

U.S. NAVAL SEA CADET CORPS

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6 September 2002

NSCC ACTION LETTER 07-02

Subj: NSCC OFFICER SELECTION BOARD

Ref: (a) NSCC Regulations, Chapter Seven, Section Ten
(b) NSCC/NLCC Administrative Manual, w/Chg 1

Encl: (1) NSCC Annual Evaluation/Promotion Recommendation Form (NSC-17) Rev 4-95
(2) New Enrollment/Promotion Guidelines

1. **Purpose:** To announce the dates, procedures and policy for the 2002 Lieutenant/Lieutenant Commander promotion board, convening on or about 5 December 2002. Promotion recommendations using NSC-17 must be forwarded to reach NHQ by **8 November 2002.**

2. **Discussion:** Selection for promotion is based on the needs of the Corps and individual performance. Reference (a) and (b) contain selection criteria, which must be met to be considered for promotion. The National Chairman will provide guidance to the board members in the form of a precept, which will emphasize those factors, deemed most important in the selection process. These include performance, leadership, excellence, and those traits which characterize individual potential for assumption of greater responsibilities associated with the next higher rank, as well as effectiveness of unit training, management, enrollments, etc. The promotion board will meet at NHQ where the officers' service records will be made available to the board. For an officer to be considered by the promotion board, he/she must have a current (Fall 2002) recommendation for promotion to lieutenant or lieutenant commander from his reporting senior.

3. **Action:** Reporting seniors must submit promotion recommendations for eligible officers using the NSC-17, enclosure (1). This recommendation must be to NSCC Headquarters no later than **8 November 2002.** Selection criteria which must be met and which the board will consider is delineated in Section 10, paragraph 07101.1 of reference (a) and enclosure (1) to reference (b). It is important to note that the changes in reference (b) for promotion are significant. Accordingly, the pertinent extract of reference (b) is contained in enclosure (2) to this letter. The promotion requirement for satisfactory enrollment for a NSCC unit is a combination of 10 NLCC and 15 (minimum) NSCC cadets for a total of 25 cadets.

a. **In extraordinary circumstances where an officer has not been able to meet the specified criteria in NSCC Regulations, a waiver request may be submitted with the NSC-17 giving full justification why the criteria should be waived.** The promotion recommendation will then be submitted with the waiver request for consideration by the board.

b. Along with the NSC-17, include a **current full-length picture** of the recommended officer.

c. Commanding Officers and Regional staff personnel must have a recommendation submitted by the NSCC Committee Chairman and/or Regional Director and **endorsed by the chain of command** if they are to be considered by the promotion board.

d. Recommendations for promotion to Lieutenant and Lieutenant Commander **must be endorsed by the chain of command.**

e. Instructor personnel recommend for appointment to officer status “**is not**” a promotion board action. This is an administrative action separate from the promotion board proceedings.

f. Ensign to Lieutenant Junior Grade “**is not**” a promotion board action. This is to be accomplished on a year round basis when the individual has met the requirements for promotion and is recommended by the commanding officer via the chain of command. Selection to LTJG is accomplished through NHQ administrative action.

g. Regional Directors and Commanding Officers are reminded that all promotion recommendations must be made in accordance with unit allowances reflected in reference (a), Section 2.

4. **Cancellation:** This Action Letter shall be given widest dissemination and is canceled on 31 December 2002.



M. D. FORD
Executive Director

Distribution:
Action Letter Distribution List/Committee Chairman

National Chairman
National President



NSCC OFFICER/MIDSHIPMAN

ANNUAL EVALUATION/PROMOTION RECOMMENDATION FORM

NAME _____ **RANK** _____ **ID#** _____

UNIT _____ **LOCATION** _____

PURPOSE: (ANNUAL/PROMOTION) _____ **FROM** _____ **TO** _____

DATE OF PRESENT RANK _____ **TIME IN NSCC** _____ **YRS**

PRIMARY BILLET _____ **COLLATERAL DUTIES** _____

IF UNIT CO, DATE APPOINTED _____ **NSCC COURSES COMPLETED** ____/____/____

PERSONAL AWARDS _____ **HEIGHT/WEIGHT** _____

ESCORT ASSIGNMENTS: PAST YEAR _____ **YEAR AT RTC** _____

ENROLLMENT: CADETS: NSCC _____ **NLCC** _____ **LCDR** _____ **LT** _____ **LTJG** _____ **ENS** _____

DATE OF LAST ANNUAL INSPECTION: _____ **GRADE:** _____

AREAS OF EVALUATION	NOB	4.0	3.8	3.6	3.4	3.2	3.0	2.8	2.6
KNOWLEDGE OF NSCC PROGRAM									
PERFORMANCE OF PRIMARY DUTIES									
INSTRUCTOR ABILITY									
PERFORMANCE AS TWT ESCORT									
ADMINISTRATIVE ABILITY									
RECRUITING/RETENTION ABILITY									
LEADERSHIP/COMMAND ABILITY									
MILITARY BEARING/APPEARANCE									
PERSONAL CONDUCT									
ATTENDANCE									
OVERALL EVALUATION(LESS NOB SPACES)									

BRIEFLY DESCRIBE THIS OFFICER'S PERFORMANCE. (BE SPECIFIC, AVOID SUPERLATIVES)

UNIT COMMANDING OFFICER _____ **OFF/MID'N EVALUATED** _____ **NSCC COMMITTEE CHAIRMAN** _____

_____ (DATE) _____ (DATE) _____ (DATE)

NSCC REGIONAL DIRECTOR'S ENDORSEMENT FOR COs ONLY: _____

Candidate for NSCC Adult Leader

Qualifications:

- 21+ Years Old
- Waiver for those older than 65 years.
- U.S. citizen or waiver for non-citizens.
- Successful completion of background check.
- Enrollment paperwork, specified in Admin Manual.

New Adult Enrollment/Promotion Guidelines: Explained

Current NSCC Midshipman for at least one year?

No

Candidate's Choice

Yes

Instructor

Warrant Officer

Additional Qualifications:

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

Optional "Jump" Into Normal Promotion Path

"Jump" Promotions the same as INST

Ensign

Qualifications:

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

Lieutenant, Junior Grade

Qualifications:

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

Optional "Jump" Into Normal Promotion Path

Lieutenant

Qualifications:

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

Optional "Jump" Into Normal Promotion Path

Lieutenant Commander

Qualifications:

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

Optional "Jump" Into Normal Promotion Path

Notes:

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