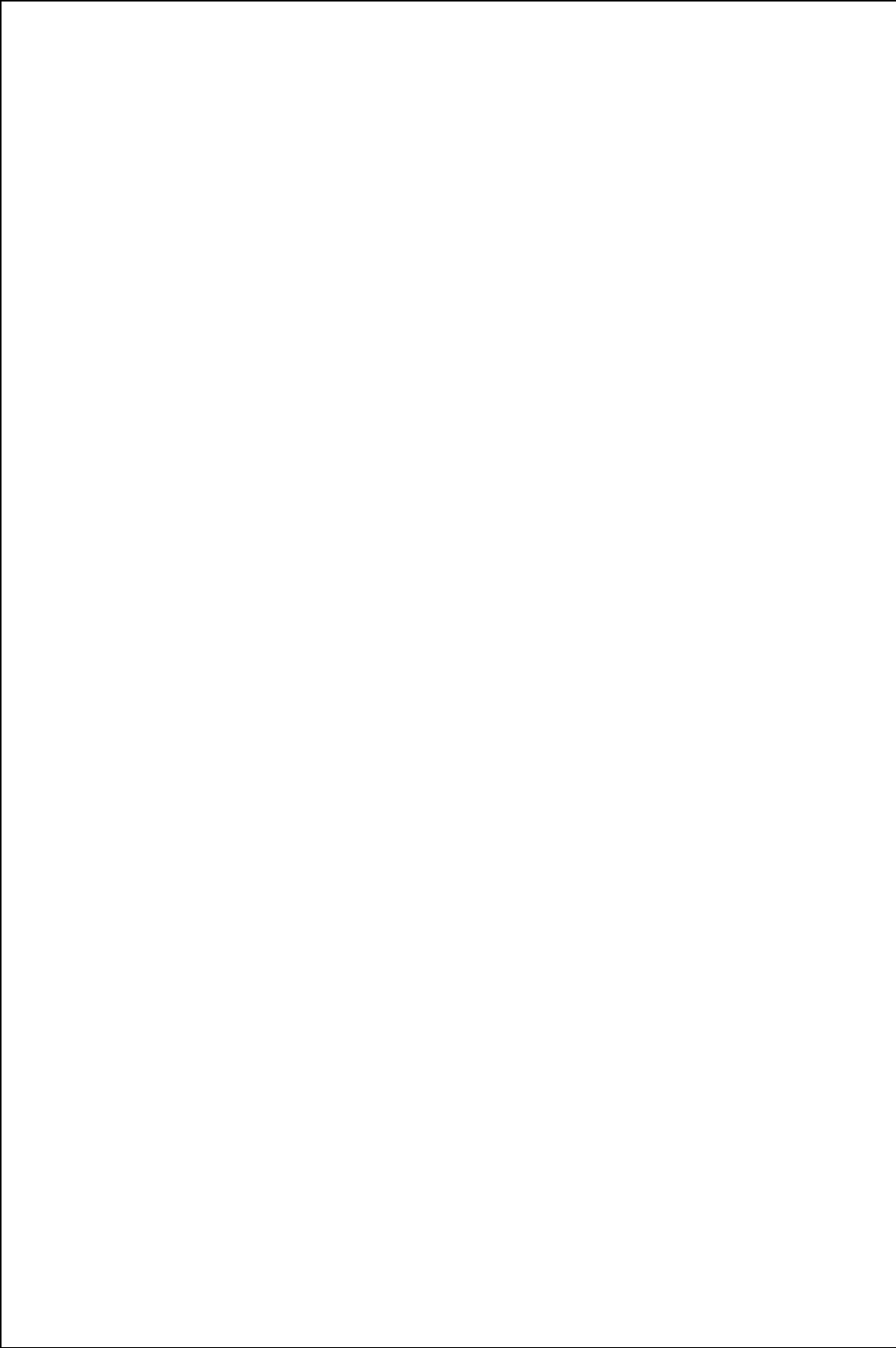


*NSCC/NLCC*

*ADMINISTRATION  
MANUAL*

*November 2004  
(Change 1-4 Incorporated – 01 December 2009)*



## TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
ONE	CADET ADMINISTRATION	
A.	GENERAL	1 – 1
B.	QUALIFICATION FOR ENROLLMENT	1 – 1
C.	CADET ENROLLMENTS	1 – 1
D.	PROCESSING CADET ENROLLMENTS	1 – 2
E.	CADET ID CARDS	1 – 3
F.	CADET SERVICE RECORD ADMINISTRATION	1 – 3
G.	CADET ADVANCEMENTS	1 – 5
H.	GENERAL CADET ADMINISTRATION	1 – 6
TWO	OFFICER/INSTRUCTOR/MIDSHIPMAN ADMINISTRATION	
A.	NSCC OFFICER CORPS RANK STRUCTURE	2 – 1
B.	QUALIFICATIONS FOR ENROLLMENT	2 – 1
C.	ADULT ENROLLMENTS	2 – 2
D.	PROCESSING ADULT ENROLLMENTS	2 – 3
E.	ADULT ID CARDS	2 – 4
F.	APPOINTMENTS TO OFFICER RANKS	2 – 4
G.	ADULT SERVICE RECORD ADMINISTRATION	2 – 5
H.	OFFICER PROMOTIONS	2 – 6
I.	GENERAL ADULT ADMINISTRATION	2 – 7
THREE	GENERAL ADMINISTRATION	
A.	ENROLLMENT FEES	3 – 1
B.	SAFEGUARDING PRIVILEGED/SENSITIVE INFO	3 – 1
C.	WHAT A COMMANDING OFFICER MUST SIGN	3 – 2
D.	DELEGATING SIGNATURE AUTHORITY	3 – 2
E.	USE OF FACSIMILE STAMPS	3 – 2
F.	AWARDS PROGRAM	3 – 2
G.	REQUIRED REPORTS	3 – 2
H.	NHQ FORMS AND CERTIFICATES	3 – 6
I.	REQUISITION FORMS	3 – 6

### APPENDIX:

OFFICER PROMOTION GUIDELINE(S) FLOWCHART

## CHAPTER ONE

### Cadet Administration:

A. General: Guidelines and qualifications for enrollment as a cadet in the program are found in Chapter Six, NSCC Regulations. The main points are included here for easy reference and reflect the most current information.

### B. Qualifications for Enrollment:

1. Citizenship: Presently ALL perspective applicants must be United States citizens. This action is a result of September 11<sup>th</sup>, and has been approved by the Board of Directors. Additionally, a stipulation of the federal grant monies is that only US Citizens may benefit from this support.

2. Age: An applicant for the League Cadets (NLCC) must be 11 years old but not yet age 13. An applicant for the Sea Cadets (NSCC) must be at least 13 years old but not reached their 18<sup>th</sup> birthday. As a rule, commanding officers should discourage high school seniors with less than six months to graduation, since they cannot advance to NSCC E-2 (Permanent) in less than six months. *Age waiver requests are submitted via letter to the Executive Director.*

3. Physical Examination: Applicants must take a physical examination similar to a high school sports examination. Medical form NSCADM 020 and NSCADM 021 will be used to record the results. Refer to NSCC Medical Policies and Procedures Manual.

4. Education: Applicants must be enrolled in school, either public, private or a sanctioned home school program and have a satisfactory scholastic standing.

5. Moral Character: Applicants must possess good moral character, be unmarried, not pregnant, drug free and be free of felony convictions.

### C. Cadet Enrollments:

1. The unit commanding officer will conduct an interview with the applicants and their parent(s) or guardian(s). At this time the parents receive detailed

information about the NSCC/NLCC program. The unit commanding officer should discuss with the applicant and parent/guardian the following subjects as well as other subjects that might be appropriate.

- a. The objectives and purposes of the NSCC/NLCC program and the benefits available to their sons and daughters through participation.
- b. The relationship of the NSCC/NLCC to the Navy, other military services and the Navy League or other sponsoring organizations with a short discussion of support provided. Parents need to be made aware of the costs involved to include annual enrollment fees, cost of meals during training, billeting, transportation to and from training, uniform costs, and any other related expensed that may be applicable to the program or unit.
- c. Drill attendance requirements, personal appearance (particularly haircuts/hair styling) and the need for parental support in these matters.
- d. The NSCC accident insurance program. Explain to the parent/guardian what the program covers in relation to illness or injury.
- e. The need for parental/guardian support of unit activities to include transportation, unit social functions, ceremonial occasion, etc.
- f. The possibility of the parent/guardian affiliating with the unit as officers or instructors. Also, emphasize the role of the sponsoring Navy League Council or the role of the supporting organization, in support of the unit, and suggest that they become members of the sponsoring organization.
- g. The standard release part of the NSCADM 001 and its purpose. If the parent/guardian will not sign the form, **the applicant cannot enroll**.
- h. The medical and physical fitness requirements. Refer to NSCC Medical Policies and Procedures Manual.

D. Processing Cadet Enrollments:

1. Documents: All cadet applicants must complete the following documents and submit to the unit commanding officer. The parent or guardian may assist in completing the forms and must sign where appropriate.

a. Cadet Application and Agreement/Standard Release NSCADM 001: This form contains all required personal data except physical/medical information. Although not a requirement, the unit CO may elect to obtain from school officials, to include home school, verification the applicant has the ability to maintain satisfactory scholastic achievement while participating in the NSCC. Parents hereby grant permission for their sons and daughters to participate in NSCC activities, receive medical treatment when necessary, and fly or sail aboard military aircraft or vessels. The unit CO or designated NSCC Officer must sign as a witness.

b. Medical Forms NSCADM 020 and 021. Refer to NSCC Medical Policies and Procedures Manual.

c. Cadet Enrollment Form NSCADM 007: Unit commanding officers will record the cadet enrollment on this form and submit this form and ONLY this form to NHQ with the appropriate fees.

2. Processing: The enrollment will be processed on the day NHQ receives the NSCADM 007. ***It is critical the information on the form is complete and accurate. Missing information will suspend the enrollment process.***

E. Cadet ID Cards: An ID Card will be issued upon receipt of the NSCADM 007 with the appropriate fee (\*). League Cadets will be issued an ID card printed in black and Sea Cadets will receive an ID printed in blue. Each card will be stamped in “Red” “Under Age 21”. **For insurance purposes, ALL cadets must have in their possession the ID card when attending drill and any training evolution.**

***\* NHQ will not accept cash, faxed copies of checks or money orders when processing ID cards!!***

F. Cadet Service Record Administration:

1. Establishment of the Service Record: A service record will be established at the unit for each cadet. ***NHQ does not maintain cadet records.*** It will contain all documents concerning enrollment, training, advancement, and other information considered significant which should be a matter of record. The information should be maintained in a standard manila file folder, appropriately stamped in RED on the front and back: “U.S. NAVAL SEA CADET CORPS”. If

DOD/DOT forms are used they must also be *STAMPED IN RED*. Information contained in this record is considered “Privileged Information” and measures to appropriately safe guard the record should be taken. Access is limited to the person to whom the record belongs, designated unit officers, the unit committee chairperson, and the Executive Director or his designated representative (Para 1110.3). The service record should be set up accordingly.

a. Right Side (Top to Bottom)

- (1) Copy of Cadets ID Card front and back
- (2) Record of Cadet Advancement (NSCADM 009)
- (3) Record of Awards (NSCADM 010)
- (4) Cadet Application (NSCADM 001)
- (5) Report of Medical History (NSCADM 020)
- (6) Report of Medical Exam (NSCADM 021)
- (7) All other medical forms in reverse chronological order

b. Left Side (Top to Bottom)

- (1) Administrative Remarks (Blank) (NSCADM 008)
- (2) Training Authorizations (NSCTNG 003/005) (Completed)
- (3) Records of Advancement Exams
- (4) Records of Correspondence Course Completions
- (5) Other documents as required by individual units.

2. Record Verification: Service records should be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed and that all discrepancies have been corrected by signing the inside cover of the service jacket.

3. Cadet Record Disposition: When cadets leave the program for any reason except disciplinary, the unit commanding officer will follow these procedures.

- a. Verify the record and give it to the cadet. NHQ does not maintain cadet records.
- b. The Record of Cadet Advancement (NSCADM 009) is the most important form in the cadet service jacket. It certifies qualifications for enlistment in the military services at advanced pay grades should the cadets elect to do so. When NSCC cadets (ONLY) leave the program the commanding officer must:

- (1) Forward a copy of the NSCADM 009 to NHQ so that the staff can certify training and advancement in response to inquiries from Armed Forces Recruiters.

- (2) Provide the original NSCADM 009 to the cadet with the service record.
- (3) Retain a copy in unit files for eventual inquiries from recruiters until the cadet reaches the age of 24.

c. Retain the record of disciplinary actions for one year, and then destroy them by burning or shredding.

d. If, as commanding officer, you feel the disciplinary problem should prohibit the cadet from joining the military service, this information will be recorded on the Administrative Remarks (NSCADM 008) and forwarded to NHQ along with the NSCADM 009.

G. Cadet Advancements: Advancement criteria for Sea Cadets and League Cadets can be found in the Advancement and Training Manual Chapter III.

1. Advancement Authority: The unit commanding officer may advance Sea Cadets from Recruit through the rate of E5 (PO2). The unit commanding officer may advance League Cadets through all grades.

2. Advancement Procedures for PO1: The Executive Director retains sole authority to advance Sea Cadets to the rate of PO1. Upon receipt of the below documents NHQ will process an Advancement Certificate (NSCADM 026) and a new ID card indicating the new rank of PO1.

a. Cover Letter of Recommendation from unit commanding officer, addressing the cadets abilities, contribution, and potential.

b. Record of Cadet Advancement (NSCADM 009)

c. A letter from the Headquarters Representative indicating the cadet passed the PO1 exam.

d. A copy of the Certificate of Completion for the PO1 Correspondence Course signed by the CNET representative.

3. Advancement Procedures for CPO: The Executive Director retains sole authority to advance Sea Cadets to the rate of CPO. Upon receipt of the below documents NHQ will process and Advancement Certificate (NSCADM 027) and a new ID card indicating the rank of CPO.

a. Cover Letter of Recommendation from unit commanding officer addressing the cadets abilities, contributions, and potential.

b. Record of Cadet Advancement (NSCADM 009)

- c. Copy of Advancement Certificate to PO1 (NSCADM 026) issued by NHQ.
- d. Copy of Completion Certificate for Petty Officer Leadership Academy (POLA).
- e. Copy of Completion Certificate for the CPO Correspondence Course signed by the CNET representative.

H. General Cadet Administration:

1. Correspondence Course Certificates of Completion: These certificates are available through the CNET database. The unit course administrator will follow the directions in the “NSCC Correspondence Course Manual for Dummies”. They must be stamped in red.
2. Records of Advancement Exams: A memo is prepared by the grading authority (Headquarters Representative) and placed in the Cadet Service Record.
3. Cadet Transfers: Cadets may wish to transfer to another unit within their region/state or if the family moves, transfer to a unit in another state. The “losing” unit notifies NHQ by annotating the NSCADM 002 or the quarterly MARS Report. For administrative purposes “only” NHQ will place the cadet in an “inactive” status. It is the responsibility of the “gaining” unit to notify NHQ they have accepted the cadet by submitting a Cadet Enrollment Form (NSCADM 007) with \$5. NHQ will process and forward a new ID Card to the gaining unit.
4. Administrative Remarks (NSCADM 008): This form is used to record all miscellaneous matters not recorded on other NSCC forms: commendations; special training; disciplinary action; other occasions or acts which should be a matter of record. As pages are filled, add new pages, numbering them in consecutive order to ensure uniformity in filing (lowest number is at the bottom).
5. Cadet Separations: Cadets may request separation, leave of absence or dismissed from the program for reasons listed below.
  - a. Separation: A Sea Cadet or League Cadet may request separation at any given time.
  - b. Leave of Absence: Cadets may be granted leave of absence for up to 12 months upon recommendation of the commanding officer. All requests will be submitted to the Executive Director for approval.

- c. Reaching 18<sup>th</sup> Birthday: Cadet High School graduates 18 years old may remain in the program until 30 September after they turn 18 but no more than 6 months for payment. If more than 6 months, a full years enrollment fee is required. The same applies to those cadets who turn 19 in their senior year of high school. Requests for waivers will be submitted to the Executive Director for approval, and must specify termination date and must be accompanied by the appropriate reenrollment fee.
- d. Failure to maintain satisfactory grades in school.
- e. Failure to pass to the next grade, school dropout.
- f. Failure to maintain satisfactory drill attendance.
- g. Lack of Motivation.
- h. Misconduct.
- i. Felony Conviction.
- j. Promiscuous Sexual Behavior/Pregnancy.
- k. Sexual Harassment.
- l. Consumption of Alcohol and the Possession, Use or Sale of Drugs and other controlled substances.
- m. Non-compliance with the NSCC/NLCC Uniform Regulations, and/or other conduct considered unbecoming and/or in conflict with the goals and objectives of the NSCC.

## CHAPTER TWO

### Officer/Instructor/Midshipman Administration:

A. NSCC Officer Corps Rank Structure: ALL adults will enter the program as an Instructor. The adult must be 21 years of age or older. A waiver for an adult over the age of 75 is required and must accompany the enrollment packet as outlined in paragraph C. If the adult is currently an Active Duty Officer they may choose to remain as an Instructor and wear the uniform of the service they represent. If the adult does not meet the height and weight standards in accordance with NSCC Regulations, they shall remain a Non-Uniformed Instructor until such time they meet the standards. The adult may request to be appointed to the NSCC Officer Ranks when all requirements have been met in accordance with the flowchart (See Appendix). NSCC adult ranks parallel those of the Navy/Coast Guard, however Lieutenant Commander (LCDR) is the highest attainable rank. NSCC ranks are as follows:

Midshipmen (MIDN)*	Lieutenant Junior Grade (LTJG)
Warrant Officer (WO)*	Lieutenant (LT)
Ensign (ENS)	Lieutenant Commander (LCDR)

\*NOTE: Midshipmen must be 18 years of age and a high school graduate. Warrant Officer's must have had prior military service, attained the rank of E6 and be age 35 or over.

### B. Qualifications for Enrollment:

1. Citizenship: Presently ALL Officer/Instructor/Midshipmen applicants **must be** United States Citizens. This action is a result of September 11<sup>th</sup>, and has been approved by the Board of Directors. Additionally, a stipulation of the Federal Grant monies is that only US Citizens may benefit from this support.
2. Age: Perspective Adult applicants must be 21 years of age and normally no older than age 75. The Executive Director may waive the age limitation for those over 75 years of age. Midshipmen applicants must be 18 years of age and a High School graduate but not yet 21 years of age.
3. Moral Character: The adult applicant must possess high moral standards, adhere to ethical standards of behavior, be citizens of good standing in the community, and have NO felony convictions. Felony convictions after enrollment will normally be cause for discharge from the Sea Cadet Program and or revocation of officer appointment. (Para 0732.1)

4. Background Checks: A background check will be conducted on ALL applicants. Adults may be contacted and given the opportunity to rebut issues that are discovered during the background check. Serious violations are grounds for dismissal or termination of enrollment in the NSCC.

5. Physical Standards: While not required to meet the physical standards of the Navy/Coast Guard officer programs, ALL adults must be physically qualified for the duties they will perform for the Sea Cadet Program. Height and Weight standards as per NSCC Regulations, Change 1, paragraph 0733.2 must be met to wear the Sea Cadet Uniform. The Sea Cadet Alternate Uniform will be worn for those adults who do not meet the height/weight standards. See NSCC Medical Policies and Procedures Manual for guidelines.

6. Educational/Professional Qualifications: There is no specific educational or professional requirements other than the applicants must be able to support and contribute to achieving the goals of the NSCC program. Applicants with Navy and Coast Guard experience, members of other military services, and anyone with a sincere interest in maritime services and American Youth, are encouraged to participate.

C. Adult Enrollments:

1. All adult applicants age 21 to 75 and over will be enrolled as an Instructor. Those adults age 75 and over must submit a waiver. The executive director is the approving authority. The executive director may waive the age requirement for personnel on active duty who wish to serve as Instructors. Adults that do not meet the height and weight requirements prescribed in the NSCC Regulations will be enrolled as non-uniformed Instructors or Officers as appropriate. Endorsement by the chain of command is not required except for waivers.

2. Former cadets or applicants 18 years of age and are not yet 21 years old may enroll as a Midshipman.

3. Adults designated to be the commanding officer of a NEW unit may be appointed the rank of LTJG. Initial appointments to the rank of LCDR are not normally made. Appointment to the rank of LT will be made only to establish seniority.

4. Initial appointment to the rank of Ensign/LTJG for newly enrolled adults may be made on a case-by-case basis with supporting endorsements from the chain of command.

5. Adults with prior military experience may apply to be a Warrant Officer. The requirements are as follows:

- a. Must have been prior service and held the rank of E6 or above.
- b. Received an Honorable Discharge.
- c. Must be age 35 or above.
- d. Complete the Officer/Midshipman Study Guide
- e. Submit a copy of DD-214.

D. Processing Adult Enrollments:

1. Documents: All adult applicants must complete and submit the following **original** documents to NHQ via the unit commanding officer.

- a. Officer/Instructor/Midshipman Application NSCADM:003: A written letter endorsed by the chain of command to include the supporting Committee Chairman is required if the applicant is to be appointed as the Commanding Officer.
- b. Record of Medical History NSCADM 020: Although a physical is not required the Medical History form must be completed. Applicants on active duty, or who are drilling reservists, may submit the appropriate DOD form. The Medical History form should be updated every 5 years or whenever a change occurs and at least 30 days prior to Escort Duty. See NSCC Medical Policies and Procedures Manual for guidelines.
- c. Officer Volunteer Questionnaire NSCADM 005: Adults must provide three (3) character references.
- d. Photo: A full-length photo is required for enrollment. NHQ will use this photo to determine Uniform or Non-Uniform status for Instructors/Officers.
- e. Copy of Active/Reserve ID Card: Active duty or active duty reservists are to provide a copy front and back of the military ID Card.
- f. Record of Discharge (DD 214): All prior military must include a copy of this form.
- g. Request for Waiver: ALL waiver requests must accompany the enrollment packet and be **endorsed by the chain of command.**
- h. Adult Enrollment and Registration Form NSCADM 006: Unit commanding officers will record adult enrollments on this form and submit with enrollment fees and the above supporting documents.

2. Processing: Upon receipt of the NSCADM 003 and supporting documentation the NSCC ID card will be issued. In the case of a commanding officer of a newly formed unit, NHQ will issue the appropriate appointment letter. (*Applicants will NOT be issued an ID card and ARE NOT considered enrolled and more importantly covered by insurance until ALL documentation to include fees is received by NHQ.*)

E. Adult ID Cards: ID cards will be issued upon receipt of applicable documents and fees. (\*) The adult's social security number will be the identification number. Appointed Officers, Midshipmen and enrolled Instructors will be issued a white card printed in blue.

**\*NHQ will not accept cash, faxed copies of checks or money orders when processing ID cards!!**

F. Appointments to Officer Ranks:

1. Initial Appointment: ALL new adult applicants will be enrolled as an Instructor. A request to be appointed as an NSCC Officer may be made after completion of one (1) year. *Under exceptional circumstances, a waiver may be considered for Initial Appointment to an Officer Rank.* If a waiver is requested, it **MUST BE ENDORSED BY THE CHAIN OF COMMAND. NO EXCEPTIONS!** New Unit Commanding Officers for newly formed units will be appointed to the rank of LTJG. Assignments to LT will be made only to clearly establish seniority. Initial appointments to the rank of LCDR are *not* normally made.

2. Appointment of Midshipman: An appointment to Midshipman will be made for those individuals who are 18 years of age and not yet 21 years of age. The individual must be a high school graduate or GED equivalent. At age 21 the Midshipman may request appointment to the rank of Ensign. ALL requirements as outlined in the Adult Enrollment/Promotion Guideline (Flowchart: See Appendix), must be met prior to the submission of the request. An appointment from Midshipman to Ensign is considered an *Initial Appointment* and as such, **IS NOT** a promotion board action.

3. Appointment of Instructors to Officer Status: Actions to make Instructors a member of the officer corps are considered "Appointments" NOT "Promotions". An Instructor may be appointed to the rank of Ensign once the following requirements have been met.

a. Adult must meet the height and weight standards in accordance with NSCC Regulations, Change 1, paragraph 0733.2.

b. Complete OPD 101, the Officer/Midn Study Guide, have completed 1 year in the NSCC and have 1 year Time in Grade as an Instructor.

c. NSCADM 003 and any other forms that have been updated should be submitted with the request directly to NHQ unless otherwise directed by the NHQ Representative. **IF and “only IF”** a waiver is required will the request be endorsed by the chain of command.

4. Appointment to Warrant Officer. An adult may be appointed to Warrant Officer in any category of E6 or above, i.e. active, reserve, retired or have attained the rate of E6. Requirements for Appointment to Warrant Officer are below. **NOTE: Any waiver’s to below will require endorsement of the chain of command.**

a. Refer to paragraph D, Processing Adult Enrollments for required documents.

b. Completion of the Officer Midshipman Study Guide (OMSG).

c. Age 35 or above.

5. Appointment to Command: Adults appointed as the Commanding Officer of a unit will be given tenure of 3 years. The appointed officer may elect at any time during the three years to tender his/her resignation. The Executive Director, NSCC retains the authority to relieve the appointed officer at anytime for disciplinary, questionable or inappropriate conduct, or loss of confidence. The appointed officer may continue to serve as commanding officer beyond the three-year tenure, unless otherwise directed. Recommendations for appointment to command of a unit must be in writing by the Committee Chairperson of the supporting activity via the Regional Director and NHQ Representative to the Executive Director. Only the Executive Director can make command appointments

G. Adult Service Record Administration:

1. Establishment of the Service Record: A service record will be established for each adult. The record will contain documents relating to appointment, promotion, billet assignment, and any information that should be a matter of record. The information should be maintained in a standard manila file folder, appropriately stamped in **RED** on the front and back: **“U.S. NAVAL SEA CADET CORPS”**. If DOD/DOT forms are used they must also be **STAMPED IN RED**. Information contained in this record is considered “Privileged Information” and measures to appropriately safe guard the record should be taken. Access is limited to the person to whom the record belongs, designated unit officers, the unit committee chairperson, and the Executive Director or his designated representative (Para 1121.1). The service record should be set up accordingly:

a. Right Side (Top to Bottom):

- (1) Copy of ID Card Front and Back
- (2) Promotion Letters (If applicable)
- (3) Record of Awards (NSCADM 010)
- (4) Evaluation/Promotion Recommendation (NSCADM 017)
- (5) Officer/Midshipman Appointment
- (6) Copy of NSCC Officer/Midshipman/Instructor Application (NSCADM 003)
- (7) Report of Medical History (NSCADM 020)
- (8) Other documentation as appropriate.

b. Left Side (Top to Bottom):

- (1) Billet Assignment Letter (Current)
- (2) Study Guide Completion Letter
- (3) Correspondence Course/OPD Course Completion Letters
- (4) Escort Officer Authorization Orders (Completed TWT's)
- (5) Other information considered significant.

2. Record Verification: Service records should be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed and that all discrepancies have been corrected by signing the inside cover of the service jacket.

3. Disposition of Adult Service Record: Officers, Midshipman and Instructor's who resign or leave the program for any reason may/shall retain their service records. Records not returned to the adult should be destroyed by burning or shredding.

4. NHQ Service Records: NHQ maintains personnel records on all adults, and will furnish copies on request to the individual concerned, or to the unit commanding officer.

H. Officer Promotions:

1. Promotion from Ensign to LTJG: Promotions from ENS to LTJG are on a year round basis and are **NOT** a promotion board action. The unit CO may recommend the ENS for promotion when **ALL** requirements are met. (See Appendix for New Adult Enrollment/Promotion Guideline). Upon receipt of the following documentation NHQ will issue a letter of promotion.

- a. Completed Officer/Midn/Instructor Fitness Report NSCADM 017 endorsed by the chain of command.

- b. Proof of completed OPD Course 201.
- c. Proof of completed TWT's.
- d. *If the promotion is for the Commanding Officer*, a letter of concurrence/endorsement from the unit's council or sponsoring organization with endorsement by the Regional Director and Headquarters Representative.

The request "may" be sent directly to NHQ for processing unless otherwise directed by the NHQ Representative. IF and "only" IF a waiver is required will the request be endorsed by the chain of command, unless otherwise directed by the chain of command.

2. Annual Promotion: NHQ conducts an annual promotion board promulgated by an NSCC Action Letter. The board considers officers for promotion from LTJG to LT and LT to LCDR. Units are to ensure ALL requirements are met to include the additional requirement of a 5-day continuous escort duty for promotion from LTJG to LT. An NSCC Action Letter will promulgate those selected for promotion. At a minimum the following documents must be received by NHQ.

- a. NSCADM 017.
- b. Current full-length photo. (Will determine Uniform/Non-Uniform Status)
- c. Any and ALL supporting documentation (**letters of recommendation, waivers, etc**)
- d. **ALL requests for promotion must be endorsed by the chain of command.**

I. General Adult Administration:

1. NSCC Officer Annual Review: The unit Commanding Officer will conduct an annual review of each officer by using NSCADM 017. Commanding Officer's may also conduct an annual review of each Instructor. The Regional Director should conduct an annual review of the Commanding Officer in conjunction with the unit's Annual Inspection.

2. Adult Transfers: Adult may wish to transfer to another unit within their region/state or if they move, transfer to a unit in another state. The "loosing" unit notifies NHQ by annotating the NSCADM 002 or the quarterly MARS Report. For administrative purposes "only" NHQ will place the adult in an

“inactive” status. It is the responsibility of the “gaining” unit to notify NHQ they have accepted the cadet by submitting a Adult Enrollment Form (NSCADM 006) with \$5. NHQ will process and forward a new ID Card to the gaining unit.

3. Adult Separations: An Officer, Midshipman or Instructor may request separation, inactive status or be dismissed in one of the following ways.

a. An adult may request a Leave of Absence (LOA) for personal reasons. The Adult submits a letter to the Executive Director via the unit CO.

The Leave of Absence will not exceed **12 months**. See NSCC Regulations, paragraph 1060.1 and 1060.2.

b. An Officer or Midshipman may wish to resign his or her appointment at any time. A letter is submitted to the Executive Director via the unit CO. In the case where the adult is the Commanding Officer, the letter must be endorsed by the chain of command.

c. An Officer/Midshipman/Instructor may request transfer to Inactive Status via a letter to the Executive Director.

d. Any adult may be dismissed in accordance with NSCC Regulations, paragraph 1051. Additionally, the Executive Director may at any time dismiss/relieve anyone for disciplinary, questionable or inappropriate conduct, or loss of confidence reasons.

e. An NSCC Officer may request to be transferred to *retired* status. See NSCC Regulations, paragraph 7110.2 and 7110.3.

## CHAPTER THREE

**General Administration:** This chapter will give a brief description of administrative procedures and an overview of the reports required for submission to NHQ.

### A. Enrollment Fees

1. Fees: The NSCC National Board of Directors establishes the annual enrollment fee for all NSCC personnel. Enrollment fees include both administrative and insurance fees. Any overage in fees will be considered a “donation” to the NSCC program and will not be held for future use. Any shortage in fees will result in registration being held in abeyance. **NO** ID card will be issued until the correct fees are received by NHQ.
2. Refund/Transfer: Enrollment fees paid by individuals who subsequently drop from the program are non-refundable, or transferable to another applicant. NLCC cadets that transfer to the NSCC pay no additional fee. They will receive an ID card that covers any remaining time on the NLCC ID card.
3. Replacement Fee: A \$5.00 fee will be assessed for each lost, stolen or mutilated ID card replaced by NHQ.
4. Computation for High School Seniors: Partial year enrollments are acceptable only for highly motivated cadets who are in their senior year of high school. The partial registration fee is a prorated administrative fee (\$4.00) a month, multiplied by the number of month’s extension, (up to 6 months). Over 6 months, the **FULL** enrollment fee is required.
5. Overdraft Checks: A \$30 fee will be assessed for a returned unit check or personal check. If the check is returned for insufficient funds the person(s) covered will be disenrolled. ***If the check is in conjunction with a request for training orders, NO orders will be issued until the check is clear. It is the responsibility of the unit commanding officer to inform the cadet and the parent/guardian they will not be able to attend training until the issue is resolved.*** The old check will be returned and the unit or party responsible for the personal check will be expected to remit the appropriate fees plus \$30.

B. Safeguarding Privileged/Sensitive Information: Each unit should take any all precautions within the confines of their drill locations to safeguard privileged/sensitive information maintained in officer and cadet service jackets and local files. Destruction of service jackets and local files, when necessary, should be done by shredding or burning.

C. What a Commanding Officer Must Sign: The unit commanding officer, Officer in Charge, or person “acting” in either position must personally sign documents that:

1. Establish unit policy.
2. Changes to the unit’s mission and are addressed to a higher authority.
3. Unit disciplinary actions.
4. NSCTNG 001 and 002 Request for Training Authority.
5. NSCTNG 003 and 004 Local Training Authority.
6. NSCTNG 005 and 006 National Training Authority.

D. Delegating Signature Authority: The unit commanding officer may delegate signature authority to subordinates and may authorized those subordinates to delegate signature authority further. This is done in writing using titles rather than names (Executive Officer or Admin Officer). Include a brief outline of the types of documents involved. As a general rule, authorized subordinates may sign correspondence that falls within their area of responsibility unless “good judgment” calls for the document to be signed by the commanding officer.

E. Use of Facsimile Stamps: The unit commanding officer may authorize others to use stamps that duplicate his or her signature where the personal signing of correspondence causes hardship or is impractical. If you are authorized to use a facsimile stamp of someone else’s signature, pen your initials next to each signature you stamp to authenticate the facsimile. Safeguard such stamps from unauthorized use.

F. Awards Program: The Awards Program is detailed in the Awards Manual. Examples of letters of recommendation and the approving authority are provided in the manual.

G. Required Reports: Unit reports are an essential part of the communications process between the unit and NHQ. If reports are to serve their intended purpose, the must be properly completed, promptly submitted and copies provided to all that have a need to know.

1. Monthly Activity Report (NSCADM 002): The report provides an overview of unit activities and provides an opportunity for the unit CO to comment on unit activities that are noteworthy and of general interest. **NOTE: This report is a graded item on the Annual Inspection Report.** The report is:

- a. Prepared on the last drill day of each month.

b. The original is forwarded to NHQ no later than the 15<sup>th</sup> of the month following the last drill day. It is the responsibility of the unit commanding officer or designated person to ensure this occurs.

c. Subsequent copies are forwarded to the Regional Director, Headquarters Representative or as directed by the Regional Director.

2. Membership Activity Reporting System (MARS): The purpose of the MARS Report is to improve the accuracy of personnel records (cadet and adult) at the unit level and at NHQ. The report is also a way for the unit to monitor ID card expiration dates, Officer Evaluation Dates and Officer Courses completed, (101, 201, 301). This report also aides the unit in ensuring continuous insurance coverage for cadets and adults. The report will be provided QUARTERLY and is divided into two (2) sections, Active and Inactive. The Active Section includes all personnel cadet and adult who have a current enrollment. The Inactive Section includes all personnel cadet and adult whose enrollment has expired. Personnel on the Inactive Section are an indication to the unit CO cadets and adults should renew their enrollments or be dropped from unit rolls. Units will:

a. Upon receipt review the report for accuracy.

b. Mark any corrections in Red.

c. Maintain a copy and return the original to NHQ No Later Than 60 days after receipt of the report *even if there are NO corrections*.

3. Annual Inspection Report: All NSCC and NLCC units are required to undergo an Annual Inspection. Newly formed units should undergo a Courtesy/Admin Inspection to assist in evaluating the unit's progress. The inspection process and reporting procedure is as follows:

a. The inspection process/guidelines are forwarded to the unit's by Action Letter and by posting the material to the Sea Cadet Resource Page by the end of November.

b. The inspection period should begin on or about 1 January and **WILL be completed NO LATER THAN 31 MARCH**.

c. The Inspection Report (Results) will be forwarded to NHQ to be received **NO LATER THAN 30 APRIL**. Reports received after 30 April will not be considered for National Awards.

4. Budget/Audit Report (NSCADM 018): This report is completed and forwarded in conjunction with the Annual Inspection Report. *Unit's failing to submit this report WILL NOT be eligible for National Awards. Regardless, an Annual Audit is required of ALL units, whether inspected or not.*

5. Accident/Illness Report NSCADM 022: This form **MUST** be completed on all injuries/accidents/illnesses regardless if immediate medical care is sought or obtained. No claims will be filed without the **original** form being received by NHQ.

a. Processing Claims (CIGNA Accident Insurance Policy): The CIGNA Accident Insurance Policy is the **primary insurer** policy for Cadets/Adults **enrolled prior to 4/1/2003**.

(1) The COTC or Medical Officer will complete and forward to NHQ for cadets/adults reporting to training promulgated by the Summer Training Schedule via National Orders or Local Orders.

(2) The unit CO will complete and forward to NHQ for local drills/training evolutions.

(3) The parent/guardian will submit the **original** itemized bills to NHQ. Coverage limit is \$10,000 for **accidents only**. The parent/guardian must pay the first \$100 of ALL medical expenses to the hospital or physician.

b. Processing Claims (Nationwide Insurance Policy): The Nationwide Insurance Policy is the **secondary insurer** policy for Cadets/Adults **after 4/1/2003**. The individual's personal health insurance is the **primary policy and pays first**. This policy provides coverage for medical treatment incurred/caused during drills, locally arranged training/trips or at national TWT's. Claims may be filed for **excess costs** after the individual's personal medical policy has reached maximum coverage. Those individual's who do not have medical insurance, the Nationwide Policy becomes the primary policy. Accidental coverage is up to \$25,000 and medical coverage is up to \$5,000.

(1) The COTC or Medical Officer will complete and forward to NHQ for cadets/adults reporting to training promulgated by the Summer Training Schedule via National Orders or Local Orders.

(2) The unit CO will complete and forward to NHQ for local drills/training evolutions.

(3) Upon receipt of the NSCADM 022, NHQ will send the parents/guardians the form with instructions on how to file the claim.

(4) The parent/guardian will send the form and the **original** itemized bills directly to Nationwide Insurance Co, Attn: Special Risks Health Department, Columbus, OH 43216-2399.

6. NSCC/NLCC Personal Injury/Property Damage Report: A general comprehensive liability policy protects the NSCC, providing coverage for all adult leaders, sponsoring organizations, and volunteers who may be assisting in NSCC activities. There is no standard report for incidents, however CO's must report, either by phone or letter any incident that might have liability implications. If the sponsoring organization requires proof of insurance please contact NHQ. NHQ will obtain a "Certificate of Insurance" to present to the sponsoring organization. Generally, all sites where the NSCC drills locally are covered by liability insurance.

7. Regional Director Financial Report (NSCADM 019): This form is used to record the Regional Director's expenses and is submitted quarterly to the Executive Director.

H. NHQ Forms and Certificates: In the appendix you will find an example of the Administrative Forms and Certificates approved for use by NHQ. These forms and certificates can be found on the Sea Cadet Resource page. Directions for downloading to your unit computer can be found in the "forms" section of the Resource Page. Any alteration to these forms for local use is not authorized.

I. Requisition Forms: (See Appendix)

1. NSCC/NLCC Requisition Form for Admin/Promotion Material (NSCSUP 001): This form lists all administrative forms, training forms, supply forms, manuals and promotional material available through NHQ. There is no charge for the forms listed. Fees for manuals are listed on the form. ALL forms, manuals and promotional material is available for downloading from the Sea Cadet Resource Page. Units must forward a check when requesting manual.

2. Surplus Uniform Form (NSCSUP 002): Uniforms available and their sizes are listed on the reverse side of this form. Units are to complete the form and forward to NHQ for review by fax or mail. NHQ will screen the form to prevent over ordering of uniforms and forward the form to the uniform facility for processing. The uniform facility will process the order and forward to the address on the form with an invoice indicating the cost. The unit must remit the money to **NHQ NO LATER THAN 45 DAYS** upon receipt of the uniforms. ***It is extremely important the unit pays the uniform bill. The unit will not be allowed to order additional uniforms until the bill is paid. This item is reflected on the NHQ Evaluation Score sheet for the unit's Annual Inspection. Failure to pay the bill ONCE during the Inspection Year will result in the unit receiving a zero.***

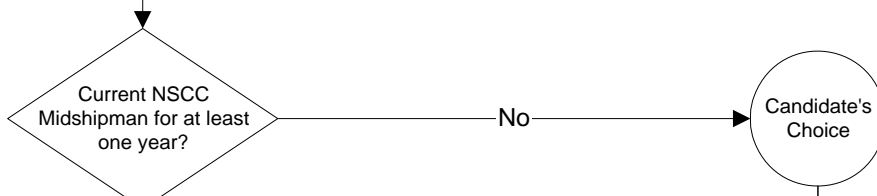
# APPENDIX

# New Officer Promotion Guidelines: Explained

## Candidate for NSCC Adult Leader

### Qualifications:

- 21+ Years Old
- Waiver for those older than 55 years.
- U.S. citizen or waiver for non-citizens.
- Successful completion of background check.
- Enrollment paperwork, specified in Admin Manual.



Yes

## Ensign

### Qualifications:

- Officer 101.
- 1 Year as INST (waived for MIDN).
- 1 year NSCC Time in Service.
- Complete Officer/MIDN Study Guide

## Lieutenant, Junior Grade

### Qualifications:

- Officer 201
- 1 TWT as an ENS, INST, or WO.
- 2 Years as ENS. (Waived for INST, WO)
- 3 Years Minimum NSCC Time in Service.

## Lieutenant

### Qualifications:

- Officer 301
- 1 TWT as a LTJG or 2 TWTs for INST, WO.
- 3 Years as LTJG. (Waived for INST, WO)
- 6 Years Minimum NSCC Time in Service.

## Lieutenant Commander

### Qualifications:

- Officer 401 - see Notes.
- 1 TWT as a LT or 3 TWTs for INST, WO.
- One career TWT must be a Recruit Training.
- 4 Years as LT. (Waived for INST, WO)
- 10 Years Minimum NSCC Time in Service.

## Instructor

## Warrant Officer

### Additional Qualifications:

- Former Armed Forces, E-6 or above.
- Received Honorable Discharge.
- Officer/MIDN Study Guide
- Copy of DD-214.
- Over age 35.

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

Optional "Jump" Into Normal Promotion Path

## Notes:

- All NSCC adult leaders applying for appointment or promotion must have successfully completed a criminal background check.
- Minimum NSCC Time in Service for MIDN is reset to zero upon appointment to Ensign. MIDN receive the benefit of immediate appointment to ENS, skipping the mandatory one year as an Instructor. Because of the Minimum NSCC Time in Service requirement for LTJG, former MIDN are not eligible for promotion to LTJG for three years after appointment to ENS.
- Officer TWT is now the same as cadet TWT. Ten days, five of which must be consecutive.
- Existing Minimum NSCC Time in Service for INST and WO is recognized. Starting in 2001, INST and WO can apply for "jump" promotions at the appropriate level, assuming that all other qualifications are met.
- Once in the "normal" promotion cycle (ENS, LTJG, LT, LCDR), you may not "bank" TWT sessions for subsequent promotions. For example, if an Ensign performs two TWT sessions, only one counts for promotion to LTJG. The extra TWT session does not apply towards promotion to LT.
- Officer 401 Course still to be developed. If not developed in time for 2001 Promotion Board, this requirement will be waived for that board and instituted for the 2002 board.
- Commanding Officers must have received an Unit Annual Inspection score of 2.5 or greater the year that they wish to promote.
- Regional staff who meet all promotion requirements may be promoted up to LCDR and there are no unit allowance limitations.

# FORMS

NSCADM 001 (12/09)	CADET APPLICATION
NSCADM 002 (01/00)	NSCC/NLCC MONTHLY ACTIVITY REPORT
NSCADM 003 (12/09)	ADULT LEADER APPLICATION
NSCADM 004 (08/03)	PARENT SUPPORT QUESTIONNAIRE
NSCADM 005 (08/03)	OFFICER VOLUNTEER QUESTIONNAIRE
NSCADM 006 (01/07)	ADULT LEADER ENROLLMENT
NSCADM 007 (01/09)	CADET ENROLLMENT
NSCADM 008 (08/03)	ADMINISTRATIVE REMARKS
NSCADM 009 (09/08)	RECORD OF CADET ADVANCEMENT
NSCADM 010 (01/06)	RECORD OF AWARDS
NSCADM 011 (02/04)	NSCC CADET OF THE YEAR
NSCADM 012 (02/04)	NLCC CADET OF THE YEAR
NSCADM 013 (02/04)	NSCC OFFICER/INSTRUCTOR OF THE YEAR
NSCADM 014 (03/08)	SCHOLARSHIP APPLICATION
NSCADM 017 (02/04)	OFFICER/MIDSHIPMAN/INSTRUCTOR EVALUATION REPORT
NSCADM 018 (09/03)	AUDIT AND BUDGET REPORT
NSCADM 019 (09/03)	REGIONAL DIRECTOR'S FINANCIAL REPORT
NSCADM 020 (05/09)	REPORT OF MEDICAL HISTORY
NSCADM 021 (05/09)	REPORT OF MEDICAL EXAMINATION
NSCADM 022 (11/03)	ACCIDENT/ILLNESS REPORT
NSCADM 023 (03/03)	COMMENDATION FOR PERFECT DRILL ATTENDANCE
NSCADM 024 (03/03)	NSCC CERTIFICATE OF ADVANCEMENT
NSCADM 025 (03/03)	NSCC PETTY OFFICER APPOINTMENT
NSCADM 026 (03/03)	NSCC PETTY OFFICER FIRST CLASS APPOINTMENT
NSCADM 027 (03/03)	NSCC CHIEF PETTY OFFICER APPOINTMENT
NSCADM 028 (03/03)	NSCC CERTIFICATE OF DISCHARGE
NSCADM 029 (03/03)	NLCC CERTIFICATE OF ADVANCEMENT
NSCADM 030 (03/03)	NLCC PETTY OFFICER APPOINTMENT
NSCADM 031 (03/03)	NLCC CERTIFICATE OF DISCHARGE
NSCADM 032 (12/03)	OFFICER APPOINTMENT CERTIFICATE
NSCADM 033 (08/03)	NSCC CITATION CERTIFICATE
NSCADM 039 (01/02)	REQUEST FOR OFFICE OF NAVAL RESEARCH AWARD
NSCADM 040 (02/06)	NSCC CERTIFICATE OF COMMENDATION
NSCADM 041 (02/06)	NSCC CERTIFICATE OF MERIT
NSCADM 042 (02/06)	NSCC CERTIFICATE OF HONOR
NSCADM 043 (02/06)	NLCC CERTIFICATE OF COMMENDATION
NSCADM 044 (02/06)	NLCC CERTIFICATE OF MERIT
NSCADM 045 (02/06)	NLCC CERTIFICATE OF HONOR
NSCSUP 001 (12/03)	REQUISITION FORM
NSCSUP 002 (12/04)	SURPLUS UNIFORM REQUEST