

U.S. NAVAL SEA CADET CORPS

2300 Wilson Boulevard Arlington, VA 22201-3308 (703) 243-6910/Fax (703) 243-3985

22 March, 2001

NSCC ACTION LETTER 02-01

From: Executive Director, NSCC
To: See Distribution

Subj: **Change 1, NSCC/NLCC Administration Manual**

Ref: (a) NSCC/NLCC Action Letter 6-00
(b) NSCC/NLCC Information Letter 5-01

Encl: (1) Revised NSCC Adult Enrollment/Promotion Guidelines
(2) NSCADM 006 Adult Leader Registration Form
(3) NSCADM 007 Cadet Registration Form
(4) Rewrite of Chapter Two, NSCC/NLCC Administration Manual

1. **Purpose.** The purpose of this action letter is to update and clarify the procedures for adult enrollment/promotion guidelines. The introduction of the new Adult/Cadet Registration Forms is hereby promulgated with this action letter. Additional pen and ink changes are listed in paragraph 4 and should be annotated where applicable in the manual.

2. **Background.** Reference (a) included a flow chart outlining the new promotion policy for all adults that went into effect on 1 January 2001. At the same time, the promotion board waiver policy was revised. The general policy is that there will be no waivers and the new guidelines were to be adhered to. However, it is also recognized that there will be exceptional circumstances. **Under these circumstances waivers will be entertained only with the full support of the chain of command.** This chart was also intended as a guide for units to follow when *enrolling* new adults. Reference (b) highlighted procedures units need to follow for general unit administrative procedures.

3. **Discussion.** Unit CO's are to ensure they read and fully understand all procedures. In addition they are to ensure the designated individual within the unit to process enrollment/promotion paperwork fully understands the procedures to follow when submitting paperwork to NHQ. Enrollment/promotion paperwork submitted in error will be returned to the unit for correction. This delays the enrollment/promotion process and causes additional work for all concerned.

4. **Action.**

a. Please cross out Chapter Two, NSCC/NLCC Administration Manual from the bottom of page 2-1 through page 3-1. The complete rewrite is at enclosure 3.

b. Insert enclosure 2, NSCADM 006 Adult Leader Registration Form in the Appendix. This form supercedes NSCADM 007 (12/99).

c. Insert enclosure 3, NSCADM 007 Cadet Registration Form. This form supercedes NSCADM 007 (12/99).

d. Change all references to *Request for Training Authority (NSC-22)* to NSCTNG 001(Cadet) and NSCTNG 002(Adult). Insert a copy of each in the Appendix. These forms are available for downloading from the Sea Cadet Resource Page.

THE ADVENTURE OF A LIFETIME
WWW.SEACADETS.ORG

e. Page 1-3, Add to paragraph D: Enrollment Fees: 6. **Computation for High School Seniors:**
Partial year enrollments are acceptable only for highly motivated cadets who are in their senior year. When figuring the partial fee, prorate the administrative fee at \$2.50 a month, multiply that number by the number of months the extension is for and add that to the full accident insurance premium of \$4.75 (the accident insurance premium is NOT prorated). Use the following formula:

$$\text{\$2.50 x (Number of Months)} = (\text{Total Prorated Admin Fee}) + \$4.75 = (\text{Partial Registration Fee})$$

5. **Cancellation.** This action letter remains effective until incorporated in the NSCC/NLCC Administration Manual.



M.D. FORD

Distribution:

Field Representatives
Regional/Associate Regional Directors
Unit Commanding Officers

New Adult Enrollment/Promotion Guidelines: Explained

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.

Current NSCC
Midshipman for at least
one year?

No

Candidate's
Choice

Yes

Instructor

Warrant Officer

Additional Qualifications:

- Former Armed Forces, E-6 or above.
- Received Honorable Discharge.
- Officer/MIDN Study Guide
- Copy of DD-214.
- Over age 35.

Ensign

Qualifications:

- Officer 101.
- Officer/MIDN Study Guide
- 1 Year as INST (waived for MIDN).
- 1 year NSCC Time in Service.

Optional "Jump" Into
Normal Promotion
Path

"Jump"
Promotions
the same as INST

Lieutenant, Junior Grade

Qualifications:

- Officer 201
- 1 TWT as an ENS, INST, or WO.
- 2 Years as ENS. (Waived for INST, WO)
- 3 Years Minimum NSCC Time in Service.

Optional "Jump" Into
Normal Promotion
Path

Lieutenant

Qualifications:

- Officer 301
- 1 TWT as a LTJG or 2 TWTs for INST, WO.
- 3 Years as LTJG. (Waived for INST, WO)
- 6 Years Minimum NSCC Time in Service.

Optional "Jump" Into
Normal Promotion
Path

Lieutenant Commander

Qualifications:

- Officer 401 - see Notes.
- 1 TWT as a LT or 3 TWTs for INST, WO.
- One career TWT must be a Recruit Training.
- 4 Years as LT. (Waived for INST, WO)
- 10 Years Minimum NSCC Time in Service.

Optional "Jump" Into
Normal Promotion
Path

Notes:

- All NSCC adult leaders applying for appointment or promotion must have successfully completed a criminal background check.
- Minimum NSCC Time in Service for MIDN is reset to zero upon appointment to Ensign. MIDN receive the benefit of immediate appointment to ENS, skipping the mandatory one year as an Instructor. Because of the Minimum NSCC Time in Service requirement for LTJG, former MIDN are not eligible for promotion to LTJG for three years after appointment to ENS.
- Officer TWT is now the same as cadet TWT. Ten days, five of which must be consecutive.
- Existing Minimum NSCC Time in Service for INST and WO is recognized. Starting in 2001, INST and WO can apply for "jump" promotions at the appropriate level, assuming that all other qualifications are met.
- Once in the "normal" promotion cycle (ENS, LTJG, LT, LCDR), you may not "bank" TWT sessions for subsequent promotions. For example, if an Ensign performs two TWT sessions, only one counts for promotion to LTJG. The extra TWT session does not apply towards promotion to LT.
- Officer 401 Course still to be developed. If not developed in time for 2001 Promotion Board, this requirement will be waived for that board and instituted for the 2002 board.
- Commanding Officers must have received an Unit Annual Inspection score of 2.5 or greater the year that they wish to promote.
- Regional staff who meet all promotion requirements may be promoted up to LCDR and there are no unit allowance limitations for regional staff promotions.

ADULT LEADER ENROLLMENT

| | | | |
|-----------|--------|----------------|------|
| Unit Name | Region | Unit Name Code | Date |
|-----------|--------|----------------|------|

INCOMPLETE FORMS WILL BE RETURNED TO THE UNIT UNPROCESSED

INSTRUCTIONS

1. Complete all spaces and check all appropriate boxes and ensure any waivers are attached if applicable and submitted through the chain of command.
2. Use as many forms as necessary, but total the funds due on each form separately.
3. Prior to mailing ensure the correct amount is enclosed for payment of fees, overpayments will not be refunded.
4. Adults will not be enrolled as officers until a criminal background check has been successfully completed. Indicate background check has been completed by checking the appropriate box.
5. Midshipman must be 18 years of age and a high school graduate.
6. Other than Warrant Officer, a request for a waiver must be submitted for initial appointment to officer status. An age waiver is required for all adults over the age of 65. Indicate that your waiver is included by checking the appropriate box.
7. Refer to Chapter Two of the NSCC/NLCC Administrative Manual for further guidance on Officer / Midshipman / Instructor enrollment criteria.

| | | | | | | | | | |
|------------|---|-------------------------------|---------|--|----------|----------------|---|------------------|--|
| ONE | 1a. Last Name | | | 1b. First Name | | | 1c. Middle Name | | |
| | 1d. Social Security Number | 1e. Date of Birth (DD MMM YY) | 1f. Age | 1g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 1h. Home Phone | | 1i. Work Phone | |
| | 1j. Address | | | | 1k. City | | 1l. State | 1m. Zip Code + 4 | |
| | 1n. Enrollment Status <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | 1o. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed | | |
| | 1p. Registration Fees <input type="checkbox"/> OFF/MIDN/INST (incl. Reservist) - \$13.00 <input type="checkbox"/> OFF/MIDN/INST on Active Duty - \$8.50 <input type="checkbox"/> Replacement ID/Unit Transfer - \$3.00 | | | | | | | | |
| | 1q. Forms Enclosed for Enrollment <input type="checkbox"/> Application & Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> References Check (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD 214) or Appropriate Discharge Certificate, <i>for prior service</i> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Request for Waiver – as appropriate (see instruction #6) | | | | | | | | |

| | | | | | | | | | |
|------------|---|-------------------------------|---------|--|----------|----------------|---|------------------|--|
| TWO | 2a. Last Name | | | 2b. First Name | | | 2c. Middle Name | | |
| | 2d. Social Security Number | 2e. Date of Birth (DD MMM YY) | 2f. Age | 2g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 2h. Home Phone | | 2i. Work Phone | |
| | 2j. Address | | | | 2k. City | | 2l. State | 2m. Zip Code + 4 | |
| | 2n. Enrollment Status <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | 2o. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed | | |
| | 2p. Registration Fees <input type="checkbox"/> OFF/MIDN/INST (incl. Reservist) - \$13.00 <input type="checkbox"/> OFF/MIDN/INST on Active Duty - \$8.50 <input type="checkbox"/> Replacement ID/Unit Transfer - \$3.00 | | | | | | | | |
| | 2q. Forms Enclosed for Enrollment <input type="checkbox"/> Application & Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> References Check (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD 214) or Appropriate Discharge Certificate, <i>for prior service</i> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Request for Waiver – as appropriate (see instruction #6) | | | | | | | | |

ADULT LEADER ENROLLMENT

FOR OFFICIAL USE ONLY

THREE

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|--|--|--------------------------------------|-----------------------|-----------------|---|------------------------|--|-------------------------|-----------------------|
| 3a. Last Name | | | 3b. First Name | | | 3c. Middle Name | | | |
| 3d. Social Security Number | | 3e. Date of Birth (DD MMM YY) | | 3f. Age | 3g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 3h. Home Phone | | 3i. Work Phone |
| 3j. Address | | | | 3k. City | | | 3l. State | 3m. Zip Code + 4 | |
| 3n. Enrollment Status <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | 3o. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed | | |
| 3p. Registration Fees <input type="checkbox"/> OFF/MIDN/INST (incl. Reservist) - \$13.00 <input type="checkbox"/> OFF/MIDN/INST on Active Duty - \$8.50 <input type="checkbox"/> Replacement ID/Unit Transfer - \$3.00 | | | | | | | | | |
| 3q. Forms Enclosed for Enrollment <input type="checkbox"/> Application & Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> References Check (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD 214) or Appropriate Discharge Certificate, <i>for prior service</i> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Request for Waiver – as appropriate (see instruction #6) | | | | | | | | | |

FOUR

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|--|--|--------------------------------------|-----------------------|-----------------|---|------------------------|--|-------------------------|-----------------------|
| 4a. Last Name | | | 4b. First Name | | | 4c. Middle Name | | | |
| 4d. Social Security Number | | 4e. Date of Birth (DD MMM YY) | | 4f. Age | 4g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 4h. Home Phone | | 4i. Work Phone |
| 4j. Address | | | | 4k. City | | | 4l. State | 4m. Zip Code + 4 | |
| 4n. Enrollment Status <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | 4o. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed | | |
| 4p. Registration Fees <input type="checkbox"/> OFF/MIDN/INST (incl. Reservist) - \$13.00 <input type="checkbox"/> OFF/MIDN/INST on Active Duty - \$8.50 <input type="checkbox"/> Replacement ID/Unit Transfer - \$3.00 | | | | | | | | | |
| 4q. Forms Enclosed for Enrollment <input type="checkbox"/> Application & Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> References Check (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD 214) or Appropriate Discharge Certificate, <i>for prior service</i> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Request for Waiver – as appropriate (see instruction #6) | | | | | | | | | |

FIVE

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| 5a. Last Name | | | 5b. First Name | | | 5c. Middle Name | | | |
| 5d. Social Security Number | | 5e. Date of Birth (DD MMM YY) | | 5f. Age | 5g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 5h. Home Phone | | 5i. Work Phone |
| 5j. Address | | | | 5k. City | | | 5l. State | 5m. Zip Code + 4 | |
| 5n. Enrollment Status <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | 5o. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed | | |
| 5p. Registration Fees <input type="checkbox"/> OFF/MIDN/INST (incl. Reservist) - \$13.00 <input type="checkbox"/> OFF/MIDN/INST on Active Duty - \$8.50 <input type="checkbox"/> Replacement ID/Unit Transfer - \$3.00 | | | | | | | | | |
| 5q. Forms Enclosed for Enrollment <input type="checkbox"/> Application & Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> References Check (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD 214) or Appropriate Discharge Certificate, <i>for prior service</i> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Request for Waiver – as appropriate (see instruction #6) | | | | | | | | | |

FEES DUE

| | Quantity | Fee | Total |
|--------------------------------------|----------|----------------|-----------|
| OFF/MIDN/INST <i>NOT</i> Active Duty | | \$13.00 | |
| OFF/MIDN/INST on Active Duty | | \$ 8.50 | |
| Replacement ID Cards/Unit Transfer | | \$ 3.00 | |
| Total Due | | | \$ |

I certify that the criminal records of all of the adult leader applicants have been checked, or will be checked, and do not contain anything that would disqualify them for membership in the Corps.

Commanding Officer Signature

Date

CADET ENROLLMENT

| | | | |
|-----------|--------|----------------|------|
| Unit Name | Region | Unit Name Code | Date |
|-----------|--------|----------------|------|

INCOMPLETE FORMS WILL BE RETURNED TO THE UNIT UNPROCESSED

INSTRUCTIONS

1. Complete all spaces and check all appropriate boxes
2. Use as many forms as necessary, but total the funds due on each form separately.
3. Prior to mailing ensure the correct amount is enclosed for payment of fees, overpayments will not be refunded. Underpayments will be returned unprocessed.
4. See the notes on the reverse for further information regarding enrollment fees.

| | | | | | | | | | |
|------------|--|--|-------------------------------|----------------|----------|--|---|----------------|------------------|
| ONE | 1a. Last Name | | | 1b. First Name | | | 1c. Middle Name | | |
| | 1d. Social Security Number | | 1e. Date of Birth (DD MMM YY) | | 1f. Age | 1g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 1h. Home Phone | |
| | 1i. Address | | | | 1j. City | | | 1k. State | 1l. Zip Code + 4 |
| | 1m. Next of Kin Full Name | | | | | | 1n. Relationship <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other: | | |
| | 1o. Address | | | | 1p. City | | | 1q. State | 1r. Zip Code + 4 |
| | 1s. Enrollment Status (Check All that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> NLCC to NSCC Transfer <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | | |
| | 1t. Type/Registration Fees <input type="checkbox"/> Sea Cadet - \$40.00 <input type="checkbox"/> League Cadet - \$30.00 <input type="checkbox"/> Replacement/Transfer ID - \$3.00 <input type="checkbox"/> High School Senior ^(Note 3) - \$ | | | | | | | | |

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| TWO | 2a. Last Name | | | 2b. First Name | | | 2c. Middle Name | | |
| | 2d. Social Security Number | | 2e. Date of Birth (DD MMM YY) | | 2f. Age | 2g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 2h. Home Phone | |
| | 2i. Address | | | | 2j. City | | | 2k. State | 2l. Zip Code + 4 |
| | 2m. Next of Kin Full Name | | | | | | 2n. Relationship <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other: | | |
| | 2o. Address | | | | 2p. City | | | 2q. State | 2r. Zip Code + 4 |
| | 2s. Enrollment Status (Check All that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> NLCC to NSCC Transfer <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | | |
| | 2t. Type/Registration Fees <input type="checkbox"/> Sea Cadet - \$40.00 <input type="checkbox"/> League Cadet - \$30.00 <input type="checkbox"/> Replacement/Transfer ID - \$3.00 <input type="checkbox"/> High School Senior ^(Note 3) - \$ | | | | | | | | |

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| THREE | 3a. Last Name | | | 3b. First Name | | | 3c. Middle Name | | |
| | 3d. Social Security Number | | 3e. Date of Birth (DD MMM YY) | | 3f. Age | 3g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 3h. Home Phone | |
| | 3i. Address | | | | 3j. City | | | 3k. State | 3l. Zip Code + 4 |
| | 3m. Next of Kin Full Name | | | | | | 3n. Relationship <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other: | | |
| | 3o. Address | | | | 3p. City | | | 3q. State | 3r. Zip Code + 4 |
| | 3s. Enrollment Status (Check All that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> NLCC to NSCC Transfer <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | | |
| | 3t. Type/Registration Fees <input type="checkbox"/> Sea Cadet - \$40.00 <input type="checkbox"/> League Cadet - \$30.00 <input type="checkbox"/> Replacement/Transfer ID - \$3.00 <input type="checkbox"/> High School Senior ^(Note 3) - \$ | | | | | | | | |

CADET ENROLLMENT

FOR OFFICIAL USE ONLY

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|-------------|--|--|-------------------------------|----------------|----------|--|---|----------------|------------------|
| FOUR | 4a. Last Name | | | 4b. First Name | | | 4c. Middle Name | | |
| | 4d. Social Security Number | | 4e. Date of Birth (DD MMM YY) | | 4f. Age | 4g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 4h. Home Phone | |
| | 4i. Address | | | | 4j. City | | | 4k. State | 4l. Zip Code + 4 |
| | 4m. Next of Kin Full Name | | | | | | 4n. Relationship <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other: | | |
| | 4o. Address | | | | 4p. City | | | 4q. State | 4r. Zip Code + 4 |
| | 4s. Enrollment Status (Check All that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> NLCC to NSCC Transfer <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | | |
| | 4t. Type/Registration Fees <input type="checkbox"/> Sea Cadet - \$40.00 <input type="checkbox"/> League Cadet - \$30.00 <input type="checkbox"/> Replacement/Transfer ID - \$3.00 <input type="checkbox"/> High School Senior ^(Note 3) - \$ | | | | | | | | |

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|-------------|--|--|-------------------------------|----------------|----------|--|---|----------------|------------------|
| FIVE | 5a. Last Name | | | 5b. First Name | | | 5c. Middle Name | | |
| | 5d. Social Security Number | | 5e. Date of Birth (DD MMM YY) | | 5f. Age | 5g. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | | 5h. Home Phone | |
| | 5i. Address | | | | 5j. City | | | 5k. State | 5l. Zip Code + 4 |
| | 5m. Next of Kin Full Name | | | | | | 5n. Relationship <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other: | | |
| | 5o. Address | | | | 5p. City | | | 5q. State | 5r. Zip Code + 4 |
| | 5s. Enrollment Status (Check All that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> NLCC to NSCC Transfer <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information | | | | | | | | |
| | 5t. Type/Registration Fees <input type="checkbox"/> Sea Cadet - \$40.00 <input type="checkbox"/> League Cadet - \$30.00 <input type="checkbox"/> Replacement/Transfer ID - \$3.00 <input type="checkbox"/> High School Senior ^(Note 3) - \$ | | | | | | | | |

| | Quantity | Fee | Total |
|--|-------------------|------------------|-----------|
| Sea Cadet Enrollment/Re-Enrollments/NLCC to NSCC Transfers | | \$40.00 | |
| Navy League Cadet Enrollment/Re-Enrollments | | \$30.00 | |
| NSCC/NLCC Replacement/Transfer (Change Unit) ID Cards | | \$ 3.00 | |
| NSCC Extended Enrollments for High School Seniors | See Note 3 | | |
| | | Total Due | \$ |

| | |
|------------------------------|------|
| Commanding Officer Signature | Date |
|------------------------------|------|

NSCC/NLCC ENROLLMENT FEES

Ref: NSCC Action Letter 13-99 (effective as of 1 June 1997)

| | |
|-------------------------------|-----------------------|
| | Enrollment Fee |
| NSCC Cadets: | \$40.00 |
| NLCC Cadets: | \$30.00 |
| NLCC to NSCC Transfer: | \$40.00 |

NOTE 1. NLCC Cadets may be transferred to the NSCC at age 13 but no later than their 14th birthday. When NLCC Cadets with an unexpired ID cards are transferred to the NSCC, forward their full \$40.00 Sea Cadet registration fee and a NSCC ID card will be issued for 12 months plus the remaining months left on the unexpired NLCC ID card. (e.g.: NLCC cadet transfers to NSCC but has 4 months left on the current NLCC enrollment. The new NSCC ID will be for 16 months.)

NOTE 2. NSCC/NLCC Cadets must be continuously enrolled. Accordingly, the date of a cadet's re-enrollment will be the date of expiration of his or her last previous enrollment. (e.g.: If a cadet's enrollment expired 30 June 2000, the new ID card expiration date will be 30 June 2001.) The only exception to this policy is in the case of cadets who have been granted a leave of absence by the Executive Director, NSCC (NSCC Regulation Article 1030.1). In this case, the expiration of enrollment will be one year after the date of the leave of absence.

NOTE 3. Article 1020.1 of the NSCC Regulations provides that cadets normally will be discharged no later than 31 December of the calendar year in which he or she attains age 18. Waivers of this requirement may be granted to permit highly motivated cadets in high school to remain in the program until graduation. A waiver request must be submitted with this form. Partial year enrollments are acceptable only for cadets in their senior year. When figuring the partial registration fee, prorate the administrative fee at \$2.50 a month, multiply that by the number of months the extension is for and add that to the full accident insurance premium of \$4.75 (the accident insurance premium is NOT prorated). Use the following formula to figure:

$$\mathbf{\$2.50 \times (Number\ of\ Months) = (Total\ Prorated\ Admin\ Fee) + \$4.75 = (Partial\ Registration\ Fee)}$$

NOTE 4. A request for a waiver must be submitted with this form for potential NLCC Cadets who are 10 years of age.

CHAPTER TWO

I. INSTRUCTOR/MIDSHIPMAN/OFFICER ENROLLMENTS

A. **NSCC ADULT RANK STRUCTURE:** ALL adults will enter the program at the instructor level. The adult must be 21 years of age or older. A waiver for an adult over the age of 65 is required and must accompany the enrollment packet as outlined in paragraph C. The adult may be an Uniformed Instructor or Non-Uniformed Instructor. If the adult is currently an Active Duty Officer they may choose to remain as an Instructor and wear the uniform of the service they represent. If the adult does not meet the height and weight standards in accordance with NSCC Regulations, they shall remain a Non-Uniformed Instructor until such time they meet these standards. The adult may request to be appointed to the NSCC Officer Ranks when all requirements have been met in accordance with the flowchart. NSCC adult ranks parallel those of the Navy/Coast Guard except there is no rank above Lieutenant Commander (LCDR). NSCC ranks are as follows:

| | |
|----------------------------------|--------------------|
| Instructor (Uniform/Non-Uniform) | Midshipman (MIDN)* |
| Warrant Officer* | Ensign (ENS) |
| Lieutenant Junior Grade (LTJG) | Lieutenant (LT) |
| Lieutenant Commander (LCDR) | |

***NOTE: Midshipman must be 18 years of age and a high school graduate.**

A Warrant Officer must have had prior military service, attained the rank of E6 and over the age of 35.

B. QUALIFICATIONS FOR ENROLLMENT:

1. **Citizenship:** NSCC adult applicants should be citizens of the United States (Para 0730.1). Waivers may be submitted for those who are not U.S. citizens.

2. **Age:** Perspective NSCC adult applicants must be at least 21 years old, and normally no older than 65. The Executive Director may waive the age limitation for those over 65 years of age. Midshipman applicants must be at least 18 years of age and a High School graduate but not yet 21 years of age.

3. **Moral Character:** The adult applicant must possess high moral standards, adhere to ethical standards of behavior, be citizens of good standing in the community, and have NO felony convictions. Felony convictions after enrollment will normally be cause for discharge from the Sea Cadet Corps or revocation of officer appointment. (Para 0732.1)

4. **Background Checks:** A background check will be conducted on ALL adult applicants. NO adult will be appointed as an officer ranks without the completion of the background check. The guidance will be promulgated through a separate NSCC Action Letter.

5. **Physical Standards**: While not required to meet the physical standards of the Navy/Coast Guard officer programs, ALL adults must be physically qualified for the duties they will perform for the NSCC.

6. **Educational/Professional Qualifications**: There is no specific educational or professional requirements other than the applicants must be able to support and contribute to achieving the goals of the NSCC program. Applicants with Navy and Coast Guard experience, members of other military services, and anyone with a sincere interest in maritime services and American Youth, are encouraged to participate.

C. **PROCESSING ADULT ENROLLMENTS**:

1. **Documents**: ALL adult applicants must complete and submit the following **original** documents to NHQ via the unit commanding officer. *An incomplete packet will be returned without processing. (See Appendix for Examples)*

a. **NSCC/NLCC Instructor/Midshipman/Officer Application (NSCADM 003)**: Unit commanding officers will register ALL adults as an Instructor, Warrant Officer or Midshipman. (A written letter from the supporting NSCC Committee Chairman is required if the applicant is to be appointed as the unit commanding officer).

b. **Full-Length Photo**: A full-length photo is required for enrollment as an Instructor, Midshipman, Warrant Officer or Officer.

c. **NSCC/NLCC Adult Reference Check (NSCADM 005)**: All adult applicants must include this form.

d. **NSCC/NLCC Background Check**: A copy of or applicable proof that a background check has been successfully completed must be included. Adults will not be appointed as an officer without the successful completion of the background check.

e. **Record of Discharge (DD 214)**: All prior military must include a copy of this form. (If not issued a DD 214 of copy of the appropriate Discharge Certificate.)

f. **Copy of Active/Reserve ID Card**: A copy of the front and back of the current ID card shall be included.

g. **Request for Waiver**: ALL waiver requests must accompany the enrollment packet and **go through the chain of command**.

h. **Adult Enrollment/Registration Form NSCADM 006**: Units will record instructor/midshipman/warrant officer/officer enrollments on this form and submit with the appropriate fees. *Refer to the reverse of the form for the current fees.*

D. APPOINTMENTS TO OFFICER RANKS:

1. **Initial Appointment:** ALL new adult applicants will be enrolled as an instructor for a period of one year before a request can be made to be appointed as an NSCC Officer. *Under exceptional circumstances, a waiver may be considered for Initial Appointment to an Officer Rank.* If a waiver is requested, it **MUST GO THROUGH THE CHAIN OF COMMAND. NO EXCEPTIONS!** New Unit Commanding officers for *NEW* units will be appointed to the rank of LTJG. Assignments to LT will be made only to clearly establish seniority. Initial appointments in the grade of LCDR are **not** normally made.

2. **Appointment to Midshipman:** An appointment to Midshipman will be made for those individuals who are 18 years of age and not yet 21 years of age. The individual must be a high school graduate or GED equivalent. At age 21 the Midshipman may request appointment to the rank of Ensign. ALL requirements as outlined in enclosure (1) must be met prior to submission of the request. An appointment from Midshipman to Ensign is considered an *Initial Appointment* and as such, **promotion board action is NOT REQUIRED.**

3. **Appointment to Command:** Adults appointed, as the Commanding Officer of a unit will be given tenure of 3 years. The appointed officer may elect at any time during these three years to be relieved. The Executive Director, NSCC retains the authority to relieve the appointed officer at anytime for disciplinary reasons. The appointed officer may continue to serve as commanding officer beyond the three-year tenure, unless otherwise directed. The appointment to command of a new adult must be in writing by the Committee Chairperson of the supporting activity to the Executive Director, NSCC with the full endorsement of the Field Representative and Regional Director.

4. **Temporary Appointment:** The only temporary appointments are those to Ensign and direct appointments to officer status for a **newly** appointed officer for a **new** unit. A change of status from Ensign (Temporary) to Ensign (Permanent) is not authorized and will not be done. The thought on this is that the Ensign is either good enough to promote or, if not, they should remain an Ensign. The same reasoning applies to the **newly** appointed officer for a **new** unit.

E. OFFICER ADMINISTRATION:

1. **Establishment of the Service Record:** A service record will be established for each officer, midshipman and instructor. The record will contain documents relating to appointment, promotion, billet assignment, and any information that should be a matter of record. The information should be maintained in a standard manila file folder, appropriately stamped in ***RED ON THE FRONT AND BACK: "U.S. NAVAL SEA CADET CORPS"***. If DOD/DOT forms are used they must also be ***STAMPED IN RED.*** Information contained in this record is considered ***"Privileged Information"*** and should be safe guarded appropriately. Access is limited to the person to whom the record belongs, designated unit officers, the unit committee chairman, and the Executive Director or his designated representative (Para 1110.3). The service record should contain the following documents.

a. **Right Side (Top to Bottom):**

- (1) Copy of ID Card Front and Back
- (2) Promotion letters (If applicable)
- (3) Evaluation/Promotion Recommendation Form (NSC-17)
- (4) Officer/Midshipman Appointment
- (5) Copy of NSCC Officer/Midshipman/Instructor Application (NSCADM 003)
- (6) Medical Forms (If required by Regional Director)
- (7) Other documentation as appropriate.

b. **Left Side (Top to Bottom):**

- (1) Billet Assignment Letter (Current)
- (2) Study Guide Completion Letter
- (3) Correspondence Course Completion Letters
- (4) Escort Officer Authorization Orders (Completed TWT's)
- (5) Other information considered significant

2. **Record Verification:** Service records will be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed, and that all discrepancies have been corrected by signing the inside cover of the record.

3. **Disposition of Adult Service Record:** Officers or Midshipman who resign or leave the program for any reason may retain their service records. Those records not returned to the adult may be destroyed by burning or shredding. NHQ maintains personnel records on each officer/midshipman, and will furnish copies on request to the individual concerned, or to the unit commanding officer.

4. **Promotion from Ensign to LTJG:** Officer promotions from Ensign to Lieutenant Junior Grade are accomplished when ALL requirements are met in accordance with enclosure (1). Upon receipt of the following documentation NHQ will issue a letter of promotion:

- a. Completed NSC-17 with appropriate signatures.
- b. Verification of completed OPD Course 201.
- c. Verification of completed TWT's.
- d. A letter of endorsement to the Executive Director via the Regional Director and the Field Representative. **(Chain of Command)**

5. **Annual Promotion:** NHQ conducts an annual promotion board during the month of December. An NSCC Action Letter will announce the guidelines. The board considers officers for promotion from LTJG to LT and LT to LCDR. Commanding Officers are to ensure ALL requirements are met in accordance with enclosure (1). At a minimum the following documents must be received by NHQ:

- a. Completed NSC-17 with appropriate signatures.
- b. Current full-length photo. (*NO faxed copies*)
- c. Any and **ALL** original supporting documentation (Letters of recommendation, waivers, etc)
- d. **ALL requests for promotion must go through the chain of command.**

NOTE: Instructors are NOT considered members of the Officer Corps, therefore will not be considered for promotion.

6. **NSCC Officer Annual Review:** The unit Commanding Officer will conduct an annual review of each officer. Each Regional Director will conduct an annual review of the CO's within their region. In each case the NSC-17 will be used and forwarded to NHQ for posting in the officer's record.

7. **Officer/Midshipman Separations:** An NSCC officer or Midshipman may request separation, inactive status or be dismissed in one of the following ways.

a. The officer or midshipman may request a *Leave of Absence* (LOA) for personal reasons. The officer or Midshipman will submit a letter to the Executive Director via the unit CO. The Leave of Absence **will not exceed 12 months**. See NSCC Regulations, paragraph 1060.1 and 1060.2.

b. The officer or midshipman may wish to ***resign*** his or her appointment at any time. A letter will be submitted to the Executive Director via the unit CO.

c. The officer or midshipman is automatically transferred to ***Inactive Status*** when their ID card expires. If the officer or midshipman chooses not to renew their enrollment the Commanding Officer shall drop the officer or midshipmen from the unit roster. (This also applies to instructors.)

d. The officer or midshipman and instructor may be dismissed for misconduct. See NSCC Regulations, paragraph 1051.1.

e. The officer may request to be transferred to ***Retired*** status in accordance with NSCC Regulations paragraph 07120.1 and 07120.2.