

# *U.S. NAVAL SEA CADET CORPS*

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25 September 2004

## **NSCC ACTION LETTER 04-04**

Subj: NSCC 2004 OFFICER SELECTION BOARD

Ref: (a) NSCC Regulations, Chapter Seven, Section Ten

(b) NSCC/NLCC Administration Manual, w/Chg 1

(c) NSCC Evaluation Report Form NSCADM 017 Rev 02/04 (Formally NSC-17)

1. **Purpose:** To announce the dates, procedures and policy for the 2004 lieutenant/lieutenant commander promotion board, convening on or about 9 December 2004. Promotion recommendations using NSCADM 017 must be forwarded to reach NHQ by **12 November 2004.**

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 2004) recommendation** for promotion to lieutenant or lieutenant commander from her/his reporting senior.

3. **Action:** Reporting seniors must submit promotion recommendations for eligible officers using the NSCADM 017, reference (c). This recommendation must be to NSCC Headquarters by **12 November 2004**. 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 requirements of reference (b) must be thoroughly reviewed. 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. Additional information is as follows:

- 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 NSCADM 017 giving full justification why the criteria should be waived.** The promotion recommendation will then be submitted with the waiver letter request for consideration by the board.
- b. Along with the NSCADM 017, include a **current full-length picture** of the recommended officer. This does not need to be a professional quality picture. Polaroid or similar is acceptable.

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- c. Commanding Officers and Regional staff personnel must have a recommendation submitted by the NSCC Committee Chairman and/or Regional Director if they are to be considered by the promotion board. Commanding Officers should advise their Committee Chairman of the requirement for his recommendation.
- d. 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.
- e. 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. Selection to LTJG is accomplished through NHQ administrative action.
- f. Regional Directors and Commanding Officers are reminded that all promotion recommendations must be made in accordance with unit allowances reflected in reference (a), Chapter 5, Section 2.

4. **Cancellation:** This Action Letter is being **distributed electronically only**. The information herein shall be given widest dissemination and is canceled on 31 December 2004.



M. D. FORD  
Executive Director

Distribution:  
Field Representatives  
Regional Directors  
Unit Commanding Officers

Copy to:  
National Chairman  
National President