

MUST BE COMPLETED PRIOR TO INSPECTION

1. Review the complete Inspection Report and be familiar with all pages.
2. Complete **entire** worksheets with the required information. **List cadets by date of enrollment.**
3. When entering "**date of enrollment**" for NSC cadets, enter date that cadet was transferred from NLCC, transferred from another unit, or joined this unit.
The Inspecting Officer may halt the inspection if worksheets are not complete.
4. Have all paper work, Service Records, forms etc. ready for the inspecting officer. (Review inspection report)
5. Have a copy of previous year's Inspection Report available.
6. Make sure that verification for all training's; advancements and correspondence courses, completed during the year by disenrolled cadets, are available.
7. Provide the Senior Inspecting Officer with a list of cadets (and former cadets) who entered into any of the programs listed on page 7 of the NSC Inspection Report. (Include SS# for each cadet).
8. Provide the Senior Inspecting Officer with a list of all NLCC cadets who transferred to NSCC during the inspection year. (For units with NLC cadets and NLC Training Ships)
9. Have ready a copy of "Part VI, Regional Evaluation and Part VII, NHQ Evaluation" completed.
10. Have the unit's sponsoring organization complete "Part VIII, Relations with Sponsoring Organization".
11. Complete "Part IX, Involvement in Community Affairs".
12. Complete "Vehicle/Boat Ownership Report".
13. **A COPY OF THE UNIT "BUDGET/AUDIT REPORT" WILL BE AVAILABLE FOR SUBMISSION WITH THE ANNUAL INSPECTION REPORT!**

NOTE: It is **Required** that each CO **totally** complete a copy of the work sheet. Completion of the Inspection Report prior to the unit's inspection is recommended and will be beneficial to the unit.

Recommendations for Commanding Officers to insure that the unit is getting credit for every detail of the inspection.

1. During the year keep a folder with a copy of all NSCTNG 001's and NSCTNG 003's for the year.
2. Keep a folder with a copy of all correspondence course completion letters for the year.
3. Keep a folder with a copy of all advancement exam completion letters for the year.
4. Become familiar with the inspection report, do a complete inspection yourself.
5. Be present with the inspection team during inspection, ask questions, challenge a score if you think it's wrong, have documentation handy for any challenge that you may think will come up.
6. Know what you are getting ginged for so that it will not happen again.
7. Remember that the Inspecting Officer can make mistakes too.
8. Use the required work sheets as a tool during the year filling in areas as they are completed. This makes an excellent chart for cadets to monitor their progress.
9. Be Prepared!

REMEMBER: The Senior Inspecting officer will be grading your unit on how well the unit was prepared for the inspection. Complete all that is listed under "Must Be Completed Prior to Inspection".