

U.S. NAVAL SEA CADET CORPS

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NSCC Information Letter 5-01

From: Executive Director, Naval Sea Cadet Corps

To: Distribution

Subj: VARIOUS

Ref: (a) NSCC Regulations

Encl: (1) Reminders of Recent Policy Changes

1. **Purpose.** The purpose of this information letter is to reiterate various policies and instructions which have been promulgated previously and separately, but are not being adhered to by all commands.
2. **Background.** Reference (a) contains most of the basic background for conducting business in the NSCC. From time to time various action/policy letters are promulgated to the field, which advised all concern of changes in NSCC policies. A large number of these changes are a direct result of the Regional Directors' Conference held in the fall of each year.
3. **Discussion.** Enclosure (1) contains information on policies which have been promulgated to the field, but which have not been adhered to or followed by all NSCC personnel. Accordingly, these items are repeated here and are to be followed by all units. Recommended changes in policy or recommendations for improvement to the NSCC program should be submitted via the chain of command.
4. **Action.** NSCC/NLCC unit commanding officers will insure all existing Action/Information Letters are available to adult unit personnel. These policies shall be discussed with all old and newly reporting personnel. It is imperative the proper word gets out to unit personnel.
5. **Cancellation.** This letter is cancelled when all information contained herein is incorporated into existing publication and manuals.



M. D. Ford

Distribution:

Field Reps/Regional Directors/Assoc Regional Directors/Unit Commanding Officers

REMINDERS OF RECENT POLICY CHANGES

Adult Enrollments-Over the past year there has been a noticeable decrease in the proper submission of forms for the enrollment of adults. For the most part, adults trying to enroll in the NSCC program have failed to submit the required administrative paperwork. We are now getting enrollment applications in NHQ that only have the basic enrollment form filled in---no other admin work required for appointment as officer or instructor is forwarded with the enrollment form. NHQ is sending back all of the requested enrollments (adults and cadets) until the proper forms are forwarded. To solve part of this problem, NHQ is developing a new officer form, which will more clearly outline what is required for adult enrollments. If adult enrollment packages are not complete, the unit should retain them until all the forms are ready for mailing together. Cadet applications should be submitted separately as a group.

Officer Enrollment/Promotion- At the most recent Regional Director's Conference, the Regional Directors approved (almost unanimously) a new officer promotion plan. This plan has several important features, which affect new applicants and current officers. First, **ALL** new adult applicants will be enrolled as instructor for one year before a request can be made to become a NSCC officer. NHQ is still receiving applications for officer status without the one-year rule as instructor having been met. NHQ will not process the individual to be an officer. Under exceptional circumstances, a waiver may be considered. If a waiver is requested, it **MUST GO THROUGH THE CHAIN OF COMMAND**. There are no exceptions to this.

A second important feature to the plan was an extension of time to be promoted within each rank. The idea was to have parity with the USN promotion process, i.e., it would take same time to make Lieutenant in the NSCC as in the USN. The thought also was to give the NSCC increased creditability with the Navy.

A third important feature of the new plan was to require a TWT for each promotion.

Lastly, all promotions, which are the results of a promotion board, are permanent. The only temporary appointments are those to ensign and direct appointments to officer status as part of a newly forming unit.

Ensign to LTJG Promotion- This is a NHQ administrative action. No board is involved in this. All Ensigns are assigned "temporary status." Upon meeting the requirements for promotion to LTJG, the unit commanding officer may request subject individual be promoted from ensign to LTJG. This recommendation shall be forwarded via the chain of command, i.e., Regional Director and then the Field Representative. A change of status from Ensign (Temporary) to Ensign (Permanent) is not authorized and will not be done. The thought on this is that the ensign is either good enough to promote or, if not, they should remain an ensign. A change of status from (T) to (P) serves no useful purpose other than to require additional administrative work by both the unit and NHQ. NHQ will return these requests.

Midshipman Status-NHQ is receiving an increasing number of requests for a cadet who has turned eighteen (18) and still in high school, to be appointed to midshipman status. The NSCC regulations are very clear on this. The cadet may continue to drill as a cadet until graduation from high school. No cadet who is still in high school will be appointed midshipman. Midshipman status is viewed as mostly an adult status in the NSCC and in the eyes of the military. Accordingly, they should not be in high school.

Older Cadets-Increasingly cadets are 18,19, and 20 years old but still attending High school. The NSCC Regulations require that to enroll, a cadet must be under 18 years of age. However, as long as those high school cadets who are 18 and older are still progressing and non-disruptive to a unit, they may remain in the unit and be re-enrolled by submitting a request for a waiver along with their fees.

Honor Ribbon-Dondero Uniform Supplier has recently advised NHQ that they are receiving an abnormal number of requests for the Honor Ribbon. Within the past year Dondero has received thirteen requests for the Honor Ribbon. NHQ has only authorized two in the past twelve months. To protect the integrity of this award, NHQ will send the Honor Ribbon along with the citation to those earning it. Dondero will no longer stock the ribbon.

Unit Awards- All are reminded that the Unit Commendation Ribbon requires that there be two or more acts for the award. NHQ is still receiving request for the award for single acts by a unit. NHQ will be returning those requests for the award if there are not more than one act identified on the request. Further the unit award is for unit actions. Frequently NHQ receives a request for the unit commendation to be given to 2-3 individuals for their work. Unless it is an “all hands” unit function, individuals participating in an action or event should be recommended for an individual award. Hard copies of requests for award approval are the preferred method. NHQ turns these requests around the same day received. Email is acceptable if there is a “short fuse” on the requirement.