

U. S. NAVAL SEA CADET CORPS

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22 October 2008

NSCC Action Letter 05-08

From: Executive Director, Naval Sea Cadet Corps

To: See Distribution

Subj: Change #2 to the Advancement and Training Manual
Change #3 to the NSCC/NLCC Administration Manual

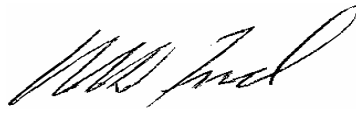
Encl: (1) NSCC/NLCC Cadet Application (NSCADM 001)
(2) NSCC Adult Leader Application (NSCADM 003)
(3) NSCC/NLCC Record of Cadet Advancement (NSCADM 009)

1. **Purpose.** To affect changes to referenced manuals.
2. **Action.**
 - a. NSCC/NLCC Advancement and Training Manual
 - 1) Chapter 3, Paragraph A, Subparagraph 2b Advancement Procedures for PO2, add sub-paragraph 5 to read “Successful completion of Petty Officer Leadership Academy (POLA).”
 - 2) Chapter 3, Paragraph A, Subparagraph 2c Advancement Procedures for CPO, add sub-paragraph 6 to read “Successful completion of Staff Cadet Duties in a leadership position at a NSCC Recruit Training or an NLCC Orientation **after** the completion of POLA. (NOTE: Cadets fulfilling Administrative Staffing Duties DOES NOT satisfy this requirement. Unit must ensure the Record of Cadet Advancement reflects as well as providing a copy of the orders.)”
 - b. NSCC/NLCC Administration Manual.
 - 1) Replace NSCADM 001 Cadet Application (Rev 08/03) with Revision 09/08. The new revision adds a request for medical insurance provider information and member demographics data.
 - 2) Replace NSCADM 003 Adult Leader Application (Rev 10/04) with Revision 09/08. The new revision adds a request for member demographic data.
 - 3) Replace NSCADM 009 Record of Cadet Advancement (Rev 08/03) with Revision 09/08. The revision adds a note for POLA completion for PO2 and Staffing for CPO.

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NOTE: The forms are to be used for “new” enrollees. Previous revisions can be replaced at the annual enrollment date or as soon as possible. New forms can be downloaded for the National Resources Portal (<http://resources.seacadets.org>)

- c. Action Letter 01-07 announced the new NSCC Medical Policies and Procedures Manual. This manual is now linked where applicable from the NSCC Regulations, Advancement and Training Manual, NSCC/NLCC Administration Manual and as a reference to the Escort Officer Handbook.
3. **Cancellation**. This letter is considered cancelled when updates have been included in the Advancement and Training Manual and the NSCC/NLCC Administration Manual.



M. D. FORD

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