



# United States Naval Sea Cadet Corps

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

19 October 1998

## **NSCC ACTION LETTER 13-98**

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

To: Distribution

Subj: **1998 NSCC/NLCC ANNUAL INSPECTION/EVALUATION REPORT**

Ref: (a) NSCC Regulations, Chapter 13

Encl: (1) Annual Inspection/Evaluation Report Form  
(2) Officer Worksheet  
(3) Cadet Worksheet  
(4) Budget-Audit Report (NSC-11)  
(5) Requisition of Administrative Forms (NSC-6)

1. **Purpose.** To provide the guidelines, forms and worksheets for the 1998 NSCC/NLCC Annual Inspection/Evaluation as required by reference (a).

2. **Discussion.** Enclosure (1) as used last year. It should be used as a management tool throughout the year to further enhance the administration of NSCC/NLCC units. Regional directors, unit commanding officers and members of the inspection team are to familiarize themselves with the contents of enclosures (1) through (4) prior to conducting the inspection. Unit commanding officers are encouraged to conduct a pre-inspection during the last calendar quarter of the year. NHQ will provide each unit with an evaluation grade for Part VII of the Annual Inspection/Evaluation Report on or before 15 January 1999. In preparing the inspection/evaluation report, inspection team members must observe the following:

a. No more than 25 NSCC service records and/or 15 NLCC service records need to be inspected for Section B of Part III of the NSCC/NLCC Annual Inspection/Evaluation Report.

b. NSCC and NLCC scores **will not** be combined in arriving at inspection scores.

c. NSCC units with affiliate NLCC training ships that have the same officer staff will prepare a separate report for each. NLCC cadet scores will not be used in arriving at the final score for the NSCC unit.

d. Those NLCC companies with less than five cadets on board **do not need to be inspected**. NLCC companies with five or more cadets shall be inspected and an inspection/evaluation report completed. The results of the NLCC inspection shall be forwarded with the NSCC unit inspection/evaluation report. Only the NSCC inspection results will be recorded on the NSCC NHQ notice that is published annually and is used to determine standings for national competition. NLCC companies are not eligible to compete for national standings with NLCC training ships.

3. **Action.**

a. **Inspection year.** The inspection year is from 1 January through 31 December 1998.

b. **Inspection period.** NSCC/NLCC units will be inspected during the period 1 January through 31 March 1999. If your unit is being inspected prior to 15 January 1999, please contact NHQ so you can be provided with Part VII (NHQ Evaluation) scores and grade.

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c. **Inspection schedule.** Regional Directors have overall responsibility for scheduling, coordinating, conducting and/or reviewing unit inspections for NSCC/NLCC units under their cognizance. Where compatible with the regional schedule, inspection teams will inspect NLCC training ships with their affiliate NSCC units.

d. **Inspection teams.** Regional Directors will designate inspection team members per reference (a). When possible, the same inspection team(s) should be used throughout the Regional Directors' region to provide for consistency. Active duty, reserve, retired and Navy League officials may only participate as members of the personnel inspection parties. When this procedure is used, the NSCC regional inspection team shall conduct the remaining sections of the inspection to insure consistency and fairness in grading. **Units not inspected by a designated inspection team, will not be eligible to compete for national awards.**

e. **Inspection dateline.** Regional Directors are directly responsible for submitting completed inspection reports to NHQ. **The completed report must arrive at NHQ no later than 30 April 1999.** Unit commanding officers should constantly monitor the status of their inspection/evaluation report to further ensure it arrives at NHQ on time.

f. **Inspection procedures.** Inspections will be conducted per procedures outlined in the 1998 Annual Inspection/Evaluation Report. In preparing for the annual inspection and preparing the report, unit commanding officers and inspection team members must observe the following:

(1) Unit commanding officers will fill out the cover page of the Inspection/Evaluation Report form.

(2) Officer and Cadet worksheets (enclosures (2) and (3)) must be completed prior to commencement of inspection.

(3) Use separate forms for NSCC and NLCC.

(4) NSCC units with affiliate NLCC training ships that share the same officer staff will prepare a separate report for each. Sections pertaining to officers will be included in both reports. NLCC cadet scores **will not** be used in arriving at the final score for the NSCC unit.

(5) The **Personnel Inspection** pertains to those members of the unit who are **enrolled at the time of the inspection. It is not an inspection of those on board on 31 December 1998.** All other sections in the Inspection/Evaluation Report are based on data obtained from 1 January to 31 December 1998.

(6) Excused absences apply only to unit "in-house" computation of satisfactory cadet drill attendance. "Present" or "Absent" **ONLY** must be used for accounting in monthly reports and the "Personnel Inspection" section of the Annual Inspection/Evaluation Report.

(7) The Senior Inspection Officer will enter his or her comments on the inspection/evaluation report and discuss findings with the unit commanding officer.

(8) Unit discrepancies discovered during the inspection and corrected during or after the inspection will not alter the grade assigned for the discrepancy.

4. **Distribution of Annual Inspection/Evaluation Report.**

a. Upon completion of the inspection, the Senior Inspection Officer will forward the original inspection/evaluation report to the Regional Director for comments.

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b. After the Regional Director has completed an overview of the report and endorses it, he or she will make the following distribution of the inspection report:

(1) Forward a copy to NHQ for processing. This is intended to prevent any unit from being penalized for failure to meet the **30 April deadline**. Signatures are not required for NHQ to process the report.

(2) Forward the report to the NSCC Committee Chairperson for review, comments and endorsement. The President of the Council can sign for the Chairperson. After council endorsement, the *original* report shall be returned to the Regional Director for forwarding to NHQ. (*Don't forget to include the Audit Report*) If council does not return the inspection report after two weeks, the Regional Director shall make all attempts necessary to retrieve the report and forward the *original* to NHQ.

(2) After council endorsement, forward one complete copy of the completed Inspection/Evaluation Report to the unit commanding officer.

(3) Provide the NSCC field representative with a copy.

**NOTE:** 1) **DO NOT** submit officer and cadet worksheets. They are to be retained by the unit commanding officer for his or her records.

2) Unit commanding officers are requested to assist Regional Directors in producing copies of their inspection report.

5. **National competition.** NHQ determines national ranking on the basis of final grades and cadet enrollments for each unit. The following minimum requirements must be met in order to be eligible for national competition:

a. The Annual Inspection/Evaluation Report must arrive at NHQ **on or before 30 April 1999**. Due to the summer training workload, Inspection Reports submitted after 30 April 1998 will be recorded as time permits and **will not** be considered for national competition.

b. NSCC units must have a **minimum of 25 NSCC cadets** enrolled by 31 December 1998.

c. NLCC training ships must have a **minimum of 15 NLCC cadets** enrolled by 31 December 1998.

d. The NSC-11, Budget-Audit Report (enclosure [4]), must accompany the Inspection/Evaluation Report in order for the inspection report to be considered complete. *The Budget-Audit Report is absolutely required for a complete inspection whether or not your unit is eligible for national competition.*

**NOTE:** There are no awards for NLCC companies.

6. **Cancellation.** This Action Letter will be canceled on 1 June 1999.



M. D. FORD

**Distribution:**

National Chairperson (w/o encl) (1)

National President (w/o encl) (1)

NSCC Committee Chairman (1 w/encl [4])

NSCC Field Representatives (1)

NSCC/NLCC Regional/Associate Regional Director (1 w/encls)

NSCC/NLCC Unit Commanding Officers (w/2encls)