

U.S. NAVAL SEA CADET CORPS

2300 Wilson Boulevard Arlington, VA 22201-3308 (703) 243-6910//Fax (703) 243-3985

24 November 2003

NSCC ACTION LETTER 12--03

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

Subj: 2003 NSCC/NLCC ANNUAL INSPECTION/EVALUATION REPORT

Ref: (a) NSCC Regulation, Chapter 13

Encl: (1) Annual Inspection & Evaluation Reports (Rev 11-03)
(2) Inspecting Officer Guide (Rev 11-03)
(3) Unit Training Report (National Orders)
(4) Unit Training Report (Local Orders)

1. **Purpose.** To provide new guidelines, reports and worksheets for the 2003 NSCC/NLCC Annual Inspection Cycle.

2. **Discussion.** The 2003 Annual Inspection Evaluation and Reports will be promulgated to the field by utilizing the Sea Cadet resource page at resources.seacadets.org. The inspection guides and reports will be available in MS Word format. NHQ will have a limited number of hard copy reports available for those units where computer support is not available. Unit Commanding Officers may request a copy by calling (703) 243-6910 or by email to sbunting@navyleague.org. ALL units are expected to undergo a "full" inspection this year however, "assist visit's" may be conducted when determined to be in the best interest of the unit and NSCC program, but they are not encouraged.

3. **Action.**

a. **Inspection Cycle.** The inspection cycle is from 1 January through 31 December 2003.

b. **Inspection Schedule.** Regional Director's have overall responsibility for scheduling, coordinating, conducting and/or reviewing unit inspection 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 Director's to inspect NLCC Training Ships is also appropriate. ALL inspections or assist visits will be scheduled between **1 January and 31 March 2004**. Regional Directors are responsible for submitting inspection results to NHQ. **ALL results must arrive at NHQ no later than 30 April 2004.** Unit commanding officers should monitor the status of their inspection/evaluation reports to further ensure they arrive at NHQ on time.

c. **Inspection Team.** 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 conduct "**Personnel Inspections Only**". However, the NSCC Regional Inspection Team will conduct the remaining sections of the inspection to ensure fairness in grading. **Units not inspected by a regional inspection team are not eligible to compete for national awards.** In preparation inspection team members must observe the following:

1. The Regional Director can use the Excel program on CD from last year to aid in the computation of the unit grade. **“Pen and Ink the date to 2003”**. If you choose, an updated version will be available on Sea Cadet resource page for downloading. The Regional Director and team members should become familiar with this program. It will save considerable time and provide the unit with instant results. A printed copy with score may be given to the unit. This printed copy is also acceptable at NHQ. **The Regional Director’s/Senior Inspecting Officer’s are encouraged to use common sense when grading sections where “new forms” and “old forms” are involved. Give the unit the benefit of the doubt.**

2. Each Regional Director will receive a printed copy of the inspection report. Additional copies may be downloaded from the Sea Cadet resource page, resources.seacadets.org.

3. No more than 25 NSCC service records and/or 15 NLCC service records need to be inspected.

4. NSCC and NLCC scores will not be combined in arriving at inspection scores.

5. Regional Directors and Unit Commanding Officers will receive from NHQ a list of attendee’s at summer training and a list of the unit’s participation in 5 day or more local training.

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 VI of the NSCC/NLCC Annual Inspection/Evaluation Report. NLCC companies with five or more cadets shall be inspected and the results forwarded to NHQ. NLCC companies are not eligible to compete for national awards/standings.

d. **Unit Inspection Procedures**. The inspection reports (NSCC and NLCC) will be available on the Sea Cadet resource page, resources.seacadets.org. The reports are available in MS Word format. Units are instructed to download the appropriate reports. Inspections will be conducted IAW the procedures outlined in this report.

1. Each unit will receive enclosures (4) and (5).

2. Unit commanding officers must review and comply with the “Unit Commanding Officer Instructions”.

3. Use Part II, Naval Sea Cadet Corps Annual Inspection and Evaluation Report (Rev 11-03) for Sea Cadet units.

4. Use Part III, Navy League Cadet Corps Annual Inspection and Evaluation Report (Rev 11-03) for NLCC Training Ships and NLCC Companies.

5. Each unit is responsible to ensure the completion of the **Budget and Audit Report (NSCADM 018)**. This report is also available for downloading from the Sea Cadet resource page. **Receipt of this report is required from ALL units and is necessary for competition for national awards and standings.**

4. **Distribution of Annual Inspection/Evaluation Reports**. Utilization of the Excel program will enable the Regional/Inspection Team to provide a printed copy of the inspection report. This printed report is acceptable by NHQ. Distribution is as follows:

a. The report should be forwarded to the Regional Director for comments in Part VI and for signature. If the Senior Inspecting Officer and Regional Director are one in the same this step is not necessary.

b. Make one 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 necessary for NHQ to process the report.*

c. An additional copy of the inspection report along with the **Budget and Audit Report (NSCADM 018)** should be forwarded to the unit's sponsoring Committee Chairperson. If the sponsoring organization does not provide monetary support the Budget and Audit Report should be marked appropriately and returned to NHQ. The Regional Director's should make all attempts to ensure the completed Budget and Audit Report is returned to NHQ.

NOTE: (1) **DO NOT** return the cadet and officer worksheets to NHQ. They are to be retained at the unit level.

(2) Unit Commanding Officer's are encouraged to assist the Regional Director to ensure their unit inspection report is received NLT the 30 April deadline.

5. **National Competition.** Each unit must meet the following minimum criteria to be considered for national awards and standing.

a. NSCC units must have a **minimum of 25 cadets** enrolled by 31 December 2002 and receive an inspection grade of 2.50 or higher.

b. NLCC Training Ships must have a **minimum of 15 cadets** enrolled by 31 December 2002 and receive an inspection grade of 2.50 or higher.

c. The Annual Inspection Report and the Budget and Audit Report (NSCADM 018) must arrive at **NHQ on or before 30 April 2004**. Due to summer training workload, reports submitted after 30 April will be recorded as time permits and **will not be considered for national competition. The Budget and Audit Report (NSCADM 018) is required even if the unit is not considered for national competition.**

NOTE: NLCC Companies are not eligible for National Awards.

6. **Cancellation.** This action letter will be cancelled on 1 June 2004.



M. D. FORD

Distribution:
National Chairman
National President
NSCC Committee Chairperson
Field Representatives w/encl (1) and (2)
Regional Directors w/All encls
Unit Commanding Officers w/encl (3) and (4)