

NSCC/NLCC

ADMINISTRATION

MANUAL

DECEMBER 1999

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TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
ONE	CADET ENROLLMENT	
A.	QUALIFICATIONS	1 - 1
B.	ENROLLMENT	1 - 1
C.	ENROLLMENT FORMS	1 - 2
D.	ENROLLMENT FEES	1 - 3
E.	CADET IDENTIFICATIONS CARDS	1 - 3
F.	ESTABLISHMENT OF SERVICE RECORD	1 - 4
G.	CADET ACTIVITY FORMS	1 - 4
H.	CADET ADMINISTRATION	1 - 6
TWO	OFFICER MIDSHIPMAN/INSTRUCTOR ENROLLMENT	
A.	APPLICATION FOR APPOINTMENT	2 - 1
B.	NSCC OFFICER CORPS RANK STRUCTURE	2 - 1
C.	QUALIFICATIONS FOR APPOINTMENT	2 - 1
D.	OFFICER/MIDSHIPMAN APPOINTMENTS	2 - 2
E.	PERMENANT APPOINTMENTS	2 - 3
F.	INSTRUCTORS	2 - 4
G.	OFFICER/MIDSHIPMAN/INSTRUCTOR ID CARDS	2 - 4
H.	OFFICER/MIDSHIPMAN/INSTRUCTOR RECORDS	2 - 4
I.	OFFICER/MIDSHIPMAN ADMINISTRATION	2 - 4
J.		2 - 6
THREE	TWO WEEK TRAINING (TWT)	
A.	TRAINING REQUEST PROCEDURES (NSC - 22)	3 - 1
B.	LOCALLY ARRANGED (NSC-24C) PROCEDURES	3 - 3
C.	MISCELLANEOUS RELEASE FORMS	3 - 3
D.	TRAINING REPORTS	3 - 3
FOUR	GENERAL ADMINISTRATION	
A.	COMMANDING OFFICER MUST SIGN	4 - 1
B.	DELEGATING SIGNATURE AUTHORITY	4 - 1
C.	USE OF FACSIMILE STAMPS	4 - 1
D.	RIBBON AWARD PROGRAM	4 - 1
E.	REQUIRED REPORTS	4 - 1
F.	MISCELLANEOUS REPORTS	4 - 2

G.	FORMS	4 - 3
H.	CERTIFICATES	4 - 3
I.	REQUISITION FORMS	4 - 4

APPENDIX:

NSCADM 001 (12/99)	CADET APPLICATION AND AGREEMENT
NSCADM 002 (12/99)	NSCC/NLCC MONTHLY ACTIVITY REPORT
NSCADM 003 (12/99)	OFFICER/MIDSHIPMAN/INSTRUCTOR APPLICATION
NSCADM 004 (12/99)	NSCC/NLCC PARENTAL AGREEMENT
NSCADM 005 (12/99)	OFFICER REFERENCE QUESTIONNAIRE
NSCADM 006 (12/99)	NSCC CADET OF THE YEAR APPLICATION
NSCADM 007 (12/99)	ENROLLMENT/REGISTRATION FORM
NSCTNG 007 (12/99)	NSCC CADET TRAINING ROSTER
NSCSUP 001 (12/99)	NSCC SUPPLY REQUISITION FORM

CHAPTER ONE

I. CADET ENROLLMENT

A. QUALIFICATIONS:

1. **General:** Guidelines and qualifications for enrollment as a cadet in the NSCC are found in Chapter SIX, NSCC Regulations. The main points are included here for easy reference. The abbreviation "NSCC," where appearing in this manual, includes the NLCC unless otherwise specified. Applicable paragraphs of NSCC Regulations are referenced.

a. **Age:** An applicant for the League Cadets must be 11 years old but not yet 13 years old. An applicant for the Sea Cadets must be at least 13 years old, but not have reached their 18th birthday. As a rule, commanding officers should discourage high school seniors with less than six months to graduation since they cannot advance to NSCC E-2 [Permanent] in less than six months. (Para 0611.1). *Age waiver requests are done via letter to the Executive Director.*

b. **Physical Examination:** Applicants must take a physical examination similar to a high school sports examination to determine if they can participate fully in NSCC activities. Medical Forms NSCADM 020 and NSCADM 021 will be used to record the results of the examination. **The acceptance criteria are listed on the reverse side of the NSCADM 021 and it is the responsibility of the unit commanding officer to strictly enforce this criteria.**

c. **Education:** Applicants must be enrolled in school, either public, private or a sanctioned home school program and have a satisfactory scholastic standing.

d. **Moral Character:** Applicants must possess good moral character, be unmarried, not pregnant, drug free and be free of felony convictions.

B. ENROLLMENT:

1. **General:** The unit commanding officer will conduct an interview with the applicants and their parent(s) or guardian(s). At this time their parents receive detailed information about the NSCC/NLCC program. The unit commanding officer should discuss with the applicant and the parents the following subjects, as well as any other subjects that might be appropriate:

a. The objectives and purposes of the NSCC/NLCC program, and the benefits available to their sons and daughters through participation.

b. The relationship of the NSCC/NLCC to the Navy, other military services and the Navy League or other sponsoring organizations, with a short discussion of support

provided. Parents need to be made aware of the costs involved: annual enrollment fees, cost of meals during training, billeting, transportation to-and-from training, uniform costs, any other related expenses that may be applicable to the program or the unit.

c. Drill attendance requirements, personal appearance (particularly haircuts/hair styling), and the need for parental support in these matters.

d. The standard release part of the (NSCADM 001) and its purpose. If parents/guardians will not sign this form, ***the applicant cannot enroll.***

e. The NSCC accident insurance program (See NSCC Regulation Chapter TWELVE and Insurance Flyer). All non-active duty NSCC personnel are required to be covered by our insurance program.

f. The need for parental/guardian support of unit activities to include transportation, unit social functions, ceremonial occasions, etc.

g. The possibility of parents/guardians affiliating with the unit as officers or instructors. Also, emphasize the role of the sponsoring Navy League Council or other supporting organizations, in support of the unit, and suggest that they become members of the sponsoring organization.

h. The medical and physical fitness requirements that may prohibit the enrollment of the prospective cadet. ***(See the Reverse Side of the NSCADM 021 and Information Letter 9-94 for the Medical Requirements) (See the Action Letter 4-98 for Physical Fitness Requirements) If an applicant has a disqualifying medical condition, then the interview process should STOP here.***

C. ENROLLMENT FORMS (See Appendix for Examples)

1. **Cadet Application and Agreement/Standard Release (NSCADM 001)**: This form contains all required personal data except physical/medical information. It is not a requirement, however the unit CO may elect to obtain the school officials -to include home school- endorsement, to certify that the applicant can maintain satisfactory scholastic achievement while participating in the NSCC. Parents hereby grant permission for their sons and daughters to participate in NSCC activities, receive medical treatment, as necessary, and to fly as a passenger in Navy, Marine Corps, and Coast Guard aircraft. The unit commanding officer or designated NSCC officer must sign as a witness.

2. **NSCC Enrollment/Disenrollment Check-Off List (NSC-4A)**: This form lists the various actions required during enrollment in more or less chronological sequence, and should be used. It provides a means to ensure the actions are completed.

3. **Medical Forms (NSCADM 020/NSCADM 021):** The Navy designed these forms specifically for NSCC use. Parents must assist in completing the NSCADM 020, Record of Medical History, since they can provide more accurate information than the applicant. The unit commanding officer or designated officer will review it upon completion. The medical physician or physician assistant will fill out and sign the NSCADM 021, Record of Medical Examination. Cadets will not be eligible to enroll without completion of these forms.

D. **ENROLLMENT FEES:**

1. **Registration:** The unit commanding officer or designated NSCC officer will prepare and forward the Cadet Enrollment and Registration Form (NSCADM 007) with appropriate fees to NHQ. The unit commanding officer will retain a copy in the cadet service record or in the appropriate unit files.

2. **Fees:** The NSCC National Board of Directors establishes the annual enrollment fees for all NSCC personnel. Enrollment fees include both administrative and insurance fees. Any overage in fee will be considered a “donation” to the NSCC program and will not be held for future use. Any shortage in fees will result in membership being held in abeyance. **NO** ID card will be issued until the correct fees are received by NHQ.

3. **Refund/Transfer:** Enrollment fees paid by individuals who subsequently drop from the NSCC program are non-refundable, or transferable to another applicant (Para 1212.1). NLCC cadets that transfer to the NSCC will pay the current fee. They will receive an ID card for one year plus any remaining time left on their NLCC ID card.

4. **Replacement:** A **\$3.00** fee will be assessed for each lost, stolen or mutilated ID card replaced by NHQ.

5. **Overdraft Checks:** A \$25 fee will be assessed for a returned check. If the check is returned for insufficient funds the person(s) covered will be disenrolled. If the enrollment check is in conjunction with a request for training orders, **NO** orders will be issued until the check is clear. The old check will be returned and the unit will be expected to reissue a check to include the \$25 fee.

6. **Computation for High School Seniors:** Partial year enrollments are acceptable only for highly motivated cadets who are in their senior year. When figuring the partial fee, prorate the administrative fee at \$2.50 a month, multiply that number by the number of months the extension is for and add that to the full accident insurance premium of \$4.75 (the accident insurance premium is NOT prorated). Use the following formula:

$$\text{\$2.50} \times (\text{Number of Months}) = (\text{Total Prorated Admin Fee}) + \text{\$4.75} = (\text{Partial Registration Fee})$$

E. CADET IDENTIFICATION CARDS

1. **Issue:** Upon receipt of the NSCADM 007, and the appropriate fees (*), NHQ will issue each applicant listed a NSCC/NLCC ID Card. Please note that **ONLY NHQ CAN ISSUE A NSCC/NLCC ID CARD**. NO unit or flagship may create or issue any form of temporary identification (Para 1230.1). The applicant's ID number will be their social security number. Please ensure **ALL** blocks of the NSCADM 007 are **complete** before forwarding to NHQ. A time sensitive notice will be sent to the unit requesting any missing information. If there is no response to the notice in the specified time, **ANY** fees received are **nonrefundable and nontransferable**. The ID card **will not** be issued if the form is incomplete. This means the cadet **is not** enrolled or covered by insurance.

2. **Description:** A white card printed in *Blue* will be issued to Sea Cadets and a white card printed in *Black* will be issued to League Cadets.

***NHQ will not accept cash, faxed copies of checks or faxed copies of money orders when processing ID Cards!!**

F. ESTABLISHMENT OF SERVICE RECORD:

1. **General:** Chapter ELEVEN of NSCC Regulations (Para 1110.1) contains instructions and information concerning service records. The information is summarized here for ready reference. The unit commanding officer or designated NSCC officer will establish a service record for each new member of the unit. It will contain all documents concerning enrollment, training, advancement, and other information considered significant, and which should be a matter of record.

a. **NSCC/NLCC Service Jacket:** Units may use standard manila folders stamped in *RED* front and back "*U.S. NAVAL SEA CADET CORPS*"

b. **DOD/DOT Forms:** In certain instances DOD/DOT forms may be used to record pertinent information. In such cases the unit commanding officer or designated NSCC officer must red stamp them, as with service jackets.

c. **Privileged Information:** Information in NSCC service jackets is privileged, with access limited to the person to whom the record belongs, designated unit officers, the unit commanding officer of the supporting military activity, and the Executive Director or his designated representative (Para 1110.3).

d. **Record Verification:** The unit commanding officer or designated NSCC officer, will review all service records on 1 January each year (+/- 10 days) to ensure that they contain all required documents. They will certify that the review is complete and all discrepancies are corrected by signing the inside front cover of the record (Para 1123.1).

e. **Cadet Disenrollment:** When cadets leave the program for any reason except disciplinary, the unit commanding officer will verify the record, give it to the cadet, and ***forward a copy of the Record of Cadet Advancement (NSCADM 009) to NHQ.*** Normally, the unit will retain a record of disciplinary actions for one year, then destroy them by burning or shredding. If, as a commanding officer, you feel the disciplinary problem should prohibit the cadet from joining the military services, this information will be recorded on NSCADM 008 and forwarded to NHQ along with the NSCADM 009.

G. CADET ACTIVITY FORMS: (See Appendix for Examples)

1. Enrollment forms have been previously discussed. The following is a brief description of additional forms required in the service records.

a. **Record of Cadet Advancement (NSCADM 009):** *This is the most important record in the cadet service jacket;* it certifies qualification for enlistment in the Armed Services at advanced pay grades should cadets elect to do so. Unit commanding officers must complete it accurately during the period of service. When NSCC cadets (ONLY) leave the program, for whatever the reason, unit commanding officers must:

(1) Forward a copy to NHQ so that the staff can certify training and advancement in response to inquiries from Armed Forces Recruiters.

(2) Provide the original to the cadet with the service record.

(3) Retain a copy in unit files for eventual inquiries from recruiters until the cadet reaches age 24.

b. **Administrative Remarks (NSCADM 008):** The unit commanding officer or a designated NSCC officer records all miscellaneous matters not recorded on other NSCC forms: commendations; awards; special training or course completion; disciplinary action; other occasions or acts which should be a matter of record. As pages are filled, add new pages, numbering them in consecutive order to ensure uniformity in filing (the lowest number is at the bottom).

c. **NSCC Training Authority (NSCTNG 003/004/005/006/007):** The properly endorsed original of these forms verifies the training recorded on the NSCADM 008 or NSCADM 009.

d. **Correspondence Course Completion Certificates:** These certificates, usually prepared by the supporting military activity, verify course completion recorded on the NSCADM 008 and NSCADM 009 forms. They must be red stamped.

e. **Records of Advancement Exams:** These records, which may be prepared by the supporting military activity, verify that cadets have passed the advancement exams recorded on NSCADM 008 and NSCADM 009 and must be red stamped.

f. **Filing Sequence Order for Cadet Service Records:**

Right Side (Top to Bottom)

- (1) Copy of the Cadets ID Card front and back
- (2) Record of Cadet Advancement (NSCADM 009)*
- (3) Standard Release Form (NSC-23C/23 NOAA) (If Applicable)
- (4) Cadet Application and Agreement Form (NSCADM 001)
- (5) Record of Medical History (NSCADM 020)
- (6) Record of Medical Examination (NSCADM 021)
- (7) All other medical forms in reverse chronological order.

Left Side (Top to Bottom):

- (1) Administrative Remarks (Blank) (NSCADM 008)
- (2) Training Authorizations (NSCTNG 003/NSCTNG 005) (Completed)
- (3) Records of Advancement Exams
- (4) Other documents as required by individual units. **

***Note:** When cadet is on TWT, the NSCTNG 003 / NSCTNG 005 will be the **upper-most page**.

~~***Note:** Enrollment/Disenrollment Check-Off List (NSC-4A) may be included here.~~

H. **CADET ADMINISTRATION:**

1. **Advancement Requirements:**

a. NSCC/NLCC Rate E2 through NSCC/NLCC Rate E6 can be found in the Advancement and Training Manual, Chapter III, page 1 for Sea Cadets and Chapter III, page 7 for League Cadets.

b. NSCC E7 (CPO). Requirements for advancement can be found in the Advancement and Training Manual, Chapter III.

2. **Advancement Authority:**

a. The NSCC unit commanding officer may advance Sea Cadets from Recruit through the Rate of E5 (PO2). NLCC unit CO's may advance League Cadets through all grades.

b. The NSCC Executive Director retains sole authority to advance Sea Cadets to the Rate of PO1 and CPO. A letter requesting appointment to include test scores and other qualifications will be submitted to the Executive Director. In turn a parchment certificate will be issued.

3. **Authority to Discharge Cadet from Unit:** The following areas give warrant for the unit CO to dismiss a Sea Cadet or League Cadet from the unit.

- a. **Felony** convictions: NSCC Regulations paragraph 0630.1.
- b. **Misconduct:** NSCC Regulations paragraph 0931.2 and 1020.3 and NLCC Regulations, paragraph 0341.2.
- c. **Failure to maintain satisfactory school grades:** NSCC Regulations paragraph 0632.1 and NLCC Regulations paragraph 0313.1.
- d. **Failure to pass to the next grade, school dropout:** NSCC Regulations paragraph 0632.2 and NLCC Regulations paragraph 0320.1.
- e. **Failure to maintain satisfactory drill attendance:** NSCC Regulations, paragraph 0634.1 and NLCC Regulations, paragraph 0341.2.
- f. **Lack of motivation:** NSCC Regulations paragraph 1020.4 and NLCC Regulations paragraph 0341.2.
- g. **Sexual Harassment:** NSCC Regulations paragraph 0933 and NLCC Regulations paragraph 0341.2.
- h. **Consumption of alcohol and the possession, use or sale of drugs and other controlled substances:** NSCC Regulations paragraph 0833.1 and NLCC Regulations paragraph 0341.2.
- i. **Non compliance with the NSCC/NLCC Uniform Regulations :** NSCC Regulations paragraph 0820.2 and NLCC Regulations paragraph 0320.2.
- j. **Reaching 18th birthday:** NSCC Regulations paragraph 1020.1.
- k. **Reaching 14th birthday:** NLCC Regulations paragraph 0341.1.
- l. **Cadet's Request:** NSCC Regulations, paragraph 1020.2 and NLCC Regulations, paragraph 0341.3.
- m. **Promiscuous Sexual Behavior/Pregnancy:** NSCC Regulations, paragraph 0630.3 and NLCC Regulations, paragraph 0341.

CHAPTER TWO

I. INSTRUCTOR/MIDSHIPMAN/OFFICER ENROLLMENTS

A. **NSCC ADULT RANK STRUCTURE:** ALL adults will enter the program at the instructor level. The adult must be 21 years of age or older. A waiver for an adult over the age of 65 is required and must accompany the enrollment packet as outlined in paragraph C. The adult may be an Uniformed Instructor or Non-Uniformed Instructor. If the adult is currently an Active Duty Officer they may choose to remain as an Instructor and wear the uniform of the service they represent. If the adult does not meet the height and weight standards in accordance with NSCC Regulations, they shall remain a Non-Uniformed Instructor until such time they meet these standards. The adult may request to be appointed to the NSCC Officer Ranks when all requirements have been met in accordance with the flowchart. NSCC adult ranks parallel those of the Navy/Coast Guard except there is no rank above Lieutenant Commander (LCDR). NSCC ranks are as follows:

Instructor (Uniform/Non-Uniform)
Warrant Officer*
Lieutenant Junior Grade (LTJG)
Lieutenant Commander (LCDR)

Midshipman (MIDN)*
Ensign (ENS)
Lieutenant (LT)

***NOTE: Midshipman must be 18 years of age and a high school graduate.
A Warrant Officer must have had prior military service, attained the rank of E6 and over the age of 35.**

B. QUALIFICATIONS FOR ENROLLMENT:

1. **Citizenship:** NSCC adult applicants should be citizens of the United States (Para 0730.1). Waivers may be submitted for those who are not U.S. citizens.

2. **Age:** Perspective NSCC adult applicants must be at least 21 years old, and normally no older than 65. The Executive Director may waive the age limitation for those over 65 years of age. Midshipman applicants must be at least 18 years of age and a High School graduate but not yet 21 years of age.

3. **Moral Character:** The adult applicant must possess high moral standards, adhere to ethical standards of behavior, be citizens of good standing in the community, and have NO felony convictions. Felony convictions after enrollment will normally be cause for discharge from the Sea Cadet Corps or revocation of officer appointment. (Para 0732.1)

4. **Background Checks:** A background check will be conducted on ALL adult applicants. NO adult will be appointed as an officer ranks without the completion of the background check. The guidance will be promulgated through a separate NSCC Action Letter.

5. **Physical Standards:** While not required to meet the physical standards of the Navy/Coast Guard officer programs, ALL adults must be physically qualified for the duties they will perform for the NSCC.

6. **Educational/Professional Qualifications:** There is no specific educational or professional requirements other than the applicants must be able to support and contribute to achieving the goals of the NSCC program. Applicants with Navy and Coast Guard experience, members of other military services, and anyone with a sincere interest in maritime services and American Youth, are encouraged to participate.

C. PROCESSING ADULT ENROLLMENTS:

1. **Documents:** ALL adult applicants must complete and submit the following **original** documents to NHQ via the unit commanding officer. ***An incomplete packet will be returned without processing. (See Appendix for Examples)***

a. **NSCC/NLCC Instructor/Midshipman/Officer Application (NSCADM 003):** Unit commanding officers will register **ALL** adults as an Instructor, Warrant Officer or Midshipman. (A written letter from the supporting NSCC Committee Chairman is required if the applicant is to be appointed as the unit commanding officer).

b. **Full-Length Photo:** A full-length photo is required for enrollment as an Instructor, Midshipman, Warrant Officer or Officer.

c. **NSCC/NLCC Adult Reference Check (NSCADM 005):** All adult applicants must include this form.

d. **NSCC/NLCC Background Check:** A copy of or applicable proof that a background check has been successfully completed must be included. Adults will not be appointed as an officer without the successful completion of the background check.

e. **Record of Discharge (DD 214):** All prior military must include a copy of this form. (If not issued a DD 214 of copy of the appropriate Discharge Certificate.)

f. **Copy of Active/Reserve ID Card:** A copy of the front and back of the current ID card shall be included.

g. **Request for Waiver:** **ALL** waiver requests must accompany the enrollment packet and ***go through the chain of command.***

h. **Adult Enrollment/Registration Form NSCADM 006:** Units will record instructor/midshipman/warrant officer/officer enrollments on this form and submit with the appropriate fees. ***Refer to the reverse of the form for the current fees.***

D. APPOINTMENTS TO OFFICER RANKS:

1. **Initial Appointment:** **ALL** new adult applicants will be enrolled as an instructor for a period of one year before a request can be made to be appointed as an NSCC Officer. ***Under exceptional circumstances, a waiver may be considered for Initial Appointment to an Officer Rank.*** If a waiver is requested, it **MUST GO THROUGH THE CHAIN OF COMMAND. NO EXCEPTIONS!** New Unit Commanding officers for **NEW** units will be appointed to the rank of LTJG. Assignments to LT will be made only to clearly establish seniority. Initial appointments in the grade of LCDR are ***not*** normally made.

2. **Appointment to Midshipman:** An appointment to Midshipman will be made for those individuals who are 18 years of age and not yet 21 years of age. The individual must be a high school graduate or GED equivalent. At age 21 the Midshipman may request appointment to the rank of Ensign. **ALL** requirements as outlined in enclosure (1) must be met prior to submission of the request. An appointment from Midshipman to Ensign is considered an ***Initial Appointment*** and as such, **promotion board action is NOT REQUIRED.**

3. **Appointment to Command:** Adults appointed, as the Commanding Officer of a unit will be given tenure of 3 years. The appointed officer may elect at any time during these three years to be relieved. The Executive Director, NSCC retains the authority to relieve the appointed officer at anytime for disciplinary reasons. The appointed officer may continue to serve as commanding officer beyond the three-year tenure, unless otherwise directed. The appointment to command of a new adult must be in writing by the Committee Chairperson of the supporting activity to the Executive Director, NSCC with the full endorsement of the Field Representative and Regional Director.

4. **Temporary Appointment:** The only temporary appointments are those to Ensign and direct appointments to officer status for a *newly* appointed officer for a *new* unit. A change of status from Ensign (Temporary) to Ensign (Permanent) is not authorized and will not be done. The thought on this is that the Ensign is either good enough to promote or, if not, they should remain an Ensign. The same reasoning applies to the *newly* appointed officer for a *new* unit.

E. **OFFICER ADMINISTRATION:**

1. **Establishment of the Service Record:** A service record will be established for each officer, midshipman and instructor. The record will contain documents relating to appointment, promotion, billet assignment, and any information that should be a matter of record. The information should be maintained in a standard manila file folder, appropriately stamped in **RED ON THE FRONT AND BACK: "U.S. NAVAL SEA CADET CORPS"**. If DOD/DOT forms are used they must also be *STAMPED IN RED*. Information contained in this record is considered "**Privileged Information**" and should be safe guarded appropriately. Access is limited to the person to whom the record belongs, designated unit officers, the unit committee chairman, and the Executive Director or his designated representative (Para 1110.3). The service record should contain the following documents.

a. **Right Side (Top to Bottom):**

- (1) Copy of ID Card Front and Back
- (2) Promotion letters (If applicable)
- (3) Evaluation/Promotion Recommendation Form (NSC-17)
- (4) Officer/Midshipman Appointment
- (5) Copy of NSCC Officer/Midshipman/Instructor Application (NSCADM 003)
- (6) Medical Form (NSCADM 020)
- (7) Other documentation as appropriate.

b. **Left Side (Top to Bottom):**

- (1) Billet Assignment Letter (Current)
- (2) Study Guide Completion Letter
- (3) Correspondence Course Completion Letters
- (4) Escort Officer Authorization Orders (Completed TWT's)
- (5) Other information considered significant

2. **Record Verification:** Service records will be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed, and that all discrepancies have been corrected by signing the inside cover of the record.

3. **Disposition of Adult Service Record:** Officers or Midshipman who resign or leave the program for any reason may retain their service records. Those records not returned to the adult may be destroyed by burning or shredding. NHQ maintains personnel records on each officer/midshipman, and will furnish copies on request to the individual concerned, or to the unit commanding officer.

4. **Promotion from Ensign to LTJG:** Officer promotions from Ensign to Lieutenant Junior Grade are accomplished when **ALL** requirements are met in accordance with enclosure (1). Upon receipt of the following documentation NHQ will issue a letter of promotion:

- a. Completed NSC-17 with appropriate signatures.
- b. Verification of completed OPD Course 201.
- c. Verification of completed TWT's.

d. A letter of endorsement to the Executive Director via the Regional Director and the Field Representative. **(Chain of Command)**

5. **Annual Promotion:** NHQ conducts an annual promotion board during the month of December. An NSCC Action Letter will announce the guidelines. The board considers officers for promotion from LTJG to LT and LT to LCDR. Commanding Officers are to ensure **ALL** requirements are met in accordance with enclosure (1). At a minimum the following documents must be received by NHQ:

- a. Completed NSC-17 with appropriate signatures.
- b. Current full-length photo. *(NO faxed copies)*
- c. Any and **ALL** original supporting documentation (Letters of recommendation, waivers, etc)
- d. **ALL requests for promotion must go through the chain of command.**

NOTE: Instructors are NOT considered members of the Officer Corps, therefore will not be considered for promotion.

6. **NSCC Officer Annual Review:** The unit Commanding Officer will conduct an annual review of each officer. Each Regional Director will conduct an annual review of the CO's within their region. In each case the NSC-17 will be used and forwarded to NHQ for posting in the officer's record.

7. **Officer/Midshipman Separations:** An NSCC officer or Midshipman may request separation, inactive status or be dismissed in one of the following ways.

a. The officer or midshipman may request a *Leave of Absence* (LOA) for personal reasons. The officer or Midshipman will submit a letter to the Executive Director via the unit CO. The Leave of Absence **will not exceed 12 months**. See NSCC Regulations, paragraph 1060.1 and 1060.2.

b. The officer or midshipman may wish to **resign** his or her appointment at any time. A letter will be submitted to the Executive Director via the unit CO.

c. The officer or midshipman is automatically transferred to **Inactive Status** when their ID card expires. If the officer or midshipman chooses not to renew their enrollment the Commanding Officer shall drop the officer or midshipmen from the unit roster. (This also applies to instructors.)

d. The officer or midshipman and instructor may be dismissed for misconduct. See NSCC Regulations, paragraph 1051.1.

e. The officer may request to be transferred to **Retired** status in accordance with NSCC Regulations paragraph 07120.1 and 07120.2.

CHAPTER THREE

TWO WEEK TRAINING (TWT)

I. **GENERAL:** Information and guidance on the TWT program is contained in the NSCC/NLCC Advancement and Training Manual, Chapter IV. The term “two week training” is a generic term that describes the cadet training planned and programmed for the summer months by NHQ. Information on the TWT program is published and mailed to each unit in March of each year. It includes type of training, location, cost, inclusive dates, quotas, and other pertinent information. The following paragraphs provide a chronological checklist of actions, which are helpful in preparing for TWT.

II. UNIT PREPARATION FOR TWO-WEEK TRAINING:

A. **Training Request Procedures.** The following guidance should be followed when submitting the *Request for Training Authority NSCTNG 001 (Cadet) and NSCTNG 002 (Adult)*.

1. Ensure all cadets and adult leaders ***are properly enrolled and the ID Card expiration date is through the completion of the desired training.*** NHQ cannot process NSCTNG 001 or NSCTNG 002 for persons whose enrollment will expire before the training evolution is complete. ***Do NOT send a cadet or officer on TWT who is not enrolled!!***

2. If submitting re-enrollments, please make all efforts to forward the ***Request for Enrollment (NSCADM 006 - Adult) or (NSCADM 007 - Cadet)*** a minimum of three weeks prior to forwarding the NSC-22. This will help immensely in the timely processing of the ***Request for Training Authority NSCTNG 001 (Cadet) and NSCTNG 002 (Adult)***.

3. Ensure all cadets are qualified to attend the desired training. The *Sea Cadet Recruit Training Checklist (NSCTNG 013)* will assist in this process.

4. Complete the *Request for Training Authority NSCTNG 001 (Cadet) and NSCTNG 002 (Adult)*. This form is completed in duplicate. The original is forwarded to the COTC with the appropriate deposit and a copy is maintained in the cadet or officer service file. (You will need this for the Annual Inspection) The COTC will then forward the NSCTNG 001/002 to NHQ for the issuance of orders to the unit CO. Although this form is ***self-explanatory*** the unit commanding officer is responsible to ensure it is completed correctly.

5. A Standard Release Form is printed on the reverse side of the NSCTNG 001/002, and must be initialed by the parent or guardian. While this may seem redundant, it is necessary if we are to ensure that the cadet receives medical treatment when and if required.

6. Equally important on the reverse side is an Insurance Disclaimer Statement. Again, the parent or guardian must initial this section. In addition, the name, phone number and address of the family medical insurance carrier will be written on the reverse side of the NSCTNG 001/002.

7. At a minimum the COTC should submit the NSCTNG 001/002 to NHQ ***3 weeks prior to the start of the training. (Use this as a goal, not a hard-fast rule)***. NHQ will continue to accept and process NSC-22's under the 3-week window. ***If the NSCTNG 001/002 is faxed to NHQ we must receive the front and the back of the form.*** Due to the high tempo of training operations during summer, NHQ cannot accept telephone requests.

8. Upon receipt of the NSCTNG 001/002, NHQ will review the form to check for accurate enrollment and completeness.

9. The *NSC Training Authority (NSCTNG 005)* for cadets, (*NSCTNG 006*) for Escort Officers, and (*NSCTNG 007*) for COTC's, will be forwarded to the Unit Commanding Officer.

10. The unit commanding officer will prepare the *NSCC Cadet Training Roster (TNG 008)*. This roster will be forwarded to the Commanding Officer of the Training Contingent (COTC) by the accompanying NSCC Escort Officer or the senior cadet as appropriate.

B. Processing Training Authorization (Locally Arranged (NSCTNG 003/004)): The following guidance should be followed for preparing and submitting the (NSCTNG 003/004).

1. Ensure the cadet and/or officer is properly enrolled in the program. ***Do Not send a cadet or officer to locally arranged training that is not enrolled in the program.***

2. Complete the NSCTNG003/004. This form is self-explanatory. The unit commanding officer is responsible to ensure it is completed properly. Ensure a copy is in the cadet or officer service record.

3. The NSCTNG 003/004 may be used to attend training outside the local area. If so, the CO must ensure that the receiving command will accept the form as adequate to obtain messing and berthing.

4. Upon completion of the training evolution the unit commanding officer will:

a. Submit a copy of the NSCTNG 003/004 to NHQ if the training evolution was 5 days or more in duration.

b. Maintain a copy in the unit files if the training evolution was 4 days or less.

C. **Miscellaneous Release Forms:** Special release forms, similar to the portions of the Cadet Application Form, for foreign exchange and NOAA programs (NSC-23B/NSC 23D) appear in the Appendix.

D. **Training Reports:** The Senior Escort Officer/COTC is responsible for submitting the following reports at the end of the specific training evolution. (*See Appendix for Examples*)

1. **SEO Training Report (NSCTNG 009):** This report will be completed and forwarded to NHQ no later than 30 days upon completion of the training evolution. The SEO/COTC must inform NHQ if the report will be late.

2. **NSCC TWT Audit Report (NSCTNG 010):** This report is filed with the NSC-9.

3. **Report of Cadet Returned to Unit (NSCTNG 011):** If a cadet is returned to a unit from a training evolution for any reason, this form will be completed by the SEO/COTC.

4. **Unit Training Preparation Evaluation (NSCTNG 012):** This form will be completed and forwarded to the unit and the unit's Regional Director upon completion of the training evolution.

5. **NSC-25 Medical Claim:** If an accident occurs during a training event this form **MUST BE COMPLETED** and the original returned to NHQ. A copy is retained in cadet file.

CHAPTER FOUR

I. **GENERAL ADMINISTRATION:** This chapter gives a brief description of administrative procedures and an overview of the reports required for submission to NHQ.

A. **What a Commanding Officer Must Sign:** The unit Commanding Officer, Officer in Charge, or person “acting” in either position must personally sign documents that:

1. Establish unit policy.
2. Center on changes to the unit’s mission and are addressed to higher authority.
3. Deal with certain aspects of disciplinary actions.

B. **Rules for Delegating Signature Authority:** A unit Commanding Officer may delegate signature authority to subordinates and may authorize those subordinates to delegate signature authority further. Do so in writing, to titles rather than names (Executive Officer or Admin Officer), and include a brief outline of the types of documents involved. Authorized subordinates may sign correspondence that falls within their areas of responsibility, unless good judgement calls for the signature of the unit Commanding Officer. When subordinates sign documents under this delegated authority, they usually sign “By direction.”

C. **Use of Facsimile Stamps:** A unit Commanding Officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else’s signature, pen your initials next to each signature you stamp to authenticate the facsimile. Safeguard such stamps from unauthorized use.

D. **Ribbon Award Program:** The Ribbon Award Program is detailed in the 1999 Awards Manual. Examples of letters of recommendation are provided in the manual.

E. **Required Reports:** Unit reports are an essential part of the communications process between the unit and NHQ. If reports are to serve their intended purpose, they must be properly completed, *promptly* submitted, and copies provided to all that have a need to know. NSCC has only six required reports, one to be submitted monthly, one quarterly, and two annually, and two on an “*as needed basis*.”

1. **Monthly Activity Report (NSCADM 002):** (*See Appendix for Example*) The report provides an overview of unit activities and provides an opportunity for the unit CO to comment on unit activities that are noteworthy and of general interest. The report is:

- a. Prepared on the last drill day of each month.
- b. The original is forwarded to NHQ *no later the 15th of the month following the last drill day.*
- c. Subsequent copies are forwarded to the NSCC/NLCC Committee Chairman, the Regional Director, and the Field Representative.

NOTE: This report is a graded item on the Annual Inspection Report.

2. **Membership Activity Reporting System (MARS):** The purpose of the MARS Report is to improve the accuracy of personnel records (cadet and officer) at the unit level and at NHQ. The report is also a way for the unit to monitor ID Card Expiration Dates, Officer Evaluation Dates and Officer Courses (101, 201, 301). This will help ensure continuous insurance coverage is provided for each cadet and adult leader. The report will be provided ***QUARTERLY*** and is divided into two (2) sections, ***Active and Inactive***.

The ***Active Section*** includes all personnel cadet and officer who have a current enrollment date. The ***Inactive Section*** includes all personnel cadet and officer whose ID card has *Expired*. Units will:

a. Review the report for accuracy.

b. Make any corrections in Red. (Individuals who appear in the Inactive Section are an indication to unit CO, the cadet or officer should reenroll or the CO should DROP the cadet or officer from the unit rolls. Maintain one copy and return a copy to NHQ No Later Than 60 days after receipt of the report.

3. **Regional Director Financial Report (NSC-31):** This report is a quarterly expense report submitted to NHQ.

F. **Miscellaneous Reports:**

1. **Annual Inspection Report:** All NSCC and NLCC units are required to undergo an Annual Inspection. NSCC/NLCC units who have recently formed should undergo a *Courtesy Inspection* to assist in evaluating the unit's progress. The inspection process and reporting procedure is as follows:

a. NHQ prepares and distributes the inspection forms by Action Letter in the October or November time frame. The Action Letter will include specific instructions for performing the inspection.

b. The inspection should begin 1 January and ***WILL*** be completed ***NO LATER THAN 31 MARCH!!***

c. The Inspection Report (Results) must be forwarded to NHQ to be received ***NO LATER THAN 30 APRIL***. (*Reports received after 30 April will not be considered for National Awards.*)

2. **Budget/Audit Report (NSC-11):** (*See Appendix for Example*) This report is a combination form and will be forwarded as an enclosure to the Annual Inspection Report.

a. The *Audit* will be prepared annually by the Committee Chairman and verified by an independent auditor for the sponsoring organization's Treasurer.

b. The proposed unit *Budget* is prepared by the unit CO and submitted to the sponsoring organization, via the NSCC Committee Chairman for approval.

3. **NSCC Accident Report (NSCADM 022):** (*See Appendix for Example*) Unit CO's must submit this form for local accidents. Claims **can not** be filed under the NSCC group insurance policy with out the form fully complete. The Commanding Officer must provide **detailed** information on the form to permit analysis of what occurred. **ALL original itemized medical bills must be attached to the NSCADM 022.** If the accident occurs during TWT, the COTC **MUST** submit this form in conjunction with the Senior Escort Officer Report. **All original bills must be submitted within one year with original notification within 60 days.**

4. **NSCC Personal Injury/Property Damage Report:** A general comprehensive liability policy protects the NSCC, providing coverage for all adult leaders, sponsoring organizations, and volunteers who may be assisting in NSCC activities. There is no standard report for incidents, however CO's must report, either by phone or letter any incident that might have liability implications. If the sponsoring organization requires proof of insurance please contact NHQ. We will obtain a Certificate of Insurance for the unit to present to the sponsoring organization.

G. **Forms** (*See Appendix for Examples*)

1. **NSCC Application for Scholarship (NSC-14):** This form is to be completed and submitted to NHQ no later than 15 May of each year.

2. **NSCC Cadet of the Year Award Program (NSC-6):** This form will be completed and submitted to the Regional Director no later than 1 November. One nomination will be forwarded to NHQ no later than 1 January.

3. **NLCC Cadet of the Year Award Program (Keith T. Weaver Award) (NLCADM 006):** The same procedure is followed for the NSCC Cadet of the Year.

H. **CERTIFICATES** (*See Appendix for Examples*)

1. **Commendation Perfect Attendance (NSCADM 023)**

2. **NSCC Certificate of Discharge (NSCADM 028)**

3. **NLCC Certificate of Discharge (NSCADM 031)**

4. **NSCC Certificate of Advancement (NSCADM 024):** For advancement of E-2(T), E-2, and E-3 NSCC Cadets.

5. **NLCC Certificate of Advancement (NSCADM 029):** For advancement of NLCC Cadets in grades LC-2 and LC-3.

6. **NSCC Petty Officer Appointment (NSC-9)**: For appointment to PO3 and PO2. (Signed by Unit Commanding Officer)

7. **NSCC Petty Officer Appointment**: The Unit Commanding Officer will provide ***proof*** that the cadet has met all criteria for appointment to PO1 for the Executive Director's approval. (Signed by Executive Director)

8. **NLCC Petty Officer Appointment**: Used for appointment up to CPO. (Signed by Unit Commanding Officer)

9. **NSCC Chief Petty Officer Appointment**: The Unit Commanding Officer will provide ***proof*** that the cadet has met all criteria for the Executive Director's approval. (Signed by the Executive Director)

I. **Requisition Forms** (*See Appendix for Examples*)

1. **NSCC Insignia Purchase Order Form**: This form lists NSCC/NLCC insignia, ribbons, appurtenances, and other uniform accoutrements available through Dondero, Inc. **Dondero, Inc is the only authorized supplier for the NSCC.** Units will send this form directly to Dondero (the address appears at the top of the form) together with a check, money order, or credit card number for items purchased.

2. **NSCC/NLCC Requisition for Admin/Promo Material (NSCSUP 001)**: This form lists all the administrative manuals and forms, and promotional material. ***The unit is authorized to make copies of these forms.*** There is no charge for the forms listed. The forms and manuals are also available for download through the Sea Cadet Web Site. Units must forward a check when requesting manuals and business cards.

3. **Surplus Uniform Order Form (NSC-15)**: Although uniform prices are available, CO's are asked NOT to forward checks when submitting this form. NHQ will review the form and forward a copy to the applicable uniform distribution facility. The uniform facility will forward the uniforms with an invoice. The unit must remit the money payment within **45 days** after receipt. ***It is extremely important the unit pays the uniform bill. The unit will not be allowed to order additional uniforms until bill is paid. This action will be reflected in the unit's Annual Inspection Report.***

NOTE: NHQ will screen uniform orders to prevent over ordering of uniforms.

4. **Request for Advancement Exam Material (NSCTNG 014)**: This form will be used to request advancement exam material from the Field Representative. The following forms are to be used in conjunction with the NSC-32.

a. **NSCC Exam Inventory/Document Control Form (NSCTNG 015).**

b. **NSCC Advancement Exam Record of Destruction Form (NSCTNG 016).**