

U.S. NAVAL SEA CADET CORPS

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18 September 2006

NSCC Action Letter 04-06

From: Executive Director, Naval Sea Cadet Corps

To: See Distribution

Subj: NSCC/NLCC Advancement and Training Manual Change #1

Ref: (a) NSCC/NLCC Advancement and Training Manual April 2005

(b) NSCTNG 015

(c) NSCTNG 016

Encl: (1) Unit Registration Procedures

1. **Purpose:** To announce the new NSCC On-line Petty Officer Test Site. This site also provides a “new” Petty Officer First Class (PO1) test based on the PO1 Correspondence Course. This will eliminate the existing PO1 test. References (b) and (c) are no longer required and are considered cancelled upon receipt of this letter.

2. **Discussion:** In cooperation with ACTS Corporation, an on-line testing site for NSCC Petty Officer Third Class, Petty Officer Second Class, and Petty Officer First Class is now available. This system transfers the control of Petty Officer testing to the unit Commanding Officer versus the NHQ Representative. The system provides the unit CO two options: an “on-line” version or a “paper” version. Each exam is a randomly selected 100 question test for each registered cadet. Units with internet access at their drilling site will be able to permit a cadet to take the applicable test “on-line” with immediate results. A “paper test” option is available for those units without internet access at the drilling location. The unit CO can register a cadet and print out the applicable test at home or work. The test can then be administered at the upcoming drill. The CO at his/her convenience, logs onto the site, enters the answers and receives immediate results. An email will automatically be sent to the unit CO. This email notification is “proof” required for advancement to PO1.

Those units with “no” computer support/internet access within their unit, the current system of contacting the NHQ Representative for a Petty Officer Test will remain in place.

3. **Action:**

a. Add enclosure Unit Registration Procedures as Appendix (6) to ref (a) the Advancement and Training Manual.

b. Chapter Three, paragraph B, NSCC PO3 through PO1 Advancement Examination Guidelines, remove sentence: Proper accountability of exams and answer keys is the responsibility of the NHQ Representative.

c. Chapter Three, paragraph B-1(a), delete this paragraph. Re-letter (b) to (a); (c) to (b); (d) to (c).

1. (a) should read: Upon request provide unit commanding officer the appropriate randomly selected “paper test” rate exam.

2. (b) should read: Grade the exam and inform the unit commanding officer in writing of the results. This letter is required documentation when units submit cadets for advancement to Petty Officer First Class. If the cadet does not pass the exam they must wait 30 days. After 30 days a new randomly selected “paper test” will be forwarded

3. (c) reads the same.

d. Chapter Three, paragraph B-2(a) should read: Unit Commanding Officers with “no” computer/internet access within their unit, complete Advancement Examination form NSCTNG 014 and forward to the NHQ Representative to request Petty Officer Exams.


e. Unit CO’s please review encl (1), Unit Registration Procedures. These procedures are for unit access to the system “ONLY”.

f. After completing the Registration you may proceed to the on-line tutorial. Please **read** the instructions before proceeding to the actual test site. The tutorial provides detailed instruction on how to register a cadet for an exam. ALL links can be found via the Sea Cadet COMPASS Training Portal at <http://compass.seacadets.org> under the heading Cadet Advancement.

g. NHQ Representatives will be provided a “userid” for access to the testing site by NHQ. This will permit them to register a cadet for a PO test and grade the test for those units who do not have internet access. NHQ Representatives will also be given “permissions” within the system to view/monitor testing.

h. All troubleshooting issues will be emailed to sbunting@navyleague.org.

4. **Cancellation**. This letter is considered cancelled when updates have been included in ref (a).



M. D. FORD

Distribution:
National President
National Chairman
Unit Commanding Officers (Electronic)

Unit Registration Procedures

The following steps pertain to the “Unit” registration “ONLY”!!! The purpose of these procedures is for the unit to gain access to the online testing site. The unit registration will be accomplished by the unit commanding officer or his or designated adult leader. **At no time will a cadet be given direct access to this site except when taking an on-line test under the direct supervision of the unit commanding officer or his or designated adult leader.** ALL troubleshooting issues will be directed to sbunting@navyleague.org.

Step #1

Access the site via COMPASS training portal <http://compass.seacadets.org>. Under “Cadet Advancement” on the menu click on Unit Registration Procedures. The following screen will appear.



The screenshot shows the login interface for the USNSCC Online Testing Center. At the top, the title "USNSCC Online Testing Center" is displayed in a bold, dark blue font. Below the title, the instruction "Enter your assigned Login ID and Password" is centered. There are two input fields: "Login ID:" followed by a white text box, and "Password:" followed by a white text box. Below these fields are two buttons: "Login" and "Forgot Password". Underneath the buttons, the text "Need a Login ID?" is centered, followed by "Click here to self register." in a red font. A "Register" button is positioned below this text. At the bottom of the page, there is a footer containing the text: "This site powered by TestManager and SurveyManager from ACTS Corporation. Copyright © 2001-2006, ACTS Corporation. All Rights Reserved."

Step #2

Click on the “Register” button under the words [Click here to self register](#). The following screen appears.

USNSCC Online Testing Center
Registrant Information
Please complete all fields and click on the Submit button.
Login ID may be up to 16 characters and should not contain spaces or punctuation.

Create Login ID:

Password:

(Retype) Password:

Name (First/MI/Last)

Email Address

NSCC ID/SSN

Region

This site powered by *TestManager* and *SurveyManager* from [ACTS Corporation](#).
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Step 3

Fill-in the blanks. **ALL information on this screen pertains to the unit CO.** The Login ID is your “**unit code**”. IF you are not sure, it can be found on your ID card; the upper left hand corner of your quarterly MARS report. IF you are still unsure please email sbunting@navyleague.org. Create a Password you can remember!! The “Name” pertains to the unit CO or designated “adult” leader. The email address pertains to the CO or designated “adult” leader. SSN is self-explanatory. Click on the “down-arrow” to select your applicable region. Example 05. There are “no” sub-regions. When “all” of the blanks are completed click the “submit” button.

Step 4

When you completed “Step 3” notify NHQ by emailing sbunting@navyleague.org “requesting permission” to access the system. NHQ will activate the unit CO permissions within the system. You will be notified that you may proceed to the on-line tutorial. The tutorial is accessed as well through the COMPASS Training Portal under Cadet Advancement. Click on the “On-line Tutorial” link.

Step 5

Once you have read and understood the tutorial you can precede to the testing site. Again, through the COMPASS Training Portal under Cadet Advancement click on the link for the test site. Following the instructions in the tutorial you as the unit CO have the following permissions.

Unit Commanding Officer Permissions

1. Unit CO’s will have permission to register a cadet for an online test.
2. Print a “paper” test.
3. Enter the answers for a “paper” test.
4. View archived history of “unit” exams.