



United States Naval Sea Cadet Corps

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3 September 1997

NSCC ACTION LETTER 9-97

Subj: NSCC 1997 OFFICER SELECTION BOARD

Ref: (a) NSCC Regulations, Chapter Seven, Section Ten

Encl: (1) NSCC Annual Evaluation/Promotion Recommendation Form (NSC-17) Rev 4-95

1. **Purpose:** To announce the dates, procedures and policy for the 1997 promotion board to select officers to the next higher rank, convening on or about 1 December 1997. Promotion recommendations using NSC-17 must be forwarded to reach NHQ by **7 November 1997**.

2. **Discussion:** Selection for promotion is based on the needs of the Corps and individual performance. Reference (a) contains selection criteria which must be met to be considered for promotion. The National Chairman will provide guidance to the board members in the form of a precept which will emphasize those factors deemed most important in the selection process such as performance, leadership, excellence, and those traits which characterize individual potential for assumption of greater responsibilities associated with the next higher rank, as well as effectiveness of unit training, management, enrollments, etc. The promotion board will meet at NHQ where the officers' service records will be made available to the board. Promotion of officers is one of our most important functions. All officers should be aware of the procedures and criteria for promotion contained in reference (a).

3. **Action:** Submit promotion recommendations (NSC-17) for eligible officers to NSCC Headquarters by **7 November 1997**. **Selection criteria which must be met and which will be considered by the board is delineated in Section 10, paragraph 07101.1 of reference (a).** The promotion requirement for satisfactory enrollment for a NSCC unit is a combination of 10 NLCC and 15 (minimum) NSCC cadets for a total of 25 cadets. Promotion criteria includes completion of the officer professional course for requisite rank. Accordingly, include proof of attendance at the required course along with the recommendation. For those recommended for promotion to lieutenant commander, include proof of service (orders, evaluation, etc.) at NLCC Orientation/NSCC recruit training (two work weeks), to validate meeting this criteria. NSCC Committee Chairman will submit promotion recommendations for unit commanding officers to the Executive Director via the cognizant Regional Director and Field Representatives for comment.

- **In extraordinary circumstances where an officer has not been able to meet the specified criteria in NSCC Regulations, a waiver request may be submitted with the NSC-17 nivinn full justification why the criteria should be waived.** The promotion recommendation will then be submitted with the waiver request for consideration by the board.

4. Cancellation: This Action Letter shall be given widest dissemination and is canceled on 31 December 1997.

A handwritten signature in black ink, appearing to read 'M. D. Ford', written in a cursive style.

M. D. Ford
Executive Director

Distribution:
Action Letter Distribution List/Committee Chairman

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