



# United States Naval Sea Cadet Corps

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## NSSC ACTION LETTER 7-95

From: Executive Director  
To: Distribution

Subj: NSSC E-4 THROUGH E-6 ADVANCEMENT EXAMINATIONS

- Encl: (1) Inventory and Document Control Receipt  
(2) Two serialized copies of Petty Officer 3, 2, and 1 Answer Keys  
(3) Series 93/Form A serialized Petty Officer Third Class Exams  
(4) Series 93/Form A/B serialized Petty Officer Second Class Exams  
(5) Series 93/Form A serialized Petty Officer First Class Exams  
(6) Four (4) packs (containing 50 each) Military Leadership Answer Sheets, NETPMSA 1430/3  
(7) Unit CO's Request for NSSC Advancement Examination Materials  
(8) NSSC Advancement Examination Record of Destruction

1. **Background.** Because the Navy has now included the Military Leadership Exam questions into their professional advancement exams, the Naval Education and Training Program Management Support Activity, Pensacola, Florida has provided the NSSC with E-4 through E-6 Military Leadership Exams, Answer Sheets, and the Answer Keys to use as advancement examinations for our cadets.

2. **Discussion.** Enclosures (2) through (5) are the same exam materials currently being used in the Navy and they will continue to be used by the Navy for the next three years. Safeguarding the contents of the exam booklets and the Answer Keys from compromise is paramount. All the exam booklets and answer keys come individually serialized (numbered) and they are all classified "FOR OFFICIAL USE ONLY". **Under no circumstances shall exam booklets, answer keys, and/or answer sheets (after completion) be copied, reproduced, and/or recorded in any manner.**

3. Any prior arrangements or interim procedures that have been developed locally to give the military leadership exams to NSSC cadets are replaced by this action letter. Commands/units which have received exams from other activities should destroy them. Records of destruction should be retained for a period of five years. This action is necessary to ensure that each unit of the NSSC is following standard guidelines; and we are able to demonstrate that adequate and standardized security measures have been taken throughout the Naval Sea Cadet Corps.

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4. To validate to all that the integrity of the petty officer military leadership exams which have been entrusted to the Naval Sea Cadet Corps will be safeguarded, and to dispel any question of perceived or real conflict of interest among active duty or reserve personnel involved with the NSCC, it is necessary that the military leadership exam be administered by a disinterested party. Accordingly, Regional Directors and Field Representatives shall ensure that only E-7 and above personnel (active/reserve who are affiliated/enrolled with the NSCC) are authorized to administer the exam. This policy parallels the Navy's and demonstrates our strong commitment to Navy standards.

5. In order to maintain tight control over the exam booklets and answer keys, enclosures (2) through (6) will only be sent to the Field Representatives. They will be responsible for their accountability and control and for issuing exam booklets and answer sheets to unit commanding officers, upon written request (enclosure (7)). The Field Representatives have sole custody of the Answer Keys (enclosure (2)), therefore, they are responsible for scoring the advancement exams. Under no circumstances shall anyone, other than the Field Representatives, have access to the Answer Keys.

6. Every effort must be taken to safeguard the contents of exam materials (exam booklet & answer keys) from compromise. Exam materials must be stowed in a secure container in a secure area. A portable locked file box IS NOT suitable for stowing exam materials. **Failure to exercise proper security measures for safeguarding exam materials from compromise will result in disenrollment from the Naval Sea Cadet Corps.**

7. **Action.** The following procedures and responsibilities must be adhered to in order to properly safeguard, account for, control, and administer advancement exams:

a. **Field Representatives.**

(1) Upon receiving enclosures (1) through (8), review and inventory the exam materials and sign your initials by each item on enclosure (1). Also read, date, and sign the Acknowledgement Statement, found below the inventory list, and mail the original to NHQ. Transfer of custody becomes effective upon completion of enclosure (1).

(2) Stow the exam materials in a secure place, with special emphasis on the exam booklets and Answer Keys.

(3) When releasing exams to unit commanding officers, they could be either hand delivered or sent via certified mail (return receipt). Include two Inventory and Document Control Receipt forms (enclosure (1)), at least one answer sheet per exam booklet, and a copy of this NSCC Action Letter.

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(4) Upon receiving the completed exam booklet(s) and answer sheet(s) from a unit, complete enclosure (1) and return the original to the unit. Once you determine the score for an exam, inform the unit commanding officer via a memo indicating the cadet's full name, NSCC ID #, his/her score, any congratulatory comments, and a reminder for the unit commanding officer to enter exam results in the cadet's NSC-19A form (Record of Cadet Advancement). The memo could be hand carried or sent via regular first class mail. DO NOT return the completed answer sheets to the unit.

(5) Field Representatives have sole responsibility for destroying exam materials. Upon receiving damaged exam material for destruction, Field Representatives shall carry out the following procedures:

(a) Prior to destroying an exam booklet/answer key, enter the following information on enclosure (8):

- Date of destruction;
- Check type of exam/answer key (E-4/E-5/E-6);
- Serial #(s) of the exam booklets/answer keys;
- Reason for destruction;
- Method of destruction (Burning or shredding).
- The Field Representative's signature

(b) Submit the original Record of Destruction (enclosure (8)) to NHQ and retain a copy for your records.

(6) Field Representatives may order additional exam booklets, answer sheets, and answer keys by simply calling NHQ.

b. Unit Commanding Officers. Unit commanding officers share the same responsibility as the Field Representatives as far as the proper handling, controlling, and safeguarding of exam materials. They also have the added responsibility of administering the exams. Every effort must be made to maintain and protect the integrity of the advancement exams and the NSCC, therefore, unit commanding officers must adhere to the following procedures:

(1) When ordering exams, complete enclosure (7) and submit it to your Field Representative indicating how many exams you need, the names and NSCC ID number of the candidates, when you plan to give the exam, and where you want the exams to be mailed. Advancement exams should not be administered more than once per month.

(2) Upon receiving the exam materials (consisting of exam booklet(s) and answer sheet(s)), review and inventory the exam materials and sign your initials by each item received on enclosure (1). Also read, date, and sign the Acknowledgement

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Statement, found below the inventory list, and mail the original to your Field Representative. Transfer of custody becomes effective upon completion of enclosure (1).

(3) Find an appropriate location to administer the exam. The exam location should be in a space which offers adequate lighting, ventilation, and is large enough to space out the cadets taking the exam so that they are not sitting next to each other. You should also consider an area which is away from personnel traffic and noise which may distract the candidates.

(4) Assign one or more NSCC officer/Instructor to proctor the exam. Under no circumstances shall Navy E-6 and below active duty/reserve personnel, enrolled in/affiliated with the NSCC, nor cadets be assigned as Proctors. The Proctors' must carry out the following procedures:

(a) Inform candidates that food, snacks and beverages are not permitted in the exam room and that there will be **NO EATING, DRINKING, OR SMOKING** throughout exam. Candidates may take a break during the exam, to drink water or beverage or use the Head, but they must raise their hand and be escorted outside the exam room by one of the Proctors.

(b) Have each candidate sign a log or muster sheet. The log or muster sheet should be set up so that the candidates could sign their name by a serial number of an exam. This way, the exam number they sign for, will be the exam booklet which will be provided to that candidate.

(c) Distribute exam materials (consisting of exam booklet, answer sheet, two pieces of letter size plain white bond paper, and two sharpened pencils) to each candidate;

(d) Provide the candidates with instructions on taking the exam. The Proctor's duties and responsibilities include the following:

1) Inform the candidates how to properly fill out the answer sheet. Candidates need to print clear and legible. They can erase and make changes to their answers, but they must ensure that the answer they decided on is clearly marked. Emphasize that writing in or marking the exam booklet might disqualify them from completing the exam.

2) Inform the candidates the length of time given to complete the exam, i.e., 3, 4, or 6 hours. The time the test starts should be set and monitored until completion. Periodically, the Proctor should announce the current time and time remaining before exam completion.

3) Maintain silence and order throughout the length of the examination. **Examinees must be directed not to**

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discuss the contents of the exam booklet with anyone outside of the examination room (this is key in maintaining the integrity of the exam).

4) If a candidate should need additional scrap paper or pencil, or has a question about the exam booklet or how to mark the answer sheet, he/she must raise their hand and a Proctor will approach the individual to assist him/her.

5) Upon completion of the examination, candidates must raise their hand and inform the Proctor. The Proctor will collect all exam materials, check each exam booklet to see if they were marked or written on, and review the answer sheet to ensure it was properly completed. The Proctor will deliver the exam materials to the unit commanding officer.

(5) Once the exam materials are returned, the unit commanding officer will destroy the scrap papers and ensure that he/she received all the exam booklets. The unit commanding officer is responsible for submitting the answer sheets and exam booklets to the Field Representative as soon as possible via certified mail (with return receipt) with original and one copy of enclosure (1) filled out.

(6) In case of a mishap, such as accidentally spilling coffee, beverage, food or other substance on an exam booklet or if someone intentionally or accidentally writes on or marks an exam booklet, the exam booklet must be destroyed. **DO NOT** dispose of an exam booklet by throwing it in a waste paper basket or similar type receptacle. All exam booklets shall be mailed back to the Field Representative for destruction.

(7) Once the exam score(s) are received by the unit, direct the unit Training Officer to make an appropriate service record entry on the cadet's NSC-19A form.

**NOTE:** For further guidance on administering and handling advancement examinations, refer to The U. S. Navy Advancement Manual, BUPERSINST 1430.16D or contact the Educational Services Officer at an Armed Forces facility nearest you.

8. Anyone experiencing losing or misplacing an exam booklet or answer key, or if by any chance they are stolen, immediately provide NHQ with a full written report indicating the circumstances surrounding the lost, misplaced or stolen item, including time, date and location of incident, serial number(s) of item(s), witnesses/suspects name(s), etc. It is imperative that this is done as soon as the item(s) are discovered missing, lost, or stolen.

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8. **Cancellation.** This Action Letter will be canceled once incorporated in the NSCC Advancement and Training Manual.



A. J. KREISER

**Distribution:**

National Chairman (enclosures (1), (7) & (8))  
National President (enclosures (1), (7) & (8))  
Field Representatives & LCDR WL Lamon Crouch (all enclosures)  
NSCC Unit Commanding Officers (enclosure (7) only)  
Regional Directors (without enclosures)

