



United States Naval Sea Cadet Corps

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17 November, 1999

NSCC ACTION LETTER 10-99

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

Subj: 1999 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 1999 NSCC/NLCC Annual Inspection/Evaluation as required by reference (a).
2. **Discussion.** Enclosure (1) is the same inspection guide as used last year. A revised guide is under development. The revised guide is expected to be promulgated in January 2000 and will be first used for the 2001 inspection cycle. Inspection guides 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 enclosure's (1) through (4) prior to conducting the inspection. Unit commanding officers are encouraged to conduct a pre-inspection during the last quarter of the year. 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. Regional Directors and Unit Commanding Officers will receive the NHQ Unit Evaluation, a list of the units attendee's to summer training and a list of the units participation in local training.
 - e. Those NLCC companies with less than five cadets on board **need not be formally inspected.** However, a personnel inspection and a complete and thorough review of records will be completed. Comment is to be included under the Regional Directors comments. 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.

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3. **Action.**

a. **Inspection year.** The inspection year is from 1 January through 31 December 1999.

b. **Inspection Schedule.** Regional Directors have overall responsibility for scheduling, coordination, 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. Assignment of Associate Regional Directors to inspect NLCC Training Ships is also appropriate. **ALL** inspections are to be scheduled between **1 January and 31 March**. Regional Directors are directly responsible for submitting completed inspection reports to NHQ. **The completed report must arrive at NHQ no later than 30 April 2000.** Unit commanding officers should constantly monitor the status of their inspection/evaluation report to further ensure it arrives at NHQ on time.

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

d. **Inspection Procedures.** Each unit will receive the 1999 NSCC/NLCC Annual Inspection/Evaluation Report. Inspections will be conducted within the procedures outlined in this 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.

(2) Office and Cadet worksheets (enclosures (2) and (3) must be completed prior to commencement of the 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 as of 31 December 1999.** All other sections in the Inspection/Evaluation Report are based on data obtained from 1 January to 31 December 1999.

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

(7) The Senior Inspection Officer (SIO) 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.

(9) To complement the inspection/evaluation report, unit CO's are encouraged to obtain and append to their report, as the last page, the NSC-11 Budget-Audit Report (Encl 4).

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4. **Distribution of the Annual Inspection/Evaluation Report.** Upon completion of the inspection the Senior Inspection Officer (SIO) forward the report to the Regional Director for comments. If the SIO is one in the same this step is not necessary. After the Regional Director has completed and signed the report he or she will make the following distribution:

a. Make one (1) copy and forward to NHQ for processing. This is intended to prevent any unit from being penalized for failure to meet the **30 April deadline**. **The signature of the Committee Chairman, while desired is not required for NHQ to process the report.** If the Committee Chairperson is readily available this step will not be necessary.

b. Forward the report to the NSCC Committee Chairperson for review, comments and endorsement. The President of the Council can sign for the Chairperson. The council will return the report to the Regional Director with the **Audit Report** if not already obtained per para 3,d,(9) above. **The Audit Report must be completed regardless if the unit is eligible for national competition.** If the council does not return the inspection report after two weeks, the Regional Director shall make all attempts to retrieve the report. At a minimum the **Audit Report** should be retrieved and forwarded to NHQ.

c. After council endorsement, forward the completed report to the unit commanding officer.

NOTE: 1) **DO NOT** return the officer and cadet worksheets. They are to be retained by the unit.

2) Unit commanding officers are requested to assist Regional Directors in reproducing copies of the 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 to be eligible for national competition:

a. The Annual Inspection/Evaluation Report must arrive at NHQ **on or before 30 April 2000**. Due to summer training workload, reports submitted after 30 April will be recorded as time permits and **will not** be considered for national competition.

b. NSCC units must have a **minimum of 25 cadets** enrolled by 31 December 1999.

c. NLCC units must have a **minimum of 15 cadets** enrolled by 31 December 1999.

d. The NSC-11 **Budget/Audit Report** (enclosure 4), must accompany the Inspection/Evaluation Report. **The Budget-Audit Report is absolutely required whether or not the unit is eligible for national competition.**

NOTE: There are no awards for NLCC companies.



6. **Cancellation.** This action letter will be cancelled on 1 June 2000.

M. D. FORD

Distribution:

National Chairman (w/o encl)

National President (w/o encl)

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

Field Representatives

Regional/Associate Regional Directors (1 w/encls)

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