



United States Naval Sea Cadet Corps

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From: Executive Director, Naval Sea Cadet Corps
To: Distribution

Subj: UNIT ARRANGED TRAINING AUTHORITY (NSC-24Cs)

Ref: (a) NSCC/NLCC Advancement and Training Manual

1. **Purpose.** To announce a change and advise NSCC/NLCC units of the use of locally generated orders.

2. **Background.** The NSC-24C is a legal document written by a local unit authorizing an officer or cadet to perform training duty. As discussed in reference (a), these orders are written for unit arranged training and have been used extensively and with great success. These orders are authorized when the individual command makes arrangements with a local or out of area military establishment or other training site to conduct training for the unit's personnel. They are used throughout the year when there is not a national quota control function requirement. In the past, these orders have been used to cover a host of situations and for a multiple of reasons.

3. **Discussion.** NSC-24Cs are a convenient method of writing orders. The purpose of the NSC-24C is to document training which is accomplished outside of regularly scheduled unit meetings. In other words, training that is accomplished above and beyond that which is regularly scheduled for the month, i.e., regularly scheduled drills. In the past NHQ has had some difficulty in identifying those orders which are for training outside of the unit's regularly scheduled meetings. In part, this is because NSC-24C orders are written for periods of from one day to thirty days of training. The NSC-24C offers the local unit speed in order writing, flexibility to meet changing conditions, and control over training to meet "windows of opportunity". The procedure includes arranging for the training duty, writing orders, having the orders endorsed, and then forwarding a copy of the endorsed orders to NHQ. This procedure has been used for several years and will continue. However, as of 1 January 1998, only those orders written for 5 days or more will be forwarded to NHQ. This is consistent with the importance given to the fact that, for each advancement (E-3 to E-7), ten days of advance training must be completed: **at least five** of the ten must be consecutive. Orders written for four days or less will be retained locally for validation of the cadet's performance of training duty for advancement, and shall be included in the unit's calculations of training duty performed for the annual inspection. For some, there is still a misconception that these orders are required for insurance purposes. They are not required for insurance purposes. Insurance is in effect for any valid, authorized Sea Cadet function. A Sea Cadet unit function is valid if it is scheduled in advance and is contained in the form of a notice to the unit membership. For example, the unit's POD is an official document which authorizes the

unit's functions. Therefore, units should schedule all unit training functions in their POD. Travel away from a unit's regularly scheduled meeting place is not a factor in whether a NSC-24C should be written. Insurance covers transportation of cadets from one locale to another if it is in conjunction with a regularly scheduled unit activity. A parent's signature on the NSC-24C is required to validate that the cadet is physically fit to participate in the training.

4. **Action**. Units shall note revised procedures for forwarding NSC-24Cs to NHQ and maintain records for NSC-24Cs of less than five days duration. NSC-24Cs are not authorized for use in Space "A" travel aboard DOD aircraft unless authorized by NHQ.

5. **Cancellation**. This letter is canceled when incorporated into applicable manuals.

A handwritten signature in black ink, appearing to read 'M.D. Ford', with a stylized, cursive script.

M.D. FORD

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