a Cadet's service jacket, the Medical Officer (or COTC's designee) shall be empowered to administer the following medications and treatments to Cadets based on common-sense assessments and without consultation with a Cadet's parents: ibuprofen (e.g., Advil), acetaminophen (e.g., Tylenol), acetylsalicylic acid (e.g., Aspirin), calcium carbonate (e.g., Tums), magnesium hydroxide (e.g., Milk of Magnesia), bismuth subsalicylate (e.g., Pepto-Bismol), diphenhydramine (e.g., Benadryl), benzocaine (e.g., Anbesol), menthol (e.g., Hall's cough drops), hydrocortisone (e.g., Cortaid), calamine and/or pramoxine (e.g., Caladryl), bacitracin, neomycin, and/or polymyxin B (e.g., Neosporin). Any exceptions should be noted on the NSCADM020 Medical History form in the Cadet's service jacket.

29.0 TRAVEL

29.1 All hands are responsible for providing their own transportation to and from Naval Station Newport.

29.2 Personnel traveling by rail, bus, or air will provide detailed travel information to the COTC, including train/ bus/ flight number; departure city; departure time; layovers; arrival time; arrival city; and taxi company.

29.3 Shuttle service is available from Providence T.F. Green Airport (PVD) to Naval Station Newport via the "Cozy Cab" company, and from NAVSTANPT back to PVD. Any personnel requiring a taxi to or from PVD will need to make a reservation with Cozy Cab. Information about Cozy Cab will be included in the pre-training information packet.

29.4 An escort officer must be present until all Student and Staff Cadets have been picked up, either by parents or taxi.

29.5 NSCC personnel may not travel via train, bus, or plane in uniform.

29.6 Student and Staff Cadets may not provide transportation to other Cadets.

30.0 SCHEDULING

In general, JAG Legal Academy New England and MAA Law Enforcement Academy New England will be conducted during the summer break, as observed by the majority of public schools. In general, JAG/MAA will run in August, and every effort will be made to schedule the trainings so as not to conflict with Recruit Training New England (RT-MA) or Submarine Seminar New London (SS-CT).

30.1 *Saturday: Staff check-in day (when practical)*

Officer and Cadet Staff will prepare for the arrival of the Student Cadets and conduct any business necessary for the successful execution of the training.

30.2 *Sunday: Student Check-in Day*

Student Cadets will arrive in the afternoon and will check in; clean and secure their berthing area; take delivery of their training equipment and linen; and attend an orientation in the evening. If staff have not been able to arrive one day prior, they should report to JAG/MAA no later than 0900 on Student Check-in Day.

30.3 *Monday - Friday: Training Days 1-5*

During Training Days 1 through 5, NSCC Staff and the respective host commands will provide the training described in §4 and §5.

In general, each JAG training day will be scheduled as such:

0600	Reveille
0630	Breakfast
0700	Study Time/Inspection
0730	Stage to Classroom
0800-1200	Classes
1200	Lunch
1300-1730	Classes
1745	Dinner
1900	Physical Training
2000	Showers & Study Time
2130	Case Review
2200	Silent Reading Time
2300	Taps

In general, each MAA training day will be scheduled as such:

0445	Reveille
0500	Physical Training
0600	Showers
0630	Breakfast
0700	Study Time/Inspection
0730	Stage to Classroom
0800-1200	Classes & Practicals
1200	Lunch
1300-1730	Classes & Practicals
1745	Dinner
1900	Physical Training & Defensive Tactics [or Ride-Along]
2030	Showers & Study Time
2200	Taps

30.4 Saturday: Graduation Day

Cadets will pack their gear and field day the barracks. After the Officer Training Command Newport Command Duty Officer has inspected and signed off on all berthing spaces used by NSCC Personnel, all hands will change into their service dress white uniforms and stage their gear at the graduation site. Graduation will generally be held at 1100, and should be concluded no later than 1130.

30.5 Publication of Schedule

To the extent possible, the training schedule will be published in advance for all hands. A training matrix with the entire week's training will be posted permanently. The current and next day's PODs will also be posted each day, along with a sheet detailing the reading and homework assignments.

31.0 PUBLICATION AND REGISTRATION PROCEDURES

31.1 *Information Packet*

As soon as the COTC has confirmed the dates of training with NAVSTANPT, OTCN, and the host commands; and has confirmed the cost of training with NSCC NHQ, s/he will publish an information packet regarding the training on an appropriate website. This packet will include, at a minimum:

Details of the training - reporting date, time, and location; graduation date, time, and location; cost of the training; and any special requirements for Student Cadets

Directions to the base and to the barracks once on the base; and instructions on how to get a temporary base pass

Special instructions for traveling cadets

Seabag list

31.2 *Waivers*

The COTC will also publish on the same website as soon as practicable a packet of waivers as required by NAVSTANPT, OTCN, and other commands involved in the training of the cadets. Waivers will be required for participation in training, and will be due to the COTC no later than 10 business days before the start of training. Waivers will be provided in hard copy to any and all host commands.

The NAVSTANPT Public Affairs Office will generally provide waivers, but the COTC will require a comprehensive waiver from all participants which specifically names the Escort Officers, the NSCC, the Navy, and our host commands as releasees.

MAA Student Cadets will generally be required to provide a notarized waiver to the Newport Police Department for the ride-along.

A form will be included as part of the waiver packet to provide details of each participant's travel plans and t-shirt size.

A form will be included as part of the waiver packet to provide Full Name, Date of Birth, and Social Security Number for any non-DoD personnel (including parents, siblings, and other vehicle passengers during drop off; and any person wishing to attend graduation).

31.3 Registration

Potential Student Cadets (or their parents or Unit Commanding Officers) should contact the COTC to determine if billets are available prior to submitting paperwork. Billets will not be confirmed until all paperwork (NSCTNG001, waivers, training deposit, copy of ID, and any required medical forms) is received. Upon receipt of the paperwork, the COTC will email the cadet, parents, and Unit Commanding Officer that the billet is confirmed.

Staff positions are by invitation of the COTC only.

Figure 1:
JAG Legal Academy New England & MAA Law Enforcement Academy New England Chain of Command

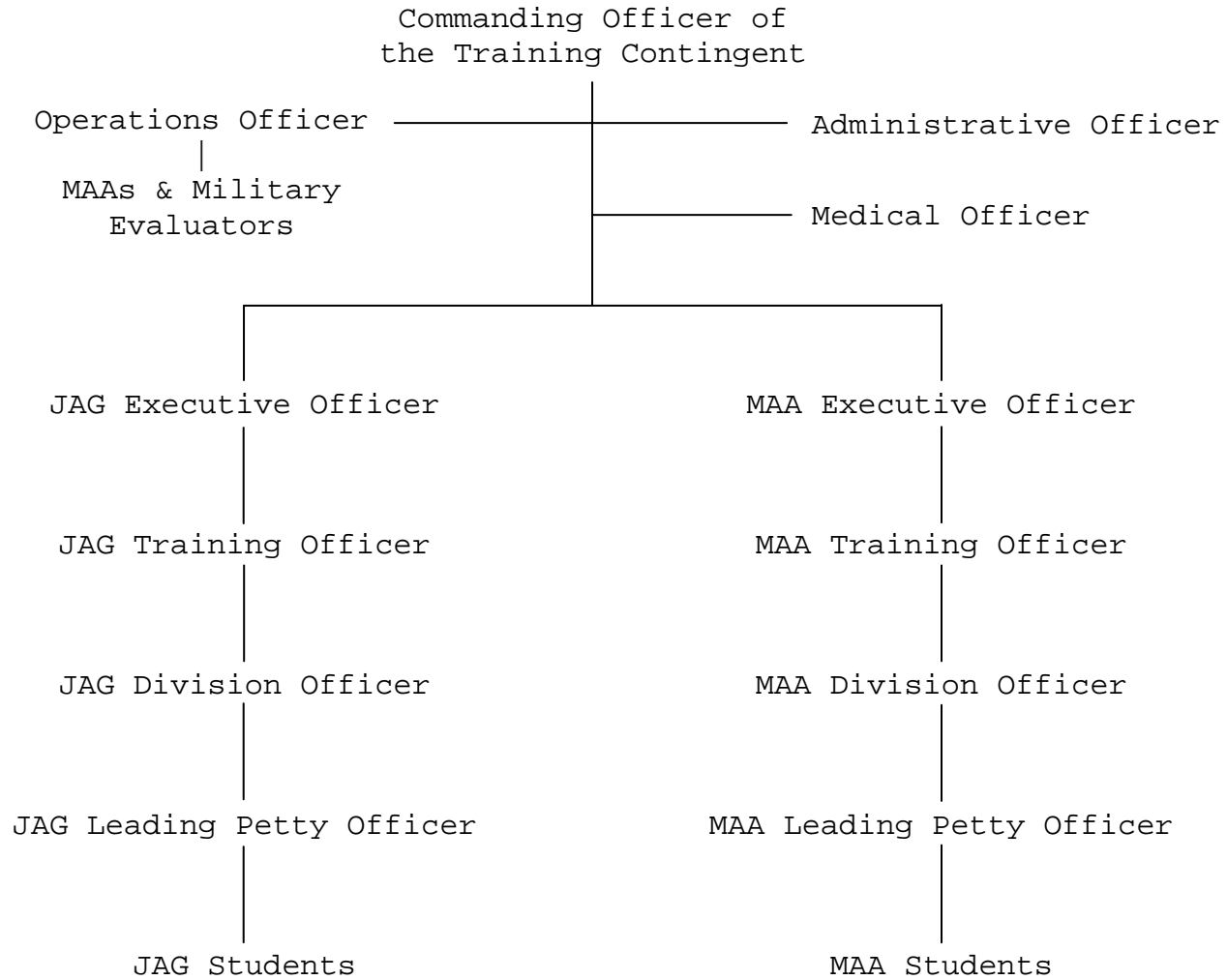


Figure 2: Sample JAG Evaluation


U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h2 style="margin: 0;">ADMINISTRATIVE REMARKS</h2>				
1a. Name		1b. Social Security Number			
1c. Unit JAG LEGAL ACADEMY NEW ENGLAND (CLASS 8)		1d. Date of Enrollment (DD MMM YY)			
PERFORMANCE EVALUATION - PAGE 1 OF 2					
DAILY PERFORMANCE:					
1 = SATISFACTORY, 0 = UNSATISFACTORY					
	06AUG12	07AUG12	08AUG12	09AUG12	10AUG12
BUNK & CUBE					
PERSONAL APPEARANCE					
MILITARY BEARING					
CLASSROOM					
PHYSICAL TRAINING					
MOTIVATION					
BRIEFS:			EACH BRIEF WAS SCORED FROM 0-10		
SEARIGHT v. NEW JERSEY	GIDEON v. WAINWRIGHT	MAPP v. OHIO	TERRY v. OHIO	MIRANDA v. ARIZONA	
MOCK TRIAL PERFORMANCE:			EACH CRITERIA WAS SCORED FROM 0-15		
CASE KNOWLEDGE	LEGAL KNOWLEDGE	TRIAL PERFORMANCE	TEAMWORK		
OVERALL SCORES:					
DAILY PERFORMANCE	BRIEFS	MOCK TRIAL	FINAL EXAM		TOTAL SCORE
OUT OF 30	OUT OF 50	OUT OF 60	OUT OF 60		OUT OF 200
HIGHEST TOTAL SCORE FOR CLASS 8: OUT OF 200 LOWEST TOTAL SCORE FOR CLASS 8: OUT OF 200 MEAN TOTAL SCORE FOR CLASS 8: OUT OF 200 MEDIAN TOTAL SCORE FOR CLASS 8: OUT OF 200 STANDARD DEVIATION FROM TOTAL SCORE FOR CLASS 8: POINTS					
 LCDR DAVID I. HULL, NSCC COMMANDING OFFICER OF THE TRAINING CONTINGENT					
					Page

Figure 3: Sample MAA Evaluation


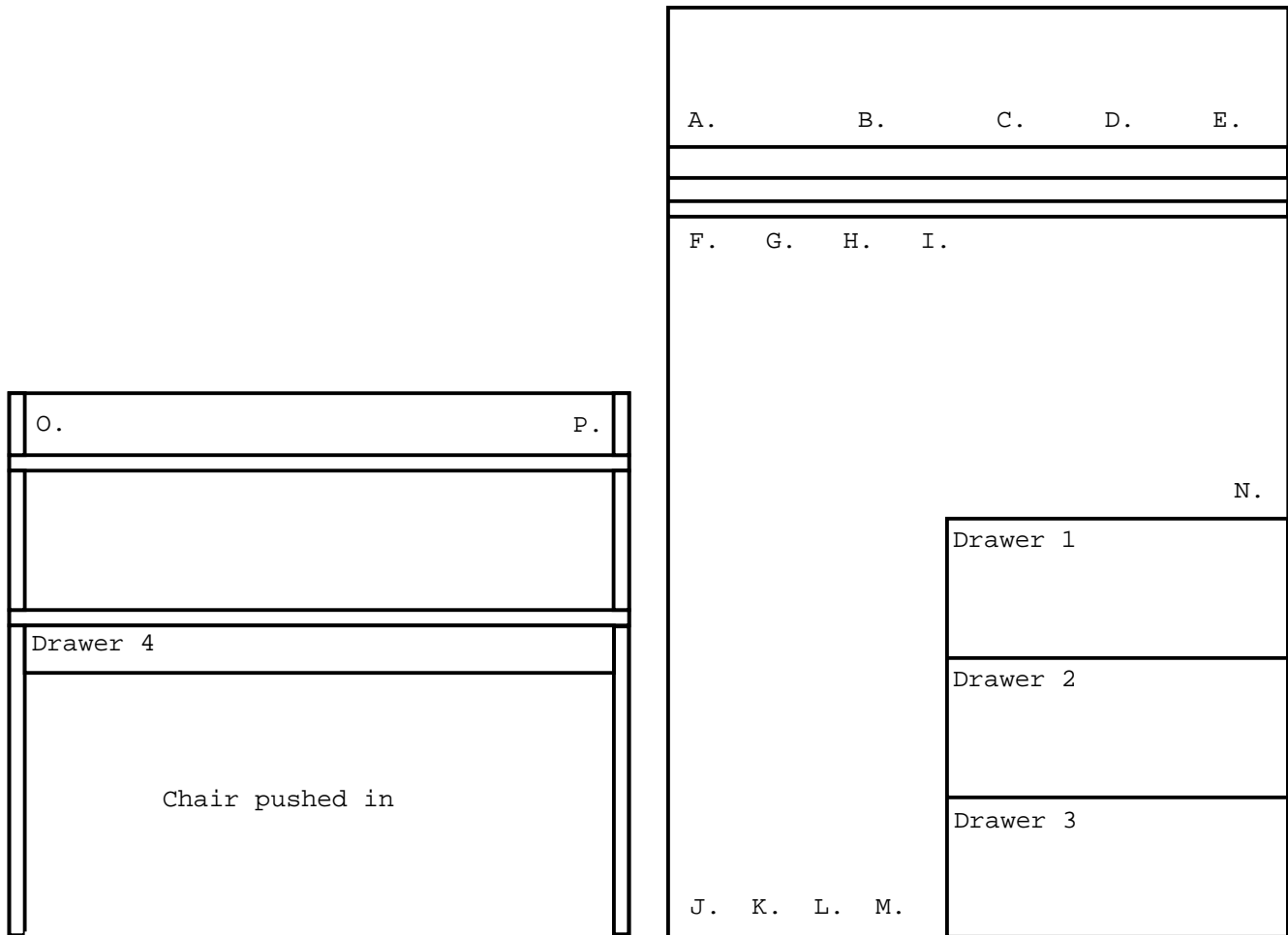
U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h2 style="margin: 0;">ADMINISTRATIVE REMARKS</h2>				
1a. Name		1b. Social Security Number			
1c. Unit MAA LAW ENFORCEMENT ACADEMY NEW ENGLAND (CLASS 9)		1d. Date of Enrollment (DD MMM YY)			
PERFORMANCE EVALUATION - PAGE 1 OF 2					
DAILY PERFORMANCE:					
1 = SATISFACTORY, 0 = UNSATISFACTORY					
	06AUG12	07AUG12	08AUG12	09AUG12	10AUG12
BUNK & CUBE					
PERSONAL APPEARANCE					
MILITARY BEARING					
CLASSROOM					
PHYSICAL TRAINING					
MOTIVATION					
PRACTICAL EXERCISES:			EACH PRACTICAL WAS SCORED FROM 0-10		
	SEARCHING AND HANDCUFFING	TRAFFIC STOPS	FIREARMS	SWAT	
TAKEDOWNS & DEFENSIVE TACTICS					
CUMULATIVE FINAL ROLE-PLAY PERFORMANCE:			EACH CRITERIA WAS SCORED FROM 0-10		
	ADHERENCE TO CONTINUUM OF FORCE AS INSTRUCTED	KNOWLEDGE OF PROCEDURES FROM PRACTICALS	COMMAND PRESENCE	TEAMWORK	TACT
ADHERENCE TO PATROL PROCEDURES AS INSTRUCTED					
OVERALL SCORES:					
	PRACTICAL EXERCISES	FINAL ROLE-PLAY	FINAL EXAM		TOTAL SCORE
DAILY PERFORMANCE					
OUT OF 30	OUT OF 50	OUT OF 60	OUT OF 60		OUT OF 200
HIGHEST TOTAL SCORE FOR CLASS 9: OUT OF 200 LOWEST TOTAL SCORE FOR CLASS 9: OUT OF 200 MEAN TOTAL SCORE FOR CLASS 9: OUT OF 200 MEDIAN TOTAL SCORE FOR CLASS 9: OUT OF 200 STANDARD DEVIATION FROM TOTAL SCORE FOR CLASS 9: POINTS					
 LCDR DAVID I. HULL, NSCC COMMANDING OFFICER OF THE TRAINING CONTINGENT					Page

Figure 4: Desk & Locker



- Drawer 1: Underwear & bras (front); white undershirts (rear)
- Drawer 2: Black socks (front); white socks (rear)
- Drawer 3: PT Gear; shoe shine kit; sewing kit
- Drawer 4: Stationary; pens; binder; textbooks
- Drawer 5: Dirty laundry & laundry bag
- Drawer 6: Civilian clothes

- | | |
|---|-----------------------------|
| A. Seabag | I. Utility jacket (hanging) |
| B. <u>Dry</u> towels (wet towels on door) | J. Dress shoes |
| C. Dress cover | K. Boots |
| D. Ball cap & 8-point | L. Sneakers |
| E. Spare belts/buckles | M. Shower shoes |
| F. Dress uniform (hanging) | N. Hygiene kit |
| G. NWUs/Utilities (hanging) | O. Alarm clock |
| H. CUUs (hanging) | P. Canteen |

Figure 5: Racks

