

U. S. NAVAL SEA CADET CORPS

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4 December 2009

NSCC ACTION LETTER 08-09

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

To: Distribution

Subj: 2009 REGIONAL DIRECTOR'S CONFERENCE CHANGES IN POLICY
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual

(b) 2009 National Regional Director' Conference, 3 & 4 October 2009

(c) NSCC Action Letters 14-98, 12-99, 6-00, 9-02, 11-03, 8-04, 8-05, 9-06, and
1-07

Encl: (1) Revised NLCC and NSCC sit and reach PRT standards
(2) Revised NLCC push up (pull up option) PRT standards
(3) Revised NSCC push up (pull up option) PRT Standards
(4) Updated list of advanced trainings for which appurtenances may be awarded.

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 2007 Regional Directors' conferences, previously promulgated in ref (c) and since incorporated into updates of NSCC Manuals, Regulations, and/or other directives. There was no conference in 2008. 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. **NSCC cadets achieving the rank of CPO, to be afforded opportunity for leadership tutelage by retired Navy CPO's, as they might be willing and available to provide.** NSCC cadets achieving CPO rank typically have completed all the leadership programs the NSCC has available to them, and in addition, a variety of advanced trainings where they have had to opportunity to lead. As CPO's however, there are no additional courses tailored specifically to CPO's for further grooming of leadership skills. Many Units are assisted by Instructors and Officers who are prior Navy CPO's, or have available to them Active Duty or Reserve CPO's at hosting bases and stations who would be willing to provide individual counseling and training to NSCC CPO's to further improve their leadership skills. Depending upon USN CPO resources available to them, Unit CO's are encouraged to ensure their NSCC CPO's are afforded opportunities to receive additional leadership instruction from those USN CPO's (retired, active, or reserve) who might be willing to provide.

b. **Effective immediately, cadets desiring to drive their own vehicles to any training, must request permission well in advance from the COTC to do so.**
With most training hosted on military bases and stations, vehicle access and control

rests with that base or station. When a cadet chooses to drive his or her own vehicle to training without advising the COTC in advance, instances are occurring where suddenly, at check in, the COTC (and/or someone from the check in staff) must break from their check in duties to obtain from the host activity special consideration to accommodate cadet vehicles on base, vehicles that would otherwise not be allowed. Some host bases and stations have very strict vehicle access requirements and cadet vehicles have not been allowed, leaving the cadet and COTC with the problem of figuring out what to do with the vehicle. To avoid these problems, cadets desiring to drive their own vehicles must request permission to do so from the COTC well in advance, and be prepared to find other means of travel if the COTC says the vehicle can not be accommodated. If permission is granted by the COTC, cadets must expect that they will be required to turn in their keys to the COTC at the commencement of training.

c. Physical fitness testing in the NSCC is modeled after the Presidents Physical Fitness Challenge program as used nationally in all our public schools. Those standards have changed. Effective immediately, cadet PRT standards are changed as follows:

1. Minimum standards for the sit and reach are lowered to roughly half of what they have been. Revised NLCC and NSCC sit and reach standards are at encl (1).
2. The PRT ribbon is to be awarded at the National level vice the Presidential level, to hopefully encourage more cadets to strive for it. Those cadets achieving the Presidential standard are to awarded an "E" for wear on their PRT ribbon.
3. The timing element for NSCC pushups is deleted. Cadets are to do as many as possible "continuously", and scores are to be based on the number completed continuously. Pull ups are an option. Revised NLCC pushup (pull up option) standards are at encl (2). Revised NSCC push up (pull up option) standards are at encl (3).

d. Effective immediately, criteria for award of the escort officer ribbon is changed from having to have completed one 10 day, or two 5 day training periods as escort, to having served successfully as an escort officer for an advertised or approved training (advancement credit authorized) as certified by the senior escort officer or other authorized authority.

e. NLCC cadets are authorized to wear "rightly earned" appurtenances as per NSCC Action Letter 01-07 (approved at the 2007 RD conference). The 2007 guidance is further corrected and clarified to be those appurtenances currently in existence that may be earned by attending a NLCC approved advanced training such as the one week leadership, aviation, field operations, sailing and other NLCC advanced training opportunities as advertised nationally for summer and/winter training. The NLCC year ribbon remains. Appurtenances earned as an NLCC cadet through completion of these trainings are to be worn on the NLCC year ribbon. Upon matriculation to the NSCC, only 3 of the appurtenances earned as an NLCC cadet may be carried forward, and these three are to be worn on the NLCC prior year service ribbon. Additional appurtenances earned in the NSCC go on their NSCC year service ribbon.

f. **The NSCC prohibition on tobacco use is expanded to include smokeless as well.**

g. **The Inspection Guide wording currently refers to training periods of 10 days length for award of inspection credit. Many advanced trainings are now fewer than a full 10 days in length. Effective immediately, inspection credit may be awarded for any nationally advertised or approved training of at least 5 days or more in length.**

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 planning only.

a. **NSCC seeking to further improve it's Recruiting Tips on NSCC's Resources website.** Suggestions for improved recruiting should be forwarded to LCDR Scott Oram at soram@seacadets.org for addition to this website. NSCC does not have a separate recruiting manual because this website is intended to meet this need. LCDR Oram welcomes all suggestions that might otherwise be contained in a recruiting manual, for posting to the website for immediate availability to all.

b. **The updated list of trainings for which appurtenances may be awarded is at encl (4).**

3. GENERAL NOTES FOR ALL HANDS.

a. Other items that were addressed at the conference include the following. They are presented here for your information.

All hands are reminded that the NSCC does not support CPO initiations. There are no CPO initiations in the NSCC; present standards of conduct continue to apply. Cadets making CPO are encouraged to seek and Unit CO's are encouraged to help CPO cadets obtain tutelage/mentoring from active/reserve/retired CPO's when available and willing.

Update on Uniforms.

The NSCC is VERY limited on what items are in stock at the Navy Uniform Depot in Great Lakes. The Surplus Uniform Form is being revised to reflect the below information. Unfortunately, there is no quick fix and major changes may result.

Items no longer available

1. Sweat Tops
2. Sweat Bottoms
3. PT Shirts (New Style not yet released to the NSCC)
4. PT Shorts (New Style not yet released to the NSCC)
5. Gym Shoes

Navy Recruits who are unable to complete Recruit Training are sent home in Sweats and Gym Shoes causing a severe shortage of these items. Alternate sources will have to be used by the NSCC Units to obtain these items.

Items in short supply as a result in the change to the Navy Working Uniform (NWU) (Cammies)

1. Male and Female Utility Trousers
2. Male and Female Utility Shirts
3. Male and Female Chukka Work Boots

Larger size utility trousers and shirts are being held for resale to the Sailors, but are still available for NSCC use. NHQ purchased the following to supplement the stock for filling orders.

1. New small and medium male utility shirts
2. Male Utility Trousers (Seconds)

While NHQ purchase of uniforms assists units, it creates a storage problem at the NDU in BLDG 3502. Shelving is used for the Resale Effort which prevents the NSCC from storing NSCC purchased items

Items in short supply as a result in the change to the Navy Service Uniform (NSU) Black & Khaki

1. Male & Female Winter Blue Shirts
2. Male & Female Winter Blue Trousers
3. Male & Female Summer White Shirts
4. Male & Female Summer White Trousers

Items in short supply for unknown reasons

1. Male White Belts (None Available)
2. Male Buckles (None Available)
3. Female White Belts (None Available)
4. Female Buckles (Limited Supply)
5. Male Dress Shoes (Very Limited Supply)
6. Female Dress Shoes (Very Limited Supply)
7. Female Tab Ties (None Available)
8. Female Combo Covers (Limited Supply)
9. Garment Bag (None Available)
10. Laundry Bag (None Available – not critical)
11. “Ditty Bags” (None Available – not critical)
12. Blue Jacket Manuals (Just received about 600 after being informed that there were none available resulting in a storage issue until distributed to the units)

The short supply of these items is assumed as a Navy supply issue. While recruits are being issued most of these items, they are not being provided the NDU for NSCC use. We have been informed that some of these items are second issue leading to the question

Summary. NDU cannot provide full Utility Uniforms to the NSCC. While NSCC and NDU can provide shirts and trousers either via reclaim or by HQ purchase, work boots cannot be provided.

With a pending move to an even smaller space at Great Lakes, NSCC will be losing even more of its' modest ability to store items specifically for NSCC use. With the shortage of items needed to complete the Dress Uniform, NUD is unable to provide Dress Uniforms for cadets.

NSCC NHQ continues to work all these issues, to include having met with the CNO personally to request assistance. With the release of "new uniforms" to the NSCC, most of these issues will disappear, however, until then patience and perseverance will be needed by all hands. .

Update on development of an electronic enrollment process. Based on frequent recommendations from past conferences, NHQ is continuing its' development of an electronic enrollment process for the NSCC. The project is about 90% complete and in piloting within several Region 5 units. This project will allow electronic enrollment and re-enrollment for both adults and cadets. There will be a variety of queries available for users to locate records. Pilot testing will be expanded to include West Coast units soon after the holidays. Full deployment will follow once all piloting has been completed and users are satisfied with the product.

b. Other items of general interest for all hands information.

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. 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). **If the proposed training is of 5 days or longer, units may request that the training be approved for advancement credit. Training of lesser duration, while funded, will not be approved for advancement credit.**

Note: Most years' federal funds become exhausted right after support of winter training. Because the NSCC federal funding grant arrives in March of each year, the NSCC generally has to wait from December (right after winter training) until March, when the funds are replenished, to support any further training. This has happened in 2009, and the NSCC must now wait until the grant funding arrives. Accordingly, funding support for local training 2010 will not become available until about 1 April.

Just like prior years , 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!

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.



M. D. Ford

Distribution:

NSCC RESOURCES website and 1 MC:
National Chairman/National President
NSCC NHQ Representatives
NSCC Regional/Associate Regional Directors
NSCC/NLCC Unit Commanding Officers

NLCC SIT AND REACH STANDARDS

BOYS				GIRLS			
INCHES				INCHES			
AGE	M	N	P	AGE	M	N	P
10	½	1	4	10	1 ½	3	6
11	½	1	4	11	1 ½	3	6 ½
12	½	1	4	12	1 ¾	3 ½	7
13	¼	½	3 ½	13	1 ¾	3 ½	7

NSCC SIT AND REACH STANDARDS

BOYS				GIRLS			
INCHES				INCHES			
AGE	M	N	P	AGE	M	N	P
13	¼	½	3 ½	13	1 ¾	3 ½	7
14	½	1	4 ½	14	2 ¼	4 ½	8
15	1	2	5	15	2 ½	5	8
16	1 ½	3	6	16	2 ¾	5 ½	9
17	1 ½	3	7	17	2 ¼	4 ½	8
18	1 ½	3	7	18	2 ¼	4 ½	8

M = MINIMUM STANDARDS
N = NATIONAL STANDARDS
P = PRESIDENTIAL STANDARDS

NLCC PUSHUPS (PULL UPS OPTIONAL) STANDARDS

PUSHUPS				PULLUPS			
BOYS				BOYS			
NUMBER				NUMBER			
AGE	M	N	P	AGE	M	N	P
10	12	14	22	10	0	2	6
11	14	15	27	11	0	2	6
12	15	18	31	12	0	2	7
13	20	24	39	13	2	3	7
GIRLS				GIRLS			
NUMBER				NUMBER			
AGE	M	N	P	AGE	M	N	P
10	9	13	20	10	0	1	3
11	7	11	19	11	0	1	3
12	5	10	20	12	0	1	2
13	7	11	21	13	1	1	2

M = MINIMUM STANDARDS
N = NATIONAL STANDARDS
P = PRESIDENTIAL STANDARDS

NSCC PUSHUPS (PULL UPS OPTIONAL) STANDARDS

PUSHUPS				PULLUPS			
BOYS				BOYS			
NUMBER				NUMBER			
AGE	M	N	P	AGE	M	N	P
13	20	24	39	13	2	3	7
14	20	24	40	14	4	5	10
15	25	30	42	15	5	6	11
16	25	30	44	16	5	7	11
17	30	37	53	17	7	8	13
18	30	37	53	18	7	8	13

GIRLS				GIRLS			
NUMBER				NUMBER			
AGE	M	N	P	AGE	M	N	P
13	7	11	21	13	1	1	2
14	7	10	20	14	1	1	2
15	10	15	20	15	1	1	2
16	10	12	24	16	1	1	1
17	10	16	25	17	1	1	1
18	10	16	25	18	1	1	1

M = MINIMUM STANDARDS
N = NATIONAL STANDARDS
P = PRESIDENTIAL STANDARDS

NSCC TRAINING FOR WHICH APPURTENANCES MAY BE AWARDED

(Encl (1) to NSCC Action Letter 1-07, updated Oct 09)

APPURTENANCE

TRAINING

AIRCRAFT

Basic Airman
Air Traffic Control

Advanced Airman
FAA Ground School

ANCHOR

Amphibious Train
Port Operations
Surface Warfare
Navy Maritime Ops
Operations Specialist

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
Vehicle Maintenance
Electronics School

Navy Shore Training
Life Guard
Field Training
IEP before IEP Ribbon
IEP Scotland

HAMMER

SeaBee Training

LEAF

Gold – Canada West

Silver – Canada East

LYRE

Music School

MAA

Homeland Security
MAA Training
Search & Rescue
Hazardous Materials

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 Maritime Ops

USCG Shore

BREAST INSIGNIA

EXPLOSIVE ORDNANCE DISPOSAL DEVICE
JOINT SPECIAL OPERATIONS BADGE
SPECIAL WARFARE DEVICE
SPECIAL WARFARE COMBAT CREWMAN DEVICE
WINGS GOLD
WINGS SILVER

TRAINING

Explosive Ordnance Disposal/MDSU
Joint Special Ops Command Orientation
SEAL
Special Warfare Combat Crewman
Private Pilots License
Solo License