



United States Naval Sea Cadet Corps

2300 WILSON BOULEVARD - ARLINGTON, VIRGINIA 22201-3308 - TELEPHONE (703) 243-6910
FAX (703) 243-3985

1 March 1996

NSCC ACTION LETTER 4-96

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

Subj: **CITATION FOR RECOGNITION OF NSCC TRAINING SUPPORT**

Encl: (1) Sample Forwarding Letter w/Sample NSCC Citation Certificate
(2) Sample Letter of Appreciation

1. **Background.** In the past, NHQ was responsible for recognizing all the outstanding volunteers (non-NSCC civilians, active duty and reserve military personnel) who provided their time, knowledge, and experience toward the many training successes we have enjoyed, particularly during summer training months. Unfortunately, despite our efforts to recognize everyone who deserved it, some slipped through the cracks, and simply were not recognized in a timely manner or were not recognized at all. In part, this was a result of NHQ not receiving accurate information/lists of volunteers from the field.

2. **Discussion.** Not recognizing volunteers who warrant recognition could result in forfeiting their support/assistance in future training evolutions. In order to remedy this problem and speed up the process, Commanding Officers of Training Contingents will be provided with an adequate supply of enclosure (1) (with their orders), which they are to fill-out and forward to the non-NSCC volunteers upon completion of the training.

3. **Action.** The following actions are prescribed for recognizing volunteers supporting NSCC/NLCC summer training:

a. In most cases, forwarding enclosure (1) should suffice. However, there are cases when a volunteer performs above that which is expected of him/her and in such cases, a letter of appreciation, along with a certificate, should be prepared (see enclosure (2)). The letter should be presented to the individual upon completion of the training/graduation date, forwarded to the individual's parent command, addressed to his/her Commanding Officer or Officer in Charge (for DOD military or civilian personnel) or sent to their home address for non-DOD civilians. Enclosure (2) is a sample letter of appreciation that should be used to assist in preparing your letter.

Subj: **CITATION OF RECOGNITION FOR NSCC TRAINING SUPPORT**

b. Escort officers who participate in unit arranged training of more than five consecutive days, should have with them a supply of citation certificates, so they can recognize those who provided support/assistance to their training evolution. Enclosure (1) can be ordered from NHQ (Supply Department).

c. Every effort should be made to prepare both the citation certificate and, when applicable, the letter of appreciation in an accurate, neat, and orderly manner. Ensure proper spelling of recipients full name, centralize recipient's name and date as shown in enclosure (1), and **please, DO NOT fill out the forms or letters handwritten**, use a word processor or typewriter.

d. NHQ will recognize NSCC Commanding Officers of Training Contingents and Escort Officers, who participated in summer training, during the month of September. This will help alleviate the work load during the very busy summer months.

4. **Cancellation.** This Action Letter will be canceled once incorporated in the NSCC/NLCC Escort Officer Handbook.



A. J. KREISER

Distribution:

Unit Commanding Officers

Field Representatives

Regional Directors/Associate Regional Directors

SAMPLE FORWARDING LETTER

*** * * USE NSCC LETTERHEAD PAPER * * ***

For DOD volunteers who are not going to receive a letter of appreciation, the citation certificate should be sent with the following forwarding letter to their parent command. The forwarding letter should simply read:

**UNITED STATES NAVAL SEA CADET CORPS
2300 Wilson Boulevard
Arlington, Virginia 22201-3905**

DATE

“From: COTC (i.e., LCDR Joe Sailor, NSCC, Commanding Officer Recruit
Training Contingent)

To: (The CO of volunteer’s parent command)

Subj: **CERTIFICATE FOR RECOGNITION (ALL CAPS)**

Encl: (1) NSCC Citation ICO of volunteer’s last name (i.e., Mr. Jones)

1. Enclosure (1) is forwarded with appreciation.

THE COTC’s SIGNATURE”

Enclosure (1)



Citation

to

YNC JOE SAMPLE, USN

*In recognition of your enthusiastic
and dedicated services to this
American Youth Program.
You have earned the admiration and
appreciation of the members of the*

Naval Sea Cadet Corps

Presented

31 July 1996


Executive Director


National Chairman

SAMPLE LETTER OF APPRECIATION

*** * * USE NSCC LETTERHEAD PAPER * * ***

**UNITED STATES NAVAL SEA CADET CORPS
2300 Wilson Boulevard
Arlington, Virginia 22201-3905**

DATE

From: NSCC Commanding Officer Recruit Training Continent, Great Lakes, IL.
To: Commanding Officer, Naval Recruit Training Center, Great Lakes, IL 00000-0000

Subj: **LETTER OF APPRECIATION**

Encl: (1) Naval Sea Cadet Corps Citation for YNC Joe Sample, USN

1. On behalf of the officers, cadets, and Headquarters Staff of the United States Naval Sea Cadet Corps, I would like to express our appreciation for the outstanding support YNC Joe Sample, USN provided our training program this past summer. His/her superb efforts, guidance and assistance made the Naval Sea Cadet Corps Recruit Training at Naval Air Station Seaman, DC an educational, memorable, and enjoyable experience for our cadets.

2. The objectives of the Naval Sea Cadet Corps are to instill in young Americans, ages 13 through 17, basic seamanship skills, patriotism, courage, self-reliance, and kindred virtues. The training provided by volunteers, like Chief Sample, is a key factor in achieving our basic objectives and is a fundamental component to the success of the Sea Cadet training program. Every year, our cadets enthusiastically look forward to summer training. His/her overall efforts and support have served as a model for other volunteers to emulate and has contributed significantly toward the development of America's youth.

3. Again, please pass my wholehearted thanks to Chief Sample for his/her strong support. I look forward to working with him/her again.

COTC's SIGNATURE

Enclosure (2)