

U.S. NAVAL SEA CADET CORPS

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NSCC ACTION LETTER 05-03

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

Subj: **NSCC CORRESPONDENCE COURSE MATERIAL**

Encl: (1) Naval Sea Cadet Corps Correspondence Course Material
(2) CD Containing Correspondence Courses (Mailed Separately)

1. **Purpose.** To announce new procedures for **ALL** units to follow to enroll Sea Cadets in Correspondence Courses. Enclosure (1) outlines step-by-step procedures, from obtaining a Unit Identification Code (UIC) to printing a Completion Letter.
2. **Background.** Budget cuts forced the Naval Education and Training Professional Development and Technology Center (NETPDTC) to stop printing courses and develop new methods to support to the Naval Sea Cadet Corps Program. Enclosure (2) was the result. The CD contains the Correspondence Courses required for advancement within the program. When courses are updated, new CD's will be provided to each unit.
3. **Discussion.** The CD is extremely "cost effective". Of course, this infers units and/or the cadets must have access to a computer. All local resources should be considered for computer support. Local libraries, school libraries, Reserve Centers or a friend's computer. If none of these resources are available the courses can be printed from the CD. The computer used must also have installed the software "Acrobat Reader". The CD contains this software for installing on the computer. **This is not necessary if the software is already installed on the computer.** Each course is a PDF file. Acrobat Reader will allow you to open and read the course. Answer sheets are also contained on the CD. Local reproduction of CD's is encouraged.
4. **Action.** Enclosure (1) supercedes **ALL** previous methods to obtain course material. Unit Commanding Officers and the Training Officer/Course Administrator **MUST READ the MANUAL FIRST.** This will give a better understanding of the whole picture. Guidance is provided for the unit Commanding Officer and the Training Officer/Course Administrator. The unit must set up a method to control the CD's thereby maintaining the integrity of the course work. Attention to detail is absolutely critical. Take your time and be patient.



M. D. FORD

Distribution:
Field Representatives
Regional Directors
Unit Commanding Officers