

U.S. NAVAL SEA CADET CORPS

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16 November 2004

NSCC ACTION LETTER 07-04

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

Subj: 2004 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)
(5) Audit and Budget Report (NSCADM 018 – Rev 09/03)

1. **Purpose.** To provide guidelines for the 2004 NSCC/NLCC Annual Inspection and Evaluation Report at enclosure (1).

2. **Discussion.** The 2004 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 however, an “assist visit” although not encouraged, may be conducted when determined to be in the best interest of the unit and NSCC program.

3. **Action.**

a. **Inspection Cycle.** The inspection cycle is from 1 January through 31 December 2004.

b. **Inspection Schedule.** Regional Directors have overall responsibility for scheduling, coordinating, conducting and/or reviewing unit inspections 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 Directors to inspect NLCC Training Ships is also appropriate. **ALL** inspections or assist visits will be scheduled between **1 January and 31 March 2005**. Regional Directors are responsible for submitting inspection results to NHQ. **ALL results must arrive at NHQ no later than 30 April 2005**. Unit commanding officers should constantly monitor the status of their inspection/evaluation reports to further ensure they arrive at NHQ on time.

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c. **Inspection Teams**. 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”**. The NSCC Regional Inspection Team will conduct the remaining sections of the inspection to ensure fairness in grading.. **Units not inspected by a regional designated inspection team will not be eligible to compete for national awards.** In preparing the inspection/evaluation report, inspection team members must observe the following:

1. The Regional Director is encouraged to use the Excel program available for downloading from the resource page to aid in the computation of the unit grade. **“Pen and Ink the date to 2004”**. The Regional Director and team members should become familiar with this program. It will save considerable time and provide the unit with instant results. **The Regional Director’s/Senior Inspecting Officer’s are encouraged to use common sense when grading the “Training Sections”**. **Numerous training evolutions were cancelled this summer at the last minute.**
2. Each Regional Director will receive a printed copy of the ALL enclosures. Additional copies may be downloaded from the web at resources.seacadets.org.
3. No more than 25 NSCC service records and/or 15 NLCC service records need to be inspected for Section B of Part III of the NSCC/NLCC Annual Inspection/Evaluation Report.
4. 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 IV of the NSCC/NLCC Annual Inspection/Evaluation Report. NLCC companies with five or more cadets shall be inspected utilizing the inspection/evaluation report and the results forwarded to NHQ. NLCC companies **are not eligible** to compete for national standings.

d. **Unit Inspection Procedures**. The inspection reports (NSCC and NLCC) will be available for downloading in MS Word and MS Excel from the Sea Cadet Resource Page, resources.seacadets.org. Units are instructed to download the appropriate reports and work sheets. Inspections will be conducted IAW the procedures outlined in this report.

1. Each unit will receive enclosures 3, 4 and 5.
2. Unit commanding officers must review and comply with the “Unit Commanding Officer Instructions” in the Annual Inspection & Evaluation Report.
3. Use Part II of enclosure (1) for NSCC units and Part III of enclosure (2) for NLCC training ships and companies.
4. Each unit is responsible to complete the **NSCADM-018 Budget and Audit Report**. 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 Report**. 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. The results may be emailed to NHQ at sbunting@navyleague.org. 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 (1) copy and forward to NHQ for processing or email to sbunting@navyleague.org. 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 required for NHQ to process the report.*

c. An additional copy of the inspection report along with the NSCADM 018 Budget and Audit Report should be forwarded to the unit's sponsoring Committee Chairperson. If the sponsoring organization does not provide monetary support the report should be annotated accordingly and returned to NHQ. The Regional Director should make all attempts to ensure the Budget and Audit Report is forwarded to NHQ prior to the 30 April deadline. ***The Audit Report must be completed in order for the unit to be eligible for National Awards.***

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

2) Unit commanding officers are encouraged to assist the Regional Director to ensure their report and Budget/Audit Report is received at NHQ no later than the deadline.

5. **National Competition.** NHQ determines national ranking on the basis of final grades and cadet enrollments for each unit. The following minimum requirements must be met to be eligible:

a. NSCC units must have a **minimum of 25 cadets** enrolled by 31 December 2004.

b. NLCC units must have a **minimum of 15 cadets** enrolled by 31 December 2004.

c. The Annual Inspection Report and the NSCADM 018 must arrive at **NHQ on or before 30 April 2005**. Due to summer training workload, reports submitted after 30 April will be recorded as time permits and **will not be considered for national competition**.

NOTE: NLCC companies are not eligible for National Awards.

6. **Cancellation.** This action letter will be cancelled on 1 June 2005.



M. D. FORD

Distribution:

National Chairman

National President

NHQ Representatives w/encl (1) and (2)

Regional Directors w/All encls

NSCC/NLCC Unit Commanding Officers w/encl (3) and (4)