



# United States Naval Sea Cadet Corps

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24 July 2001

## **NSCC ACTION LETTER 07-01**

From: Executive Director, Naval Sea Cadet Corps

To: Distribution

Subj: COMMUNITY SERVICE RIBBON

Ref: (a) NSCC/NLCC Awards Manual

Encl: (1) Criteria for Community Service Ribbon

1. **Purpose.** To advise the field activities of the new Community Service Ribbon.
2. **Background.** The US Navy has the Outstanding Volunteer Service Medal to recognize its members who participate in volunteering in community service events/acts. The purpose of the medal is to recognize those volunteers who give above and beyond in performing humanitarian acts. Presently NSCC units and individuals perform significant community acts. However, there is not a specific ribbon to recognize these selfless acts in reference (a).
3. **Discussion.** With the need for an increase in volunteers throughout the country, it is important to recognize those who give freely of their time so that others might live better. To this end, the NSCC has established the Community Service Ribbon. The information contained in enclosure (1) provides details on the criteria for the ribbon, precedence and details necessary to the establishment of the ribbon..
4. **Action.** All NSCC activities shall adhere to the guidance provided in enclosure (1). The information contained therein will be the basis for the new Community Service Ribbon and shall be strictly adhered to. This action letter shall be retained with the NSCC/NLCC Awards Manual.
5. **Cancellation.** This letter is canceled when the contents have been incorporated into the NSCC/NLCC Awards Manual and other pertinent publications.

A handwritten signature in black ink, appearing to read 'M. D. Ford', is written over a light blue horizontal line.

M. D. Ford

Distribution:

National Directors/Officers, Field Representatives, RDs/Assoc RDs, Unit COs

## **Community Service Ribbon**

**Requirements.** The Community Service Ribbon will be awarded to those NSCC/NLCC Cadets, Instructors, and Officers who distinguish themselves by accumulating 40 hours or more of community service time. Because of the wide variety of community service opportunities available, some discretion is given to the commanding officer to define what constitutes community work. Some guidelines for community service are: working/caring for the elderly (other than family members); caring for or visiting the sick and disabled (other than family members); visiting hospitals/Veterans' hospitals/homes; participating in charity fundraising, walk-a-thons/running events; USMC Toys for Tots; care/feeding of the homeless at various shelters; environmental clean-up of public property; and other bonafide volunteer efforts as deemed by the Command Officer.

**Documentation.** Recording of the community service time will be done on the cadets' Administrative Remarks page. Documentation that the cadet was at the event can be accomplished through a POD note showing the event was a scheduled unit drill with times and location of the event. A group listing of attendees (muster list) attached to the POD maintained in unit files will be sufficient evidence. Individual NSCTNG003/004 orders can also be done if the unit desires.

**Authorization.** The commanding officer will request authorization from NHQ to award the ribbon. Group authorization (similar to the unit commendation) may be requested from NHQ. Format shall be same as other individual citations with activity conducted and period of performance (number of hours during MM/DD/YR to MM/DD/YR) included in request.

**Commencement Date.** 1 January 2001. Prior community service to this date should be submitted under other individual citations/ribbons.

**Precedence.** The Community Service Ribbon ranks after the Drug Reduction Ribbon for both NSCC and NLCC.

**Ribbon.** The ribbon is two large white stripes near ends of ribbon on a field of median blue. Supplies are now available from Dondero.