

U.S. NAVAL SEA CADET CORPS

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8 February 2001

NSCC ACTION LETTER 1-01

From: Executive Director, NSCC

To: See Distribution

Subj: **Change 3, NSCC/NLCC Advancement and Training Manual**

Ref: (a) NAVADMIN 333/00 (22Dec2000)

(b) NSCC Action Ltr. 11-97, Change 1, NSCC/NLCC Advancement and Training Manual

Encl: (1) Sea Cadet E-Mail Course Ordering/Enrollment Form

1. **Purpose.** To provide updated information pursuant to promulgation of Ref (a) for ordering correspondence courses from the Naval Education and Training Professional Development and Technology Center (NETPDTC), and to reiterate cadet BMR chapter and section completion requirements prior to attending recruit training.

2. **Background.** Ref (b) outlined procedures for ordering correspondence courses from (NETPDTC), commonly referred to as Pensacola. A review of ref (b) is strongly encouraged. Ref (a) indicates the Navy is improving its Non-Resident Training Course (NRTC) administration process by shifting course administration responsibilities from individual commands to a central site, NETPDTC. This process will assist in reducing the administrative burden on individual commands while ensuring that the NRTC program remains responsive to the SAILORS' needs. *The above simply means Sea Cadet units will no longer have access to correspondence courses through the local Reserve Center or Education Office.* This has also eliminated the accessibility to these courses for classroom instructional purposes at the unit level. ***Sea Cadet's and units can not enroll via the Internet or access courses on-line.*** However, the unit training officer can use enclosure (1) to order courses for cadets.

3. **Discussion.** The NSCC/NLCC Advancement and Training Manual Chapter Three paragraph B, provides guidance for completing correspondence courses for advancement. The basic correspondence courses required for progression in Divisions, Squadrons, and Battalions are the BMR, Seaman, PO3, PO2, PO1, and CPO. (Squadron's may substitute Airman for Seaman.) After completion of the BMR and Seaman or Airman course ***all*** cadets may further enroll in the Fireman course or SEEBEE Combat Handbook. Battalion's are encouraged to enroll in the SEEBEE Combat Handbook. *Courses can only be taken consecutively and only one at a time.* The unit training officer must closely manage the course completion process. Cadets and Officers who enroll in courses are given 8 months to complete a course. If at the end of 8 months there has been "no activity" NETPDTC will automatically drop the cadet/officer from its rolls. Those cadets attending an *Advanced Training* and are required to partially complete a related correspondence course prior to attending the training, will be unable to enroll in this course unless ***ALL*** previous courses (example BMR) are completed. Cadets who wish to enroll in a professional course such as "Legalman" **may do so under the following strict guidelines. (1) The cadet must have completed all requirements for PO2 and (2) must be holding the rate of PO2. Then and ONLY then may the cadet enroll in a "professional course".**

4. **Action.**

a. The preferred method of ordering/completing correspondence courses has been through NETPDTC as outlined in ref (b); ref (a) re-enforces this procedure. For Sea Cadet units already utilizing NETPDTC as outlined in ref (b) for obtaining course's, enclosure (1) provides an update to ordering courses via e-mail or fax. For those units who need to make the transition please refer to ref (b). Upon receipt of this Action Letter, ***ALL*** Sea Cadet units' are strongly encouraged to utilize this procedure. The Sea Cadet Coordinator at NETPDTC is Debra Saunders. If the unit training officer has questions regarding the ordering of courses

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please contact her at (850) 452-1001 (ext. 2071) or e-mail debra.saunders@cnet.navy.mil. She is there to make this transition as smooth as possible and to answer any questions. However, as she has requested, only 1 person per unit, the training officer, should be calling.

b. Those cadets who enroll in BMR course 12018 are required to complete Chapter 1, sections on Hazing, Sexual Harassment, and Fraternization, and chapters 5, 6, 9, and 10 prior to reporting to recruit training. These sections and chapters will provide the cadet the requisite knowledge needed to complete recruit training. ***BMR course 82043 is obsolete.*** While formal completion of the entire course and these chapters is best, a review and study of these specific chapters and sections at the unit level for new cadets is sufficient. The unit CO signature on the request for orders certifies that the cadet is ready for recruit training and that he or she is knowledgeable of these specific sections and chapters.

4. **Cancellation**. This action letter remains effective until incorporated into the NSCC/NLCC Advancement and Training Manual.

A handwritten signature in black ink, appearing to read 'M. D. Ford', is centered on the page.

M. D. FORD

Distribution:

Field Representatives
Regional/Associate Regional Directors
Unit Commanding Officers

Welcome to the Sea Cadet Program

My name is Debra Saunders, your Sea Cadet Coordinator, Below I have listed the guidelines for your unit to enroll/order Correspondence Courses. If there is anything you don't understand feel free to contact me at (850) 452-1001 (Ext. 2071) or e-mail me (debra.saunders@cnet.navy.mil). I am here to help everything run smoothly. This is just a personal request, but I would like to speak with newcomers so that we both can get a good understanding through good communication.

- (1) Each Sea Cadet Unit should use e-mail to order courses. All requests must contain the correct social security number and the entire name (spelled correctly) of the cadet. Please let me emphasize how important it is to check the proper identification (Social Security Card); if a wrong number is entered; it takes an act of congress to change. This also creates problems for us, your cadet, and/or unit.
- (2) Establish a single point of contact with address, where ALL course material is to be delivered for your unit.
- (3) The attached form and format should be used when enrolling/ordering courses (See Attachment)
- (4) The cadet must finish the BMR first before ordering another course. You cannot vary and order other course materiel before completing required curriculum. NOTEL The BMR 82043 is not obsolete. You cannot order this book any longer. The new course number is 12018. Also, PO3 course 82044 has been discontinued. The new number is 12024.
- (5) The cadet must enroll in the course, before answer sheets will be accepted.
- (6) After the cadet has completed the course; he/she will receive a "Completion Certificate" with our seal. We advise that you make copies. Put the original in his/her file and give a copy to the cadet.
- (7) If the cadet does not complete the course in which he/she is enrolled future ordering will be denied. You have eight months to complete the course. Enrollment in ONE course at a time is allowed.

Debra M. Saunders
SEA CADET COORDINATOR

SEA CADET E-MAIL ENROLLMENT FORM/ORDERING FORM
NAME OF UNIT
ADDRESS (Adult Central Delivery Point for ALL Sea Cadets in the unit)
CITY, STATE & ZIP CODE
PHONE: (A number where someone can be reached)
E-MAIL ADDRESS: (If applicable)
NAME OF CO/Training Officer:

1. Please enroll the following students in course #_____.

CADET NAME

CADET SSN

2. Please enroll the following students in course #_____.

CADET NAME

CADET SSN

3. Please enroll the following students in course #_____.

CADET NAME

CADET SSN

THANK YOU FOR YOUR COOPERATION. LOOKING FORWARD TO WORKING WITH YOU AND YOUR UNIT. MAKE COPIES OF THIS FORM IF YOU ARE MAILING VIA POST OFFICE.