

U.S. NAVAL SEA CADET CORPS

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22 April 2002

NSCC/NLCC Action Letter 02-02

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

Subj: **Change 4, NSCC/NLCC Advancement and Training Manual**

Ref: (a) NSCC Action Letter 11-97

Encl: (1) Summary of New Procedures

1. **Purpose.** To provide updated information for ordering correspondence courses from the Naval Education and Training Professional Development and Technology Center (NETPDTC). To announce that the new Basic Military Requirements Course (BMR), course number is **14325** and to reiterate the sections and chapters of the BMR that should be completed prior to Recruit Training. Reinforce procedures for advancement to PO1 and CPO and set guidelines for crediting of the new combined PO3/PO2 course.

2. **Background.** Ref (a) gave specific instructions that Sea Cadet's and units can not access courses or submit answers to courses on-line. This is still valid as of this letter and as a reminder, units are not allowed to utilize Reserve Centers to obtain correspondence courses. ALL requests for courses are to be submitted and graded by NETPDTC. **Remember: Each cadet will receive his/her own course. It will not be "shared" with other cadets for completion credit and will accompany the cadet if transferred to another unit.**

3. **Discussion.** NETPDTC has created an online NRTC Enrollment Page to allow the Commanding Officer or designated Training Officer to enroll Sea Cadets and order follow-on courses. **ONLY ONE PERSON IS PERMITTED TO ORDER COURSES.** The unit must decide which person this is going to be. It can be only one and CADETS ARE NOT ALLOWED TO ORDER COURSES! NETPDTC has consolidated the Petty Officer Third Class (PO3) and Petty Officer Second Class (PO2) Correspondence Courses. See paragraph 4d for procedures.

4. **Action.** Post this letter in the NSCC/NLCC Advancement and Training Manual immediately following the Record of Changes Page. Enter this letter as change 4 on the Record of Changes page. Incorporate the following in your training planning effective immediately.

(a) NETPDTC has assigned each unit its own Unit Identification Code (UIC). The unit adult designated to order courses must contact Debra Saunders at (850) 452-1001 ext. 2071 to obtain the UIC and a password. This allows Debra Saunders to verify information such as correct mailing address. Once you have the UIC and password you may access the site www.courses.cnet.navy.mil. Select "Command Representative". Enter your UIC and password. You will then be prompted to enter a "new password" of your choice for future use. To enroll/order courses select "Sea Cadet Enrollment". Simply enter the requested information. A drop down menu is available to select the course you are requesting. Hit "Submit Enrollment". This is done for each cadet. Once you have finished ordering courses "Log-Off". It is imperative that Social Security Numbers are correct. It is a monumental task to correct wrong social security numbers. **If there is a change to the unit CO or designated adult, it is imperative that Debra Saunders be informed.**

(b) NETPDTC has developed a new BMR course, number 14325. Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization, and Chapters 5, 6, 9, and 10 must be completed prior to attending NSCC Boot Camp. While completion of these chapters is best and required for cadets with adequate time to order and complete the requirements, review and study of these specific chapters and sections at the unit level for new cadets is sufficient. (NETPDTC will not grade individual sections or chapters) If a cadet is currently enrolled in the old course number 12018 do not order the new course. If the cadet recently received course 12018 completion of the same sections and chapters are required prior to attending NSCC Boot Camp. The unit CO signature on the request for training NSCTNG 001 certifies that the cadet is ready for recruit training and that he or she is knowledgeable of these specific sections and chapters.

(c) These changes may delay receipt of courses at the unit level. Some TWT and other summer training have course completion prerequisites. If a cadet cannot complete a particular course that is a required summer training prerequisite, he or she may still attend the summer training with the permission of the COTC.

(d) Include in Chapter Two, Paragraph F2 the following information. There is only "one" course for PO3 and PO2. It is a combined course. Cadets must complete the entire course regardless of current rate. Cadets completing the course for Petty Officer Third Class (PO3) will also be given credit for completing the Petty Officer Second Class (PO2) course with the same grade. Cadets that completed the PO3 course prior to the consolidation will be required to do the complete course (PO3/PO2) to receive credit for the PO2. **Unit commanding officers are reminded that the executive director is the approving authority for advancement to PO1 and CPO.** When submitting a request for advancement to PO1 and CPO the following documentation will be included:

1. Letter of Recommendation
2. Copy of NSC-19a
3. Copy of completion certificate for the PO1 correspondence course
4. Copy of memo with passing grade for the PO1 exam from the Field Representative
5. For CPO all of the above plus POLA completion certificate and a copy of the CPO correspondence course completion certificate.

(e) This letter supercedes Action Letter 11-97.

4. **Cancellation.** This letter is considered cancelled upon inclusion in the NSCC/NLCC Advancement and Training Manual.



M. D. FORD

Distribution:
Field Representatives
Regional/Associate Regional Directors
Unit Commanding Officers

SUMMARY OF NEW PROCEDURES

1. **Designate One (1) Adult to Order Courses (Cadets NOT Permitted)**
2. **Designated Adult contact Debra Saunders (850) 452-1001 extension 2017 to Obtain Unit Identification Code (UIC) and Password.**
3. **Access site www.courses.cnet.navy.mil.**
 - ◆ **Select “Command Representative”**
 - ◆ **Enter UIC and Password**
 - ◆ **A New Screen will Appear -- Re-Enter Password of Choice for future use (This Step will NOT be Necessary After Initial Log-On)**
4. **To Enroll/Order Courses:**
 - ◆ **Access Site**
 - ◆ **Select “Command Representative”**
 - ◆ **Enter UIC and Password**
 - ◆ **Select “Sea Cadet Enrollment”**
 - ◆ **Enter Requested Information (Cadet Name, SSN and SSN of Designated Adult)**
 - ◆ **A Drop-Down Menu is Available to Select the Course**
 - ◆ **Hit “Submit Enrollment”**
 - ◆ **NOTE: The Above 3 Steps Are Followed to Enroll Each Cadet and Order Each Course**
5. **“Log-Off” When Finished.**

