



# United States Naval Sea Cadet Corps

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

13 November 1998

## NSCC ACTION LETTER 14-98

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

Subj: 1998 REGIONAL DIRECTORS CONFERENCE CHANGES IN POLICY  
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual  
(b) 1998 National Regional Directors Conference, 17 & 18 October 1998  
(c) NSCC/NLCC Advancement and Training Manual  
(d) NSCC Administrative Manual

1. IAW ref (a), ref (b) was convened at Naval Amphibious Base, Coronado, Ca. Meeting minutes have been separately distributed to all Regional Directors and Field Representatives. Action items changing NSCC/NLCC policy and/or administrative procedure are addressed in this letter. Changes will be incorporated into future revisions of refs (a), (c), and (d). *Those action items that require unit CO's to start doing things differently, upon receipt of this letter, are listed immediately below in sub-paragraphs a, b, and c.* Paragraph 2 contains action items being undertaken which will, when completed, also impact units. However, unit CO's have no immediate action to take on paragraph 2 items, other than to be cognizant of them and to incorporate them into future planning.

a. **SUBMISSION OF NSC-22 VIA COTC WITH \$50.00 DEPOSIT.** Effective with Winter Training 1998 and all training evolutions nationally advertised in the future, the policy for NSC-22 submission is:

- All NSC-22's will be forwarded to NHQ *via the COTC* unless otherwise directed in the national advertisement. *A non-refundable \$50.00 deposit will accompany the NSC-22 submission.* Balance due from cadet upon reporting; money order, travelers check, certified or cashiers check. Cash should be avoided for obvious reasons.
- NSC-22's will be due to the COTC at least 30 days prior to the training start date or as otherwise directed in the national advertisement.
- COTC's will retain the \$50.00 non-refundable deposit and batch mail NSC-22's to NHQ for order writing and return of orders to the Unit CO.
- NHQ will provide a final roster of attendees to the COTC just prior to start date. Unique or special evolutions will be individually addressed.

This change is being implemented to:

- Reduce the number of cadets who submit order requests for training and subsequently fail to show, and to avoid the unnecessary costs of no shows.
- Allow COTC's to know further in advance who their cadets are and allow COTC promulgation of reporting instructions to each cadet in a more timely fashion.
- To better position COTC's to meet financial requirements for training.

**b. ENS TO LTJG PROMOTIONS TO BE YEAR ROUND BASED UPON REQUIREMENTS COMPLETION, UNIT CO, REGIONAL DIRECTOR, AND FIELD REPRESENTATIVE RECOMMENDATION WITH COUNCIL OR SPONSORING ORGANIZATION CONCURRENCE.** Effective 1 January 1999:

- Unit CO's may recommend Ensigns for promotion to Lieutenants Junior Grade upon completion of existing requirements and when ready for increased responsibility.
- Letter recommendations are to be forwarded to NHQ via Regional Directors and Field Representatives.
- Unit CO's must include in their letters council concurrence/endorsement.
- Upon receipt at NHQ, if all is in order, promotion will be effected and NHQ will send promotion letter.

This change is being implemented to:

- More closely monitor Navy policy for ENS to LTJG promotions.
- Allow promotions throughout the entire year based upon completion of requirements.
- Reduce administrative burdens on the Unit CO and Promotion Board. Unit CO's no longer need to request permanent status for Ensigns.

**c. SERVICE RECORDS TO INCLUDE A COPY OF THE ID CARD.** Effective immediately, Unit CO's are to ensure a copy of each cadet's identification card is included in the service record. Make local copies as necessary.

- On 1 November, 98 NHQ commenced forwarding with each ID card sent out an additional copy for inclusion in cadet service records.
- This will become a part of unit inspections commencing 1<sup>st</sup> QTR CY 00.

This change is being implemented to help reduce confusion caused by lost or misplaced ID cards.

2. The following action items do not require any immediate Unit CO action but are provided for incorporation into planning for CY 1999 and beyond. Widest dissemination of these items is necessary.

a. **ADDITIONAL REQUIREMENT OF 5 DAY CONTINUOUS ESCORT DUTY FOR PROMOTION FROM LTJG TO LT.** Effective with the CY99 promotion cycle, that means to be promoted in Fall of 1999 from LTJG to LT and for all boards after that, candidates for promotion must also complete, in addition to all current requirements, a period of escort duty in support of summer training, that is at least 5 continuous days in length. This additional requirement is being added to encourage NSCC officers to further continue their already outstanding support of COTC's during summer training. This requirement will also serve to institute additional leadership training prior to promotion to LT.

b. **EACH REGION TO HAVE AN ASSOCIATE REGIONAL DIRECTOR ASSIGNED TO SPECIFICALLY MANAGE NLCC MATTERS.** Effective immediately Regional Directors will assign an Associate Regional Director to promote the NLCC and be specifically responsible for proper regional management of NLCC matters, to include formation of units when a minimum of 15 League Cadets are present.

c. **NSC 22 BEING UPDATED TO INCLUDE EMERGENCY INFORMATION REGARDING CADET PERSONAL/FAMILY HEALTH INSURANCE.** When cadets are taken to hospitals during TWT's, this information is the first thing asked by hospital personnel. The update to the NSC-22 will include the following entry:

Insurance Provider Name: \_\_\_\_\_ Group No: \_\_\_\_\_ ID No: \_\_\_\_\_

Until the updated revision is promulgated, Unit CO's and/or parents are to hand write this information across the top of the reverse of the form. Unit CO's are responsible for ensuring this data is included until promulgation of the revised form. COTC's (the ones who have to deal with the problem) have the option of not accepting NSC-22's without this information.

d. **INSPECTION GUIDE BEING REWRITTEN.** A Regional Director committee has been formed to rewrite the inspection guide. All Unit CO's are tasked to forward their recommendations for improvements to inspection guides, both NSCC and NLCC, to their Regional Directors. Regional Directors are to consolidate inputs and further forward to the Chairman of this committee not later than end of April 1999.

e. **NSC-26 BEING REVISED TO ADDRESS ALL UNIT DEFICIENCIES IN PREPARING CADETS FOR TRAINING. DISTRIBUTION WILL BE TO UNIT CO, COPY TO REGIONAL DIRECTOR FOR USE DURING INSPECTIONS.** The inspection guide rewrite committee will incorporate into the revised guide penalties for improper cadet preparation. The revised NSC-26 will be used for CY 99 training and incorporated into the CY 00 inspection cycle.

f. **NEW UNIT CO'S FOR NEW UNITS WILL BE ASSIGNED AS LTJG. LT ASSIGNMENTS WILL BE MADE ONLY WHEN NECESSARY TO ESTABLISH CO SENIORITY AT A LEVEL OF ONE RANK ABOVE OTHER UNIT**

subsequently should be earned. New CO's of new units will be assigned as LTJG. When instances occur where the unit CO would benefit from a presence or representation of more senior rank, the Regional Director will assist. Assignments of LT will only be made in those circumstances where it is necessary to clearly establish through rank, CO seniority. LCDR will in all cases be earned.

**g. SURVEY TO BE CONDUCTED TO BETTER DETERMINE CAPABILITY WITHIN UNITS TO COMMUNICATE USING COMPUTER RESOURCES.** The need to continue to move in a direction of reduced paperwork and increased use of computer resources to enhance business practice efficiency, and to accelerate and expand our communications ability, becomes more and more evident as the NSCC grows, adds additional training opportunities, and attempts to provide across the NSCC/NLCC, a service second to none. We need to be able to communicate and move information electronically up and down the chain of command crisply and with discipline, to save your time and our time, and to optimize resource management. Long term goals to do this and a management plan to get there are necessary. But first, another survey to clearly establish current NSCC/NLCC wide capability is needed. LCDR Jim Lukasiewicz, Regional Director Region 4-1, will do this via all Regional Directors, early in CY 99.

3. This action letter is cancelled upon incorporation of changes into relevant manuals.



M.D. Ford

Distribution:  
National Chairman/National President  
NSCC Field Representatives  
Regional/Associate Regional Directors  
NSCC/NLCC Unit Commanding Officers