

U. S. NAVAL SEA CADET CORPS

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18 November 2010

NSCC ACTION LETTER 01-10

From: Executive Director, U. S. Naval Sea Cadet Corps
To: See Distribution

Subj: 2010 NSCC/NLCC ANNUAL INSPECTION/EVALUATION REPORT

Ref: (a) NSCC Regulation, Chapter 13

Encl: (1) Unit Training Report (National Orders)
(2) Unit Training Report (Local Orders)
(3) 2010 NHQ Approved Summer Training Cancellations
(4) NHQ Evaluation Score
(5) Addendum to Inspection/Evaluation Report (CNET)

1. **Purpose.** To provide guidelines for the 2010NSCC/NLCC Annual Inspection Evaluation Report.
2. **Discussion.** The 2010 Annual Inspection Evaluation and Reports will be promulgated to the field by utilizing the Sea Cadet Resource Page at resources.seacadets.org. NHQ will have a limited number of hard copy reports available for those units where computer support is not available. Unit Commanding Officers may request a copy by calling (703) 243-6910 or by email to sbunting@navyleague.org. ALL units are expected to undergo a “full” inspection however, an “assist visit” although not encouraged, may be conducted when determined to be in the best interest of the unit and NSCC program. Regional Director’s/Senior Inspecting Officer’s shall give units impacted by hurricane’s every benefit of doubt. Regional Director’s/Senior Inspecting Officer’s are granted discretion as to whether the unit will be inspected. However, an Audit and Budget Report “is required”.
3. **Action.**
 - a. **Inspection Cycle.** The inspection cycle is from 1 January through 31 December 2010
 - b. **Inspection Schedule.** Regional Directors have overall responsibility for scheduling, coordinating, conducting and/or reviewing unit inspections for NSCC/NLCC units under their cognizance. Where compatible with the regional schedule, inspection teams will inspect NLCC Training Ships with their affiliate NSCC units. Designation of Associate Regional Directors to inspect NLCC Training Ships is also appropriate. **ALL** inspections or assist visits will be scheduled between **1 January and 31 March 2011**. Regional Directors are responsible for submitting inspection results to NHQ. **ALL results must arrive at NHQ no later than 30 April 2011** Unit commanding officers should constantly monitor the status of their inspection/evaluation reports to further ensure they arrive at NHQ on time.
 - c. **Inspection Teams.** Regional Directors will designate inspection team members per reference (a). When possible, the same inspection team(s) should be used throughout the Directors region to provide consistency. Active duty, reserve, retired and Navy League officials may conduct “**Personnel Inspections Only**”. The NSCC Regional Inspection Team will conduct the remaining sections of the inspection to ensure fairness in grading.. **Units not inspected by a regional designated inspection team will not be eligible to compete for national awards.** In preparing the inspection/evaluation report, inspection team members must observe the following:

1. The Regional Director is encouraged to use the Excel program available for downloading from the resource page (Inspection Reports) to aid in the computation of the unit grade. The Regional Director and team members should become familiar with this program. It will save considerable time and provide the unit with instant results. **The Regional Director's/Senior Inspecting Officer's are encouraged to use common sense when grading the "Training Sections". Numerous training evolutions were cancelled this summer at the last minute.**
2. Each Regional Director will receive ALL enclosures. The Inspection Report and Inspecting Officer Guide are available for download from resources.seacadets.org.
3. No more than 25 NSCC service records and/or 15 NLCC service records need to be inspected for Section B of Part III of the NSCC/NLCC Annual Inspection/Evaluation Report.
4. Those NLCC companies with less than five (5) cadets on board **need not be formally inspected**. However, a personnel inspection and a courtesy review of the records will be completed. Comment to be included under Part IV of the NSCC/NLCC Annual Inspection/Evaluation Report. NLCC companies with five or more cadets shall be inspected utilizing the inspection/evaluation report and the results forwarded to NHQ. NLCC companies **are not eligible** to compete for national standings/awards.

d. **Unit Inspection Procedures.** The inspection reports (NSCC and NLCC) will be available for downloading in MS Word and MS Excel from resources.seacadets.org. Units are instructed to download the appropriate reports and work sheets. Inspections will be conducted IAW the procedures outlined in this report.

1. Each unit will receive enclosures.
2. Unit commanding officers must review and comply with the "Unit Commanding Officer Instructions" in the Annual Inspection & Evaluation Report.
3. Use Part II of the report is for NSCC units and Part III is for NLCC training ships and companies.
4. Each unit is responsible to complete the **Budget and Audit Report (NSCADM 018)**. This report is also available for downloading from the Sea Cadet Resource Page. **Receipt of this report is required from ALL units and is necessary for competition for national awards and standings.**

4. **Distribution of Annual Inspection/Evaluation Report.** Utilization of the Excel program will enable the Regional/Inspection Team to provide a printed copy of the inspection report. This printed report is acceptable by NHQ. The results may be emailed to NHQ at sbunting@navyleague.org. Distribution is as follows:

a. The report should be forwarded to the Regional Director for comments in Part VI and for signature. If the Senior Inspecting Officer and Regional Director are one in the same, this step is not necessary.

b. **Make one (1) copy and forward to NHQ for processing or email to sbunting@navyleague.org. This is intended to prevent a unit from being penalized for failure to meet the 30 April deadline. The signature of the Committee Chairperson, while desired is not required for NHQ to process the report.**

c. An additional copy of the inspection report along with the Budget and Audit Report (NSCADM 018) should be forwarded to the unit's sponsoring Committee Chairperson. If the sponsoring organization does not provide monetary support the report should be annotated accordingly and returned to NHQ. The Regional Director should make all attempts to ensure the Budget and Audit Report is forwarded to NHQ prior to the 30 April deadline. **The Audit Report must be completed in order for the unit to be eligible for National Awards.**

NOTE: 1) **DO NOT** return the cadet and officer worksheets to NHQ. They are to be retained at the unit.
2) Unit commanding officers are encouraged to assist the Regional Director to ensure their report and Budget/Audit Report is received at NHQ no later than the deadline.

5. **National Competition**. NHQ determines national ranking on the basis of final grades and cadet enrollments for each unit. The following minimum requirements must be met to be eligible:

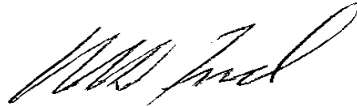
a. NSCC units must have a **minimum of 25 cadets** enrolled by 31 December 2010

b. NLCC units must have a **minimum of 15 cadets** enrolled by 31 December 2010

c. The Annual Inspection Report and the NSCADM 018 must arrive at **NHQ on or before 30 April 2011** Due to summer training workload, reports submitted after 30 April will be recorded as time permits and ***will not be considered for national competition.***

NOTE: NLCC companies are not eligible for National Awards.

6. **Cancellation**. This action letter will be cancelled on 1 June 2011.



M. D. FORD

Distribution:

National Chairman – Electronic Distribution

National President – Electronic Distribution

NHQ Representatives – Electronic Distribution

Regional Directors – All Enclosures

NSCC/NLCC Unit Commanding Officers – All Enclosures

2010 NHQ Approved Summer Training Cancellations

FAA Ground School – USS MIDWAY - FACA

Field Operations – Gunpowder Military Reservation - FOMD

Field Operations – McCrady SCANG Training Ctr. - FOSC

Honor Guard – NBK/Bangor – HGWA

Heritage History Pearl Harbor – HHHI

Leadership Academy POLA – Youth Development Center – LCF3

Leadership Academy POLA – Camp Clark – LCNV

Leadership Academy POLA – Ft. Indiantown Gap – LCPA

Leadership Academy POLA – Naval Activity Puerto Rico – LCPR

MAA Training – Jim Creek Navy Facility – MAWA

Medical Training – Ft. Devens – MDMA

Medical Training – NAS Whidbey Island - MDWA

NLCC Advanced Orientation – Camp Pendleton – NDC2/NDC3

NLCC Advanced Orientation – ANG Camp Roberts – NDC4/NDC8

NLCC Advanced Orientation – GTS ADM GALLAGHAN – NDC9

NLCC Advanced Orientation – Battleship Cove Fall River - NDMA

NLCC Orientation – Florida Youth Camp Groveland – NTF3

Photo Journalism – Camp Clark – PJNY

NSCC Recruit Training – ANG Base Gowen Field Boise – RTID

Special OPS (JSOC) – NAB Coronado - SOCA

Search and Rescue – Battleship Cove Fall River - SRMA

Submarine Seminars – NSB Groton – SSCT

ENCLOSURE (3)

CORRESPONDENCE COURSES

Earlier this year CNET brought online a new system for registering and grading of Correspondence Course work. As with any new system there were “issues”. NHQ has worked long hours with the CNET programmers and HELP Desk personnel to resolve individual unit issues. Over the past months NHQ has sent directly to the Unit Course Administrators 4 “CNET GRAMS” providing updates on use of the system. As of this Action Letter, 90 percent of the “reported” issues have been resolved. There is one issue remaining that is affecting about 30 cadets. The issue involves a clash of ssn’s between two cadets and even 3 cadets. **As a result course work for these cadets can not be graded as well as registered for subsequent courses.** The problem is labor intensive and unfortunately Sea Cadets are not at the top of the list!

So what does this mean for these cadets? The following Instructions have been given to the Unit Course Administrator. **The below procedures are to be followed until individually contacted the problem (ssn clash) has been resolved.**

1. Record the date of when the last assignment was submitted.
2. As long as “all” other requirements have been met the cadet can be advanced in rate.
3. Provide assignments for the subsequent course that can be obtained from COMPASS.
4. Follow same procedure as #2.
5. If the cadet involved is up for advancement to PO1 or CPO, the unit CO is to provide copies of the copies of the PO1 or CPO assignment sheets along with the advancement packet.

NOTE: Once contacted the problem has been resolved the Unit Course Administrator will grade the course assignments or register the cadet for a subsequent course.

INSTRUCTIONS FOR INSPECTING OFFICERS/REGIONAL DIRECTORS

When scoring the Correspondence Section of the Inspection Report, Inspecting Officers/Regional Directors are to give credit for completion of course assignments if the above situation (ssn clash) exists. **ALL** other course work is to be scored as if “no” problem existed.