

# U.S. NAVAL SEA CADET CORPS

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20 December, 2001

## NSCC ACTION LETTER 12-01

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

### **Subj: 2001 NSCC/NLCC ANNUAL INSPECTION/EVALUATION REPORT**

Ref: (a) NSCC Regulation, Chapter 13

Encl: (1) Annual Inspection & Evaluation Reports (Rev 1-00)  
(2) Inspecting Officer Guide (Rev 10-01)  
(3) Regional Director Input Letter  
(4) Unit Training Report (National Orders)  
(5) Unit Training Report (Local Orders)

1. **Purpose.** Regional Directors and or Regional Annual Inspection Teams are reminded to complete PART V: Career Motivation of the Sea Cadet Report. If the unit chooses to receive only an "Assist Visit" this section must be completed. The number of cadets entering active duty service and the branch of service is to be included with the Regional Director's Input Letter (enclosure 3 of Action Letter). This information is "critical" and is a reportable item to Navy Recruiting Command.

2. **Discussion.** National events have in many cases, caused dislocation of units, change in meeting schedule, and in some areas Reserve call-ups to active duty, causing unit adult instability. In light of these events the 2001 inspection process will be modified. ALL units will be required to undergo an assist visit by the Regional Inspection Team utilizing enclosure (1) and enclosure (2). Units desiring to compete for national awards may request a formal inspection. For units receiving only an assist visit the Regional Director (RD) will submit a letter (enclosure 3) via the chain of command stating those units under their cognizance have received an assist visit and the required financial audit. This is to be a helpful visit not an inspection, but feedback on how the units are progressing are welcome. We do not want units to get distraught over the visit. Units desiring to compete for national awards will be required to undergo a full inspection utilizing enclosure (1 and 2) by the RD Inspection Team, with results forwarded to NHQ. The full inspection guide must be returned to NHQ. There is no minimum or maximum number of units for a region to participate in the national competition. NSCC units participating should anticipate obtaining a score of 3.4 or higher on the inspection to be competitive. NLCC units should anticipate obtaining a score of 3.6 or higher on the inspection to be competitive. Appropriate certificates will be issued to those units participating in full inspections.

### 3. **Action.**

a. **Inspection Cycle.** The inspection cycle is from 1 January through 31 December 2001.

b. **Inspection Schedule.** Regional Directors have overall responsibility for scheduling, coordinating, 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 or assist visits will be scheduled between **1 January and 15 April**. Regional Directors are responsible for submitting inspection results to NHQ. **ALL results must arrive at NHQ no later than 30 April 2002.** 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 at enclosure (2).

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.

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 will receive enclosure (1), (4) and (5). 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 enclosure (1).

2. Use Part II of enclosure (1) for NSCC units and Part III of enclosure (2) 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 2002.



M. D. FORD

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

***UNITED STATES  
NAVAL SEA CADET CORPS  
AND  
LEAGUE CADET CORPS***



***ANNUAL INSPECTION  
&  
EVALUATION REPORTS  
(Revision 1-00)***

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***PART I***

***SENIOR INSPECTING***

***OFFICER GUIDE***

***(FOR USE WITH EITHER NAVAL SEA CADET  
OR NAVY LEAGUE CADET  
UNIT INSPECTION AND EVALUATION REPORT)***

**NOTE:** All areas in red are revisions to this guide. All inspection personnel should become familiar with all areas of this guide.

### **PART 1 – PERSONNEL:**

“**CURRENT STRENGTH**”, is the number of cadets, officers, instructors, and midshipman enrolled the day of the inspection.

- a. “Enrolled” is all persons who have been processed through NHQ and have a valid ID card.
- b. Calculation: Divide the total number inspected (total line 2) by the total number enrolled (total line 1), which equals “Percent Present” (express as a decimal rounded off to 2 decimal places).
- c. All of the above information will be used for calculating the score for “Personnel Inspection”

### **PART I – SECTION A: PERSONNEL INSPECTION:**

**Note:** Inspection team members should familiarize themselves with the current NSCC/NLCC Uniform Regulations and NSCC/NLCC Awards Manual.

There are six areas the personnel inspection should cover:

1. UNIFORMS: Clean, pressed, neckerchief tied properly, no Irish pennants, clean T-shirts, no frayed collars.
2. HATS/CAPS: Proper fit, clean, no stains, no frayed edges.
3. NSCC/NLCC INSIGNIA/RIBBON AWARDS: Shoulder flashes and insignia sewn in the proper place, ribbons clean and in proper order.
4. HAIR: Regulation haircut/styling.
5. SHOES: Regulation style, and shined
6. ID CARDS: Check expiration date, photo, and signature.

**NOTE:** Inspect each cadet, officer, midshipman and instructor. Discrepancies should be listed for each. Each item should receive only 1 gig per cadet/officer/midn/instructor, (example; cadet 1, uniform dirty, frayed collar on T shirt, Irish pennants, patches sewn on improperly, ribbons in wrong order, cover dirty with frayed edges. = 3 gigs, 1 Uniform, 1 Insignia/Ribbon and 1 Hats/Caps.) Total all gigs in each category for each cadet/officer/midn/inst. and enter in the appropriate box on the Inspection Report.

**NOTE:** **All enrolled instructors** should stand inspection whether in uniform or not, appearance should be neat, clean and appropriate to the occasion.

Calculation: The calculation is self-explanatory, use numbers from “Current Strength” calculations.

### **PART I, SECTION B: MILITARY BEARING AND SMARTNESS:**

1. Observe general attitudes, response to commands, reporting procedures, etc.
  2. Evaluate ceremonial procedures during Personnel Inspection
  3. Questions should relate to Personal Progress in the Unit, Ribbons Earned, Summer Training, Chain of Command and Unit Activities.
  4. Inspect the Quarter-deck Log for neatness, legibility, correct entries, etc. (Refer to BMR)
- a. Grade each from 0 to 1
  - b. Total of all 4 equals “Score”.

### **PART II TRAINING:**

**NOTE:** From this point on all calculations will pertain only to unit activity from 1 Jan. to 31 Dec. of the inspection year.

**NSCC: EACH CADET IS EXPECTED TO DO AT LEAST ONE TEN DAY TRAINING PERIOD AND ADVANCE ONE RATE PER 12 MONTHS**

**NLCC: CADETS ARE NOT REQUIRED TO DO AN ADVANCED ORIENTATION**

**THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

- a. **Commanding Officers are responsible for the Total completion of worksheets.** The inspecting officer will verify all entries and enter data on the inspection report.

**Reference:** NSCC/NLCC Advancement and Training Manual, Work Sheet, 31 Dec. MARS and Monthly Activity Reports. (When referring to MARS Report, use corrected copy in unit files).

## PART II, SECTION A: GENERAL

### NOTE:

- a. Sight the training plan: check for the number of drills scheduled. A minimum of 40 drills per year is required. VERIFY (A week night drill must be a minimum of 2 hours. No unit can receive credit for more than one drill per weeknight. Each weekend drill period must be four hours or more duration. No more than 2 drills can be credited to the unit for each weekend day/24 hours.)
- b. Sight a typical lesson plan. When possible, observe classroom instruction.
- c. Sight Unit Standard Operating Procedures (SOP).
- d. Sight recording procedures for monitoring cadet-training progress.
- e. Sight NSC-26, (Cadet Exercise Chart) for proof of Physical Fitness Training
- f. Sight Plan of the Day (POD). Does POD show training plan for each drill?

## PART II, SECTION B: ANNUAL TRAINING

### NOTE:

- a. **“Recruit Training”** Count all cadets who completed training whether currently enrolled or not. Cadets **“eligible”** are all first year cadets, who were enrolled no later than 6 weeks prior to the start date of Recruit Training and were still enrolled on 31 Dec. of inspection year, and second year cadets, who did not complete Recruit Training the previous year, and were still enrolled on 31 Dec. of inspection year. The “eligible” count **should also include** any disenrolled cadet who completed “Recruit Training”. **Do not** include first year cadets who could not attend for medical or physical reasons (documentation needed), or first year cadets age 13 that did not complete “Recruit Training”. Former NLCC cadets (**age 13**) who completed “Recruit Orientation” will be counted in **“number eligible”**.
- b. **“Recruit Orientation”** Count all cadets who completed training whether currently enrolled or not. Cadets “eligible” are all cadets who were enrolled no later than 6 weeks prior to the start date of Recruit Orientation, have not yet completed Recruit Orientation and were still enrolled on 31 Dec. of inspection year. The “eligible” count **should also include** any disenrolled cadet who completed “Recruit Orientation”.
- c. **“Advanced Training”** Count each cadet that completed **one (1)** “Advanced Training” during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSC Form 24/24C as evidence of completed training. Cadets “eligible” are all cadets enrolled on 31 Dec. of inspection year who have completed Recruit Training in past years, plus any cadet who completed Recruit Training this inspection year and were able to complete an Advanced Training. The “eligible” count **should also include** any disenrolled cadet who completed an “Advanced Training”. Advanced Training is measured in increments of 10 days, 5 of which must be consecutive. (**NO EXCEPTIONS**). 1,2,3 & 4 day training’s must be documented (NSC 24C) in cadet service record and should be marked as being used to complete a 10 day training. Flag Ship competitions can be counted as an advanced training if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- d. **“Advanced Orientation”** Count all “Advanced Orientation Training’s” completed during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSC Form 24/24C as evidence of completed training. Cadets “eligible” are all cadets enrolled on 31 Dec. of inspection year who have completed Recruit Orientation in past years, plus any cadet who completed Recruit Orientation this inspection year and were able to complete an Advanced Orientation. The “eligible” count **should also include** any disenrolled cadet who completed an “Advanced Orientation”. Advanced Orientation is measured in increments of 5 days. (**NO EXCEPTIONS**). 1,2,3 & 4 day training’s must be documented (NSC 24C) in cadet service record and should be marked as being used to complete a 5 day training. Flag Ship competitions can be counted as an advanced orientation if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- e. **“Leaders as Escorts”** If unit leaders (OFF/MIDN/INST) served as escorts more than once, count each time they served. “# Appointed” are all Officers, Midshipmen and Instructors appointed on 31 June of inspection year (refer to June MARS), plus any Officer, Midshipmen or Instructor appointed prior to 31 Dec. of inspection year ( refer to Dec MARS) who served as an escort. (**“10 days, 5 of which must be consecutive,” constitutes 1 escort duty**)
- f. **General: When referring to MARS Reports use corrected copy in unit files.**

## **PART II, SECTION C: CORRESPONDENCE COURSES**

- a. A Correspondence Course is the completion of the complete book (i.e. BMR, MR Requirements PO-3 etc.), not an individual lesson.
- b. SIGHT LETTERS OF COMPLETION TO VERIFY the number of courses completed.
- c. Count each cadet that completed one (1) "Correspondence Course" during inspection period, whether or not cadets are currently enrolled or not.
- d. "Required" is all cadets enrolled as of 30 Sept. plus any cadet enrolled as of Dec. 31 and completed a "Correspondence Course" plus any disenrolled cadet who completed a "Correspondence Course".
- e. Do not include in number "required" any cadet that has completed all required "correspondence courses" (through E-7) in previous years.
- f. Satisfactory course completion is a Grade of 3.2 or PASS mark.
- g. **General: When referring to MARS Reports use corrected copy in unit files.**

## **PART II, SECTION D: ADVANCEMENTS**

- a. Count all advancements made during inspection period, whether or not cadets are currently enrolled.
- b. Cadets advanced more than one grade during the inspection year will be counted for each advancement.
- c. "Required" cadets are those cadets enrolled on 31 Dec. of inspection year (refer to Dec MARS) and who met or should have met the requirements for advancement as listed on Page III-2 of the NSCC/NLCC Advancement and Training Manual (Time in Rate).
- d. "Required" Any cadet who Advanced more than one (1) rate will be counted for each advancement.
- e. "Required" **Count all disenrolled cadets that advanced during the year. If a cadet advanced twice he/she will be counted twice in number "required"**.
- f. Cadets who did not advance because of the lack of unit billets will not be counted in number "required".
- g. Cadets advanced to E-7 (CPO) in previous year will not be counted in number "required"
- h. **NSCC:** At a minimum a cadet should advance 1 rate in 12 months.
- i. **NLCC:** At a minimum a cadet should advance 1 rate in 8 months.

## **PART II, SECTION E: OFFICER DEVELOPMENT**

- a. "Required" all Officers, Midshipmen and Instructors enrolled prior to 1 July or prior to last OPD 101 course given in the region of the inspection year.
- b. "Required" all Officers, Midshipmen and Instructors holding an Officers billet (Dept. head) within the unit. (Minimum of 5, CO, XO, Training, Admin. and Operations officers).
- c. The CO and XO should complete NSC-301
- d. Credit will be given to all officers, Midshipmen and Instructors completing the above courses during any year.  
**VERIFY WITH 31 DEC MARS**
- e. On NLC Inspection Report, if CO is the same for both units, use statistics from NSC MARS for CO.

## **PART III: ADMINISTRATION**

### **THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

- a. **Commanding Officers will be responsible for the total completion of worksheets prior to inspection. Inspecting Officer will verify all entries and enter data on the inspection report.**
- b. NSCC/NLCC Advancement/Training Requirements: Pages III-1 and III-7 should be accessible to all cadets.
- c. Compare the unit's supply of administrative forms with NSCC Requisition of Administrative Forms (NSC-6). FORM DATES SHOULD BE CURRENT.
- d. Sight copies of unit enrollments (NSC-21), requisitions (NSCSUP-001), and reports (NSC-8).
- e. Review the NSCC Action/Information Letter file. Letters should be current and initialed by all OFF/MIDN/INST on board including CPO/LPO.
- f. View copies of POD/POM.
- g. Interview officers, note their awareness of coverage of insurance plan.
- h. Examine accounting procedures.

### **PART III, SECTION B: CADET SERVICE RECORDS**

**NOTE:** Service Records of ALL currently enrolled cadets must be available to the Inspecting Officer.

**No more than 25 records, (for NSC) 15 records (for NLC) need to be inspected.** (Service Records of currently enrolled cadets that enrolled during the inspection year **must be included.**) Check all documents in the service records and count those that are **improperly** completed or **missing** (Refer to CADET SERVICE RECORD form).

Enter the total discrepancies for each item on the line provided.

**NOTE:** NSC/NLC-19B must have as first entry, “On this day (date), Cadet ??? Enrolled/Transferred to (Unit)” and any other pertinent information pertaining to enrollment.

### **PART III, SECTION C: OFFICER/MIDSHIPMEN SERVICE RECORDS**

**NOTE:** Inspect **ALL** officer/midshipmen service records. Check all the documents filed in the records and count those **improperly** completed or **missing**. (Refer to OFFICER/MIDSHIPMEN SERVICE RECORD form).

Enter the total discrepancies for each item on the line provided. **OFFICER APPLICATION AND MEDICAL HISTORY SHOULD BE UPDATED EVERY FIVE (5) YEARS.**

**NOTE:** With the inclusion of a “National Records Check Form” all officers enrolled prior to implementation will have a letter of “waiver” in its place.

**NOTE:** If form “NSCADM:003 is used, check yes on line 4

### **PART IV: ENROLLMENT/RETENTION**

#### **PART IV, SECTION A: LEADERSHIP**

**NOTE:** Grade each from 0 to .4 (Refer to PODs, POMs and quarterly training schedule).

#### **PART IV, SECTION B: ATTENDANCE**

- a. Enter percentages from Monthly Activity Reports in corresponding boxes. These should be whole numbers. Check mathematical procedures on NSCADM-002 (Monthly Activity Report) for correct calculations.
- b. Complete instructor attendance information in boxes provided. This is a non-graded area.
- c. **An NSCADM-002 (Monthly Activity Report) must be received for all 12 months weather there was any drill activity or not.**
- d. If **no** Monthly Activity Report was completed for any month, enter 0 for that month, **and count that month in “# of drill months.”**

#### **PART IV, SECTION C: ENROLLMENT**

- a. **When referring to MARS Reports use corrected report in unit files.**
- b. Last years Inspection Report is required for this section. Enrollment for line 2 should be taken from line 1 of previous year’s report.
- c. For line 4, the “Total line 1” box should not be more than 40 **for NSC or 25 for NLC.**

#### **PART IV, SECTION D: CADET RETENTION**

**NOTE:** This section requires information from last years Inspection report.

- a. **All counts will be as of 31 Dec inspection year, use corrected MARS reports in unit files.**
  - b. **When counting cadets on board and counting a cadet that was transferred from another unit, he will only be counted for the number of years with this unit.**
  - c. Count disenrolled cadets that were Honorably Discharged because of 18<sup>th</sup> birthday or enlistment into the military, **only**.
  - d. Line 1 should include all cadets on board for more than 3 years.
  - e. Line 2, count all cadets onboard for more than 2 years, except those counted in line 1.
  - f. Line 3, count all cadets onboard for more than 1 year, except those counted in lines 1 & 2.
  - g. Line 4, count all first year cadets (cadets enrolled during the inspection year).
  - h. Total from boxes 1a, 2a, 3a, & 4a should equal “cadet enrollment” (line 1, Section C).
  - i. Information from previous Inspection Report (part B), use the counts for **Cadets on Board** at the end of that year.
  - j. For NSCC Retention, do not count time in NLCC. Enrollment date is the date cadet was transferred to NSCC.
  - k. **Calculations; box B1, B2, B3 should be equal to or greater then box A1, A2, A3 respectively.**
- NLCC Report is the same with 1 less line in all sections.**

**PART V: CAREER MOTIVATION**

**NSCC:**

**NOTE:** This section is for information only and will not be graded.

- a. This section must be completed to be eligible for National/Regional competition.
- b. A list of names of those entered will be entered in the required space provided.

**NLCC:**

- a. This is a graded section.
- b. "Cadets Eligible" are all cadets who were disenrolled between their 13<sup>th</sup> and 14<sup>th</sup> birthdays.

**PART VI, SECTION A: REGIONAL DIRECTOR EVALUATION**

- a. This section will be completed by the Regional Director prior to the inspection. A copy will be available for the inspection team.

**PART VI, SECTION B: SENIOR INSPECTING OFFICER EVALUATION**

- a. This section will be completed by the Senior Inspecting Officer at the completion of the inspection, grading on how well the unit was prepared for the inspection. All areas of this inspection should be considered. From inspection preparations, work sheets completed, all Monthly Activity Reports Available, forms, Info/Action letters available, and any other document that is required for the inspection. Refer to "Unit Commanding Officers Instructions."

**PART VII: NHQ EVALUATION:**

- a. This section will be completed by National Headquarters and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART VIII, RELATIONS WITH SPONSORING ORGANIZATION:**

- a. This section will be completed by the Committee Chairman and the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART IX, INVOLVEMENT IN COMMUNITY AFFAIRS:**

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART X, VEHICLE/BOAT OWNERSHIP REPORT:**

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**NOTES:**

When referring to MARS reports make sure that you are using a corrected MARS from unit files. Commanding officers should be encouraged to totally complete a copy of the work sheet and the inspection report.

## **NSCC/NLCC ANNUAL INSPECTION REPORTS**

### **UNIT COMMANDING OFFICER INSTRUCTIONS**

#### **MUST BE COMPLETED PRIOR TO INSPECTION**

1. Review the complete Inspection Report and be familiar with all pages.
2. Complete **entire** worksheets with the required information. **List cadets by date of enrollment.**  
**The Inspecting Officer may halt the inspection if worksheets are not complete.**
3. Have all paper work, Service Records, forms etc. ready for the inspecting officer. (review inspection report)
4. Have a copy of previous year's Inspection Report available.
5. Make sure that verification for all training's, advancements and correspondence courses, completed during the year by disenrolled cadets, are available.
6. Provide the Senior Inspecting Officer with a list of cadets (and former cadets) who entered into any of the programs listed on page 7 of the NSC Inspection Report. (Include SS# for each cadet).
7. Provide the Senior Inspecting Officer with a list of all NLCC cadets who transferred to NSCC during the inspection year. (For units with NLC cadets and NLC Training Ships)
8. Have ready a copy of "Part VI, Regional Evaluation and Part VII, NHQ Evaluation" completed.
9. Have the unit's sponsoring organization complete "Part VIII, Relations with Sponsoring Organization".
10. Complete "Part IX, Involvement in Community Affairs".
11. Complete "Vehicle/Boat Ownership Report".
12. **A COPY OF THE UNIT "BUDGET/AUDIT REPORT" WILL BE AVAILABLE FOR SUBMISSION WITH THE ANNUAL INSPECTION REPORT!**

**NOTE:** It is **Required** that each CO **totally** complete a copy of the work sheet. Completion of the Inspection Report prior to the unit's inspection is recommended and will be beneficial to the unit.

#### **Recommendations for Commanding Officers to insure that the unit is getting credit for every detail of the inspection.**

1. During the year keep a folder with a copy of all NSC-24s and NSC-24Cs for the year.
2. Keep a folder with a copy of all correspondence course completion letters for the year.
3. Keep a folder with a copy of all advancement exam completion letters for the year.
4. Become familiar with the inspection report, do a complete inspection yourself.
5. Be present with the inspection team during inspection, ask questions, challenge a score if you think it's wrong, have documentation handy for any challenge that you may think will come up.
6. Know what you are getting ginged for so that it will not happen again.
7. Remember that the Inspecting Officer can make mistakes too.
8. **Use the required work sheets as a tool during the year filling in areas as they are completed. This makes an excellent chart for cadets to monitor there progress.**
9. Be Prepared!

**REMEMBER:** The Senior Inspecting officer will be grading your unit on how well the unit was prepared for the inspection. Complete all that is listed under "Must Be Completed Prior to Inspection".

***PART II***

***NAVAL SEA CADET CORPS***

***ANNUAL INSPECTION***

***AND***

***EVALUATION REPORT***

# United States Naval Sea Cadet Corps

## Annual Inspection & Evaluation Report

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ REGION: \_\_\_\_\_

UNIT CO: \_\_\_\_\_

COMM. CHMN: \_\_\_\_\_

SPONSORING ORG: \_\_\_\_\_

REGIONAL DIRECTOR: \_\_\_\_\_

### INSPECTION TEAM

SENIOR MEMBER: \_\_\_\_\_

MEMBER: \_\_\_\_\_ MEMBER: \_\_\_\_\_

GUEST INSPECTING OFFICER: \_\_\_\_\_ TITLE: \_\_\_\_\_

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### INSPECTION RESULTS

*Make all calculations to three (3) decimal places*

| <u>PART</u>                      | <u>GRADE</u> | <u>WEIGHT</u> |   | <u>SCORE</u> |
|----------------------------------|--------------|---------------|---|--------------|
| <i>I - PERSONNEL</i>             | _____        | <i>X 0.10</i> | = | _____        |
| <i>II - TRAINING</i>             | _____        | <i>X 0.35</i> | = | _____        |
| <i>III - ADMINISTRATION</i>      | _____        | <i>X 0.20</i> | = | _____        |
| <i>IV - ENROLLMENT/RETENTION</i> | _____        | <i>X 0.25</i> | = | _____        |
| <i>V - CAREER MOTIVATION</i>     | <u>NA</u>    |               |   |              |
| <i>VI - REGIONAL DIRECTOR</i>    | _____        | <i>X 0.08</i> | = | _____        |
| <i>VII - NHQ EVALUATION</i>      | _____        | <i>X 0.02</i> | = | _____        |

**FINAL INSPECTION SCORE = \_\_\_\_\_**

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Senior Inspecting Officer COMMENTS:

**COMMENTS:**

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**IMPORTANT: For Instructions and Clarification of all areas of this Inspection Guide, Please Refer to the "Inspecting Officers Guide" Included as part of this package.**  
 \*\*\*\*\*

**PART I: PERSONNEL**

**CURRENT STRENGTH (ENROLLED ON DATE OF INSPECTION)**

|                      | <u>Officers</u> | <u>Instructors</u> | <u>Midshipmen</u> | <u>Cadets</u> | <u>TOTAL</u> |
|----------------------|-----------------|--------------------|-------------------|---------------|--------------|
| 1. <i>Enrolled:</i>  | _____           | _____              | _____             | _____         | _____        |
| 2. <i>Inspected:</i> | _____           | _____              | _____             | _____         | _____        |

Divide "**TOTAL INSPECTED**" (Line 2) ( \_\_\_\_\_ )  
 by "**TOTAL ENROLLED**" (Line 1) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **PERCENT PRESENT** (express as a decimal, 2 decimal places)

\*\*\*\*\*  
**NOTE: PART 1 - Count ONLY Personnel ENROLLED on Date of Inspection**  
 \*\*\*\*\*

**SECTION A: PERSONNEL INSPECTION**

(Refer to Inspecting Officer Guide)

| <u>DISCREPANCIES</u> | <u>CADET</u> | <u>OFF/MID/INST</u> |                                      |
|----------------------|--------------|---------------------|--------------------------------------|
| UNIFORMS:            | _____        | _____               |                                      |
| HATS/CAPS:           | _____        | _____               |                                      |
| INSIGNIA/RIBBONS:    | _____        | _____               |                                      |
| HAIR:                | _____        | _____               |                                      |
| SHOES:               | _____        | _____               |                                      |
| ID CARDS:            | _____        | _____               |                                      |
| <b>TOTALS:</b>       | _____        | _____               | <b>= _____ = TOTAL DISCREPANCIES</b> |

Divide "**Total Discrepancies**" ( \_\_\_\_\_ )  
 by "**Total Inspected**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Inspection Score**

**4.000** minus "**Inspection Score**" ( \_\_\_\_\_ ) = \_\_\_\_\_ X "**Percent Present**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Score**

**"SCORE" = SCORE FOR PART I - SECTION A \_\_\_\_\_ (4.0 Max)**

**SECTION B: MILITARY BEARING AND SMARTNESS**

(Refer to Inspecting Officer Guide)

- NOTES:** 1. *Observe general attitudes, response to commands, reporting procedures, etc.*  
 2. *Evaluate ceremonial procedures during unit Personnel Inspection.*  
 3. *Questions should relate to Personal Progress in the Unit, Ribbons Earned, Summer Training, Chain of Command and Unit Activities.*  
 4. *Inspect the Quarterdeck Log for neatness, legibility, correct entries, etc, (Refer to BMR)*

- |                                      |                   |
|--------------------------------------|-------------------|
| 1. Conduct at Quarters:              | (Max 1.0) = _____ |
| 2. Effectiveness of Colors Ceremony: | (Max 1.0) = _____ |
| 3. Responsiveness to Questions:      | (Max 1.0) = _____ |
| 4. Quarterdeck Procedures:           | (Max 1.0) = _____ |

**"TOTAL" = SCORE FOR PART I - SECTION: B \_\_\_\_\_ (4.0 Max)**  
 (Total)

**CALCULATIONS FOR PART I**

| <u>SECTION</u>                  | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|---------------------------------|--------------|---------------|--------------|
| A - Personnel Inspection:       | _____        | X .8 =        | _____        |
| B - Military Bearing/Smartness: | _____        | X .2 =        | _____        |

\* **"TOTAL" = GRADE FOR PART I \_\_\_\_\_ (4.0 Max)**  
 (Total)

**\*Enter GRADE on page 1 (INSPECTION RESULTS - PART I - PERSONNEL)**

\*\*\*\*\*

**NOTE:** All calculations from this point on pertain only to unit activity,  
from 1 January to 31 December of inspection year.  
**Documentation must be available for verification.**

\*\*\*\*\*

**PART II: TRAINING**

**Reference:** NSCC/NLCC Advancement and Training Manual  
Worksheet and Cadet Enrollment - 31 December (MARS)

**INSPECTING OFFICER MAY HALT INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

**SECTION A: GENERAL (VERIFY EACH) (Refer to Inspecting Officer Guide)**

- |  | Yes | No  |
|--|-----|-----|
| 1. Does the unit conduct at least 40 drills per year? (See Note a).....            | ___ | ___ |
| 2. Does unit training include physical fitness at least quarterly?.....            | ___ | ___ |
| 3. Do cadets have current information on NSCC advancement/training requirements?.. | ___ | ___ |
| 4. Is training progress of each cadet monitored? .....                             | ___ | ___ |

**"TOTAL YES" = SCORE FOR PART II - SECTION A** \_\_\_\_\_ (4.0 Max)  
(Total Yes)

**SECTION B: ANNUAL TRAINING (Refer to Inspecting Officer Guide)**

- Number of **cadets** completing: **(BASED ON WORKSHEET - VERIFY Each from NSC-24s/NSC-24Cs)**
- a. Recruit Training (\_\_\_) divided by # eligible (Note a) (\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
  - b. 1 Advanced Training (\_\_\_) divided by # eligible (Note c) (\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
  - c. Leaders as Escorts (\_\_\_) divided by # appointed (Note e) (\_\_\_) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)

**"TOTAL" = SCORE FOR PART II - SECTION B** \_\_\_\_\_ (4.0 Max)  
(Total)

**SECTION C: CORRESPONDENCE COURSES (Refer to Inspecting Officer Guide)**

Number of **cadets** completing 1 correspondence course ..... (\_\_\_)  
Divided by number of cadets "**required**" ..... (\_\_\_) = \_\_\_\_\_ X 4.0 = \_\_\_\_\_  
(Score)

**"SCORE" = SCORE FOR PART II - SECTION C:** \_\_\_\_\_ (4.0 Max)

**SECTION D: ADVANCEMENTS (Refer to Inspecting Officer Guide)**

Number of cadets advanced to: **(Look for verification in NSCC/NLCC 19-A)**

1. E-2 (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)
2. E-3 (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)
3. E-4 (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)
4. E-5 (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 0.5 = \_\_\_\_\_ (0.5 Max)
5. E-6 (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 0.5 = \_\_\_\_\_ (0.5 Max)
6. CPO (\_\_\_) divided by number required (\_\_\_) = \_\_\_\_\_ X 0.1 = \_\_\_\_\_ (0.1 Max)

**"TOTAL" = SCORE FOR PART II - SECTION D:** \_\_\_\_\_ (4.0 Max)  
(Total)

**SECTION E: OFFICER DEVELOPMENT (Refer to Inspecting Officer Guide)**

1. Adult leaders completing OPD 101 (\_\_\_)  
**Divided** by number required (Note a) (\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
2. Adult leaders completing OPD 201 (\_\_\_)  
**Divided** by number required (Note b) (\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
3. Officers completing OPD 301 (\_\_\_)  
**Divided** by number required (Note c) ( 2 ) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)

**"TOTAL" = SCORE FOR PART II - SECTION E:** \_\_\_\_\_ (4.0 Max)  
(Total)

**CALCULATIONS FOR PART II**

| <u>SECTION</u>             | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|----------------------------|--------------|---------------|--------------|
| A. General:                | _____        | X .10         | = _____      |
| B. Annual Training         | _____        | X .250        | = _____      |
| C. Correspondence Courses: | _____        | X .250        | = _____      |
| D. Advancements:           | _____        | X .250        | = _____      |
| E. Officer Development:    | _____        | X .150        | = _____      |

\***"TOTAL"** = **GRADE FOR PART II** = \_\_\_\_\_ (4.0 Max)  
(Total)

\* *Enter GRADE on page 1 (INSPECTION RESULTS - PART II - TRAINING).*

\*\*\*\*\*

**PART III: ADMINISTRATION**

**SECTION A: GENERAL (MUST BE SIGHTED)**

**(Refer to Inspecting Officer Guide)**

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. Is there a service record for each cadet, officer, midshipman and instructor? .....                                       | _____      | _____     |
| 2. Are cadet, officer, midshipman and instructor enrollments current? .....  | _____      | _____     |
| 3. Is there an Annual Training Schedule? .....   | _____      | _____     |
| <b>DOES THE UNIT HAVE <u>CURRENT</u> COPIES OF:</b> (With Required Changes if Applicable)                                    |            |           |
| 4. NSCC Regulations?.....  | _____      | _____     |
| 5. NLCC Regulations?.....  | _____      | _____     |
| 6. Administrative Manual?.....   | _____      | _____     |
| 7. Uniform Regulations?.....   | _____      | _____     |
| 8. Awards Manual?.....   | _____      | _____     |
| 9. Advancement/Training Manual?.....   | _____      | _____     |
| 10. Escort Officers Guide?.....  | _____      | _____     |
| 11. Wash-O-Grams (4 most recent)? .....  | _____      | _____     |
| 12. NSCC Support Instructions (OPNAV, CNAVRES)?.....   | _____      | _____     |
| 13. Are NSCC Action/Info Letters current? Required initials?.....  | _____      | _____     |
| 14. Is there a Plan of the Day/Month for each drill?.....  | _____      | _____     |
| 15. Are officers aware of the coverage provided by the NSCC Accident and Health Insurance and Liability Insurance Plan?..... | _____      | _____     |
| 16. Is the Budget/Audit Report available for submission with this inspection report?.....                                    | _____      | _____     |

**(Required for National/Regional Competition)**  
(Total Yes)

**UNIT FINANCIAL RECORDS WILL BE SUBJECT TO AUDIT AT ANY TIME**

**"TOTAL YES"** ( \_\_\_\_\_ ) divided by (4) = \_\_\_\_\_ **SCORE FOR PART III SECTION A (4.0 Max)**

**SECTION B: CADET SERVICE RECORDS**

**(Refer to Inspecting Officer Guide)**

**THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

*USE NUMBERS ONLY, NO "X" OR CHECK MARKS!*

**NOTE: Enter number of discrepancies for each item**

- NSC/NLC-19A Record of Cadet Advancement..... \_\_\_\_\_
- NSC/NLC-4 & NSC-23 or NSCADM: 001 .....
- NSC/NLC-5A/DD-93 Report of Medical History..... \_\_\_\_\_
- NSC/NLC-5B/DD-88 Report of Medical Exam..... \_\_\_\_\_
- NSC/NLC-19B Administrative Remarks (page 1) .....
- Jacket or (NAVPERS 601) and all Navy/DOD forms stamped "NAVAL SEA CADET CORPS" in red ink..... \_\_\_\_\_
- Record verified prior to inspection..... \_\_\_\_\_
- Copy of ID Card (one side)..... \_\_\_\_\_
- Proper order of all forms .....

Divide **"TOTAL DISCREPANCIES"** ( \_\_\_\_\_ )  
 by **"Number Inspected"** ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Average**

**4.000** minus **"Average"** ( \_\_\_\_\_ ) = \_\_\_\_\_ (4.0 Max)  
(Score)

**"SCORE"** ( \_\_\_\_\_ ) = **SCORE FOR PART III - SECTION B (4.0 Max)**

**SECTION C: OFFICER/MIDSHIPMAN SERVICE RECORDS**

(Refer to Inspecting Officer Guide)

USE NUMBERS ONLY, NO "X" OR CHECK MARKS!

**NOTE: Enter number of discrepancies for each item**

1. Verification of present rank (promotion letter or original appointment)..... \_\_\_\_\_
2. Verification of original appointment. .... \_\_\_\_\_
3. NSC-3 or NSCADM: 003 NSCC OFFICER APPLICATION..... \_\_\_\_\_
4. NSC-3B NSCC PRIVACY ACT STATEMENT ..... \_\_\_\_\_
5. National Record Check Form ..... \_\_\_\_\_
6. NSC/NLC-5A/DD 93 REPORT OF MEDICAL HISTORY..... \_\_\_\_\_
7. NSC/NLC-5B/DD 88 REPORT OF MEDICAL EXAMINATION..... \_\_\_\_\_
8. OFFICER/MIDSHIPMAN STUDY GUIDE Completion Letter ..... \_\_\_\_\_
9. Billet assignment signed by CO/Designated Representative (XO, etc.)..... \_\_\_\_\_
10. NSC-17 ANNUAL PERFORMANCE EVALUATION..... \_\_\_\_\_
11. Jacket or (NAVSPER 601) and all Navy/DOD forms stamped  
"NAVAL SEA CADET CORPS" in RED ..... \_\_\_\_\_
12. Record verified prior to inspection..... \_\_\_\_\_
13. Copy of ID Card (1 side)..... \_\_\_\_\_
14. Proper order of all forms ..... \_\_\_\_\_

TOTAL DISCREPANCIES: \_\_\_\_\_

Divide "**TOTAL DISCREPANCIES**" ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Average**  
 by "**Number Inspected**" ( \_\_\_\_\_ )  
**4.000** minus "**Average**" ( \_\_\_\_\_ ) = \_\_\_\_\_ (4.0 Max)  
 (Score)

"**SCORE**" ( \_\_\_\_\_ ) = **SCORE FOR PART III - SECTION C (4.0 Max)**

**FINAL CALCULATIONS FOR PART III**

| <u>SECTION</u>            | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|---------------------------|--------------|---------------|--------------|
| A. General Administration | _____        | X .20         | _____        |
| B. Cadet Records:         | _____        | X .50         | _____        |
| C. Officer/Midn Records:  | _____        | X .30         | _____        |

\*"**TOTAL**" = **GRADE FOR PART III** \_\_\_\_\_ (4.0 Max)  
 (Total)

\**Enter GRADE on page 1 (INSPECTION RESULTS - PART III - ADMINISTRATION)*

\*\*\*\*\*

**PART IV: ENROLLMENT/RETENTION**

**SECTION A: LEADERSHIP**

1. Do OFF/MIDN/INST present good examples of leadership, military bearing, and personal conduct..... \_\_\_\_\_ **Grade 0 - .4**
2. Are there leadership classes at least twice a year for cadets and officers, including:
  - a. Importance of the Chain of Command?..... \_\_\_\_\_
  - b. Equal opportunity and personal relations? ..... \_\_\_\_\_
  - c. Personal conduct and school performance? ..... \_\_\_\_\_
  - d. Effects of substance abuse? ..... \_\_\_\_\_
  - e. Sexual Harassment? ..... \_\_\_\_\_
  - f. Fraternalization? ..... \_\_\_\_\_
3. Are OFF/MIDN/INST encouraged to develop and exercise command potential?..... \_\_\_\_\_
4. Are cadets encouraged to develop and demonstrate leadership potential?..... \_\_\_\_\_
5. Are personal achievements recognized at appropriate ceremonies?..... \_\_\_\_\_

"**TOTAL**" = **SCORE PART IV - SECTION A** \_\_\_\_\_ (4.0 Max)  
 (Total)

**SECTION B: ATTENDANCE (NSCC)**

**(Refer to Inspecting Officer Guide)**

**NOTE:** Enter monthly percentages from Monthly Activity Reports (round off to nearest whole number)

|            | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total% |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| Cadets     |     |     |     |     |     |     |     |     |     |     |     |     |        |
| Off/Midn   |     |     |     |     |     |     |     |     |     |     |     |     |        |
| Instructor |     |     |     |     |     |     |     |     |     |     |     |     |        |

1. Total Cadet Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_\_ X .03 = \_\_\_\_\_ (3.0 Max)
  2. Total Off/Midn Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_\_ X .01 = \_\_\_\_\_ (1.0 Max)
  3. Total Instructor Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_\_ NA
- "TOTAL" = SCORE FOR PART IV - SECTION B =** \_\_\_\_\_ (4.0 Max)  
(Total)

**SECTION C: ENROLLMENT (NSCC)**

**(Refer to Inspecting Officer Guide)**

1. Cadet enrollment 31 Dec. (inspection year): MARS Report 12-31- ( ) = (\_\_\_\_)
2. Cadet enrollment 31 Dec. (previous year): Inspection Report, last year = (\_\_\_\_)
3. Growth or loss in enrollment for this inspection period: (**for information only**) (\_\_\_\_)
4. "Total line 1" (\_\_\_\_) (Max 40) X 0.1 = \_\_\_\_\_ = **SCORE FOR PART IV - SECTION C** (4.0 Max)

**SECTION D: CADET RETENTION**

**(Refer to Inspecting Officer Guide)**

**A. CURRENT INSPECTION PERIOD:**

**NOTE:** When calculating years on board, count only years in NSCC

1. Cadets on board more than 3 years (4th yr. and above) ..... = (1a) (\_\_\_\_)  
4th year cadets disenrolled during inspection period (**Note a - b**) = (1b) (\_\_\_\_) Total a + b = \_\_\_\_\_ (A1)
2. Cadets on board more than 2 years (3rd yr.)..... = (2a) (\_\_\_\_)  
3rd year cadets disenrolled during inspection period (**Note a - c**) = (2b) (\_\_\_\_) Total a + b = \_\_\_\_\_ (A2)
3. Cadets on board more than 1 year (2nd yr.)..... = (3a) (\_\_\_\_)  
2nd year cadets disenrolled during inspection period (**Note a - d**) = (3b) (\_\_\_\_) Total a + b = \_\_\_\_\_ (A3)
4. Cadets on board less than 1 year (1st yr.) (information only)... = (4a) (\_\_\_\_)  
Total "1a" + "2a" + "3a" + "4a" = (\_\_\_\_) **Must** = Enrollment above (**C-1**)

**B. INFORMATION FROM PREVIOUS YEAR'S INSPECTION REPORT**

1. 3rd year cadets (**box 2a**) = (B1) (\_\_\_\_)
2. 2nd year cadets (**box 3a**) = (B2) (\_\_\_\_)
3. 1st year cadets (**box 4a**) = (B3) (\_\_\_\_)

**C. CALCULATIONS FOR SECTION D:**

1. Box (A1) (\_\_\_\_) divided by box (B1) (\_\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
2. Box (A2) (\_\_\_\_) divided by box (B2) (\_\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)
3. Box (A3) (\_\_\_\_) divided by box (B3) (\_\_\_\_) = \_\_\_\_\_ X 1.0 = \_\_\_\_\_ (1.0 Max)

**"TOTAL" = SCORE FOR PART IV - SECTION D** \_\_\_\_\_ (4.0 Max)  
(Total)

**CALCULATIONS FOR PART IV**

| <u>SECTION</u> | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|----------------|--------------|---------------|--------------|
| A. Leadership: | _____        | X .10         | _____        |
| B. Attendance: | _____        | X .20         | _____        |
| C. Enrollment: | _____        | X .40         | _____        |
| D. Retention:  | _____        | X .30         | _____        |

\*"TOTAL" = GRADE FOR PART IV \_\_\_\_\_ (4.0 Max)  
(Total)

\*Enter GRADE on page 1 (INSPECTION RESULTS - PART IV - ENROLLMENT/RETENTION)

\*\*\*\*\*

**PART V: CAREER MOTIVATION**

**FOR INFORMATION PURPOSES ONLY**  
Must be completed for national competition

**SECTION A: NSCC ENTRY IN THE ARMED FORCES**

(Refer to Inspecting Officer Guide)

| <u>PROGRAM</u>                              | <u># OF CADETS</u> | <u>LIST THOSE CADETS ENTERING</u> |             |              |
|---|--------------------|-----------------------------------|-------------|--------------|
|   |                    | <u>NAME</u>                       | <u>SS #</u> | <u>PROGR</u> |
| 1. U.S. Naval Academy:.....                 | _____              |                                   |             |              |
| 2. NROTC:.....                              | _____              |                                   |             |              |
| 3. Other Navy Officer Programs:.....        | _____              |                                   |             |              |
| 4. U.S. Coast Guard Academy:.....           | _____              |                                   |             |              |
| 5. USMC Officer Program:.....               | _____              |                                   |             |              |
| 6. U.S. Military Academy:.....              | _____              |                                   |             |              |
| 7. U.S. Air Force Academy: .....            | _____              |                                   |             |              |
| 8. Merchant Marine Academy:.....            | _____              |                                   |             |              |
| 9. U.S. Naval Academy Prep School: .....    | _____              |                                   |             |              |
| 10. Enlisted in USN/USNR as E-3: .....      | _____              |                                   |             |              |
| 11. Enlisted in USCG/USCGR as E-3: .....    | _____              |                                   |             |              |
| 12. Enlisted in USN/USNR as E-2: .....      | _____              |                                   |             |              |
| 13. Enlisted in USCG/USCGR as E-2:.....     | _____              |                                   |             |              |
| 14. Enlisted in USN/USNR as E-1:.....       | _____              |                                   |             |              |
| 15. Enlisted in USCG/USCGR as E-1:.....     | _____              |                                   |             |              |
| 16. Enlisted in USMC/USMCR: .....           | _____              |                                   |             |              |
| 17. Other USA Officer Program(s): .....     | _____              |                                   |             |              |
| 18. Other USAF Officer Program(s): .....    | _____              |                                   |             |              |
| 19. Enlisted in USA/USA Reserve: .....      | _____              |                                   |             |              |
| 20. Enlisted in USAF/USAF Reserve: .....    | _____              |                                   |             |              |
| 21. Enlisted in State National Guard: ..... | _____              |                                   |             |              |
| 22. Former cadet to NSCC OFF/MID:.....      | _____              |                                   |             |              |

If no cadets entered any of "above" enter "0" here (\_\_\_\_)

\*\*\*\*\*

**PART VI: REGIONAL EVALUATION**

**SECTION A: REGIONAL DIRECTOR EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Regional Director will grade this section of the inspection report.  
(Grade **each** from 0 to 0.8)

- a. Monthly Activity Reports received on a timely basis with all required information: ..... ( ) **0.8 Max**
- b. Compliance with directives received from Regional Director: ..... ( ) **0.8 Max**
- c. Satisfactory relations maintained with sponsoring organization: ..... ( ) **0.8 Max**
- d. Public relations efforts (sponsoring organization, newsletters, news clippings, TV/Radio. .... ( ) **0.8 Max**
- e. Unit preparations for trainings (refer to received NSC-26s [Unit Training Preparation Evaluation])..... ( ) **0.8 Max**

**"Total" = Score for Part VI, Section A: ( ) 4.0 Max**  
**(Total)**

REGIONAL DIRECTOR COMMENTS:

REGIONAL DIRECTOR SIGNATURE: \_\_\_\_\_

**SECTION B: SENIOR INSPECTING OFFICER EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Senior Inspecting Officer will grade this section of the report. (Make comments on page 1.) Grade each 0 to 1.0

- a. Was unit prepared for inspection? ..... \_\_\_\_\_ **1.0 Max**
- b. Work Sheets completed ..... \_\_\_\_\_ **1.0 Max**
- c. Required forms and paperwork available ..... \_\_\_\_\_ **1.0 Max**
- d. Compliance with "Annual Inspection Report, Unit Commanding Officer Instructions"... \_\_\_\_\_ **1.0 Max**

**"Total" = Score for Part VI, Section B: \_\_\_\_\_ 4.0 Max**  
**(Total)**

**CALCULATIONS FOR PART VI**

| <u>SECTION</u>                           | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|--|--------------|---------------|--------------|
| A - Regional Director Evaluation         | _____        | X .8 =        | _____        |
| B - Senior Inspecting Officer Evaluation | _____        | X .2 =        | _____        |

**\*"TOTAL" = GRADE FOR PART VI = \_\_\_\_\_ (4.0 Max)**  
**(Total)**

*\*Enter GRADE on page 1 (INSPECTION RESULTS - PART VI - REGIONAL EVALUATION)*

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**PART VIII: RELATIONS WITH SPONSORING ORGANIZATION**

**A. SPONSORING ORGANIZATION INITIATIVES:**

**Refer to Commanding Officer**

**Yes No**

1. Are unit officers and instructors invited to attend organization activities?.....
2. Does the Committee Chairman or Unit CO make periodic reports to the organization or its board? .
3. Did the organization President visit the unit in the past year?.....
4. Did anyone from the organization visit the unit in the past year (other than Committee Chairman)?
5. Does the organization assist/support the unit?.....  
If so, how?.....
6. Does the organization provide financial support?.....
7. Did the organization President, Committee Chairman and or other officials meet with the Unit CO and/or the officers for planning purposes during the past year?.....
8. Are parents of cadets invited to become members of the organization? .....

**B. UNIT INITIATIVES:**

1. Does the unit participate in organization functions (annual meetings, color guard, etc.)?.....
2. Does the unit specifically invite the organization President, Committee Chairman and other officials to the Annual Inspection and/or special events?.....
3. Does the unit send copies of its mailings and the Plan of the Day to the Committee Chairman?.....
4. Is there an independent annual audit of unit accounts?.....  
If so, by whom?.....
5. Do unit checks require two signatures?.....  
Who is authorized to sign:.....
6. Are the Unit CO and XO members of the Navy League?.....  
Other officers who are members:.....

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**SPONSORING ORGANIZATION ENDORSEMENT**

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**COUNCIL/SPONSORING PRESIDENT:** \_\_\_\_\_  
**and/or**  
**COMMITTEE CHAIRMAN:** \_\_\_\_\_

**PART IX: INVOLVEMENT IN COMMUNITY AFFAIRS** (Refer to Commanding Officer Instructions)

**A. The unit CO will complete this section for information only, which will not be graded.**

- 1. Participation in community civic ceremonies, parades, air shows, military events, and use of color guard etc:  
(If information is on submitted Monthly Activity Reports, list those reports).

\_\_\_\_\_

\_\_\_\_\_

- 2. Did unit cadets participate in fund raising program for the benefit of the unit? Yes  No  Describe:

\_\_\_\_\_

\_\_\_\_\_

- 3. Other involvements:

\_\_\_\_\_

\_\_\_\_\_

UNIT: \_\_\_\_\_ UNIT CO: \_\_\_\_\_

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**PART X: VEHICLE/BOAT OWNERSHIP REPORT** (Refer to Commanding Officer Instructions)

**NOTE:** Complete and forward this form with the Annual Inspection Report, whether or not the unit owns a vehicle or boat. If the unit owns more than one of either, Xerox a copy of this form and include it with this report.

- 1. Does the unit own a vehicle? \_\_\_\_\_ boat? \_\_\_\_\_ If not, indicate "NO" in the blanks.
- 2. If either answer is "YES," complete the following:

**VEHICLE**

**BOAT**

Year:..... \_\_\_\_\_  
 Make:..... \_\_\_\_\_  
 Model:..... \_\_\_\_\_  
 Color:..... \_\_\_\_\_  
 Cylinders:.. \_\_\_\_\_  
 Fuel:..... \_\_\_\_\_  
 Location:.... \_\_\_\_\_  
 Condition:.. \_\_\_\_\_

Type (sail, power etc). \_\_\_\_\_  
 Length:..... \_\_\_\_\_  
 Beam:..... \_\_\_\_\_  
 Draft:..... \_\_\_\_\_  
 Fuel:..... \_\_\_\_\_  
 Location:..... \_\_\_\_\_  
 Condition:..... \_\_\_\_\_

How did the unit acquire the vehicle/boat (DOD, Donation, Contribution, other)?

**DOCUMENTATION:** Title/Registration #: \_\_\_\_\_ State: \_\_\_\_\_  
**INSURANCE:** Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Liability Limits: (\$1,000,000.00 Min). \_\_\_\_\_  
 Collision: (optional). \_\_\_\_\_ Other: \_\_\_\_\_

Are "NSCC and Affiliates" named as additional insured? YES:  NO:

\*\*\*\*\*

***PART III***

***NAVY LEAGUE CADET CORPS***

***ANNUAL INSPECTION***

***AND***

***EVALUATION REPORT***

# United States Navy League Cadet Corps

## Annual Inspection & Evaluation Report

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ REGION: \_\_\_\_\_

UNIT CO: \_\_\_\_\_

COMM. CHMN: \_\_\_\_\_

SPONSORING ORG: \_\_\_\_\_

REGIONAL DIRECTOR: \_\_\_\_\_

### INSPECTION TEAM

SENIOR MEMBER: \_\_\_\_\_

MEMBER: \_\_\_\_\_ MEMBER: \_\_\_\_\_

GUEST INSPECTING OFFICER: \_\_\_\_\_ TITLE: \_\_\_\_\_

### INSPECTION RESULTS

*Make all calculations to three (3) decimal places*

| <u>PART</u>                      | <u>GRADE</u> | <u>WEIGHT</u> |   | <u>SCORE</u> |
|----------------------------------|--------------|---------------|---|--------------|
| <i>I - PERSONNEL</i>             | _____        | <i>X 0.10</i> | = | _____        |
| <i>II - TRAINING</i>             | _____        | <i>X 0.35</i> | = | _____        |
| <i>III - ADMINISTRATION</i>      | _____        | <i>X 0.20</i> | = | _____        |
| <i>IV - ENROLLMENT/RETENTION</i> | _____        | <i>X 0.20</i> | = | _____        |
| <i>V - CAREER MOTIVATION</i>     | _____        | <i>X 0.05</i> | = | _____        |
| <i>VI - REGIONAL DIRECTOR</i>    | _____        | <i>X 0.08</i> | = | _____        |
| <i>VII - NHQ EVALUATION</i>      | _____        | <i>X 0.02</i> | = | _____        |

**FINAL INSPECTION SCORE** = \_\_\_\_\_

\*\*\*\*\*

Senior Inspecting Officer COMMENTS:

COMMENTS:

\*\*\*\*\*

**IMPORTANT: For Instructions and Clarification of all areas of this Inspection Guide, Please Refer to the "Inspecting Officers Guide" Included as part of this package.**

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**PART I: PERSONNEL**

**CURRENT STRENGTH (ENROLLED ON DATE OF INSPECTION)**

|                      | <u>Officers</u> | <u>Instructors</u> | <u>Midshipmen</u> | <u>Cadets</u> | <u>TOTAL</u> |
|----------------------|-----------------|--------------------|-------------------|---------------|--------------|
| 1. <i>Enrolled:</i>  | _____           | _____              | _____             | _____         | _____        |
| 2. <i>Inspected:</i> | _____           | _____              | _____             | _____         | _____        |

Divide "**TOTAL INSPECTED**" (Line 2) ( \_\_\_\_\_ )  
 by "**TOTAL ENROLLED**" (Line 1) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **PERCENT PRESENT** (express as a decimal, 2 decimal places)

\*\*\*\*\*

**NOTE: PART 1 - Count ONLY Personnel ENROLLED on Date of Inspection**

\*\*\*\*\*

**SECTION A: PERSONNEL INSPECTION**

(Refer to Inspecting Officer Guide)

**DISCREPANCIES**

**CADET**

**OFF/MID/INST**

|                   |       |       |
|-------------------|-------|-------|
| UNIFORMS:         | _____ | _____ |
| HATS/CAPS:        | _____ | _____ |
| INSIGNIA/RIBBONS: | _____ | _____ |
| HAIR:             | _____ | _____ |
| SHOES:            | _____ | _____ |
| ID CARDS:         | _____ | _____ |

**TOTALS:** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ = **TOTAL DISCREPANCIES**

Divide "**Total Discrepancies**" ( \_\_\_\_\_ )  
 by "**Total Inspected**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Inspection Score**

**4.000** minus "**Inspection Score**" ( \_\_\_\_\_ ) = \_\_\_\_\_ X "**Percent Present**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Score**

**"SCORE" = SCORE FOR PART I - SECTION A** \_\_\_\_\_ (4.0 Max)

**SECTION B: MILITARY BEARING AND SMARTNESS**

(Refer to Inspecting Officer Guide)

- NOTES:** 1. *Observe general attitudes, response to commands, reporting procedures, etc.*  
 2. *Evaluate ceremonial procedures during unit Personnel Inspection.*  
 3. *Questions should relate to Personal Progress in the Unit, Ribbons Earned, Summer Training, Chain of Command and Unit Activities.*  
 4. *Inspect the Quarterdeck Log for neatness, legibility, correct entries, etc, (Refer to BMR)*

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Conduct at Quarters:              | <i>(Max 1.0)</i> = _____ |
| 2. Effectiveness of Colors Ceremony: | <i>(Max 1.0)</i> = _____ |
| 3. Responsiveness to Questions:      | <i>(Max 1.0)</i> = _____ |
| 4. Quarterdeck Procedures:           | <i>(Max 1.0)</i> = _____ |

**"TOTAL" = SCORE FOR PART I - SECTION: B** \_\_\_\_\_ (4.0 Max)  
 (Total)

**CALCULATIONS FOR PART I**

| <u>SECTION</u>                  | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|---------------------------------|--------------|---------------|--------------|
| A - Personnel Inspection:       | _____        | X .8 =        | _____        |
| B - Military Bearing/Smartness: | _____        | X .2 =        | _____        |

\* "**TOTAL**" = **GRADE FOR PART I** \_\_\_\_\_ (4.0 Max)  
 (Total)

\*Enter **GRADE** on page 1 (**INSPECTION RESULTS - PART I - PERSONNEL**)

\*\*\*\*\*

**NOTE:** All calculations from this point on pertain only to unit activity, from 1 January to 31 December of inspection year.  
Documentation must be available for verification.

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**PART II: TRAINING**

**Reference:** NSCC/NLCC Advancement and Training Manual  
 Worksheet and Cadet Enrollment - 31 December (MARS)

**INSPECTING OFFICER MAY HALT INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

**SECTION A: GENERAL**

**(VERIFY EACH)**

**(Refer to Inspecting Officer)**

- |   | Yes | No  |
|---|-----|-----|
| 1. Does the unit conduct at least 40 drills per year? (See Note a) .....          | ___ | ___ |
| 2. Does unit training include physical fitness at least quarterly?.....           | ___ | ___ |
| 3. Do cadets have current information on NLCC advancement/training requirements?. | ___ | ___ |
| 4. Is training progress of each cadet monitored? .....                            | ___ | ___ |

**"TOTAL YES" = SCORE FOR PART II - SECTION A = \_\_\_\_\_ (4.0 Max)**

**SECTION B: ANNUAL TRAINING**

**(Refer to Inspecting Officer Guide)**

Number of cadets completing: **(BASED ON WORKSHEET - VERIFY Each from NSC-24/NSC-24Cs)**

- a. Recruit Orientation (\_\_\_) divided by # eligible (Note b) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
- b. Advanced Orientation (\_\_\_) divided by # eligible (Note d) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
- c. Leaders as Escorts (\_\_\_) divided by # appointed (Note e) (\_\_\_) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)

**TOTAL = SCORE FOR PART II - SECTION B \_\_\_\_\_ (4.0 Max)**  
 (Total)

**SECTION C: NLCC SYLLABUS MODULE COMPLETIONS**

**(Refer to Inspecting Officer Guide)**

Total # of courses completed ..... (\_\_\_)  
**Divided** by number of cadets enrolled as of 30 Sept, inspection year. (\_\_\_) = \_\_\_\_\_ X 4.0 = \_\_\_\_\_ = Score

**"SCORE" = SCORE FOR PART II - SECTION C: \_\_\_\_\_ (4.0 Max)**

**SECTION D: ADVANCEMENTS**

**(Refer to Inspecting Officer Guide)**

Number of cadets advanced to: **(Look for verification in NSCC/NLCC 19-A)**

1. L-2 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
2. L-3 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
3. L-4 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
4. L-5 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 0.5 = (\_\_\_\_\_) (0.5 Max)
5. L-6 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 0.5 = (\_\_\_\_\_) (0.5 Max)
- 6.SLPO (\_\_\_) divided by number required (\_\_\_) = (\_\_\_) X 0.1 = (\_\_\_\_\_) (0.1 Max)

**"TOTAL" = SCORE FOR PART II - SECTION D: = \_\_\_\_\_ (4.0 Max)**  
 (Total)

**SECTION E: OFFICER DEVELOPMENT**

**(Refer to Inspecting Officer Guide)**

1. Adult leaders completing OPD 101 (\_\_\_)  
**Divided** by number required (Note a) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
2. Adult leaders completing OPD 201 (\_\_\_)  
**Divided** by number required (Note b) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
3. Officers completing OPD 301 (\_\_\_)  
**Divided** by number required (Note c) (2) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)

**"TOTAL" = SCORE FOR PART II - SECTION E: \_\_\_\_\_ (4.0 Max)**  
 (Total)

**CALCULATIONS FOR PART II**

| <u>SECTION</u>                 | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|--------------------------------|--------------|---------------|--------------|
| A. General:                    | _____        | X .10         | _____        |
| B. Annual Training:            | _____        | X .250        | _____        |
| C. Syllabus Module Completions | _____        | X .250        | _____        |
| D. Advancements:               | _____        | X .250        | _____        |
| E. Officer Development:        | _____        | X .150        | _____        |

\*"TOTAL" = GRADE FOR PART II = \_\_\_\_\_ (4.0 Max)  
(Total)

\* Enter GRADE on page 1 (INSPECTION RESULTS - PART II - TRAINING).

\*\*\*\*\*

**PART III: ADMINISTRATION**

**SECTION A: GENERAL (MUST BE SIGHTED)**

(Refer to Inspecting Officer Guide)

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 1. Is there a service record for each cadet, officer/midshipman & instructor .....   | _____      | _____     |
| 2. Are cadet, officer/midshipman & instructor enrollments current?.....  | _____      | _____     |
| 3. Is there an Annual Training Schedule? .....   | _____      | _____     |
| <b>DOES THE UNIT HAVE CURRENT COPIES OF:</b> (With Required Changes if Applicable)   |            |           |
| 4. NSCC Regulations?.....  | _____      | _____     |
| 5. NLCC Regulations?.....  | _____      | _____     |
| 6. Administrative Manual?.....   | _____      | _____     |
| 7. Uniform Regulations?.....   | _____      | _____     |
| 8. Awards Manual?.....   | _____      | _____     |
| 9. Advancement/Training Manual?.....   | _____      | _____     |
| 10. Escort Officers Guide?.....  | _____      | _____     |
| 11. Wash-O-Grams (4)? (Current Year).....  | _____      | _____     |
| 12. NSCC Support Instructions (OPNAV, CNAVRES)?.....   | _____      | _____     |
| 13. Are NSCC Action/Info Letters current? Required initials?.....  | _____      | _____     |
| 14. Is there a Plan of the Day/Month for each drill?.....  | _____      | _____     |
| 15. Are officers aware of the coverage provided by the NSCC Accident and Health Insurance and Liability Insurance Plan?..... | _____      | _____     |
| 16. Is the Budget/Audit Report available for submission with this inspection report?...                                      | _____      | _____     |

**(Required for National/Regional Competition)**

(Total Yes)

**UNIT FINANCIAL RECORDS WILL BE SUBJECT TO AUDIT AT ANY TIME**

"TOTAL YES" ( \_\_\_\_\_ ) divided by (4) = \_\_\_\_\_ = SCORE FOR PART III - SECTION A (4.0 Max)

**SECTION B: CADET SERVICE RECORDS**

(Refer to Inspecting Officer Guide)

**THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

*USE NUMBERS ONLY, NO "X" OR CHECK MARKS!*

**NOTE: Enter number of discrepancies for each item**

- NSC/NLC-19A Record of Cadet Advancement..... \_\_\_\_\_
- NSC/NLC-4 & NSC-23 or NSCADM: 001 .....
- NSC/NLC-5A/DD-93 Report of Medical History..... \_\_\_\_\_
- NSC/NLC-5B/DD-88 Report of Medical Exam..... \_\_\_\_\_
- NSC/NLC-19B Administrative Remarks (page 1) .....
- Jacket or (NAVPERS 601) and all Navy/DOD forms stamped "NAVAL SEA CADET CORPS" in red ink..... \_\_\_\_\_
- Record verified prior to inspection..... \_\_\_\_\_
- Copy of ID Card (one side)..... \_\_\_\_\_
- Proper order of all forms .....

Divide "**TOTAL DISCREPANCIES**" ( \_\_\_\_\_ )  
by "**Number Inspected**" ( \_\_\_\_\_ ) = \_\_\_\_\_ = Average

4.000 minus "**Average**" ( \_\_\_\_\_ ) = \_\_\_\_\_ (4.0 Max)  
(Score)

"SCORE" ( \_\_\_\_\_ ) = SCORE FOR PART III - SECTION B (4.0 Max)

**SECTION C: OFFICER/MIDSHIPMAN SERVICE RECORDS**

(Refer to Inspecting Officer Guide)

USE NUMBERS ONLY, NO "X" OR CHECK MARKS!

**NOTE: Enter number of discrepancies for each item**

- 1. Verification of present rank (promotion letter or original appointment)..... \_\_\_\_\_
- 2. Verification of original appointment. .... \_\_\_\_\_
- 3. NSC-3 or NSCADM: 003 NSCC OFFICER APPLICATION..... \_\_\_\_\_
- 4. NSC-3B NSCC PRIVACY ACT STATEMENT ..... \_\_\_\_\_
- 5. National Record Check Form ..... \_\_\_\_\_
- 6. NSC/NLC-5A/DD 93 REPORT OF MEDICAL HISTORY..... \_\_\_\_\_
- 7. NSC/NLC-5B/DD 88 REPORT OF MEDICAL EXAMINATION..... \_\_\_\_\_
- 8. OFFICER/MIDSHIPMAN STUDY GUIDE Completion Letter ..... \_\_\_\_\_
- 9. Billet assignment signed by CO/Designated Representative (XO, etc.)..... \_\_\_\_\_
- 10. NSC-17 ANNUAL PERFORMANCE EVALUATION..... \_\_\_\_\_
- 11. Jacket or (NAVSPER 601) and all Navy/DOD forms stamped  
"NAVAL SEA CADET CORPS" in RED ..... \_\_\_\_\_
- 12. Record verified prior to inspection..... \_\_\_\_\_
- 13. Copy of ID Card (1 side)..... \_\_\_\_\_
- 14. Proper order of all forms ..... \_\_\_\_\_

TOTAL DISCREPANCIES: \_\_\_\_\_

Divide "**TOTAL DISCREPANCIES**" (\_\_\_\_) by "**Number Inspected**" (\_\_\_\_) = \_\_\_\_\_ = **Average**  
**4.000** minus "**Average**" (\_\_\_\_) = \_\_\_\_\_ (4.0 Max)  
 (Score)

"**SCORE**" (\_\_\_\_) = **SCORE FOR PART III - SECTION C (4.0 Max)**

**FINAL CALCULATIONS FOR PART III**

| <u>SECTION</u>            | <u>SCORE</u> | <u>WEIGHT</u> | <u>GRADE</u> |
|---------------------------|--------------|---------------|--------------|
| A. General Administration | _____        | X .20         | _____        |
| B. Cadet Records:         | _____        | X .50         | _____        |
| C. Officer/Midn Records:  | _____        | X .30         | _____        |

\*"**TOTAL**" = **GRADE FOR PART III** \_\_\_\_\_ (4.0 Max)  
 (Total)

\**Enter GRADE on page 1 (INSPECTION RESULTS - PART III - ADMINISTRATION*

\*\*\*\*\*

**PART IV: ENROLLMENT/RETENTION**

**SECTION A: LEADERSHIP**

- 1. Do OFF/MIDN/INST present good examples of leadership, military bearing, and personal conduct..... \_\_\_\_\_ **Grade 0 - .4**
- 2. Are there leadership classes at least twice a year for cadets and officers, including:
  - a. Importance of the Chain of Command?..... \_\_\_\_\_
  - b. Equal opportunity and personal relations? ..... \_\_\_\_\_
  - c. Personal conduct and school performance? ..... \_\_\_\_\_
  - d. Effects of substance abuse? ..... \_\_\_\_\_
  - e. Sexual Harassment? ..... \_\_\_\_\_
  - f. Fraternization? ..... \_\_\_\_\_
- 3. Are OFF/MIDN/INST encouraged to develop and exercise command potential?..... \_\_\_\_\_
- 4. Are cadets encouraged to develop and demonstrate leadership potential?..... \_\_\_\_\_
- 5. Are personal achievements recognized at appropriate ceremonies?..... \_\_\_\_\_

"**TOTAL**" = **SCORE PART IV - SECTION A** \_\_\_\_\_ (4.0 Max)  
 (Total)

**SECTION B: ATTENDANCE**

(Refer to Inspecting Officer Guide)

*NOTE: Enter monthly percentages from Monthly Activity Reports (round off to nearest whole number)*

|             | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Cadets      |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Off/Midn    |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Instructors |     |     |     |     |     |     |     |     |     |     |     |     |       |

1. Total Cadet Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X .03 = \_\_\_\_ (3.0 Max)
  2. Total Off/Midn Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X .01 = \_\_\_\_ (1.0 Max)
  3. Total Instructor Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X NA
- "TOTAL" = SCORE FOR PART IV - SECTION B =**            (4.0 Max)  
(Total)

**SECTION C: ENROLLMENT (NLCC)**

(Refer to Inspecting Officer Guide)

1. Cadet enrollment 31 Dec. (inspection year): MARS Report 12-31- ( ) = (\_\_\_\_)
  2. Cadet enrollment 31 Dec. (previous year): Inspection Report, last year = (\_\_\_\_)
  3. Growth or loss in enrollment for this inspection period: (for information only) (\_\_\_\_)
4. Total line 1 (\_\_\_\_) (Max 25) X .16 = \_\_\_\_\_ = **SCORE FOR PART IV - SECTION C** (4.0 Max)

**SECTION D: CADET RETENTION**

(Refer to Inspecting Officer Guide)

A. CURRENT INSPECTION PERIOD:

1. Cadets on board more than 2 years (3rd/4th yr.)..... = (1a) (\_\_\_\_)  
3rd + year cadets transferred to NSC during inspection period . = (1b) (\_\_\_\_) Total a + b = (\_\_\_\_)  
(A1)
2. Cadets on board more than 1 year (2nd yr.)..... = (2a) (\_\_\_\_)  
2nd year cadets transferred to NSC during inspection period ... = (2b) (\_\_\_\_) Total a + b = (\_\_\_\_)  
(A2)
3. Cadets on board less than 1 year (1st yr.) (information only)... = (3a) (\_\_\_\_)  
Total 1a + 2a + 3a = (\_\_\_\_) **Must** = Enrollment above (C-1)

B. INFORMATION FROM PREVIOUS YEAR'S INSPECTION REPORT

1. 2nd year cadets (box 2a): (\_\_\_\_) = (B1)
2. 1st year cadets (box 3a): (\_\_\_\_) = (B2)

C. CALCULATIONS FOR SECTION D:

1. Box (A1) (\_\_\_\_) divided by box (B1) (\_\_\_\_) = \_\_\_\_\_ X 2.5 = \_\_\_\_\_ (2.5 Max)
2. Box (A2) (\_\_\_\_) divided by box (B2) (\_\_\_\_) = \_\_\_\_\_ X 1.5 = \_\_\_\_\_ (1.5 Max)

**"TOTAL" = SCORE FOR PART IV - SECTION D =** (\_\_\_\_) (4.0 Max)  
(Total)



**PART VI: REGIONAL EVALUATION**

**SECTION A: REGIONAL DIRECTOR EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Regional Director will grade this section of the inspection report.  
(Grade **each** from 0 to 0.8)

- a. Monthly Activity Reports received on a timely basis with all required information: .....          **0.8 Max**
- b. Compliance with directives received from Regional Director: .....          **0.8 Max**
- c. Satisfactory relations maintained with sponsoring organization: .....          **0.8 Max**
- d. Public relations efforts (sponsoring organization, newsletters, news clippings, TV/Radio. ....          **0.8 Max**
- e. Unit preparations for trainings (refer to received NSC-26s [Unit Training Preparation Evaluation]). .....          **0.8 Max**

**"Total" = Score for Part VI, Section A:**          **4.0 Max**  
(Total)

REGIONAL DIRECTOR COMMENTS:

REGIONAL DIRECTOR SIGNATURE: \_\_\_\_\_

**SECTION B: SENIOR INSPECTING OFFICER EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Senior Inspecting Officer will grade this section of the report. (Make comments on page 1.) Grade each 0 to 1.0

- a. Was unit prepared for inspection? .....          **1.0 Max**
- b. Work Sheets completed .....          **1.0 Max**
- c. Required forms and paperwork available .....          **1.0 Max**
- d. Compliance with "Annual Inspection Report, Unit Commanding Officer Instructions"...          **1.0 Max**

**"Total" = Score for Part VI, Section B:**          **4.0 Max**  
(Total)

**CALCULATIONS FOR PART VI**

| <u>SECTION</u>                                  | <u>SCORE</u>    | <u>WEIGHT</u> | <u>GRADE</u>                                |
|---|-----------------|---------------|---|
| <i>A - Regional Director Evaluation</i>         | <u>        </u> | X .8 =        | <u>        </u>                             |
| <i>B - Senior Inspecting Officer Evaluation</i> | <u>        </u> | X .2 =        | <u>        </u>                             |
| <b>*"TOTAL" = GRADE FOR PART VI =</b>           |                 |               | <u>        </u> <b>(4.0 Max)</b><br>(Total) |

***\*Enter GRADE on page 1 (INSPECTION RESULTS - PART VI - REGIONAL EVALUATION)***

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**PART VIII: RELATIONS WITH SPONSORING ORGANIZATION**

**A. SPONSORING ORGANIZATION INITIATIVES:**

**Refer to Commanding Officer**

**Yes No**

1. Are unit officers and instructors invited to attend organization activities?.....
2. Does the Committee Chairman or Unit CO make periodic reports to the organization or its board? .
3. Did the organization President visit the unit in the past year?.....
4. Did anyone from the organization visit the unit in the past year (other than Committee Chairman)?
5. Does the organization assist/support the unit?.....  
If so, how?.....
6. Does the organization provide financial support?.....
7. Did the organization President, Committee Chairman and or other officials meet with the Unit CO and/or the officers for planning purposes during the past year?.....
8. Are parents of cadets invited to become members of the organization? .....

**B. UNIT INITIATIVES:**

1. Does the unit participate in organization functions (annual meetings, color guard, etc.)?.....
2. Does the unit specifically invite the organization President, Committee Chairman and other officials to the Annual Inspection and/or special events?.....
3. Does the unit send copies of its mailings and the Plan of the Day to the Committee Chairman?.....
4. Is there an independent annual audit of unit accounts?.....  
If so, by whom?.....
5. Do unit checks require two signatures?.....  
Who is authorized to sign:.....
6. Are the Unit CO and XO members of the Navy League?.....  
Other officers who are members:.....

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**SPONSORING ORGANIZATION ENDORSEMENT**

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**COUNCIL/SPONSORING PRESIDENT:** \_\_\_\_\_  
**and/or**  
**COMMITTEE CHAIRMAN:** \_\_\_\_\_

**PART IX: INVOLVEMENT IN COMMUNITY AFFAIRS** (Refer to Commanding Officer Instructions)

**A. The unit CO will complete this section for information only, which will not be graded.**

- 1. Participation in community civic ceremonies, parades, air shows, military events, and use of color guard etc: (If information is on submitted Monthly Activity Reports, list those reports).

\_\_\_\_\_  
\_\_\_\_\_

- 2. Did unit cadets participate in fund raising program for the benefit of the unit? Yes  No  Describe:

\_\_\_\_\_  
\_\_\_\_\_

- 3. Other involvements:

\_\_\_\_\_  
\_\_\_\_\_

UNIT: \_\_\_\_\_ UNIT CO: \_\_\_\_\_

\*\*\*\*\*

**PART X: VEHICLE/BOAT OWNERSHIP REPORT** (Refer to Commanding Officer Instructions)

**NOTE:** Complete and forward this form with the Annual Inspection Report, whether or not the unit owns a vehicle or boat. If the unit owns more than one of either, Xerox a copy of this form and include it with this report.

- 1. Does the unit own a vehicle? \_\_\_\_\_ boat? \_\_\_\_\_ If not, indicate "NO" in the blanks.
- 2. If either answer is "YES," complete the following:

**VEHICLE**

**BOAT**

Year:..... \_\_\_\_\_  
Make:..... \_\_\_\_\_  
Model:..... \_\_\_\_\_  
Color:..... \_\_\_\_\_  
Cylinders:.. \_\_\_\_\_  
Fuel:..... \_\_\_\_\_  
Location:.... \_\_\_\_\_  
Condition:.. \_\_\_\_\_

Type (sail, power etc). \_\_\_\_\_  
Length:..... \_\_\_\_\_  
Beam:..... \_\_\_\_\_  
Draft:..... \_\_\_\_\_  
Fuel:..... \_\_\_\_\_  
Location:..... \_\_\_\_\_  
Condition:..... \_\_\_\_\_

How did the unit acquire the vehicle/boat (DOD, Donation, Contribution, other)?

**DOCUMENTATION:** Title/Registration #: \_\_\_\_\_ State: \_\_\_\_\_

**INSURANCE:** Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Address: \_\_\_\_\_

Liability Limits: (\$1,000,000.00 Min). \_\_\_\_\_  
Collision: (optional). \_\_\_\_\_ Other: \_\_\_\_\_

Are "NSCC and Affiliates" named as additional insured? **YES:**  **NO:**

\*\*\*\*\*

**NOTE:** All areas in red are revisions to this guide. All inspection personnel should become familiar with all areas of this guide.

### **PART 1 – PERSONNEL:**

“**CURRENT STRENGTH**”, is the number of cadets, officers, instructors, and midshipman enrolled the day of the inspection.

- a. “Enrolled” is all persons who have been processed through NHQ and have a valid ID card.
- b. Calculation: Divide the total number inspected (total line 2) by the total number enrolled (total line 1), which equals “Percent Present” (express as a decimal rounded off to 2 decimal places).
- c. All of the above information will be used for calculating the score for “Personnel Inspection”

### **PART I – SECTION A: PERSONNEL INSPECTION:**

**Note:** Inspection team members should familiarize themselves with the current NSCC/NLCC Uniform Regulations and NSCC/NLCC Awards Manual.

There are six areas the personnel inspection should cover:

1. UNIFORMS: Clean, pressed, neckerchief tied properly, no Irish pennants, clean T-shirts, no frayed collars.
2. HATS/CAPS: Proper fit, clean, no stains, no frayed edges.
3. NSCC/NLCC INSIGNIA/RIBBON AWARDS: Shoulder flashes and insignia sewn in the proper place, ribbons clean and in proper order.
4. HAIR: Regulation haircut/styling.
5. SHOES: Regulation style, and shined
6. ID CARDS: Check expiration date, photo, and signature.

**NOTE:** Inspect each cadet, officer, midshipman and instructor. Discrepancies should be listed for each. Each item should receive only 1 gig per cadet/officer/midn/instructor, (example; cadet 1, uniform dirty, frayed collar on T shirt, Irish pennants, patches sewn on improperly, ribbons in wrong order, cover dirty with frayed edges. = 3 gigs, 1 Uniform, 1 Insignia/Ribbon and 1 Hats/Caps.) Total all gigs in each category for each cadet/officer/midn/inst. and enter in the appropriate box on the Inspection Report.

**NOTE:** **All enrolled instructors** should stand inspection whether in uniform or not, appearance should be neat, clean and appropriate to the occasion.

Calculation: The calculation is self-explanatory, use numbers from “Current Strength” calculations.

### **PART I, SECTION B: MILITARY BEARING AND SMARTNESS:**

1. Observe general attitudes, response to commands, reporting procedures, etc.
  2. Evaluate ceremonial procedures during Personnel Inspection
  3. Questions should relate to Personal Progress in the Unit, Ribbons Earned, Summer Training, Chain of Command and Unit Activities.
  4. Inspect the Quarter-deck Log for neatness, legibility, correct entries, etc. (Refer to BMR)
- a. Grade each from 0 to 1
  - b. Total of all 4 equals “Score”.

### **PART II TRAINING:**

**NOTE:** From this point on all calculations will pertain only to unit activity from 1 Jan. to 31 Dec. of the inspection year.

**NSCC: EACH CADET IS EXPECTED TO DO AT LEAST ONE TEN DAY TRAINING PERIOD AND ADVANCE ONE RATE PER 12 MONTHS**

**NLCC: CADETS ARE NOT REQUIRED TO DO AN ADVANCED ORIENTATION**

**THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

- a. **Commanding Officers are responsible for the Total completion of worksheets.** The inspecting officer will **verify all entries** and enter data on the inspection report.

**Reference:** NSCC/NLCC Advancement and Training Manual, Work Sheet, 31 Dec. MARS and Monthly Activity Reports. (When referring to MARS Report, use corrected copy in unit files).

## PART II, SECTION A: GENERAL

### NOTE:

- a. Sight the training plan: check for the number of drills scheduled. A minimum of 40 drills per year is required. VERIFY (A week night drill must be a minimum of 2 hours. No unit can receive credit for more than one drill per weeknight. Each weekend drill period must be four hours or more duration. No more than 2 drills can be credited to the unit for each weekend day/24 hours.)
- b. Sight a typical lesson plan. When possible, observe classroom instruction.
- c. Sight Unit Standard Operating Procedures (SOP).
- d. Sight recording procedures for monitoring cadet-training progress.
- e. Sight NSC-26, (Cadet Exercise Chart) for proof of Physical Fitness Training
- f. Sight Plan of the Day (POD). Does POD show training plan for each drill?

## PART II, SECTION B: ANNUAL TRAINING

### NOTE:

- a. **“Recruit Training”** Count all cadets who completed training whether currently enrolled or not. Cadets **“eligible”** are all first year cadets, who were enrolled no later than 6 weeks prior to the start date of Recruit Training and were still enrolled on 31 Dec. of inspection year, and second year cadets, who did not complete Recruit Training the previous year, and were still enrolled on 31 Dec. of inspection year. The **“eligible”** count **should also include** any disenrolled cadet who completed **“Recruit Training”**. **Do not** include first year cadets who could not attend for medical or physical reasons (documentation needed), or first year cadets age 13 that did not complete **“Recruit Training”**. Former NLCC cadets (**age 13**) who completed **“Recruit Orientation”** will be counted in **“number eligible”**.
- b. **“Recruit Orientation”** Count all cadets who completed training whether currently enrolled or not. Cadets **“eligible”** are all cadets who were enrolled no later than 6 weeks prior to the start date of Recruit Orientation, have not yet completed Recruit Orientation and were still enrolled on 31 Dec. of inspection year. The **“eligible”** count **should also include** any disenrolled cadet who completed **“Recruit Orientation”**.
- c. **“Advanced Training”** Count each cadet that completed **one (1)** **“Advanced Training”** during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSC Form 24/24C as evidence of completed training. Cadets **“eligible”** are all cadets enrolled on 31 Dec. of inspection year who have completed Recruit Training in past years, plus any cadet who completed Recruit Training this inspection year and were able to complete an Advanced Training. The **“eligible”** count **should also include** any disenrolled cadet who completed an **“Advanced Training”**. Advanced Training is measured in increments of 10 days, 5 of which must be consecutive. (**NO EXCEPTIONS**). 1,2,3 & 4 day training’s must be documented (NSC 24C) in cadet service record and should be marked as being used to complete a 10 day training. Flag Ship competitions can be counted as an advanced training if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- d. **“Advanced Orientation”** Count all **“Advanced Orientation Training’s”** completed during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSC Form 24/24C as evidence of completed training. Cadets **“eligible”** are all cadets enrolled on 31 Dec. of inspection year who have completed Recruit Orientation in past years, plus any cadet who completed Recruit Orientation this inspection year and were able to complete an Advanced Orientation. The **“eligible”** count **should also include** any disenrolled cadet who completed an **“Advanced Orientation”**. Advanced Orientation is measured in increments of 5 days. (**NO EXCEPTIONS**). 1,2,3 & 4 day training’s must be documented (NSC 24C) in cadet service record and should be marked as being used to complete a 5 day training. Flag Ship competitions can be counted as an advanced orientation if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- e. **“Leaders as Escorts”** If unit leaders (OFF/MIDN/INST) served as escorts more than once, count each time they served. **“# Appointed”** are all Officers, Midshipmen and Instructors appointed on 31 June of inspection year (refer to June MARS), plus any Officer, Midshipmen or Instructor appointed prior to 31 Dec. of inspection year ( refer to Dec MARS) who served as an escort. (**“10 days, 5 of which must be consecutive,” constitutes 1 escort duty**)
- f. **General: When referring to MARS Reports use corrected copy in unit files.**

## **PART II, SECTION C: CORRESPONDENCE COURSES**

- a. A Correspondence Course is the completion of the complete book (i.e. BMR, MR Requirements PO-3 etc.), not an individual lesson.
- b. SIGHT LETTERS OF COMPLETION TO VERIFY the number of courses completed.
- c. Count each cadet that completed one (1) "Correspondence Course" during inspection period, whether or not cadets are currently enrolled or not.
- d. "Required" is all cadets enrolled as of 30 Sept. plus any cadet enrolled as of Dec. 31 and completed a "Correspondence Course" plus any disenrolled cadet who completed a "Correspondence Course".
- e. Do not include in number "required" any cadet that has completed all required "correspondence courses" (through E-7) in previous years.
- f. Satisfactory course completion is a Grade of 3.2 or PASS mark.
- g. **General: When referring to MARS Reports use corrected copy in unit files.**

## **PART II, SECTION D: ADVANCEMENTS**

- a. Count all advancements made during inspection period, whether or not cadets are currently enrolled.
- b. Cadets advanced more than one grade during the inspection year will be counted for each advancement.
- c. "Required" cadets are those cadets enrolled on 31 Dec. of inspection year (refer to Dec MARS) and who met or should have met the requirements for advancement as listed on Page III-2 of the NSCC/NLCC Advancement and Training Manual (Time in Rate).
- d. "Required" Any cadet who Advanced more than one (1) rate will be counted for each advancement.
- e. "Required" **Count all disenrolled cadets that advanced during the year. If a cadet advanced twice he/she will be counted twice in number "required".**
- f. Cadets who did not advance because of the lack of unit billets will not be counted in number "required".
- g. Cadets advanced to E-7 (CPO) in previous year will not be counted in number "required"
- h. **NSCC:** At a minimum a cadet should advance 1 rate in 12 months.
- i. **NLCC:** At a minimum a cadet should advance 1 rate in 8 months.

## **PART II, SECTION E: OFFICER DEVELOPMENT**

- a. "Required" all Officers, Midshipmen and Instructors enrolled prior to 1 July or prior to last OPD 101 course given in the region of the inspection year.
- b. "Required" all Officers, Midshipmen and Instructors holding an Officers billet (Dept. head) within the unit. (Minimum of 5, CO, XO, Training, Admin. and Operations officers).
- c. The CO and XO should complete NSC-301
- d. Credit will be given to all officers, Midshipmen and Instructors completing the above courses during any year.  
**VERIFY WITH 31 DEC MARS**
- e. On NLC Inspection Report, if CO is the same for both units, use statistics from NSC MARS for CO.

## **PART III: ADMINISTRATION**

### **THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

- a. **Commanding Officers will be responsible for the total completion of worksheets prior to inspection. Inspecting Officer will verify all entries and enter data on the inspection report.**
- b. NSCC/NLCC Advancement/Training Requirements: Pages III-1 and III-7 should be accessible to all cadets.
- c. Compare the unit's supply of administrative forms with NSCC Requisition of Administrative Forms (NSC-6). FORM DATES SHOULD BE CURRENT.
- d. Sight copies of unit enrollments (NSC-21), requisitions (NSCSUP-001), and reports (NSC-8).
- e. Review the NSCC Action/Information Letter file. Letters should be current and initialed by all OFF/MIDN/INST on board including CPO/LPO.
- f. View copies of POD/POM.
- g. Interview officers, note their awareness of coverage of insurance plan.
- h. Examine accounting procedures.

### **PART III, SECTION B: CADET SERVICE RECORDS**

**NOTE:** Service Records of ALL currently enrolled cadets must be available to the Inspecting Officer.

**No more than 25 records, (for NSC) 15 records (for NLC) need to be inspected.** (Service Records of currently enrolled cadets that enrolled during the inspection year **must be included.**) Check all documents in the service records and count those that are **improperly** completed or **missing** (Refer to CADET SERVICE RECORD form).

Enter the total discrepancies for each item on the line provided.

**NOTE:** NSC/NLC-19B must have as first entry, “On this day (date), Cadet ??? Enrolled/Transferred to (Unit)” and any other pertinent information pertaining to enrollment.

### **PART III, SECTION C: OFFICER/MIDSHIPMEN SERVICE RECORDS**

**NOTE:** Inspect **ALL** officer/midshipmen service records. Check all the documents filed in the records and count those **improperly** completed or **missing**. (Refer to OFFICER/MIDSHIPMEN SERVICE RECORD form).

Enter the total discrepancies for each item on the line provided. **OFFICER APPLICATION AND MEDICAL HISTORY SHOULD BE UPDATED EVERY FIVE (5) YEARS.**

**NOTE:** With the inclusion of a “National Records Check Form” all officers enrolled prior to implementation will have a letter of “waiver” in its place.

**NOTE:** If form “NSCADM:003 is used, check yes on line 4

### **PART IV: ENROLLMENT/RETENTION**

#### **PART IV, SECTION A: LEADERSHIP**

**NOTE:** Grade each from 0 to .4 (Refer to PODs, POMs and quarterly training schedule).

#### **PART IV, SECTION B: ATTENDANCE**

- a. Enter percentages from Monthly Activity Reports in corresponding boxes. These should be whole numbers. Check mathematical procedures on NSCADM-002 (Monthly Activity Report) for correct calculations.
- b. Complete instructor attendance information in boxes provided. This is a non-graded area.
- c. **An NSCADM-002 (Monthly Activity Report) must be received for all 12 months weather there was any drill activity or not.**
- d. If **no** Monthly Activity Report was completed for any month, enter 0 for that month, **and count that month in “# of drill months.”**

#### **PART IV, SECTION C: ENROLLMENT**

- a. **When referring to MARS Reports use corrected report in unit files.**
- b. Last years Inspection Report is required for this section. Enrollment for line 2 should be taken from line 1 of previous year’s report.
- c. For line 4, the “Total line 1” box should not be more than 40 **for NSC or 25 for NLC.**

#### **PART IV, SECTION D: CADET RETENTION**

**NOTE:** This section requires information from last years Inspection report.

- a. **All counts will be as of 31 Dec inspection year, use corrected MARS reports in unit files.**
  - b. **When counting cadets on board and counting a cadet that was transferred from another unit, he will only be counted for the number of years with this unit.**
  - c. Count disenrolled cadets that were Honorably Discharged because of 18<sup>th</sup> birthday or enlistment into the military, **only**.
  - d. Line 1 should include all cadets on board for more than 3 years.
  - e. Line 2, count all cadets onboard for more than 2 years, except those counted in line 1.
  - f. Line 3, count all cadets onboard for more than 1 year, except those counted in lines 1 & 2.
  - g. Line 4, count all first year cadets (cadets enrolled during the inspection year).
  - h. Total from boxes 1a, 2a, 3a, & 4a should equal “cadet enrollment” (line 1, Section C).
  - i. Information from previous Inspection Report (part B), use the counts for **Cadets on Board** at the end of that year.
  - j. For NSCC Retention, do not count time in NLCC. Enrollment date is the date cadet was transferred to NSCC.
  - k. **Calculations; box B1, B2, B3 should be equal to or greater then box A1, A2, A3 respectively.**
- NLCC Report is the same with 1 less line in all sections.**

**PART V: CAREER MOTIVATION**

**NSCC:**

**NOTE:** This section is for information only and will not be graded.

- a. This section must be completed to be eligible for National/Regional competition.
- b. A list of names of those entered will be entered in the required space provided.

**NLCC:**

- a. This is a graded section.
- b. "Cadets Eligible" are all cadets who were disenrolled between their 13<sup>th</sup> and 14<sup>th</sup> birthdays.

**PART VI, SECTION A: REGIONAL DIRECTOR EVALUATION**

- a. This section will be completed by the Regional Director prior to the inspection. A copy will be available for the inspection team.

**PART VI, SECTION B: SENIOR INSPECTING OFFICER EVALUATION**

- a. This section will be completed by the Senior Inspecting Officer at the completion of the inspection, grading on how well the unit was prepared for the inspection. All areas of this inspection should be considered. From inspection preparations, work sheets completed, all Monthly Activity Reports Available, forms, Info/Action letters available, and any other document that is required for the inspection. Refer to "Unit Commanding Officers Instructions."

**PART VII: NHQ EVALUATION:**

- a. This section will be completed by National Headquarters and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART VIII, RELATIONS WITH SPONSORING ORGANIZATION:**

- a. This section will be completed by the Committee Chairman and the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART IX, INVOLVEMENT IN COMMUNITY AFFAIRS:**

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**PART X, VEHICLE/BOAT OWNERSHIP REPORT:**

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

**NOTES:**

When referring to MARS reports make sure that you are using a corrected MARS from unit files. Commanding officers should be encouraged to totally complete a copy of the work sheet and the inspection report.

## **NSCC/NLCC ANNUAL INSPECTION REPORTS**

### **UNIT COMMANDING OFFICER INSTRUCTIONS**

#### **MUST BE COMPLETED PRIOR TO INSPECTION**

1. Review the complete Inspection Report and be familiar with all pages.
2. Complete **entire** worksheets with the required information. **List cadets by date of enrollment.**  
**The Inspecting Officer may halt the inspection if worksheets are not complete.**
3. Have all paper work, Service Records, forms etc. ready for the inspecting officer. (review inspection report)
4. Have a copy of previous year's Inspection Report available.
5. Make sure that verification for all training's, advancements and correspondence courses, completed during the year by disenrolled cadets, are available.
6. Provide the Senior Inspecting Officer with a list of cadets (and former cadets) who entered into any of the programs listed on page 7 of the NSC Inspection Report. (Include SS# for each cadet).
7. Provide the Senior Inspecting Officer with a list of all NLCC cadets who transferred to NSCC during the inspection year. (For units with NLC cadets and NLC Training Ships)
8. Have ready a copy of "Part VI, Regional Evaluation and Part VII, NHQ Evaluation" completed.
9. Have the unit's sponsoring organization complete "Part VIII, Relations with Sponsoring Organization".
10. Complete "Part IX, Involvement in Community Affairs".
11. Complete "Vehicle/Boat Ownership Report".
12. **A COPY OF THE UNIT "BUDGET/AUDIT REPORT" WILL BE AVAILABLE FOR SUBMISSION WITH THE ANNUAL INSPECTION REPORT!**

**NOTE:** It is **Required** that each CO **totally** complete a copy of the work sheet. Completion of the Inspection Report prior to the unit's inspection is recommended and will be beneficial to the unit.

#### **Recommendations for Commanding Officers to insure that the unit is getting credit for every detail of the inspection.**

1. During the year keep a folder with a copy of all NSC-24s and NSC-24Cs for the year.
2. Keep a folder with a copy of all correspondence course completion letters for the year.
3. Keep a folder with a copy of all advancement exam completion letters for the year.
4. Become familiar with the inspection report, do a complete inspection yourself.
5. Be present with the inspection team during inspection, ask questions, challenge a score if you think it's wrong, have documentation handy for any challenge that you may think will come up.
6. Know what you are getting ginged for so that it will not happen again.
7. Remember that the Inspecting Officer can make mistakes too.
8. **Use the required work sheets as a tool during the year filling in areas as they are completed. This makes an excellent chart for cadets to monitor there progress.**
9. Be Prepared!

**REMEMBER:** The Senior Inspecting officer will be grading your unit on how well the unit was prepared for the inspection. Complete all that is listed under "Must Be Completed Prior to Inspection".

SAMPLE INPUT LETTER

From: Regional Director  
To: NHQ  
Via: Field Representative

Subj: Assist Visit

1. Below listed units have received an assist visit for the year 2001 instead of a full inspection. (Please indicate for each unit receiving an assist visit your findings, i.e., major deficiencies noted or absence of significant deficiencies).
2. Issues have been addressed with the unit commanding officer and a course of action has been developed for those units needing improvement.
3. The required financial audits of units receiving an assist visit are enclosed.

Regional Director