

## ***NSCTNG 021 (Rev 02/03)***

### **NSCC TRAINING PUBLISHED IN THE SUMMER TRAINING SCHEDULE**

#### **NSCC/NLCC COTC NATIONAL TRAINING FUNDING REQUEST**

### **COMPLETION GUIDELINES**

- This form is pretty much self explanatory, and is **the form to be used by Summer Training Schedule COTCs.** The common denominator for this training is that it covers all training in the NSCC NHQ Summer Training Schedule NSCC Information Letter for the current summer (except Coast Guard), and all training is pre-approved because it's posted in the summer training schedule.
- COTCs need to submit this form **as soon as they have a reasonable estimate of anticipated training expenses; and NLT mid June.** Obviously **the sooner the better.**
- It is OK to use best guess possible where you can't come up with a firm expense.
- Don't forget to include best guess cost estimates for last minute arrivals of unexpected cadets (more likely to happen with the larger evolutions).
- Please note that this form is designed to address expenses from large RTCs having hundreds of cadets (with major expenses in a wide variety of categories), down to the smallest of Advanced Training evolutions which may only be several cadets. **Not every category is for everyone; simply fill out the expenses that apply.**
- Detail and cover adult expenses as well. **For the adult escort travel allowance, the worksheet is at TAB D (separately provided to COTC's) and is to be sent along with the audit report following training. Follow directions on the worksheet itself.**
- We will review each of these forms and if there is any question, we will contact you. If the amount being forwarded is different than that requested, we will contact you as far in advance as possible to resolve differences.
- Remember the importance of accountability; these funds are coming from the American taxpayer and we must all account for them to the very best of our abilities. We, and you, are subject to audit. Reconciliation in your after action report is required along with return of all funds exceeding the amount carried over from last year. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.  
If you underestimate, we will reimburse legitimate expenses, but please keep good accounting records, we will need to know, and be able to show, where the money went. **RECEIPTS! RECEIPTS! RECEIPTS!** Keep them and include them in your after action report (Most of you do this anyway).

**TAB A**

## **REMINDERS**

- All cadets and staff cadets pay the same deposit; deposit fees are posted in the summer training schedule.
- Cadets participating in evolutions that are their second or more training evolution for the summer pay the same as everyone else.
- Receipts, Receipts, Receipts.....Keep track of them for inclusion with the audit report.

**Allowable and unallowable expenses are defined and explained OMB Circular A-122, Attachment B and include such things as alcohol, fines and penalties, bad debts, entertainment (unless associated with morale), personal goods and/or services, charitable contributions, and fund raising. OMB Circular A-122 is available for review at NHQ and is included as encl (4) to NSCC's annual Training schedule that is posted to COMPASS.**