

U.S. NAVAL SEA CADET CORPS

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26 November 2007

NSCC ACTION LETTER 01-07

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

To: Distribution

Subj: 2007 REGIONAL DIRECTOR'S CONFERENCE CHANGES IN POLICY
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual

(b) 2007 National Regional Director' Conference, 29 & 30 September 2007

(c) NSCC Action Letters 14-98, 12-99, 6-00, 9-02, 11-03, 8-04, 8-05 and 9-06

Encl: (1) Revised list of advanced trainings for which appurtenances may be awarded.
(2) Adult criteria for award of the physical fitness ribbon.

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 2006 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. **Recruit Training COTC's are authorized to modify the RT curriculum military drill and physical training requirements as appropriate to minimize cadet injury and/or probability of injury.** More specifically, COTC's are authorized to adjust requirements with regard to hours of military drill, cadet footwear, and the ground upon which the drill is performed to minimize cadet injury. The RT curriculum itself will remain unchanged, however, COTC's have the authority to adjust the curriculum as dictated by physical resources and limitations at the drill site, and footwear of the cadets. Similarly, for the RT Physical Readiness Test, the shuttle run and sit reach are electives, again depending upon resources available and if they can be safely done. There are no penalties to anyone if the RT COTC elects not to do the shuttle run and sit reach tests.

b. **Effective immediately, authority for all wear and award of MAA badges is suspended.** The NSCC's official recognition for completion of MAA training is the MAA appurtenance. Cadets performing MAA duties in an MAA status are to wear an MAA armband or brassard. PROMO and Ship's Store will stock the MAA armband or brassard. MAA badges have been eliminated from the NSCC.

c. **Wear of Service Dress Whites (chokers) by NSCC officers is approved.**

However, all wear is subject to the following caveats:

- Only for NSCC Officers.
- It is an optional additional uniform.
- Only approved for appropriate events where a need also exists.
- Wear must be uniform among all NSCC officers attending, ie either all NSCC officers wear, or all wear summer white.
- Where personnel from multiple units might be participating, the host unit will coordinate.
- NHQ approval is required.

d. **Effective 1 September 2008, completion of POLA will be required for promotion to PO2 and for promotion to CPO, RT staffing after completion of POLA will also be required.**

e. ~~**Effective 1 January, completion of NSCC's new PQS for E2 will be required for promotion to E2.**~~ The new E-2 PQS, along with a manual for its' administration will be posted to COMPASS and available to all hands. This PQS is modeled after the Navy and Coast Guards' PQS and will assure that all NSCC E2 and above personnel share the same knowledge base. (See Change 1)

f. **The NLCC year ribbon is replaced with the NSCC Sea Cadet year ribbon. For NLCC cadets completing advanced trainings for which there is an already existing appurtenance, NLCC cadets are authorized to wear that appurtenance on their year ribbon. Upon transfer to the NSCC, rightly earned appurtenances while in the NLCC may also transfer to the NSCC.**

g. **Authority for award of existing appurtenances is expanded to cover NSCC's advanced trainings.** At encl (1) is the revised list of appurtenances, and advanced trainings for which those appurtenances may be approved. It is effective upon receipt of this letter and is retroactive for all currently enrolled cadets.

h. **Award of the Caduceus appurtenance to cadets who successfully complete locally arranged medical training, that has been approved by NHQ for advancement credit, is authorized.**

i. **CPOs who go on to be midshipmen, uniformed instructor, or officer status, are authorized a gold frame on their service ribbon. This is retroactive for currently enrolled NSCC personnel.**

j. **Award of the Unit Commendation Ribbon is authorized for all cadets in both NLCC and NSCC honor companies. Honor cadet awards remain Merit Ribbon for NLCC and Meritorious Recognitions Ribbon for NSCC.**

k. **For all advanced NSCC training, cadets must be full E-2 and 14 years old.** The age requirement may be waived for outstanding cadets but only as approved by both Unit CO and COTC. Full E-2 can not be waived.

l. **Authorization for wear of woodland BDUs at regular drill is extended to all cadets in all units subject to Unit CO authorization and concurrence by host activities.** Note that this is not a substitute uniform, and full sea bags with utilities are still required. Additionally, wear is not authorized for special events (parades, color guard, etc) where the Navy uniform would be more appropriate and expected.

m. **Wear of collar devices on coveralls, just the same as with BDUs, is authorized.**

n. **Waiver authority for enrollment of 10 year olds into the NLCC extended to the Unit CO.** Previously, an NHQ waiver was required for enrollment of 10 year olds into the NLCC. Effective immediately, authority to grant that waiver is extended to the Unit CO. If the Unit CO believes the cadet is mature enough, he may grant the waiver and enroll the cadet. Enrollment itself will substantiate that the waiver was granted.

o. **Escort travel allowance increased from \$00.15 a mile to \$00.25 a mile with round trip cap remaining at 800 miles, unless waived by NHQ.** Guidance is as promulgated in the summer training schedule and COTC guidance letters. The only change is in the rate, and the new rate effective immediately is \$00.25 a mile.

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. **In 2006, NSCC NHQ stated it's intent to review and update its' policies and requirements regarding medical fitness for joining the NSCC and medical fitness to attend summer and other trainings.** A revised NSCC Medical Policies and Procedures Reference Manual is in draft and under going final review prior to promulgation. Promulgation is expected by end of the calendar year.

b. **COTC's are not authorized to house cadets arriving early or departing late, in their private homes, for any trainings.** Unit CO's and parents must be sure of arrival and departure dates and arrangements for their cadets attending training. It is the parent and unit responsibility to get cadets to training and pick them up in accordance with instructions promulgated by the COTC. NHQ will review possible implementation of a training transportation form to alleviate this problem of cadets having to be housed in COTC homes due to parent and unit errors in arranging cadet travel to and from training sites.

c. **Unannounced visitors not authorized for any NSCC training.** Visitation to NSCC trainings are only as allowed and controlled by the COTC. Unit CO's or other NSCC personnel, including parents are not authorized to just "drop by" to see how things are going. This is not just disruptive to training, but potentially damaging as well. COTC's are more than glad to accommodate visits and visitors but only when advised in advance and as controlled by them. Additionally, automatic approval of any visitation request can not be expected just because the call was made. COTC's will review training schedules, activities, to see what is best "for all cadets" and respond accordingly.

d. **Junior POLA for E3 and below developed for unit training.** This course has been developed for instruction over a long weekend or a couple of consecutive weekends. It is for instruction by Unit CO's and their staffs and RD's too, and is being posted to COMPASS for availability to all units. This course is intended to supplement unit training. Advancement credit is authorized for this junior POLA only when nationally scheduled by NHQ for a full week.

e. **Limited federal funding available for support of locally arranged unit training activities and events.** The grant language governing expenditure of NSCC's federal grant monies includes diction that allows cadet and NSCC adult volunteers "out of pocket" **training** expenses to be covered. Traditionally this has been limited to nationally scheduled and locally arranged training of 4 nights and 5 days or more; basically the NHQ advertised summer and winter training schedule. In support of improved recruiting and retention these guidelines are being adjusted to include limited locally arranged training evolutions of lesser duration. Costs must still be contained and funding is still limited. **However, if a unit wishes to schedule a training event, that they would otherwise not schedule due to costs, they are encouraged to:** 1) briefly outline what they want to do with anticipated cost, 2) seek and obtain approval of their Regional Director and NHQ Representative (NHQ Rep will coordinate with NHQ as necessary to ascertain funding availability), 3) after approval, submit a completed NSCTNG 023 to NHQ showing costs and cadet deposits that the unit and cadets can afford. NHQ will fund the proposed training as a locally arranged training subject to continued funding availability. Following the training, an audit report is required along with all receipts covering all expenses. This audit report is required for all evolutions where federal funding is used and is reviewed as part of NHQ's annual audit process. As a general guideline, affordable cost is considered to be \$20 to 30 per day per cadet after deducting the cadets' deposit (which generally runs about \$10 per day per cadet). Again, please note, this has to be for cadet **training** (tours, recreational events, etc. don't meet the criteria for expenditure of federal funds).

3. GENERAL NOTES FOR ALL HANDS.

a. Other items that were addressed at the conference but not submitted as agenda items include the following and are presented for your information:

Eligibility for award of the Physical Fitness Ribbon was extended to NSCC adults at the 2006 Regional Director's conference, pending development of criteria and periodicity. At encl (2) are the criteria for wear of this ribbon by adults. It is effective upon receipt of this letter.

SSNs. NHQ remains sensitive to everyone's concern, but right now they are still required as DOD has not yet changed policy and they are needed for access to bases and stations and most of NSCC's training sites.

Update on CPO BDU anchor collar device. NSCC Action Letter 11-03 promulgated the results of the 2003 Regional Director's conference and included the approval of a Navy like anchor collar device for CPO wear on BDUs, subject to costing and die development. That has been completed and the anchor device will soon be available through PROMO and Ship's Store. Delay, in part, was due to NSCC's change of vendors.

b. Briefed at the 2006 Regional Director's conference, was NHQ's intent to enter into contract for design and development of an improved web-based data management system for all hands. This has been a frequent recommendation in past conferences to ease the burden and cost on all Unit CO's and COTC's as well as on the entire NSCC NHQ and field staff. This project is still underway with a revised implementation date by end of 2008.

c. With federal funding to offset cadet and escort messing and berthing costs once again available for 2008 (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!).

d. Just like last year, **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!

e. **Characteristics of strong units.** Across the NSCC, certain units stand out as among the best. In 2005, 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 that list once again 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.

- Empowering cadets. Cadets are given specific position and responsibility and then 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!

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

A handwritten signature in black ink, appearing to read 'M. D. Ford', is centered on the page.

M. D. Ford

Distribution, COMPASS and 1 MC:
National Chairman/National President
NSCC NHQ Representatives
NSCC Regional/Associate Regional Directors
NSCC/NLCC Unit Commanding Officers

NSCC TRAINING FOR WHICH APPURTENANCES MAY BE AWARDED

(Encl (1) to NSCC Action Letter 1-07)

APPURTENANCE

TRAINING

AIRCRAFT

Basic Airman
Air Traffic Control

Advanced Airman
FAA Ground School

ANCHOR

Amphibious Train
Port Operations
Surface Warfare
Navy/Maritime Ops

Mine Warfare Operations
Basic/Intermed/Adv Sailing
USN Seamanship School
Navy Shipboard

CADUCEUS

Medical Training

Advanced Medical

COMPASS

Cook/Steward
Fire Fighting
Photo Journalism
Education/Orientation

Navy Shore Training
Life Guard
Field Training
IEP before IEP Ribbon

HAMMER

SeaBee Training

LEAF

Gold – Canada West

Silver – Canada East

LYRE

Music School

MAA

Homeland Security
MAA Training
Search & Rescue

JAG Legal Training
JAG, Justice
Police Science

PROPELLER

USCG Small Boat

USN Engineering School

R

Recruiting Duty

SUBMARINE

Submarine Seminar

TORCH

Jr PO Development
Officer Leadership

Petty Officer Leadership Academy
Cadet Leadership

TRIDENT

Scuba School

Underwater Research

USCG Shield

USCG Shipboard

USCG Shore

BREAST INSIGNIA

TRAINING

EXPLOSIVE ORDNANCE DISPOSAL DEVICE

Explosive Ordnance Disposal/MDSU

JOINT SPECIAL OPERATIONS BADGE

Joint Special Ops Command Orientation

SPECIAL WARFARE DEVICE

SEAL

SPECIAL WARFARE COMBAT CREWMAN DEVICE

Special Warfare Combat Crewman

WINGS GOLD
WINGS SILVER

Private Pilots License
Solo License

