



United States Naval Sea Cadet Corps

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NSCC ACTION LETTER 12-99

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

To: Distribution

Subj: 1999 REGIONAL DIRECTORS CONFERENCE CHANGES IN POLICY
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual

(b) 1999 National Regional Directors Conference, 23 & 24 October 1999

(c) NSCC Action Letter 14-98

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 in this letter are in addition to those resulting from the 1998 Regional Directors conference, previously promulgated in ref (c). All ref (c) action items remain in effect. This year's action items having immediate, or in near future, impact on NSCC/NLCC policy and/or administrative procedure are addressed in this letter and are as follow in sub-paragraphs a through g immediately below. All action items are being incorporated into updates of NSCC directives as appropriate. Paragraph 2 addresses other action and information items being undertaken which may impact units in the future. Unit CO's have no immediate action to take with regard to paragraph 2 items. They are provided for information and advance planning only.

a. **AUTHORIZATION FOR SELECTIVE WEAR OF COVERALLS.** Policies as currently promulgated in Uniform Regulations for wear of dungarees remain unchanged. However, effectively immediately coveralls are authorized for those units where the normal host military activity is in the practice of wearing coveralls. This change simply allows NSCC units to put themselves in the same working uniform as their host activity. Cadets/host bear all costs incurred and coveralls must have the Sea Cadet flash for easy identification. Additionally, ifs unit opts to use coveralls, all unit members will be in coveralls. If 100% uniformity cannot be maintained, dungarees will be worn. Coveralls will be worn on base only, and all guidelines for coverall wear as promulgated by host commands will be strictly adhered to. Updates to Uniform Regulations will reflect this policy change.

b. **NLCC CADETS IN UNITS HAVING 5 OR FEWER NLCC CADETS TO BE INSPECTED.** Current inspection guide policy states that in units having 5 or fewer NLCC cadets, these NLCC cadets are not subject to inspection. Effectively immediately, NLCC cadets in units having 5 or fewer NLCC cadets, will stand personnel inspection

right alongside their NSCC cadet shipmates. Additionally, their personnel records will also be reviewed, along with all other records. While the policy of no grading of NLCC cadets or records for 5 or fewer will continue, inspectors are required to comment on NLCC cadets in the inspection report for the NSCC unit.

c. **PARTIAL CREDIT FOR FLAGSHIP TOWARDS 2 WEEK TWT PROMOTION REQUIREMENT ALLOWED.** Effective immediately NSCC cadets are authorized partial credit for flagship competition, to count towards the promotion requirement of 2 week TWT. The following caveats apply: credit will be allowed only if not as a regularly scheduled drill, cadets must be under NSC-24C orders, and cadets to receive credit must be RTC graduates. The updated Advancement and Training Manual (ATM) will reflect this change.

d. **ADMINISTRATIVE REQUIREMENTS FOR FLAGSHIP CHANGED; CADETS MUST BE UNDER NSC-24C ORDERS AND CARRY PERSONNEL RECORDS.** Effective immediately all cadets participating in Flagships or Operational Readiness Inspections (ORI's) must be under unit generated NSC-24C orders and all cadets must carry with them (or their unit carry as a unit) their complete personnel records. The updated Advancement and Training Manual will reflect this change.

e. **ANNUAL TRAINING IN NSCC SEXUAL HARASSMENT AND FRATERNIZATION POLICY REQUIRED.** NSCC NHQ will include in the next update to the Advancement and Training Manual, policy statements regarding sexual harassment and fraternization. Effective upon receipt of the updated ATM, this training will be required annually in accordance with the guidance provided in the ATM.

f. **NLCC TS CHARTERING POLICY STATEMENT CHANGED TO REQUIRE CHARTERING WHEN COMPANIES REACH 15 CADETS.** Effectively immediately, NLCC companies are to be chartered as Training Ships upon reaching a membership of 15. Current Regulations verbiage stating "may" will be changed to state "must" with Regional Director's endorsement. Any exception must be waived, all waivers via Regional Directors to NHQ.

g. **CADET RTC/TWT "CALL HOME AFTER REPORTING" POLICY ESTABLISHED.** Effective immediately, for cadets not escorted by parents, COTC's are responsible for ensuring each cadet calls home not later than the end of their first day, the day of arrival, to advise parents of their safe arrival. For cadets hand delivered by parents, cadets are considered checked in and OK when parents are satisfied and depart. The updated Advancement and Training Manual will reflect this change.

2. The following items do not require any immediate Unit CO action. They are provided for information and incorporation into planning for CY 2000 and beyond.

a. **OPD 101, 201 AND 301 BEING REVIEWED AND UPDATED.** Completion is expected in this next calendar year. OPD 101 will be offered in 2 versions: 101A is the current full version that will retain most of its' current flavor, and 101B is a condensed

version appropriate for ex-military and others regarded as already very familiar with current 101 course content. OPD 201 will have content updated and rearranged into a part 1 for administration and a part 2 for training. Parts 1 and 2 can be given the same weekend, or because of the new modularization, can be given as separate parts at different times. Part 1 and 2 segmentation will also facilitate the refresher training. Part 1 and 2 are both required for OPD 201 credit. OPD 301 will remain essentially unchanged. This action continues from the 1998 Regional Directors conference, with completion expected mid CY 2000.

b **SECURITY AND BACKGROUND CHECK POLICY FOR ADULTS NEARING COMPLETION.** This action continues from the 1998 Regional Directors conference, with completion expected mid CY 2000. An action letter will be promulgated prescribing the process to be used to formally screen all NSCC adults via security and background checks prior to program affiliation.

c **REWRITTEN INSPECTION GUIDE TO BE PROMULGATED 1ST QTR CY 2000.** This rewritten inspection guide will be promulgated early in calendar year 2000 and will be the guide used for inspections starting CY 2001. The rewrite is based entirely upon recommendations from the field and while not any easier, is expected to be more clearly written and more streamlined for easier administration. This action continues from the 1998 Regional Directors conference.

d **ADP/IRM EFFORTS CONTINUE FOR IMPROVED COMMUNICATIONS AND REDUCED PAPERWORK.** As time continues The Sea Cadet Resources Web Page will increasingly be used to post program information. Summer and Foreign Exchange training schedules, along with all updates will first appear at this website along with other notes about training. A forms warehouse in CD format is being developed by Region 15. When available, guidelines for obtaining this resource will be posted on the resources web page.

e **MAA APPURTENANCE DEVICE TO BE DEVELOPED.** Future changes to the awards manual will include an appurtenance device for graduates of one of the MAA TWT schools advertised in the summer training schedule. This is a CY 2000 action item from the 1999 Regional Directors conference.

f **RENEWED EMPHASIS ON BENEFITS OF USING THE CHAIN OF COMMAND TO CONTINUE.** Wording in the Regulations Manual will be changed to more adamantly clarify and encourage use of the chain of command.

g **A PETTY OFFICER CREED WILL BE INCORPORATED INTO REGULATIONS.** This is a CY 2000 action item with the creed to be included in a future update of the Regulations Manual.

h **STANDARD LENGTH FOR RECRUIT TRAINING TO BE NOT LESS THAN 12 DAYS.** An alternate of 9 days where circumstance precludes a full 2 weeks will be reviewed with NSCC sponsor, Navy Recruiting Command. Year round school schedules

that preclude a full 2 week option in California will be reviewed, with intent to provide 2 week recruit training opportunities.

i. **ADDITIONAL "CADET TRAINING SUPPORT" REOUIREMENTS FOR OFFICER PROMOTION BEING CONSIDERED BY COMMITTEE; TO REPORT DURING REGIONAL DIRECTORS MEETING 2001.** NHQ is appointing a committee as a result of the 1999 Regional Director's conference to review increasing officer promotion requirements by adding or increasing cadet training support requirements. There is no near term action or impact through CY 2000.

j. **ACADEMIC EXCELLENCE RECOGNITION TO BE EXTENDED TO NLCC.** Non transferable to the NSCC, a separate ribbon or award will be developed and incorporated into the Awards Manual.

k. **NSC-23A TO BE CHANGED.** The public affairs information release form is being modified to include provisions for video/internet news releases. This will be a new inspection requirement.

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