



United States Naval Sea Cadet Corps

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6 January 1993

NSCC ACTION LETTER 2-93

From: Executive Director, U.S. Naval Sea Cadet Corps
To: Distribution

Subj: **MEMBERSHIP ACTIVITY REPORT SYSTEM (MARS)**

Ref: (a) NSCC/NLCC Administrative Manual

End: (1) Sample Revised MARS format

1. **Purpose.** To provide a sample of the revised MARS format page 4-11 and 4-12 of reference (a).
2. **Discussion.** The present MARS format includes a column titled "STUDY GUIDE", this column has been replaced with an "OFF EVAL" column and an additional column labeled "OFFICER COURSE" The "OFF EVAL" column reports the last year an officer evaluation (NSC-17) was received at NHQ. The "OFFICER COURSE" column reports NSCC officer courses completed, i.e. 1 = 101, 2 = 201, 3 = 301 courses and "123" indicates all three courses have been completed. The information previously reported in the "STUDY GUIDE" column is still maintained at NHQ, but will no longer be reported on the MARS.
3. **Action.** Unit Commanding Officers submit any correction for the two new columns with a copy of the NSC-17 for the "OFF EVAL" column correction and/or proof of course completion for the "OFFICER COURSE" column correction.
4. **Cancellation.** This Action Letter will remain in effect until incorporated into the NSCC/NLCC Administrative Manual.

K. T. WEAVER

Distribution:
NSCC Field Representatives
NSCC Regional Directors
NSCC/NLCC Unit Commanding Officers

SAMPLE

1/03/93 ACTIVE MEMBERSHIP PART I

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UNIT 16NHQ NAUTICAL

SCLIST

MEMBER#	NAME/ADDRESS	RANK/ BIRTH	ENROLL/ EXPIRES	SS#/BUS.#/ HOME PHONE	OFF EVAL	OFFICER COURSE
A 1234	LTJG HARRY K. ANDREWS NSCC 2347 S CANAL ST CHATTERS GA 23141	7/22/88	86/01 93/01	H-815/324-2331 B-815/234-1123	92	123
S 4321	LCDR BOBBIE JOHNS NSCC 7324 SWAMP ROAD SOUTH POND GA 23142	1/01/90	86/02 93/02	H-815/444-2211 B-815/445-1122		12
D 1121	MIDN JOSIE GREEN NSCC 7324 SWAMP ROAD SOUTH POND GA 23142	1/01/90	91/01 93/01	H-815/445-2211 B-815-444-1112	92	12
U 3421	INST JOHN BLOCK NSCC 3478 GATOR POND ST SOUTH POND GA 23142		84/01	H-815/443-2356 B-815/442-6677	92	1