

U.S. NAVAL SEA CADET CORPS

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

15 February 2006

NSCC ACTION LETTER 02-06

From: Executive Director, Naval Sea Cadet Corps

To: See Distribution

Subj: Change #2 to 2004 NSCC/NLCC Administration Manual

Encl: Record of Awards NSCADM 010

1. **Purpose.** Provide updates to sections of the 2004 NSCC/NLCC Administration Manual as indicated. Announce new form Record of Awards NSCADM 010.
 2. **Discussion.** Unit commanding officers should ensure changes are annotated. The on-line manual will also reflect these changes.
 3. **Action.**
 - a. Chapter One, paragraph F1(a), Cadet Service Record Administration, (Right Side): Add Record of Awards NSCADM 010 as number (3). Re-number remaining listings accordingly.
 - b. Chapter Two, paragraph F, Appointments to Officer Ranks: Add the following paragraph and number as:
 4. **Appointment to Warrant Officer.** An adult may be appointed to Warrant Officer in any category of E6 or above, i.e. active, reserve, retired or have attained the rate of E6. Requirements for Appointment to Warrant Officer are below. **NOTE: Any waiver's to below will require endorsement of the chain of command.**
- a. Refer to paragraph D, Processing Adult Enrollments for required documents.
 - b. Completion of the Officer Midshipman Study Guide (OMSG).
 - c. Age 35 or above.

c. Chapter Two, paragraph F(4) Appointment to Command: Re-number the paragraph to 5.

d. Chapter Two, paragraph G1(a) Adult Service Record Administration, (Right Side): Add Record of Awards as (3). Re-number subsequent listings.

e. Appendix, New Officer Promotion Guidelines: Explained. Update the qualifications for Warrant Officer. The box should read:

<p style="text-align: center;">Warrant Officer Qualifications:</p> <ul style="list-style-type: none">• Proof of E6 or Above• OMSG• Other applicable documents• Age 35 or Above

4. **Cancellation.** This letter is considered cancelled upon inclusion of the above in the manual.



M. D.FORD

Distribution:
Electronic Posting