

# *U.S. NAVAL SEA CADET CORPS*

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19 April 2005

## **NSCC ACTION LETTER 02-05**

From: Executive Director, Naval Sea Cadet Corps

To: All Hands – Electronic Distribution

Subj: Change #1 to 2004 NSCC/NLCC Administration Manual

1. **Purpose.** Provide updates to sections of the 2004 NSCC/NLCC Administration Manual.
2. **Discussion.** Unit commanding Officers should ensure changes are annotated. The on-line manual will also reflect these changes.
3. **Action.**
  - a. Chapter 1, paragraph H-3 Cadet Transfers: Change the transfer fee to \$5.
  - b. Chapter 2, paragraph C-1 Adult Enrollments: Add the following sentence. “Endorsement by the chain of command is not required except for waivers”.
  - c. Chapter 2, paragraph C-5e Adult Enrollments: Subparagraph should read: Submit a copy of DD-214.
  - d. Chapter 2, paragraph D-1b Record of Medical History: Add the following sentence: The Medical History form should be updated every 5 years or whenever a change occurs and at least 30 days prior to Escort Duty.
  - e. Chapter 2, paragraph D-1f Processing Documents: Subparagraph should read: Record of Discharge (DD-214): All prior military must include a copy of this form.
  - f. Chapter 2, paragraph F-3c: Change to read: NSCADM 003 and any other forms that have been updated should be submitted with the request directly to NHQ unless otherwise directed by the NHQ Representative. **IF and “only” IF** a waiver is required will the request be endorsed by the chain of command.
  - g. Chapter 2, paragraph F-4 Appointment to Command: The following sentence should be changed to read: Recommendations for appointment to command of a unit

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must be in writing by the Committee Chairperson of the supporting activity via the Regional Director and NHQ Representative to the Executive Director. Only the Executive Director can make command appointments.

h. Chapter 2, paragraph H-1: Add the following sentence: The request “may” be sent directly to NHQ for processing unless otherwise directed by the NHQ Representative. **IF and “only” IF** a waiver is required will the request be endorsed by the chain of command, unless otherwise directed by the chain of command.


i. Chapter 2, paragraph I-2, Adult Transfers: Substitute the word “adult” for “cadet” and change the dollar amount to \$5.

j. Chapter 3, paragraph A-3, Replacement Fee: Change the dollar amount to \$5.

k. Appendix, Officer Promotion Guidelines, Ensign Qualifications: ADD the Officer/Midshipman Study Guide or OMSG.

l. Change “all” references of Field Representative to NHQ Representative.

4. **Cancellation** This action letter is considered cancelled upon inclusion of the above in the Administration Manual.



M. D. FORD

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