

From: Executive Director, Naval Sea Cadet Corps	Date:
---	-------

To:

EXAMPLE

Ref: (a) NSCC Regulations (b) OPNAVINST 5760.5C (c) SECNAVINST 5720.44A (d) COMDTINST 5728.2B

Encl: (1) NSCC Escort Officer's Handbook (5) Termination of Training Authority Report (NSCTNG 011)
(2) NSCC Shipboard Orientation Guide (if shipboard training) (6) Unit Training Preparation Report (NSCTNG 012)
(3) COTC Training Report (NSCTNG 009) (7) Accident Report (NSCADM 022)
(4) TWT Audit Report (NSCTNG 010)

1.

ONLY

2. You are hereby directed to report to the Commanding Officer of the above training site on the date specified as the Commanding Officer of the Training Contingent. You will serve as principal advisor to the host activity Commanding Officer for all NSCC matters and shall be responsible for the health, safety, and welfare of each officer and cadet in your contingent. You will be guided by the provisions of reference (a) in carrying out your duties.

3. You will ensure that each NSCC personnel in your contingent complies with all applicable NSCC and host activity's directives and regulations regarding conduct as may be established by the Commanding Officer of higher authority. You will ensure that NSCC personnel comply with the NSCC Uniform Regulations and that they each have a valid NSCC/NLCC identification card in their possession at all times.

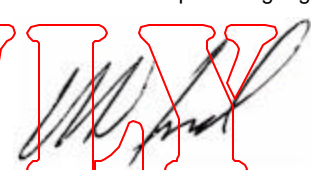
4. No pay or allowances are authorized in complying with this assignment. The basic responsibility for expenses incident to your transportation and mess rests with you, your unit, your local Navy League Council, or other sponsoring organization. Although the military has authorized this special NSCC training, the law requires that you pay for your meals. Berthing and messing will be provided as authorized by reference (b).

5. Accidents requiring hospitalization of NSCC personnel will be reported to NHQ immediately. Every accident requiring hospitalization will require a Accident Report (NSCADM 022) to be submitted to NHQ, whether or not the family intends to request insurance coverage.

6. As Commanding Officer of the Training Contingent, you are authorized to report up to a maximum of five (5) days prior to the training start date. You will not depart the host command until all NSCC personnel have departed. Prior to your departure, you will make a courtesy call on the host activity Commanding Officer with an oral summary of the training accomplished and any items that should be brought to the attention of the host activity. **You shall complete and return enclosures (3), (4), (5) to NHQ no later than thirty days after the completion of the training.**

7. I consent to the following as being a member of the U.S. Naval Sea Cadet Corps/Navy League Cadet Corps (herein referred to as NSCC/NLCC) and in consideration of my acceptance of membership, I hereby release from any and all claims, demands, actions or causes of action due to death, injury or illness, the government of the United States and all its officers, representatives and agents, acting officially or otherwise, and the local regional and national Navy league of the United States, or other sponsoring organization and the NSCC and its officers and officials; and further I hereby release the Naval Sea Cadet Corps, The Navy League of the United States or other sponsoring organization, and all officers thereof from any and all responsibilities arising from my membership in the NSCC.

ONLY


M. D. FORD

MAKE THE EXECUTIVE DIRECTOR OF THE NAVAL SEA CADET CORPS AN INFORMATION ADDRESSEE ON ALL REPORTS OF ILLNESS OR INJURY REQUIRING HOSPITALIZATION.

ACTIVITY ENDORSEMENTS		
Time Reported	Date Reported	Activity Signature (OOD)
Time Departed	Date Departed	Activity Signature (OOD)

FILE ORIGINAL WITH ALL ENDORSEMENTS IN SERVICE RECORD