

# *U.S. NAVAL SEA CADET CORPS*

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14 December 2000

## **NSCC ACTION LETTER 6-00**

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

Subj: 2000 REGIONAL DIRECTORS CONFERENCE CHANGES IN POLICY  
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual  
(b) 2000 National Regional Directors Conference, 21 & 22 October 2000  
(c) NSCC Action Letter 14-98  
(d) NSCC Action Letter 12-99

Encl: (1) Revised NSCC Officer Promotion Guidelines

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 a continuation to those resulting from the 1998 and 1999 Regional Directors conference, previously promulgated in refs (c) and (d). All ref (c) and (d) action items remain in effect, unless modified by this letter. 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 subparagraphs a through f, 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. **REQUIREMENT TO COMPLETE FIRST THREE CHAPTERS OF THE BMR PRIOR TO RECRUIT TRAINING CHANGED.** Current policy calls for completion of the first three chapters of the Basic Military Requirements (BMR) prior to reporting for recruit training. That requirement stands only for NAVEDTRA 12043 dated April 1992. This NAVEDTRA has been updated to a newer version which is NAVEDTRA 12018 dated September 1999. This is the new BMR that is replacing the older version. Effectively immediately, cadets using this newer BMR are to complete Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization, and chapters 5,6,9, and 10 prior to reporting for recruit training. Further guidance will be as contained in updates to the Advancement and Training Manual.

b. **TRAINING DEPOSIT OF \$50 TO REMAIN, EVEN WITH 2001 FEDERAL FUNDING SUPPORT; \$25 FOR ONE WEEK EVOLUTIONS.** NSCC Information Letter 13-00 advertised that all cadet and escort berthing and messing costs will be paid for by NHQ using federal funds for summer training 2001. It also said that the \$50.00 deposit would not be required. That guidance is revised. A non-refundable \$50.00

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training deposit, or summer training quota reservation fee, will still be required for TWT summer training 2001 when advertised in the summer training schedules. This will be submitted to the COTC as has been done for the last two years. The fee for one week training evolutions will be \$25. Specific guidance will be as promulgated in the summer training schedules. Only cadets pay this deposit; escorts do not. To summarize, cadet costs will be the initial \$50 or \$25 training deposit and quota reservation fee that will be submitted to the COTC with the request for orders, plus whatever it costs the unit or parent to get cadets to and from the training site. COTC's will apply these fees towards the total training costs. NHQ will pay with federal funds all additional berthing and messing costs for adults and escorts; details for each training evolution will be as published in the summer training schedules.

c. **1999 RELAXATION OF ASTHMA POLICY GUIDELINES TO ALLOW CONDITIONAL PROGRAM ACCEPTANCE RESCINDED.** In an effort to more closely follow USN guidelines, the policy of not allowing any child with any history of asthma to join the NSCC was relaxed over the 1999 summer training season. NSCC Information Letter 5-00 (Change One), dtd 24 March 1999, to the 1999 summer training schedule refers. Exercise of this revised policy proved to be far more difficult than anticipated, and caused COTC's and adult escorts to bear more of a burden than reasonable. Effectively immediately, the relaxed policy that went into effect in 1999, is rescinded. The old policy of not accepting into the NSCC/NLCC any child with any history of asthma is reinstated. Cadets who may have been admitted in 1999 under the policy in effect at that time are grand fathered, provided there was no violation of that acceptance policy. All are reminded that NSCC medical insurance coverage does not cover illness or pre-existing conditions.

d. **FIREARMS QUALIFICATION TRAINING FOR NLCC IS REINSTATED AND NEW POLICY FOR FIREARMS TRAINING FOR ALL NSCC/NLCC CADETS TO BE IMPLEMENTED.** Effective immediately, firearms training for NLCC cadets is reinstated with the caveat that all NLCC and NSCC firearms training will be done with safety as the very first consideration, with qualified instructors, at approved ranges, and IAW NRA or other nationally recognized and NSCC approved sponsoring authority guidelines. Guidelines for training and governing policy statements will soon be promulgated and included in updates to the Advancement and Training Manual. Guidelines and policy will include parental consent form completion requirements as well as laser and air gun use. Paintball is not approved, and is not an authorized NSCC/NLCC activity.

e. **REGIONAL DIRECTORS CONFIRMED AS REGIONAL CLEARING HOUSES, POINTS OF CONTACT, AND APPROVAL AUTHORITY FOR UNITS ATTEMPTING TO CONDUCT, OR CONDUCTING, TRAINING ACROSS TRADITIONAL REGIONAL BOUNDARIES.** Effective immediately, Regional Directors are established as control points, through whom approval must be obtained, for all non NHQ advertised training, which occurs across traditional unit boundaries. While all coordination and planning responsibilities remain with the Unit CO, they must work through the appropriate Regional Director where the proposed training is to occur, in

setting up their training. This is for training not formally scheduled and published through NHQ summer or winter training schedules. This action is intended to preclude instances where multiple units compete for the same training resources and cause embarrassment to the NSCC. Call your Regional Director!

f. **NSCC OFFICER PROMOTION POLICY AND REQUIREMENTS CHANGED.**

At encl (1) are the revised promotion policy and requirements that go into effect on 1 January 2001. The issue of promotion requirements and policy was brought before all Regional Directors in their meeting of 1999. Ref (d) refers. Focus at that time was on ensuring emphasis on adult support of cadets and that promotion was in fact a reward for cadet support. Also considered was the significance of promotion and whether or not promotions were too easy, and the regard with which NSCC officers are held in the eyes of the USN and other youth organizations. A committee was established and over year 2000, that committee studied the issue with the assigned responsibility to report out their recommendations at the 2000 meeting. Their recommendations are at encl (1). The revised policy and requirements at encl (1) have been approved by majority vote for implementation effective 1 January 2001. All hands are enjoined to study the new requirements carefully. Time in grade requirements are now in parity with the U.S. Navy and continued support of cadets, particularly as escorts, is emphasized. Additionally, course requirements have been adjusted downward to ensure our junior officers are even more qualified for the leadership roles to which they aspire.

2. The following items do not require any immediate Unit CO action. They are provided for information and incorporation into planning for CY 2001 and beyond.

a. **ALL HANDS ASKED TO HELP IN LOOKING FOR ADDITIONAL TRAINING OPPORTUNITIES.**

With federal funding to offset cadet and escort messing and berthing costs, program growth is well underway. The NSCC is looking for additional training opportunities to offer our growing numbers of NSCC/NLCC cadets. Specifically, expanded one week or two week (or even longer) summer training opportunities are desired. While military training onboard bases, stations, and ships, continues to be of first preference in accordance with our program goal of making cadets aware of the prestige of military careers and also to increase advancement potential for those who join, we are not restricted to only that training. Our other goals are:

- Develop interest and skills in basic seamanship and seagoing skills.
- Instill virtues of good citizenship and strong moral character and principles.
- Demonstrate value of alcohol, drug and gang free lifestyle.

One and two week training courses that support any of these goals are desired. If you have any ideas or recommendations, call NSCC NHQ Capt Nyland or 1SG Bunting. We need your help, and remember, messing and berthing will be covered and this applies to both NSCC and NLCC training.

b. **NSCC ALUMNI ASSOCIATION TO BE CREATED.** Intent is to create an electronic forum where former members are invited to enter themselves onto the list. This list will be developed as part of the currently existing NSCC WEB site, and the

opportunity to sign on will be further advertised by NHQ after the site is developed. Look for it during CY 2001.

c. **AVAILABILITY OF COTC TRAINING PHONE NUMBERS TO BE EXPANDED.** Currently, COTC's post their contact phone numbers for arranging training in the summer training schedule and once training commences, quarterdeck and other emergency phone numbers for training sites are phoned into NHQ where they are maintained for ready reference. This will continue as before, however, starting this summer, COTC's will also be able to post their training quarterdeck, and other emergency phone numbers on the NSCC Internet WEB site for immediate availability to all parents. Details and further guidance for all units will be as contained in the Summer Training Schedules and COTC's will be advised and provided details in their COTC letters.

d. **NSCC INTERNET WEB SITE TO INCLUDE NSCC OFFICER RECRUITING LINK TO ENHANCE RECRUITING ADDITIONAL ADULTS INTO THE NSCC; RECRUITING POSTER TARGETING ADULTS TO BE DEVELOPED.** This action is already well underway and this link will be available sometime in 2001 to assist in NSCC officer recruiting efforts. It will start as a WEB site link, with a poster that can be reproduced and distributed (and NHQ will also distribute upon development) and be complemented with a 20 Questions brochure for adults. Look for these recruiting aids during CY 2001.

e. **PROMOTION BOARD WAIVER POLICY BEING REVISED TO ELIMINATE, REDUCE PROMOTION BOARD WAIVERS.** This action complements the revised promotion policy and guidelines addressed in para 1, f, above, and detailed in encl (1). The general policy is that there will be no waivers and the new guidelines will be adhered to. However, it is also recognized that there may be, always are, exceptional circumstances. For those unique situations characterized with exceptional circumstances, waivers may be entertained but only with the full support of all in the chain of command.

f. **CONTINUED USE AND RELIANCE ON E-MAIL AND INTERNET RESOURCES TO CONTINUE, HOWEVER, HARD COPY MAILING TO CONTINUE AS WELL.** Units having difficulty with reliance on Internet resources and e-mail for program administration are encouraged to call NHQ for problem resolution. Hard copy distribution of forms, manuals, etc. will continue. We intend to continue the modest fee for manuals, as it currently exists. Please work with NHQ where local reproduction of forms or other burdens being incurred by units, due to Internet reliance, are causing financial hardship.

g. **ONCE AGAIN, USE OF THE CHAIN OF COMMAND IS MOST STRONGLY ENDORSED.** This was an information item last year in ref (d), and is included again this year due to its importance. All hands are encouraged to first fully exhaust the chain of command in seeking answers to questions and problems, before jumping to NHQ. The chain of command is best positioned to help and provide an answer in the shortest

amount of time. The same policy applies when using e-mail. This is the best and most effective approach in helping us to help you. While everyone at NHQ dearly enjoys working and talking directly with all in the field, the more that we try and directly assist individuals at our NHQ level (when action properly rests at a lower level) the less work, that we are supposed to do, gets done! We end up neglecting the things that you in the field really want and need us to do. And that only hurts the field in the long run. So, please use the chain of command.

h. **ONLY ONE COPY OF 24C NEED BE RETAINED IN SERVICE RECORDS.** The Advancement and Training, and other relevant manuals are being changed to reflect this new requirement. Two copies are not required, retain only one in service records.

i. **AWARDS MANUAL BEING UPDATED; UPDATE TO ELIMINATE CONFUSION WITH REGARD TO TRANSFERABILITY OF NLCC RIBBONS TO NSCC.** Current guidance in the Awards Manual says in one place that the NLCC Merit Ribbon is transferable to the NSCC, and in another place says it is not. This ribbon is not transferable and the next change to the awards manual will eliminate this, as well as any other discrepancies.

j. **NHQ TO GIVE IMPROVED ATTENTION TO MARS REPORT CORRECTIONS.** Every effort is being extended to incorporate corrections into the MARS report as expeditiously as possible. Field help, your help is solicited. NHQ can only work with the information it gets, and if incomplete, then the desired correction is delayed. Please ensure all the information needed to effect a change is submitted and, even more importantly, that the right vehicle is being used to make a change. For example, many personnel attempt cadet and/or officer unit changes via MARS annotations, when NSCC Regulations directs those changes be made using the NSCADM 002 for cadets. It is the NSCADM 002 that prompts transfers and drives issuance of new ID cards; not a MARS annotation. For officer transfers, letters are required from officers with endorsement from the new CO to effect the officer transfer. Again NSCC Regulations refer, and this is just one example. NHQ promises to do its' best, but your help is essential.

3. Many ref (c) and (d) actions continue to be in process and those letters remain in effect until all actions or changes are incorporated into relevant manuals. This action letter announces additional changes and will also remain in effect until 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

## Candidate for NSCC Adult Leader

### Qualifications:

- 21+ Years Old
- Waiver for those older than 65 years.
- U.S. citizen or waiver for non-citizens.
- Successful completion of background check.
- Enrollment paperwork, specified in Admin Manual.

# New Officer Promotion Guidelines: Explained

