

# *U.S. NAVAL SEA CADET CORPS*

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10 November 2005

## **NSCC ACTION LETTER 08-05**

From: Executive Director, Naval Sea Cadet Corps (NSCC)

To: Distribution

Subj: 2005 REGIONAL DIRECTOR'S CONFERENCE CHANGES IN POLICY  
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual

(b) 2004 National Regional Director' Conference, 1 & 2 October 2005

(c) NSCC Action Letters 14-98, 12-99, 6-00, 9-02, 11-03, and 8-04

1. IAW ref (a), ref (b) was convened at the Fleet Antisubmarine Warfare Training Center (ASW Base Point Loma), San Diego, Ca. Meeting minutes have been separately distributed to all Regional Directors and Field Representatives. Action items in this letter are a continuation of those resulting from the 1998 thru 2004 Regional Directors conferences, previously promulgated in ref (c) and since incorporated into updates of NSCC Manuals, Regulations, and/or other directives. This year's action items having immediate, or near future impact on NSCC/NLCC policy and/or administrative procedure and requiring Unit CO's immediate attention, are as immediately follow in this paragraph and are being incorporated into updates of NSCC directives as appropriate.

a. **NLUS council recognition for those councils providing outstanding NSCC support.** Those Unit CO's receiving outstanding support from their supporting NLUS councils are encouraged to recognize that support via locally developed citations, letters of appreciation, etc. PROMO is looking to include at seacadetshipsstore appropriate items that can be awarded. Regional Director's and NHQ Representatives are to assist as appropriate and possible. This is approved for immediate implementation at the Unit level.

b. **Advanced training credit for advancement extended to include USN Recruiting Office support at least 5 days NONCONSECUTIVE as well as current policy of 5 days consecutively.** NSCC recognizes that the support requirement is generally USN Recruiter driven and beyond the scheduling control of the cadet. Only one set of local orders is to be used, showing the days of support (at least five). Orders must be endorsed by the Recruiter or have a time sheet attached, and a cadet evaluation form is required to substantiate quality performance. This may only be done once for advancement purposes unless waived. This policy is effective immediately.

c. **Additional blocks to be added to training and other forms so as to include e-mail addresses alongside signature blocks.** The IDG will take this for action and adjust NSCC forms on the internet for inclusion of e-mail address blocks. This will become standard practice for all future forms as well.

- d. **New national policy that cadets are not to retain their cell phones during summer, fall, winter, spring, Recruit and advanced trainings.** If cadets arrive with cell phones, COTC's are to take custody and ensure security until the end of training when cell phones are to be returned to cadets. This policy is effective immediately and will be again promulgated in training schedules, COTC guidance, and updates to the ATM.
- e. **This year's inspection schedule guidance to include provision that units not be penalized for cadet non performance of summer training if the cadet had orders (or reasonable proof of intent to attend) but the training was cancelled through no fault of the cadet.** Summer 2005 saw an above average number of NHQ driven training cancellations for a variety of reasons from COTC unavailability, not enough cadets, to hurricanes. Unit CO's must present to inspectors reasonable proof that the cadet had requested, or was in receipt of orders and that training was cancelled by NHQ. NHQ will provide inspectors a list of those evolutions cancelled by NHQ.
- f. **New policy that cadets must be able to pass the PT test in order to be promoted.** Effective immediately, cadets must be able to pass the PT test in order to be promoted. Cadets must pass in, or during, the 6 month window preceding promotion. This change will be included in the next update of the Advancement and Training Manual.
- g. **New uniform policy that cadet rank for BDU's to be worn on the collar because rank is not obvious on the sleeve when sleeves are rolled up.** The NSCC flash is still to be worn even though there will be no shoulder rank. Rank is to be embroidered rank insignia and to be worn on both collars. This is for Petty Officer and above. A smaller flash is to be worn on the cap. The grandfather clause is that cadets may continue to wear existing BDU's without this alteration but only until new BDU's are issued or purchased, or until cadets get promoted and have to change rank anyway.
- h. **Spousal award/recognition program endorsed.** This is endorsed in that there is nothing in the NSCC program that currently prohibits this recognition. Unit CO's are encouraged to draft letters of appreciation, certificates, etc. as appropriate to recognize those spouses (or others) who themselves may not be in the program but support their spouses participation, work, and frequent absences in support of the NSCC.
- i. **Second style of shirt to be offered for alternate uniform wear.** Current guidance regarding the alternate uniform specifies a polo shirt. An additional second style, button up the front, two breast pockets with flaps, safari style shirt with NSCC logo will be offered via PROMO in the near future. Uniform Manual updates will include this change. NSCC NHQ will announce authorization and guidance for wear as soon as available via PROMO.
2. Other action and information items being undertaken which may impact units in the future are as follow. Unit CO's have no immediate action to take with regard to these items. They are provided for information and advance planning only.
- a. **Cadet joining fees above the NHQ requirement levied by Units.** These fees vary widely, and serve many purposes. Regional Directors are charged to monitor these fees during the inspection cycle to ensure full accountability of funds and that they are being kept to the minimum required for unit success.

b. **New Junior Petty Officer Development (JPD) Course Under Development.** This was announced last year and is still under development. A pilot course has been conducted and another is planned. It will again be addressed at the Regional Director's Conference in 2006.

c. **Home Unit PQS guide being developed.** This initiative is underway and intended to provide units a common training program that can be used at the unit level to supplement training already in place. It will be modeled after the Navy PQS and will provide a path for cadets to follow to ensure skill and knowledge development for advancement.

d. **Recurring problem of cadets ill prepared for summer training to continue to get emphasis.** Many reasons exist contributing to cadets not being ready for summer training. They include differing sea bag requirements for different trainings, unique requirements for specialized training, and sometimes late posting or cadet notification of these requirements, as well as differing laundry capabilities at different host sites, just to name a few. NSCC NHQ will reemphasize with COTCs the need to get requirements posted on Compass or in the training schedule as early as possible and to include these in the welcome aboard letters. Additionally, for service records, NSCC will emphasize with the COTCs that they emphasize with their admin staffs that cadet records need to be returned to cadets in good order, in that cadets may roll right from the end of one training right on to a check in for another training. Records need to be kept in good order by all who touch them. Finally, NSCC will again emphasize that those cadets who are otherwise truly unprepared for training (physically, medically, etc) are to be sent home!

e. **OPD 301 Under Review.** Officer Professional Development Course 301 has been redrafted by NHQ Representative Northwest Capt John Payne. It has been modeled after the newly developed Naval Reserve Officer Leadership Course available to all Naval Reserve Officers. Development of a seminar module which focuses on best practices and practical experiences in dealing with NSCC problems is also included. All NSCC NHQ Representatives have been provided a copy for review. Promulgation will follow this final review and incorporation of recommended changes

### **3. GENERAL NOTE FOR ALL HANDS.**

a. With federal funding to offset cadet and escort messing and berthing costs once again available for 2006 (as in prior years), the NSCC **continues to look for additional training opportunities** to offer our NSCC/NLCC cadets. Specifically, expanded one week or two week (or even longer) summer training opportunities are desired. While military training onboard bases, stations, and ships, continues to be of first preference in accordance with our program goal of making cadets aware of the prestige of military careers and also to increase advancement potential for those who join, we are not restricted to only that training. Our other goals are:

- Develop interest and skills in basic seamanship and seagoing skills.
- Instill virtues of good citizenship and strong moral character and principles.
- Demonstrate value of alcohol, drug and gang free lifestyle.

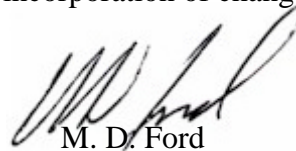
One and two week training courses that support any of these goals are desired. If you have any ideas or recommendations, call NSCC NHQ Capt Nyland or 1SG Bunting. We need your help, and remember, messing and berthing will be covered and this applies to both NSCC and NLCC training. Actual cadet deposit costs will be established depending upon the total cost of the training (some trainings are a lot more expensive to sponsor and arrange than others!).

b. **All hands are reminded to subscribe to the 1 MC.** This is the internet communications vehicle controlled by NHQ and the IDG for announcing information to the NSCC. It complements Compass and our other websites, and is a one way NHQ announcement system; it is not a chat room!

c. **Characteristics of best units.** Across the NSCC, certain units stand out as among the best. All Regional Directors were asked to list those one or two characteristics that seem to appear most common, or some of the things being done, in their best units. Here's the list for everyone's consideration.

- Exercising good leadership from the top down, and promoting a sense of teamwork and purpose among all unit members.
- Doing fun things and getting out of the classroom setting.
- Which leads to, enjoying lots of public exposure.
- Embracing joint training with other groups/organizations to break the monotony.
- Promoting active recruiting programs to include such things as having cadets "bring a buddy" when they come to their first orientation visit with a unit. Getting the word out about the NSCC.
- Cultivating a challenging and meaningful program with implementation of petty officer promotion boards to ensure promotions are earned and warranted. Also having promoted cadets find a replacement for themselves in the lower ranks upon their promotion to fill the spot they're vacating when moving up, thereby enhancing the sense of importance for every member.
- Automatic disenrollment after 2 years to set the tone that non contributors don't get to automatically stay. Cadets have to formally request to stay and have to demonstrate that they've met expectation and requirement in order to stay. Establishes a sense of seriousness to the program and contributes to making program meaningful and challenging.
- Empowering cadets. Cadets are given specific position and responsibility and them held responsible for carrying out duties of that position.
- Cadet ownership of units. For an evolution, event or outing, cadet is given responsibility for the unit. Examples include taking his unit to church with him (and being given responsibility for all aspects of getting it done), or participating in a school special event, again where the given cadet gets the entire support of his or her unit.
- Embellishment of opportunities for parents to be able to take pride in their son or daughter cadet. Promote and have an active parents group.
- Be upfront with parents and cadets with regard to attendance, participation and other expectation. Make sure they know what it means to be in the program and all that is expected. Don't allow NSCC participation to take a back seat to other school activities, keep it just as important!

3. This action letter also remains in effect until incorporation of changes into relevant manuals.



M. D. Ford

Distribution:

National Chairman/National President  
NSCC NHQ Representatives  
NSCC Regional/Associate Regional Directors  
NSCC/NLCC Unit Commanding Officers