

National Capital Area Council

Sea Scouts

2022 Quartermaster Guide



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FOREWORD

This Quartermaster Procedures Guide is for a Sea Scout at the Able Rank who is working towards the Quartermaster Rank in the National Capital Area Council (NCAC) and their parents/guardians and adult leaders.

We strongly recommended all Skippers who are involved in the process become well versed in this information and every Quartermaster candidate be encouraged to use this publication, along with the appropriate sections of the Guide to Advancement, during his or her journey.

This document is divided into small, usable sections for the Sea Scout. We recommend reading just the section with the information needed, rather than trying to devour the whole document.

Sea Scouts, you are not alone in this process. The District Advancement and Recognition Committees (ARC), as well as the Council Sea Scout Committee, exist to advise and serve you, your Skippers and other Sea Scout adults in your respective Districts. Neither the Council, Districts, Units, nor individuals have the authority to **impose additional standards or requirements**. Rather, they ensure adherence to the requirements established by National level authorities. With the encouragement of the NCAC ARC, NCAC Sea Scout Committee and the District ARCs will be attentive to your advancement to the rank of Quartermaster.

We have worked hard to develop this document and make it useful for all Sea Scouts and Skippers. We look forward to working with you in the future as advancement policies and procedures continue to evolve. Please contact us, your District ARC Chair, or the Council Commodore with questions and/or comments.



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NCAC Advancement and
Recognition Committee



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PURPOSE

The purpose of this document is to provide guidance to youth pursuing the Quartermaster Rank in the NCAC on the policies and procedures relating to the Quartermaster Rank and to address commonly asked questions and issues. This information is intended to supplement the BSA publications listed in the [References](#) section. It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this NCAC document. In the event of conflicting information between revisions of national documents, the most current publication will prevail, unless specifically stated herein.

This document addresses those areas in which the BSA policies allow Council discretion and presents procedures for carrying out BSA policy within the NCAC. An electronic version of this document is posted on the NCAC website under [Quartermaster Information](#).

If you — a Skipper or a Quartermaster candidate — are unsure of a particular step or requirement, you should not hesitate to contact your District ARC Chairperson and/or the Council Commodore. A few minutes in phone calls at the right time can save days or weeks of confusion for either the Quartermaster candidate or their leaders.

If you have any suggestions on how to improve this Guide, please contact your District ARC Chairperson and/or Council Commodore who will in turn pass your suggestions to the NCAC ARC. The Committee meets on a regular basis, usually once every two months. They will review this Guide annually, make revisions as necessary, and publish it electronically.

REFERENCES

BSA publications are frequently updated, and the most current versions of these documents should be used for reference. This NCAC document will be revised when newer versions of these references include a significant change in the information; however, while every effort will be made to rapidly disseminate any new Quartermaster policy and procedure information within the Council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Sea Scout's and Skipper's responsibility to follow the policies presented in the most current BSA publications.

1. NCAC Website, <http://www.ncacbsa.org>
2. National Sea Scout Website, <https://seascout.org/>
3. Boy Scouts of America, Handbook for Sea Scouts, No.620543
4. Boy Scouts of America, Quartermaster Fact Sheet No. 420-012
5. Boy Scouts of America, Quartermaster Leadership Service Project workbook, No. 420 - 011, 2016 Printing
6. Boy Scouts of America, Guide to Advancement - 2021, No. 33088
7. Boy Scouts of America, Quartermaster Rank Application, No. 420-015
8. Boy Scouts of America, Guide to Safe Scouting, No. 34416
9. Boy Scouts of America, Internet [Advancement 2.0](#)
10. Scouting for Youth with Disabilities Manual, No. 34059
11. SAFE Project Tool Use, No 680-028

RESPONSIBILITIES

The responsibilities presented here only address Quartermaster Rank advancement tasks assigned to each organization at their respective level. The details of these responsibilities are presented in later sections of this document.

Ship Responsibilities

- **Mandatory:** Report advancement accomplishments using Internet Advancement to comply with NCAC verification and Journey to Excellence responsibilities.
- Maintain adequate advancement records (i.e., advancement reports, etc.) and provide requested documentation to the NCAC if information provided on the Quartermaster Rank Application is incomplete or is in question.
- For Sea Scouts with disabilities (Special Needs)
 - Register the Sea Scout as a Special Needs Scout in a timely manner. (A [Special Needs Fact Sheet](#) is available to assist with the petition.)
 - Ensure the Sea Scout has met all requirements for the rank and conduct the Skipper's Conference.
- Pursuant to [Pre-Board of Review Records Verification Procedures](#), ensure the Sea Scout's completed, signed Quartermaster Rank Application (QRA, front and back) is reviewed by a representative of the District approved by the NCAC Advancement and Recognition Committee. The Council Commodore may also review the QRA prior to District approval.
- Provide the appropriate members to sit on a Board of Review.
- Conduct Ship-level Quartermaster Rank Board of Review with District representation, after receiving District approval to schedule the Board. Council Sea Scout representatives may also be present with Ship Committee approval.
- Submit the application electronically to the NCAC following the successful Board of Review.

District and Council Responsibilities

- Provide advice and guidance to Sea Scouts and Skippers concerning the Able-to-Quartermaster processes.
- Keep units informed of significant changes in the Quartermaster Rank process.
- Review the accuracy and completeness of the QRA and provide the Ship with authorization to schedule the Board.
- Participate in all Ship-level Quartermaster Boards of Review. **An approved representative of the District ARC must be included as a member of the Board of Review and sign the appropriate block of the application following a successful review.**

- Consider and act upon appeals from Quartermaster candidates or parents concerning the application and/or Quartermaster Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate sections of the BSA Guide to Advancement (GTA).)
- Convene a Board of Review Under Disputed Circumstances as determined by circumstances outlined in the GTA 4.4.2.7

NCAC Responsibilities

- Develop, maintain, and distribute the NCAC Sea Scouts Quartermaster Rank Procedures Guide for use by Sea Scouts and Skippers.
- Provide representatives, authorized by the NCAC ARC, to review the Quartermaster Rank application for accuracy and completeness.
- Process the application through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from the BSA.
- Maintain a log of all Quartermaster Rank applications being processed through the office.
- Consider and act upon appeals from Quartermaster Rank candidates, parents, or ships concerning the application and/or Board of Review. A Council Appeals Panel is convened to consider appeals from the District. (For further guidance on this, see the appropriate section of the GTA.)
- Act on requests for a time extension to earn the Quartermaster Rank. (For further guidance on this, see the appropriate section of the GTA.)
- Review and, if warranted, approve Sea Scouts for registration beyond the age of eligibility based on a case-by-case review.
- When required, forward appeals and requests for extensions to the National Advancement Team.

THE JOURNEY FROM ABLE TO QUARtermaster

To advance to the Quartermaster Rank, a candidate must complete all the following requirements:

1. Ideals

- a. Initiate a discussion on the ideals stated in the Sea Promise.
- b. Prepare a written analysis, offering recommendations for improvements regarding one of the following ship's programs: bylaws and code, training programs, ceremonies, quarterdeck meetings, recruiting programs, or fund-raising.

2. Active Membership

- a. Meet your ship's bylaws requirement for active participation in your ship's meetings and activities for six months.
- b. Present a talk or program at least 15 minutes long on Sea Scouts to a service club, religious organization, PTA, or other adult organization.

3. Leadership

- a. **Quartermaster Project:** While an Able Sea Scout, plan, develop, and demonstrate leadership to others in a service project that is helpful to any religious institution, school, or your community. The project plan must be approved by your Skipper and ship committee and approved by the council or district advancement committee before you start. This service project should involve your ship and at least one other group. You must use the Quartermaster Service Project Workbook, 420-011 to document your work.
- b. **Officer:** Serve as a ship officer for at least six months
- c. **Quartermaster Cruise:** Take command of a vessel with a crew of not less than four Sea Scouts for at least 40 consecutive hours, including two nights. You must delegate and supervise all duties. During the cruise complete the following: File a float plan, inspect the vessel for required equipment; supervise all menu preparation; prepare the boat to get underway with a proper checklist approved by the adult leaders; anchor, dock, and maintain course by commands to the helmsman; remain underway for an extended period during darkness; and discuss appropriate nighttime running procedures. While underway, perform the following drills: man overboard, damage control, abandon ship, fire, collision, and any other drills used by your ship. During this cruise no substantial errors may be committed.

or

Plan and lead a paddlecraft cruise with at least four paddlecraft for at least two days. You must delegate and supervise all duties. During the cruise complete the following: Inspect the vessels and members of the group for required equipment; plan for provisions; supervise all menu preparation; prepare the boats to get underway with a proper checklist approved by the adult leaders; file a float plan. If on open water, prepare a navigation chart including at least three legs and/or course corrections. If on inland rivers, identify river access points and coordinate transportation at both ends of the trip. With an adult leader, inspect all vessels and evaluate whether they are adequately secured for transportation. During this cruise no substantial errors may be committed.

or

Plan and serve as coordinator on a “live-aboard” dive trip of at least three days with all dive plans, equipment, food, surface and underwater charts on dive sites, specific training including all financial, safety information and emergency protocols, plan for provisions; supervise all menu preparation; prepare the boats to get underway with a proper checklist approved by the adult leaders; and file a float plan. If on open water, prepare a navigation chart including at least three legs and/or course corrections. If on inland rivers, identify river access points and coordinate transportation at both ends of the trip. With an adult leader, inspect all vessels and evaluate whether they are adequately secured for transportation.

or

Successfully complete SEAL (Sea Scout Advanced Leadership) training.

- d. Organize and help conduct the BSA’s Introduction to Leadership Skills for Ships (ILSS) for your ship, or serve as staff on a NYLT course, NYLT Leadership Academy, NAYLE, SEAL, Kodiak, Wood Badge course, or Sea Badge course.
4. **Swimming** – Complete the requirements for lifeguard through the Scouts BSA, the American Red Cross, or other approved organization’s lifeguard course.

5. Safety

- a. Know the heavy-weather precautions taken aboard power, sailing, and paddle vessels when dangerous weather approaches, and demonstrate these precautions aboard the vessel used by your ship.
- b. Know the special precautions that should be taken when limited visibility is encountered.
- c. Teach Apprentice 5a. and Ordinary 5a., 5b., and 5c. requirements to a crew.

6. Marlinspike Seamanship

- a. Teach the Apprentice, Ordinary and Able marlinspike seamanship requirements to a crew.
- b. Make an eye splice in double-braided line.

7. Boat Handling

- a. Take charge of the craft used by your ship and give all commands to the crew for picking up a mooring buoy and properly mooring the vessel in several wind and current situations.

or

Take charge of three or more single occupant vessels, and give all the commands necessary to move the group successfully to the opposite shore, across a river in moving water, or lake in windy conditions, without drifting downstream or down lake.

- b. Demonstrate and teach the principles of springing into and out from a dock, from both bow and stern, using an engine depending on the type of vessel used by your ship.

or

Demonstrate and teach the proper way to enter moving water with a canoe, kayak, paddleboard or raft, facing both upstream and downstream, while in an eddy and from shore.

- c. Teach Ordinary and Able boat handling requirements to a crew.

8. Ground Tackle

- a. Teach the Ordinary and Able anchoring requirements to a crew.
- b. Know the methods of bringing a vessel to anchor and a mooring with special emphasis on wind and current.
- c. Take charge of a vessel used by your ship and give all commands to the crew for setting and weighing anchor in several wind and current situations.

9. **Navigation Rules** – Teach the Ordinary navigation rules requirements and Able 9b and 9c to a crew.

10. Piloting and Navigation

- a. Teach the Ordinary and Able piloting requirements to a crew.
- b. Know the methods of fixing a boat's position in limited visibility.
- c. Create a route in an electronic navigation device that includes at least five waypoints.

Use the electronic navigation device to navigate your route.

or

Use an electronic navigation device (e.g., GPS) to determine coordinates and routes for at least five emergency exit routes for inland waterways. Identify the beginning of each route during a boating trip.

11. Weather

- a. Teach the Ordinary and Able weather requirements to a crew.
- b. Demonstrate your knowledge of the weather signs for your local area, including cloud types. Prepare a 48-hour forecast and compare your forecast with the actual weather that occurred.

12. Environment

- a. Discuss three types of marine sanitation devices and the laws governing sewage discharge
- b. Explain what gray water is and how it should be handled in your boating area.
- c. Write a 500-word report on an aquatic environment (freshwater, coastal, estuary or sanctuary). Include in the report the location, habitat, history, animals and plants that inhabit the area, its importance to man, current regulations, and what boaters can do to help preserve it for future generations.

or

Write a 500-word report on one of the United States of America's most endangered rivers (as identified by the list provided by the American Rivers organization) highlighting the threats and potential solutions. Discuss the impact, both positive and negative, in doing or not doing each potential solution.

13. **Electives** – Choose any four level 3 electives and complete them. (See Sea Scouts Advancement Requirements at [Sea Scouts Advancement Central](#) for a tab to the right of the Quartermaster Rank that lists the electives.)

14. **Participate in a Skipper Conference.**
15. **Successfully complete a board of review.**

TIME REQUIREMENTS

All requirements for the Quartermaster Rank (except the board of review) must be completed prior to the candidate's 21st birthday.

The formal deadline is midnight the night before the candidate's 21st birthday. Many candidates complete their Quartermaster Rank requirements well before they turn 21.

For these reasons, the NCAC ARC strongly counsels all Sea Scouts who are attempting to earn the Quartermaster Rank while 20 years old to be very mindful of their remaining months of eligibility. They should plan and work accordingly.

PROJECT SAFETY

Because a Quartermaster Rank Leadership Service Project is a ship activity, ship leadership has the same responsibility to assure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, the "Sweet 16 of BSA Safety," SAFE Service Project Planning Checklist, SAFE Project Tool Use, youth protection guidelines, and two-deep leadership all apply.

(Guide to Advancement -- 9.0.2.14 and 9.0.2.15)

RECORD KEEPING

Record keeping is a critical element in the advancement program. Ships must ensure Internet Advancement records are sufficient for completing an advancement records review of a Quartermaster Rank candidate. Districts and the NCAC will only use the following, in order of preference (most authoritative to least authoritative), to resolve discrepancies leading to application verification. All discrepancies must be reconciled prior to submission. If reconciliation is not possible, a detailed explanation must be sent with the application to NCAC.

For rank advancement (Caution: Items 3-5 are subject to transcription errors):

1. Paper copy of a Unit Advancement Report No. 34403 or a Board of Review summary sheet, as generated by a commercial tracking application, signed by the Board of Review members;
2. Rank Advancement date in the Sea Scout Manual that was initialed and dated by Board of Review members;

3. An Internet Advancement 2.0 Report showing the date of the Board of Review.
4. Other Ship's Advancement Records from a commercial tracking software or a transfer record;
5. Advancement rank card.

TRACKING SERVICE PROJECT HOURS

The BSA collects information on hours worked on service projects as way to study the BSA's effectiveness in teaching members the aim of citizenship. From the time a Sea Scout begins looking for a project to the completion of the project, they should be keeping track of their time. A small pocket notebook, a spreadsheet on a laptop, a notepad on their smartphone, or a loose-leaf page in their project workbook are all acceptable ways for accomplishing this task.

Their time includes research, making phone calls, participating in a meeting, entering information into the Quartermaster Rank Leadership Service Project workbook, plus numerous other activities.

They should record not only the time they spend on the project but also the time others spend helping on the project. This could be the time spent meeting with an adult on the project, the time a parent spends driving to and from a home improvement store, or the time friends, Sea Scouts, Skippers, or other volunteers spend actually working on the project.

THE QUARtermaster LEADERSHIP SERVICE PROJECT WORKBOOK

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. It is recommended that Scouts put the Quartermaster Leadership Service Project workbook (No. 420-011) together in a three-ring binder with pages typed and in page protectors.

Scouts need to ensure their computer is running the current version of Adobe Reader when working with the project workbook. Obtain the most recent workbook at: [Sea Scouts Advancement Central](#)

(Guide to Advancement—4.4.1.4)

CONTACT INFORMATION

Complete the Contact Information page in the Workbook

The Contact Information page records valuable data. A Sea Scout will be well served if they take the time to fill in the information about key contacts before beginning work on the project.

Each Quartermaster candidate should obtain the contact information for the Ship, Skipper, and Ship Advancement Committee representative. Be sure to record contact information for your project beneficiary organization (on page 5) and the beneficiary's representative (on page 6) as you will be likely to be talking with them multiple times over the course of your project.

CHOOSING A PROJECT

The Quartermaster service project workbook, on page 3, discusses how to choose a project, restrictions and other considerations, and safety.

Limitations are addressed in the workbook on page 3.

The impact of a project- the extent to which your project makes a meaningful difference is the most important consideration (Quartermaster Leadership Service Project workbook page 6)

While the Sea Scout Leadership Service Project workbook is different from the Eagle Scout Service Project workbook, the philosophy behind the requirement and many of the elements are similar. You can find a lot of good advice and helpful tips about successful project completion in the 2022 NCAC Eagle Scout Procedures Guide ([NCAC_Eagle_Scout_Procedures_Guide.pdf](https://www.ncac.org/ncac-eagle-scout-procedures-guide.pdf) ([basecamp.com](https://www.basecamp.com))).

PROJECT PROPOSAL AND APPROVAL

The Quartermaster candidate starts by completing the "Project Description." This is an overview, and the beginning of the project planning process. The Quartermaster candidate is responsible for stating, in general terms, what will be done.

Every effort should be made by the Sea Scout to present a readable and complete representation of their project's description.

The Quartermaster candidate must have the dated signatures of the four-approving people in the workbook before starting the actual work on their project (Quartermaster Leadership Service Project workbook page 8). If any of the four (4) approvers does not sign the project plan, the

Quartermaster candidate must revise, resubmit, and/or restart the project proposal. There is no sequence requirement for obtaining approval signatures.

QUARtermaster FUNDRAISING APPLICATION

It is important to remember that Quartermaster service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project.

CONDUCT THE PROJECT

Start by implementing the schedule. Obtain and prepare the materials, including the necessary tools, for the project.

If it is an outdoor project, pay attention to the weather as your project day approaches. Have a ‘bad-weather’ plan (Be Prepared!), and make sure volunteers are kept informed.

You should take notes of anything that changed from your original plan. You should continue to track the number of hours you and each volunteer spends on the project. You should maintain a list of all materials, supplies, and tools used and donations received so they can be included in the Project Report.

Note that some adults may try to be too helpful. If you see that someone is giving directions, but they are not part of your designated management team, you may need to gently ask them to direct their comments to you, so you can consider the best way to communicate the information to your work crew(s) or teams.

PROJECT COMPLETION

After you complete the project work, you will need to complete the remaining elements of Quartermaster Leadership Service Project workbook. You should pay special attention to the “Changes” section. Describe any changes made to the original project plan and explain why those changes were made.

Photos or Other Documentation. If appropriate, pictures help the Quartermaster Board of Review members and the NCAC understand your project. Including photographs of your completed project (along with the “before” photographs taken in the Project Plan phase) helps present a clearer overall understanding of your effort.

APPROVAL OF THE COMPLETED PROJECT

Once the project is complete, the Quartermaster candidate must sign the workbook and obtain the dated signatures of the Skipper and representative of the religious institution, school, or community before proceeding to a Board of Review. While all project work must be completed prior to the Sea Scout's 21st birthday, completion approval signatures may be dated beyond the 21st birthday.

Candidate's Signature. Read the statement and then sign and date the workbook indicating the completed project is ready for consideration.

Skipper Approval. Present your project to your Skipper and obtain their signature. In signing, the Skipper agrees the Quartermaster service project meets "The Requirement", as stated on page 3 of the workbook.

Approval by the Project Representative. Present your project to the representative of the religious institution, school, or community and obtain their signature. By signing they agree they are satisfied with the project. This signature should come after the project report is submitted to the Skipper for approval.

(Guide to Advancement - 4.4.1.4)

QUARtermaster RANK APPLICATION

Fill-in the Quartermaster Rank Application (QRA).

When all requirements for the rank of Quartermaster (except the board of review) have been completed, a QRA must be filled out by the Sea Scout, reviewed and initialed by the District Representative before the Ship receives authorization to schedule a Board of Review.

The most current QRA can be found at:

<https://seascout.org/advancement-central/>

The application must contain original (not photocopied) signatures.

All information on the Quartermaster Rank Application must agree with the data recorded on Internet Advancement 2.0 and found on the Unit Advancement Summary for an Individual Scout. It is also helpful if the Ship uses commercial tracking software for recordkeeping, but what is reported on Internet Advancement 2.0 takes priority.

Here are a few hints on filling out this form.

1. Use your full legal name (i.e., first, middle, and last name) using upper and lower-case letters on the top line of the application. DO NOT use all capital letters.
2. List the names of up to six individuals willing to provide a recommendation on your behalf. None of the lines on the QRA can be left vacant. You must provide complete contact information for each of the references. If you do not belong to an organized religious organization, one of your parents or guardians can serve as a religious reference. If you do not have an employer, type in “None” or “N/A” on that line.
3. **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc) should be used.
4. The PID (Personal Identification number) of the Quartermaster candidate may be placed in the top right box of the QRA.
5. Select the date for each block using the calendar tool provided by Adobe. If handwritten, list all dates as MM / DD / YYYY, e.g., 07 / 04 / 2009.
6. Fill in your four level-three electives on the lines provided on the QRA.

Sign and obtain signatures for the Quartermaster Rank Application (QRA).

After the Sea Scout has filled in the QRA, they should meet with the Skipper and/or Advancement Chairperson to review it for accuracy and completeness.

Next it should be signed by the Sea Scout, the Ship’s Officers (Quarterdeck), the Ship Committee, and the Skipper.

THE QUARTERMASTER RANK PACKAGE

In preparation for the Board of Review and approval for advancement to the rank of Quartermaster by the BSA, each Candidate **should** assemble in a properly-sized notebook or binder with the following information:

1. A completed original QRA. The most current version of the application must be used.
2. Completed Quartermaster Leadership Service Project workbook.

SEA SCOUT QUARtermaster AND SKIPPER CONFERENCE

This conference is a requirement and must be completed prior to Sea Scout's 21st birthday. (GTA 4.4.1.5)

PRE-BOARD OF REVIEW RECORDS VERIFICATION

When all requirements for the rank of Quartermaster (except the board of review) have been completed, a Quartermaster Rank Application (QRA) must be filled out by the Sea Scout and verified by the District Representative (DR). Ship involvement in the preparation of the QRA prior to this review is required.

All information on the QRA must agree with the data reported on Internet Advancement 2.0.

The signatures of the Sea Scout, Ship's Officers (Quarterdeck), Ship Committee and Skipper **MUST** be on the QRA or an explanation must be attached as to why they are missing.

- Those signatures are verification that each leader has verified the accuracy of the QRA.
- If either Skipper or committee chair refuses to sign the QRA, the ship must assist the Sea Scout in contacting the District Advancement Committee.

For the District review, the ship will provide the DR with the completed and signed QRA and the Member Summary report from Internet Advancement.

- The Member Summary Report provides the evidence that the Ranks have been earned and properly entered into Internet Advancement.
- Districts may also request original advancement records to conduct their review **IF** there are discrepancies.
- All discrepancies found during the review must be corrected before verification of the QRA.
- When satisfactory, the DR will sign and date the BSA Local Council Verification block on page 3 of the QRA.

QUARtermaster BOARD OF REVIEW PREPARATIONS

It is the policy of the NCAC that the Ship will conduct Quartermaster Rank Boards of Review at the ship-level. In accordance with the Guide to Advancement, district or council representation is required. In the NCAC, this representation is always from approved District personnel. Council or regional representatives should specifically avoid attending because they may be called upon to participate in an appeal.

Scheduling: The candidate, Skipper, or a Committee representative should contact the District ARC Chairperson or their designee to schedule a review of the [Quartermaster Rank Package](#) at least 1-2 weeks prior to the desired Quartermaster Board of Review date.

The Sea Scout's Ship Committee is responsible for scheduling the Board of Review location, date and time in coordination with the Skipper, Quartermaster candidate, and District Representative. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application and service project workbook.

Quartermaster Rank Package: It has proven advantageous to have the Quartermaster Rank Package ready to go prior to the Board of Review, rather than attempt to obtain signatures or resolve inconsistencies after the Board of Review has adjourned. See [Quartermaster Rank Package](#) in this guide for more information.

Board of Review Composition (GTA 4.4.2.5 and 8.0.3.0): The Sea Scout Quartermaster Rank board of review must consist of at least three, but no more than six, members. All members must be at least 21 years old and include at least one district or council representative who is not affiliated with the Ship. Skippers and mates may not serve on a board of review for a Sea Scout in their own ship. Parents or guardians may not serve on a board of review for their son or daughter. The candidate or their parents or guardian(s) shall have no part in selecting any board of review members.

If the candidate is a Special Needs Scout who has availed himself or herself of alternative advancement requirements or is beyond the age of eligibility, a member of the Special Needs Subcommittee can also be a member of the board of review.

CONDUCTING THE QUARTERMASTER BOARD OF REVIEW

The purpose of the Quartermaster board is to review the quality of the candidate's experience and how the candidate has kept the Scout Oath, Scout Law, and Sea Promise. Board members are reminded that the board of review is **not an "examination,"** and it is not meant to test a candidate on skills and activities required for the rank. That has already occurred. Instead, it is an opportunity to learn about the Sea Scout's attitudes, accomplishments, and ideals.

Refer to GTA 4.4.1.4, 4.4.2.0, 4.4.2.5 and 8.0.3.0

CONCLUDING QUARTERMASTER BOARD OF REVIEW

After the review, the candidate needs to leave the room while the board members discuss the acceptability of the candidate. A unanimous vote is required for the approval of the Quartermaster Rank.

The candidate is asked to return. If the candidate meets the requirements, the Sea Scout is informed that they have received the board's recommendation for the Quartermaster Rank. The *original* Application can then be signed.

For an unsuccessful board of review, refer to the section in this guide on [Appeals](#) and GTA 4.4.2.8 for additional information.

Arrange delivery of the Quartermaster Rank Package to NCAC.

The Skipper or a member of the Committee is responsible for scanning and e-mailing the approved Quartermaster Rank Application to the NCAC in Bethesda, Maryland.

- Send an e-mail to: 082ncac_eaglecert@scouting.org
 - QRC Submission – Sea Scout's Name, District, Ship Number
 - For example: QRC Submission – Joseph W. Smith, Chain Bridge, Ship 1942
- In the body of the e-mail, provide the following information for NCAC to notify when credentials (e.g., certificate, award, etc.) are ready for pick-up:
 - Ship Point of Contact (POC) Name
 - Ship POC Phone #
 - Ship POC E-mail
- Attach to the e-mail a single, good quality, scanned file consisting of the following:
 - Completed, signed Quartermaster Rank Application – both sides
 - Approved time extension(s) (if applicable)

NCAC Actions The NCAC will process the material and electronically forward the application to the National office. Remember, the candidate has not earned the Quartermaster Rank until the National BSA office has stamped their approval on the application. The person designated by the Scout's Ship will receive an e-mail notification indicating the approved Quartermaster Rank certificate, and other items are ready for pickup at the Council office.

BOARD OF REVIEW – APPEALS

If the candidate does not meet the requirements for advancement to the Quartermaster Rank, and a positive, majority decision is not reached, then only two possibilities exist.

1. If the Sea Scout's 21st birthday is not imminent and the board of review feels the Sea Scout needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Sea Scout. A reasonable attempt should be made to reassemble the members of the same board when the board of review is reconvened.
2. If the vote was negative and final, the Sea Scout must be informed of the options for appealing the decision and the proper procedures for an appeal.

If the Board's decision is going to be unfavorable, then the Board must elect either option 1 or option 2 above. After doing so, ask the Quartermaster candidate to return to the room and tell him or her the reasons for the failure to qualify.

If the Board selects option 1, then a discussion should be held with the Sea Scout as to how the requirements may be met within a given period. Regardless of which of the above options the board chooses, the Sea Scout must promptly be sent a follow-up letter that suggests actions that could help the candidate successfully complete the requirements. The letter must also explain the appeal procedures available to the Sea Scout and provide the Scout the necessary contact information.

If the Sea Scout disagrees with the decision and chooses to appeal, the appeal request is made to the District ARC Chairperson by the Sea Scout, parent(s), or guardian(s). If the District level appeal does not resolve the issues, then an appeal may be submitted to the NCAC ARC through the NCAC Program Office for further action (GTA 4.4.2.8, 8.0.4.0, 8.0.4.1 and 8.0.4.2)

ATTACHMENT A- GUIDANCE FOR THE DISTRICT ADVANCEMENT REPRESENTATIVE

1. Once the project is completed, the Sea Scout must complete the remainder of the workbook. They must sign the workbook and obtain the completion approvals of the Skipper and project representative.
2. You must verify the Sea Scout Quartermaster Rank Application (QRA). Inform the Ship of any problems (errors) you find on the QRA. Contact the Ship's Advancement Committee representative and inform him/her of the results of your review and arrange for someone to pick up the documents if they weren't provided to you electronically. Be sure to follow procedures for Pre-Board of Review Records Verification.
3. Once you have verified the QRA, notify the Ship that a Board of Review can be scheduled.
4. You will sit on the Board of Review and sign the QRA after completion of the board.
5. Obtain the two signatures on the application, yours and the Ship's chair of the board.

ATTACHMENT B – NCAC QUARtermaster CHECKLIST

Able Scout _____ Ship _____

___ Earn the Able Rank

___ Complete all requirements for Quartermaster – see Quartermaster Rank Application

___ Print out the Quartermaster Leadership Service Project workbook from
<https://seascout.org/advancement-central/>

___ Complete a project

___ Print out a Sea Scout Quartermaster Rank Application from
<https://seascout.org/advancement-central/>

___ Quartermaster Leadership Service Project – to be completed after the Able Board
of Review and prior to 21rst birthday

___ Ship Skipper Conference – complete prior to the Sea Scout’s 21rst birthday

___ Application verified by the District Representative

___ Participate in a Board of Review

___ Ship electronically delivers the Quartermaster Rank Application to council

___ Wait for the notification e-mail from the council

___ Celebrate your accomplishment at a Bridge of Honor

The Scout Oath

On my Honor, I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

The Sea Promise

As a Sea Scout I promise to do my best:

- To guard against water accidents
- To know the location and proper use of lifesaving devices on every boat I board
- To be prepared to render aid to those in need
- To let those less able come first.

The Scout Law

A Scout is:

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

LOYAL. A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY. A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT. A Scout is reverent

