

U.S. NAVAL SEA CADET CORPS

2300 Wilson Boulevard Arlington, VA 22201-3308 (703) 243-6910/Fax (703) 243-3985

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NSCC Information Letter 07-08

From: Executive Director, U.S. Naval Sea Cadet Corps (NSCC)
To: Distribution

Subj: Three Friends – Free Training Recruiting Incentive Program

Encl: (1) Three Friends – Free Training Recruiting Program Incentive Description
(2) NSCTNG026, Find Three – Get One Free Training Deposit Certificate

1. To improve recruiting across the NSCC, at encl (1) please find the program description for NSCC's new Recruiting Incentive Program. At encl (2) is the Deposit Certificate to be used by cadets in lieu of training deposit monies for those cadets participating in this program.

2. This program is effective immediately.



M. D. Ford

Distribution (electronically):
National Chairman
National President
NHQ Representatives
Regional Directors
Unit Commanding Officers

UNITED STATES NAVAL SEA CADET CORPS

**“THREE FRIENDS – FREE TRAINING”
Recruiting Incentive Program Description**

Background: The cadet enrollment in the program has been steadily declining and requires some creative methods for recruiting new members.

Mission: To create a recruiting incentive program that will reward cadets/adult staff who actively strive to increase cadet enrollment in the program (not necessarily their own unit).

Execution: Program is executed as follows:

1. Cadet/adult staff recruits three (3) new cadets who enroll in NLCC or NSCC program under following conditions:
 - a. Must be new enrollments
 - b. NSCADM001 must reflect enrollment for at least one year.
2. Unit CO submits partially completed “Deposit Certificate” (NSCTNG 026, posted on Resources and linked from COMPASS) with copies of the 3 cadet application forms to RD. (NSCADM 001, front side only, clearly showing cadet or adult staff recruiters name on the application in block # 1s). Partially completed means the Deposit Certificate with the unit name, names of the 3 cadets recruited and their recruiter filled in, and unit CO signature. Deposit Certificates are non-replaceable (if lost, no replacements will be issued).
3. RD signs the Deposit Certificate (this completes the certificate) and returns to the unit for cadet use in lieu of any deposit for any training of the cadets choice. RD may spot check with units to ensure maintenance of program integrity.
4. Cadet attaches Deposit Certificate to Request for Training/Local Training Authority in place of monetary payment.

Administration: Incentive program is administered at the following levels:

1. Cadets/Adult staff – insure that the individual they have recruited identifies them (the recruiter) as the recruiter in space #1s on the Cadet Application (NSCADM001) by entering the recruiters rank and name. Newly recruited cadets can join any unit.
2. Unit – when a cadet/adult staff recruits three (3) qualified individuals and enrollment is completed (application and enrollment fee sent to NHQ), unit CO will copy the front side of the 3 Cadet Applications and submit to RD with partially completed Deposit Certificate (NSCTNG026) for signature and return to the unit.
3. RD – RD reviews the 3 applications and the partially completed Deposit Certificate, then completes the Deposit Certificate by signing, makes a copy and returns the original Deposit Certificate to back to the unit. Unit CO issues the Deposit Certificate to the cadet who did the recruiting (or was credited with the recruiting). NHQ will spot check enrollments upon receipt of the Deposit Certificate from the COTC.
4. COTC – Accepts the Deposit Certificate in place of the training deposit. If COTC needs additional start up funds for their training because these deposits are in lieu of actual training dollars, COTC is to request addition funds from NHQ.

Communication/Logistics: This is an integrity-based program. The intent is to increase enrollment, utilizing existing systems, without placing significant additional burdens on any link of the chain of command. There is no limit on the number of Deposit Certificates that can be earned; Deposit Certificates are transferable to other cadets (cadets supporting one another); Deposit Certificates do not expire.



FIND THREE – GET ONE FREE TRAINING DEPOSIT CERTIFICATE

This is to certify that

has recruited three new individuals to join the Corps and is entitled to one free training evolution (no deposit required, any training) as published by or otherwise authorized by Naval Sea Cadet Corps National Headquarters

THIS CERTIFICATE HAS NO EXPIRATION DATE AND MAY BE ASSIGNED TO ANOTHER INDIVIDUAL.

Unit Name: _____ Unit Location: _____

Commanding Officer's Name: _____ Commanding Officer's Signature: _____

New Cadet Names: 1) _____ 2) _____ 3) _____

INSTRUCTIONS:

UNIT CO: Complete and sign this form for any cadet to be credited with recruiting three (3) new members; attach front side only of completed NSCADM001 for each recruited cadet, send all to Regional Director.

REGIONAL DIRECTOR: Sign this certificate; make copy of this certificate for personal RD retention with the NSCADM001's for inspections and unit spot checks, return this signed certificate to the unit.

UNIT CO: Attach endorsed certificate to the Request for Training Orders (NSCTNG 001) or Locally Arranged Training Orders (NSCTNG 003) in lieu of required deposit and therefore has no cash value;

COTC: Accept this certificate in place of any training deposit; DO NOT include revenue for this cadet; attach to your final audit report

Regional Director's Name: _____ Regional Director's Signature : _____