

NSCTNG 023 (Rev 02/05)

NSCC *LOCALLY ARRANGED SUMMER TRAINING* NOT IN THE SUMMER TRAINING SCHEDULE

**AT LEAST 5 DAYS, 4 NIGHTS OR MORE CONTINUOUS FOR
ADVANCEMENT CREDIT (OR OF LESSER DURATION BUT NOT FOR
ADVANCEMENT CREDIT)**

FUNDING REQUEST COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is *the form to be used by Unit CO's to get their cadets funding support for berthing and messing costs incurred during summer training, locally arranged and using NSCTNG 003 or 004 orders.* This is for locally arranged cadet training *not* with the US Coast Guard, and *not* advertised in the summer training schedule. ***PRIOR APPROVAL IS REQUIRED. To get prior approval, send your funding request in well in advance of training! If not approved you will be advised, if approved you will be issued a check for the requested amount.*** The earlier the better!
- Just follow the directions on the form. Submit for approval with estimated expenses, NHQ will approve or disapprove. If approved NHQ will send back a check for estimated costs.
- Cadet deposits are required for locally arranged training as with all other NSCC training. Generally for a weekend evolution that deposit should be at least \$35 depending on overall cost. Long weekend, 3 day evolution deposits should minimally be in the vicinity of \$45, again depending upon overall cost.
- After training, Unit CO's need to submit an audit report, NSCTNG010, a COTC training report NSCTNG 009, with attached NSCTNG 003 or 004's *and receipts* to NHQ. **Receipts must be included!**
- Please note that this form is designed to address primarily berthing and messing expenses and any unusual expenses beyond miscellaneous administrative, and house keeping expenses which would normally be covered by the deposit that all other cadets are paying.
- Detail and cover adult expenses as well. **For the adult escort travel allowance, the worksheet is at TAB D (separately sent 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 your requests and approve or disapprove, and return it to you. If disapproved, it does not mean that you cannot do it, it only means that it will not be funded by NHQ. If there is any question, we will contact you.
- 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. The NSCC is subject to audit. That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.
- ***RECEIPTS! RECEIPTS! RECEIPTS!*** Keep them and include them with the NSCTNG 003 or 004's and your NSCTNG 010 audit report.

TAB C

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.