

U.S. NAVAL SEA CADET CORPS

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9 November, 2000

NSCC ACTION LETTER 5-00

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

Subj: 2000 NSCC/NLCC ANNUAL INSPECTION/EVALUATION REPORT

Ref: (a) NSCC Regulation, Chapter 13
(b) Annual Inspection & Evaluation Reports (Rev 1-00)

1. **Purpose.** To provide guidelines, and review forms and worksheets for the 2000 NSCC/NLCC Annual Inspection and Evaluation Report as required by reference (b).

2. **Discussion.** Reference (b) was distributed to all units, Regional/Associate Regional Directors, and Field Representatives in February of this year. This one-time mass distribution of this report was done early in the year to ensure Regional Directors, unit commanding officers and members of the area inspection teams had ample time to familiarize themselves with the contents of this document. If you have not reviewed the report, now would be a good time to "dust-off" the report and become familiar with its contents. Unit commanding officers are encouraged to conduct a pre-inspection during the last quarter of the year.

3. **Action.**

a. **Inspection Cycle.** The inspection cycle is from 1 January through 31 December 2000.

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. Designation of Associate Regional Directors to inspect NLCC Training Ships is also appropriate. **ALL inspections will be scheduled between 1 January and 31 March.** Regional Directors are responsible for submitting completed inspection reports to NHQ. **The completed report must arrive at NHQ no later than 30 April 2001.** Unit commanding officers should constantly monitor the status of their inspection/evaluation reports to further ensure they arrive 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 for personnel inspections. When this procedure is used, the NSCC regional inspection team shall conduct the remaining sections of the inspection to ensure fairness in grading. **Units not inspected by a regional designated inspection team will not be eligible to compete for national awards.** In preparing the inspection/evaluation report, inspection team members must observe the following:

1. Inspection team members must review and comply with Part 1 Senior Inspecting Officer Guide of reference (b).

2. 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.

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

4. 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.

5. Regional Directors and Unit Commanding Officers will receive a list from NHQ of the unit attendee's at summer training and a list of the unit's participation in 5 day or more local training towards the end of the year.

6. Those NLCC companies with less than five (5) cadets on board **need not be formally inspected**. However, a personnel inspection and a courtesy review of the records will be completed. Comment to be included under Part IV of the NSCC/NLCC Annual Inspection/Evaluation Report. NLCC companies with five or more cadets shall be inspected utilizing the inspection/evaluation report and the results forwarded to NHQ. NLCC companies **are not eligible** to compete for national standings.

d. **Unit Inspection Procedures.** Each unit is in receipt of reference (b). Inspections will be conducted IAW 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 must review and comply with the "Unit Commanding Officer Instructions" in reference (b).

2. Use Part II of reference (b) for NSCC units and Part III of reference (b) for NLCC training ships and companies.

4. **Distribution of Annual Inspection/Evaluation Report.** Upon completion of the inspection the Senior Inspection Officer (SIO) will forward the report to the Regional Director for comments in Part VI. If the SIO is the Regional Director this step is not necessary. After the Regional Director has completed and signed the report the following distribution should be made:

a. Make one (1) copy and forward to NHQ for processing. This is intended to prevent a unit from being penalized for failure to meet the **30 April deadline**. *The signature of the Committee Chairperson, 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 signature of the council president is acceptable. The council shall return the report to NHQ with the completed **Audit Report**. *The Audit Report must be completed in order for the unit to be eligible for National Awards.* If the sponsoring organization does not provide monetary support to the unit, the Audit Report should be annotated appropriately and forwarded with the Inspection Report. The Regional Director shall make all attempts to ensure the report is forwarded to NHQ prior to the deadline.

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

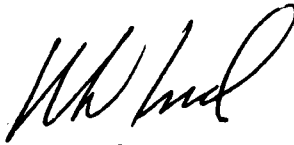
2) Unit commanding officers are encouraged to assist the Regional Director to ensure their report is received at NHQ no later than the deadline.

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:

- a. NSCC units must have a **minimum of 25 cadets** enrolled by 31 December 2000.
- b. NLCC units must have a **minimum of 15 cadets** enrolled by 31 December 2000.
- c. The 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***.
- d. The NSC-11 ***Budget/Audit Report*** must accompany the Inspection/Evaluation Report. This report is absolutely required whether or not the unit is eligible for national competition.

NOTE: NLCC companies are not eligible for National Awards.

6. **Cancellation**. This action letter will be cancelled on 1 June 2001.



M. D. FORD

Distribution:

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