



## United States Naval Sea Cadet Corps

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9 September 1999

### **NSCC ACTION LETTER 9-99**

Subj: NSCC 1999 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 1999 lieutenant/lieutenant commander promotion board, convening on or about 7 December 1999. Promotion recommendations using NSC-17 must be forwarded to reach NHQ by **9 November 1999.**
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. These include 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. For an officer to be considered by the promotion board, he/she must have a current (Fall 1999) recommendation for promotion to lieutenant or lieutenant commander from his reporting senior.
3. **Action:** Reporting seniors submit promotion recommendations (NSC-17) for eligible officers to NSCC Headquarters by **9 November 1999.** Selection criteria which must be met and which the board will consider 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.
  - a. **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 giving full justification why the criteria should be waived.** The promotion recommendation will then be submitted with the waiver request for consideration by the board.
  - b. Along with the NSC-17, include a **current full-length picture** of the recommended officer.

- c. Commanding Officers and Regional staff personnel must have a recommendation submitted by the NSCC Committee Chairman and/or Regional Director if they are to be considered by the promotion board.
- d. Instructor personnel recommend for appointment to officer status is not a promotion board action. This is an administrative action separate from the promotion board proceedings.
- e. Ensign to Lieutenant Junior Grade is not a promotion board action. This is to be accomplished on a year round basis when the individual has met the requirements for promotion and is recommended by the commanding officer via the chain of command.  
Selection to LTJG is accomplished through NHQ administrative action.

4. **Cancellation:** This Action Letter shall be given widest dissemination and is canceled on 31 December 1999.

M. D. FORD  
Executive Director

Distribution:  
Action Letter Distribution List/Committee Chairman

Copy to:  
National Chairman  
National President