

# United States Navy League Cadet Corps

## Annual Inspection & Evaluation Report

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ REGION: \_\_\_\_\_

UNIT CO: \_\_\_\_\_

COMM. CHMN: \_\_\_\_\_

SPONSORING ORG: \_\_\_\_\_

REGIONAL DIRECTOR: \_\_\_\_\_

### INSPECTION TEAM

SENIOR MEMBER: \_\_\_\_\_

MEMBER: \_\_\_\_\_ MEMBER: \_\_\_\_\_

GUEST INSPECTING OFFICER: \_\_\_\_\_ TITLE: \_\_\_\_\_

### INSPECTION RESULTS

*Make all calculations to three (3) decimal places*

<u>PART</u>	<u>GRADE</u>	<u>WEIGHT</u>		<u>SCORE</u>
<i>I - PERSONNEL</i>	_____	<i>X 0.10</i>	=	_____
<i>II - TRAINING</i>	_____	<i>X 0.35</i>	=	_____
<i>III - ADMINISTRATION</i>	_____	<i>X 0.20</i>	=	_____
<i>IV - ENROLLMENT/RETENTION</i>	_____	<i>X 0.20</i>	=	_____
<i>V - CAREER MOTIVATION</i>	_____	<i>X 0.05</i>	=	_____
<i>VI - REGIONAL DIRECTOR</i>	_____	<i>X 0.08</i>	=	_____
<i>VII - NHQ EVALUATION</i>	_____	<i>X 0.02</i>	=	_____

**FINAL INSPECTION SCORE** = \_\_\_\_\_

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Senior Inspecting Officer COMMENTS:

COMMENTS:

# NSCC/NLCC ANNUAL INSPECTION REPORTS

## UNIT COMMANDING OFFICER INSTRUCTIONS

### 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 NLCC cadets and NLCC 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 003/004/005 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 giggered 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”.**

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**IMPORTANT: For Instructions and Clarification of all areas of this Inspection Guide, Please Refer to the "Inspecting Officers Guide" Included as part of this package.**

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**PART I: PERSONNEL**

**CURRENT STRENGTH (ENROLLED ON DATE OF INSPECTION)**

	<u>Officers</u>	<u>Instructors</u> *	<u>Midshipmen</u>	<u>Cadets</u>	<u>TOTAL</u>
1. <i>Enrolled:</i>	_____	_____	_____	_____	_____
2. <i>Inspected:</i>	_____	_____	_____	_____	_____

Divide "**TOTAL INSPECTED**" (Line 2) ( \_\_\_\_\_ )  
by "**TOTAL ENROLLED**" (Line 1) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **PERCENT PRESENT** (express as a decimal, 2 decimal places)

\* **Count only instructors waiting officer appointment**

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**NOTE: PART 1 - Count ONLY Personnel ENROLLED on Date of Inspection**

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**SECTION A: PERSONNEL INSPECTION**

(Refer to Inspecting Officer Guide)

<u>DISCREPANCIES</u>	<u>CADET</u>	<u>OFF/MID/INST</u>	
UNIFORMS:	_____	_____	
HATS/CAPS:	_____	_____	
INSIGNIA/RIBBONS:	_____	_____	
HAIR:	_____	_____	
SHOES:	_____	_____	
ID CARDS:	_____	_____	
<b>TOTALS:</b>	_____	_____	<b>= _____ = TOTAL DISCREPANCIES</b>

Divide "**Total Discrepancies**" ( \_\_\_\_\_ )  
by "**Total Inspected**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Inspection Score**

**4.000** minus "**Inspection Score**" ( \_\_\_\_\_ ) = \_\_\_\_\_ X "**Percent Present**" (above) ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Score**

**"SCORE" = SCORE FOR PART I - SECTION A** \_\_\_\_\_ (4.0 Max)

**SECTION B: MILITARY BEARING AND SMARTNESS**

(Refer to Inspecting Officer Guide)

- NOTES:** 1. *Observe general attitudes, response to commands, reporting procedures, etc.*  
 2. *Evaluate ceremonial procedures during unit Personnel Inspection.*  
 3. *Questions should relate to Personal Progress in the Unit, Ribbons Earned, Summer Training, Chain of Command and Unit Activities.*  
 4. *Inspect the Quarterdeck Log for neatness, legibility, correct entries, etc, (Refer to BMR)*

- |                                      |                   |
|--------------------------------------|-------------------|
| 1. Conduct at Quarters:              | (Max 1.0) = _____ |
| 2. Effectiveness of Colors Ceremony: | (Max 1.0) = _____ |
| 3. Responsiveness to Questions:      | (Max 1.0) = _____ |
| 4. Quarterdeck Procedures:           | (Max 1.0) = _____ |

**"TOTAL" = SCORE FOR PART I - SECTION: B** \_\_\_\_\_ (4.0 Max)  
(Total)

**CALCULATIONS FOR PART I**

<u>SECTION</u>	<u>SCORE</u>	<u>WEIGHT</u>	<u>GRADE</u>
A - Personnel Inspection:	_____	X .8 =	_____
B - Military Bearing/Smartness:	_____	X .2 =	_____

\* **"TOTAL" = GRADE FOR PART I** \_\_\_\_\_ (4.0 Max)  
(Total)

**\*Enter GRADE on page 1 (INSPECTION RESULTS - PART I - PERSONNEL)**

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**NOTE:** All calculations from this point on pertain only to unit activity, from 1 January to 31 December of inspection year.  
Documentation must be available for verification.

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**PART II: TRAINING**

**Reference:** NSCC/NLCC Advancement and Training Manual  
 Worksheet and Cadet Enrollment - 31 December (MARS)

**INSPECTING OFFICER MAY HALT INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

**SECTION A: GENERAL**

**(VERIFY EACH)**

**(Refer to Inspecting Officer)**

- |   | Yes | No  |
|---|-----|-----|
| 1. Does the unit conduct at least 40 drills per year? (See Note a) .....              | ___ | ___ |
| 2. Does unit training include physical fitness at least quarterly?.....               | ___ | ___ |
| 3. Do cadets have current information on NLCC advancement/training requirements?..... | ___ | ___ |
| 4. Is training progress of each cadet monitored? .....                                | ___ | ___ |

**"TOTAL YES" = SCORE FOR PART II - SECTION A = \_\_\_\_\_ (4.0 Max)**

**SECTION B: ANNUAL TRAINING**

**(Refer to Inspecting Officer Guide)**

Number of cadets completing: **(BASED ON WORKSHEET - VERIFY Each from NSCTNG 003/005)**

- a. Recruit Orientation (\_\_\_) divided by # eligible (Note b) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
- b. Advanced Orientation (\_\_\_) divided by # eligible (Note d) (\_\_\_) = (\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
- c. Leaders as Escorts (\_\_\_) divided by # appointed (Note e) (\_\_\_) = (\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)

**TOTAL = SCORE FOR PART II - SECTION B \_\_\_\_\_ (4.0 Max)**  
 (Total)

**SECTION C: NLCC SYLLABUS MODULE COMPLETIONS**

**(Refer to Inspecting Officer Guide)**

Total # of courses completed ..... (\_\_\_)  
**Divided** by number of cadets enrolled as of 30 Sept, inspection year. (\_\_\_) = \_\_\_\_\_ X 4.0 = \_\_\_\_\_ = Score

**"SCORE" = SCORE FOR PART II - SECTION C: \_\_\_\_\_ (4.0 Max)**

**SECTION D: ADVANCEMENTS**

**(Refer to Inspecting Officer Guide)**

Number of cadets advanced to: **(Look for verification in NSCCADM 009)**

1. L-2 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
2. L-3 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
3. L-4 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)
4. L-5 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 0.5 = (\_\_\_\_\_) (0.5 Max)
5. L-6 (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 0.5 = (\_\_\_\_\_) (0.5 Max)
- 6.SLPO (\_\_\_) divided by number required (\_\_\_) = (\_\_\_\_\_) X 0.1 = (\_\_\_\_\_) (0.1 Max)

**"TOTAL" = SCORE FOR PART II - SECTION D: = \_\_\_\_\_ (4.0 Max)**  
 (Total)

**SECTION E: OFFICER DEVELOPMENT**

**(Refer to Inspecting Officer Guide)**

1. Adult leaders completing OPD 101 (\_\_\_)  
**Divided** by number required (Note a) (\_\_\_) = (\_\_\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
2. Adult leaders completing OPD 201 (\_\_\_)  
**Divided** by number required (Note b) (\_\_\_) = (\_\_\_\_\_) X 1.5 = (\_\_\_\_\_) (1.5 Max)
3. Officers completing OPD 301 (\_\_\_)  
**Divided** by number required (Note c) (2) = (\_\_\_\_\_) X 1.0 = (\_\_\_\_\_) (1.0 Max)

**"TOTAL" = SCORE FOR PART II - SECTION E: \_\_\_\_\_ (4.0 Max)**  
 (Total)

**CALCULATIONS FOR PART II**

<u>SECTION</u>	<u>SCORE</u>	<u>WEIGHT</u>	<u>GRADE</u>
A. General:	_____	X .10	_____
B. Annual Training:	_____	X .250	_____
C. Syllabus Module Completions	_____	X .250	_____
D. Advancements:	_____	X .250	_____
E. Officer Development:	_____	X .150	_____

\*"TOTAL" = GRADE FOR PART II = \_\_\_\_\_ (4.0 Max)  
(Total)

\* Enter GRADE on page 1 (INSPECTION RESULTS - PART II - TRAINING).

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**PART III: ADMINISTRATION**

**SECTION A: GENERAL (MUST BE SIGHTED)**

(Refer to Inspecting Officer Guide)

- |  | Yes   | No    |
|--|-------|-------|
| 1. Is there a service record for each cadet, officer/midshipman & instructor .....   | _____ | _____ |
| 2. Are cadet, officer/midshipman & instructor enrollments current?.....  | _____ | _____ |
| 3. Is there an Annual Training Schedule? .....   | _____ | _____ |
| <b>DOES THE UNIT HAVE CURRENT COPIES OF:(With Required Changes if Applicable)</b>  |       |       |
| 4. NSCC Regulations?.....  | _____ | _____ |
| 5. NLCC Regulations?.....  | _____ | _____ |
| 6. Administrative Manual?.....   | _____ | _____ |
| 7. Uniform Regulations?.....   | _____ | _____ |
| 8. Awards Manual?.....   | _____ | _____ |
| 9. Advancement/Training Manual?.....   | _____ | _____ |
| 10. Escort Officers Guide?.....  | _____ | _____ |
| 11. Wash-O-Grams (4)? (Current Year).....  | _____ | _____ |
| 12. NSCC Support Instructions (OPNAV, CNAVRES)?.....   | _____ | _____ |
| 13. Are NSCC Action/Info Letters current? Required initials?.....  | _____ | _____ |
| 14. Is there a Plan of the Day/Month for each drill?.....  | _____ | _____ |
| 15. Are officers aware of the coverage provided by the NSCC Accident and Health Insurance and Liability Insurance Plan?..... | _____ | _____ |
| 16. Is the Budget/Audit Report available for submission with this inspection report?...                                      | _____ | _____ |

**(Required for National/Regional Competition)**

(Total Yes)

**UNIT FINANCIAL RECORDS WILL BE SUBJECT TO AUDIT AT ANY TIME**

"TOTAL YES" ( \_\_\_\_\_ ) divided by (4) = \_\_\_\_\_ = SCORE FOR PART III - SECTION A (4.0 Max)

**SECTION B: CADET SERVICE RECORDS**

(Refer to Inspecting Officer Guide)

**THE INSPECTING OFFICER MAY HALT THE INSPECTION IF WORKSHEETS ARE NOT COMPLETE**

*USE NUMBERS ONLY, NO "X" OR CHECK MARKS!*

**NOTE: Enter number of discrepancies for each item**

- NSCADM 009 Record of Cadet Advancement..... \_\_\_\_\_
- NSCADM 001 Cadet Application & Agreement..... \_\_\_\_\_
- NSCADM 020 Report of Medical History..... \_\_\_\_\_
- NSCADM 021 Report of Medical Exam..... \_\_\_\_\_
- NSCADM 008 Administrative Remarks (page 1) .....
- Jacket or (NAVPERS 601) and all Navy/DOD forms stamped "NAVAL SEA CADET CORPS" in red ink..... \_\_\_\_\_
- Record verified prior to inspection..... \_\_\_\_\_
- Copy of ID Card (one side)..... \_\_\_\_\_
- Proper order of all forms .....

Divide "**TOTAL DISCREPANCIES**" ( \_\_\_\_\_ )  
by "**Number Inspected**" ( \_\_\_\_\_ ) = \_\_\_\_\_ = Average  
**4.000** minus "**Average**" ( \_\_\_\_\_ ) = \_\_\_\_\_ (4.0 Max)  
(Score)

"SCORE" ( \_\_\_\_\_ ) = SCORE FOR PART III - SECTION B (4.0 Max)

**SECTION C: OFFICER/MIDSHIPMAN SERVICE RECORDS**

(Refer to Inspecting Officer Guide)

USE NUMBERS ONLY, NO "X" OR CHECK MARKS!

**NOTE: Enter number of discrepancies for each item**

- 1. Verification of present rank (promotion letter or original appointment)..... \_\_\_\_\_
- 2. Verification of original appointment. .... \_\_\_\_\_
- 3. NSCADM: 003 OFFICER/MIDN/INSTRUCTOR APPLICATION..... \_\_\_\_\_
- 4. Acknowledgement of Appointment ..... \_\_\_\_\_
- 5. NSCADM 020/DD 93 REPORT OF MEDICAL HISTORY..... \_\_\_\_\_
- 6. NSCADM 021/DD 88 REPORT OF MEDICAL EXAMINATION..... \_\_\_\_\_
- 7. OFFICER/MIDSHIPMAN STUDY GUIDE Completion Letter ..... \_\_\_\_\_
- 8. Billet assignment signed by CO/Designated Representative (XO, etc.)..... \_\_\_\_\_
- 9. NSC-17 ANNUAL PERFORMANCE EVALUATION..... \_\_\_\_\_
- 10. Jacket or (NAVSPER 601) and all Navy/DOD forms stamped  
"NAVAL SEA CADET CORPS" in RED ..... \_\_\_\_\_
- 11. Record verified prior to inspection..... \_\_\_\_\_
- 12. Copy of ID Card (1 side)..... \_\_\_\_\_
- 13. Proper order of all forms ..... \_\_\_\_\_

TOTAL DISCREPANCIES: \_\_\_\_\_

Divide "**TOTAL DISCREPANCIES**" ( \_\_\_\_\_ )  
 by "**Number Inspected**" ( \_\_\_\_\_ ) = \_\_\_\_\_ = **Average**  
**4.000** minus "**Average**" ( \_\_\_\_\_ ) = \_\_\_\_\_ (4.0 Max)  
 (Score)

"**SCORE**" ( \_\_\_\_\_ ) = **SCORE FOR PART III - SECTION C (4.0 Max)**

**FINAL CALCULATIONS FOR PART III**

<u>SECTION</u>	<u>SCORE</u>	<u>WEIGHT</u>	<u>GRADE</u>
A. General Administration	_____	X .20	_____
B. Cadet Records:	_____	X .50	_____
C. Officer/Midn Records:	_____	X .30	_____

\*"**TOTAL**" = **GRADE FOR PART III** \_\_\_\_\_ (4.0 Max)  
 (Total)

\*Enter **GRADE** on page 1 (**INSPECTION RESULTS - PART III - ADMINISTRATION**)

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**PART IV: ENROLLMENT/RETENTION**

**SECTION A: LEADERSHIP**

- 1. Do OFF/MIDN/INST present good examples of leadership, military bearing, and personal conduct..... \_\_\_\_\_ **Grade 0 - .4**
- 2. Are there leadership classes at least twice a year for cadets and officers, including:
  - a. Importance of the Chain of Command?..... \_\_\_\_\_
  - b. Equal opportunity and personal relations? ..... \_\_\_\_\_
  - c. Personal conduct and school performance? ..... \_\_\_\_\_
  - d. Effects of substance abuse? ..... \_\_\_\_\_
  - e. Sexual Harassment? ..... \_\_\_\_\_
  - f. Fraternization? ..... \_\_\_\_\_
- 3. Are OFF/MIDN/INST encouraged to develop and exercise command potential?..... \_\_\_\_\_
- 4. Are cadets encouraged to develop and demonstrate leadership potential?..... \_\_\_\_\_
- 5. Are personal achievements recognized at appropriate ceremonies?..... \_\_\_\_\_

"**TOTAL**" = **SCORE PART IV - SECTION A** \_\_\_\_\_ (4.0 Max)  
 (Total)

**SECTION B: ATTENDANCE (NLCC)**

**(Refer to Inspecting Officer Guide)**

*NOTE: Enter monthly percentages from Monthly Activity Reports (round off to nearest whole number)*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total%
Cadets													
Off/Midn													
Instructors													

1. Total Cadet Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X .03 = \_\_\_\_ (3.0 Max)
  2. Total Off/Midn Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X .01 = \_\_\_\_ (1.0 Max)
  3. Total Instructor Attendance (\_\_\_\_) divided by # of drill months (\_\_\_\_) = \_\_\_\_ X NA
- "TOTAL" = SCORE FOR PART IV - SECTION B =**            (4.0 Max)  
(Total)

**SECTION C: ENROLLMENT (NLCC)**

**(Refer to Inspecting Officer Guide)**

1. Cadet enrollment 31 Dec. (inspection year): MARS Report 12-31- ( ) = (\_\_\_\_)
  2. Cadet enrollment 31 Dec. (previous year): Inspection Report, last year = (\_\_\_\_)
  3. Growth or loss in enrollment for this inspection period: (for information only) (\_\_\_\_)
4. Total line 1 (\_\_\_\_) (Max 25) X .16 = \_\_\_\_\_ = **SCORE FOR PART IV - SECTION C** (4.0 Max)

**SECTION D: CADET RETENTION**

**(Refer to Inspecting Officer Guide)**

**A. CURRENT INSPECTION PERIOD:**

1. Total NLCC Cadet enrollment (C1 above) ..... = (\_\_\_\_)
2. Cadets on board less than 1 year ..... = (\_\_\_\_)
3. Cadets **honorably discharged** during inspection period (**NOTE d**) = (\_\_\_\_)
4. NLCC Cadet enrollment, 31 Dec, previous year (C2 above) ..... = (\_\_\_\_)

**Score:** = (\_\_\_\_) - (\_\_\_\_) = (\_\_\_\_) + (\_\_\_\_) = (\_\_\_\_) / (\_\_\_\_) = (\_\_\_\_) X 4.0 = (\_\_\_\_) (4.0 Max)  
 (Line 1) - (Line 2) = (Total) + (Line 3) = (Total) / (Line 4) = (Total) X 4.0 = (Score)

**"SCORE" = SCORE FOR PART IV - SECTION D =** (\_\_\_\_) (4.0 Max)  
(Score)

**CALCULATIONS FOR PART IV**

<u>SECTION</u>	<u>SCORE</u>	<u>WEIGHT</u>	<u>GRADE</u>
A. Leadership:	_____ X	.10	_____
B. Attendance:	_____ X	.20	_____
C. Enrollment:	_____ X	.40	_____
D. Retention:	_____ X	.30	_____

**\*"TOTAL" = GRADE FOR PART IV** \_ \_\_\_\_\_ (4.0 Max)

**\*Enter GRADE on page 1 (INSPECTION RESULTS - PART IV - ENROLLMENT/RETENTION)**

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**PART VI: REGIONAL EVALUATION**

**SECTION A: REGIONAL DIRECTOR EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Regional Director will grade this section of the inspection report.  
(Grade **each** from 0 to 0.8)

- a. Monthly Activity Reports received on a timely basis with all required information: ..... \_\_\_\_\_ **0.8 Max**
- b. Compliance with directives received from Regional Director: ..... \_\_\_\_\_ **0.8 Max**
- c. Satisfactory relations maintained with sponsoring organization: ..... \_\_\_\_\_ **0.8 Max**
- d. Public relations efforts (sponsoring organization, newsletters, news clippings, TV/Radio. .... \_\_\_\_\_ **0.8 Max**
- e. Unit preparations for trainings (refer to received NSCTNG 012 [Unit Training Preparation Evaluation]). ..... \_\_\_\_\_ **0.8 Max**

**"Total" = Score for Part VI, Section A: \_\_\_\_\_ 4.0 Max**  
(Total)

REGIONAL DIRECTOR COMMENTS:

REGIONAL DIRECTOR SIGNATURE: \_\_\_\_\_

**SECTION B: SENIOR INSPECTING OFFICER EVALUATION**

**(Refer to Inspecting Officer Guide)**

1. The Senior Inspecting Officer will grade this section of the report. (Make comments on page 1.) Grade each 0 to 1.0

- a. Was unit prepared for inspection? ..... \_\_\_\_\_ **1.0 Max**
- b. Work Sheets completed ..... \_\_\_\_\_ **1.0 Max**
- c. Required forms and paperwork available ..... \_\_\_\_\_ **1.0 Max**
- d. Compliance with "Annual Inspection Report, Unit Commanding Officer Instructions"... \_\_\_\_\_ **1.0 Max**

**"Total" = Score for Part VI, Section B: \_\_\_\_\_ 4.0 Max**  
(Total)

**CALCULATIONS FOR PART VI**

<u>SECTION</u>	<u>SCORE</u>	<u>WEIGHT</u>	<u>GRADE</u>
<i>A - Regional Director Evaluation</i>	_____	X .8 =	_____
<i>B - Senior Inspecting Officer Evaluation</i>	_____	X .2 =	_____
<b>*"TOTAL" = GRADE FOR PART VI =</b>			_____ <b>(4.0 Max)</b>
			(Total)

**\*Enter GRADE on page 1 (INSPECTION RESULTS - PART VI - REGIONAL EVALUATION)**

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**PART VIII: RELATIONS WITH SPONSORING ORGANIZATION**

**A. SPONSORING ORGANIZATION INITIATIVES:**

**Refer to Commanding Officer Instructions)**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Are unit officers and instructors invited to attend organization activities?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the Committee Chairman or Unit CO make periodic reports to the organization or its board? .  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the organization President visit the unit in the past year?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did anyone from the organization visit the unit in the past year (other than Committee Chairman)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the organization assist/support the unit?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| If so, how? _____  |                          |                          |
| 6. Does the organization provide financial support?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did the organization President, Committee Chairman and or other officials meet with the Unit<br>CO and/or the officers for planning purposes during the past year?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are parents of cadets invited to become members of the organization? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

**B. UNIT INITIATIVES:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Does the unit participate in organization functions (annual meetings, color guard, etc.)?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the unit specifically invite the organization President, Committee Chairman and other officials<br>to the Annual Inspection and/or special events?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the unit send copies of its mailings and the Plan of the Day to the Committee Chairman?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there an independent annual audit of unit accounts?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| If so, by whom? _____   |                          |                          |
| 5. Do unit checks require two signatures?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| Who is authorized to sign: _____  |                          |                          |
| 6. Are the Unit CO and XO members of the Navy League?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| Other officers who are members: _____   |                          |                          |

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**SPONSORING ORGANIZATION ENDORSEMENT**

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**COUNCIL/SPONSORING PRESIDENT:** \_\_\_\_\_  
**and/or**  
**COMMITTEE CHAIRMAN:** \_\_\_\_\_

**PART IX: INVOLVEMENT IN COMMUNITY AFFAIRS** (Refer to Commanding Officer Instructions)

**A. The unit CO will complete this section for information only, which will not be graded.**

- 1. Participation in community civic ceremonies, parades, air shows, military events, and use of color guard etc:  
(If information is on submitted Monthly Activity Reports, list those reports).

\_\_\_\_\_

\_\_\_\_\_

- 2. Did unit cadets participate in fund raising program for the benefit of the unit? Yes  No  Describe:

\_\_\_\_\_

\_\_\_\_\_

- 3. Other involvements:

\_\_\_\_\_

\_\_\_\_\_

UNIT: \_\_\_\_\_ UNIT CO: \_\_\_\_\_

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**PART X: VEHICLE/BOAT OWNERSHIP REPORT** ( Refer to Commanding Officer Instructions)

**NOTE:** Complete and forward this form with the Annual Inspection Report, whether or not the unit owns a vehicle or boat. If the unit owns more than one of either, make additional copies of this form and include them with this report.

- 1. Does the unit own a vehicle? \_\_\_\_\_ boat? \_\_\_\_\_ If not, indicate "NO" in the blanks.
- 2. If either answer is "YES," complete the following:

**VEHICLE**

**BOAT**

Year:..... \_\_\_\_\_  
 Make:..... \_\_\_\_\_  
 Model:..... \_\_\_\_\_  
 Color:..... \_\_\_\_\_  
 Cylinders:.. \_\_\_\_\_  
 Fuel:..... \_\_\_\_\_  
 Location:.... \_\_\_\_\_  
 Condition:.. \_\_\_\_\_

Type (sail, power etc). \_\_\_\_\_  
 Length:..... \_\_\_\_\_  
 Beam:..... \_\_\_\_\_  
 Draft:..... \_\_\_\_\_  
 Fuel:..... \_\_\_\_\_  
 Location:..... \_\_\_\_\_  
 Condition:..... \_\_\_\_\_

How did the unit acquire the vehicle/boat (DOD, Donation, Contribution, other)?

**DOCUMENTATION:** Title/Registration #: \_\_\_\_\_ State: \_\_\_\_\_

**INSURANCE:** Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
 Address: \_\_\_\_\_

Liability Limits: (\$1,000,000.00 Min). \_\_\_\_\_  
 Collision: (optional). \_\_\_\_\_ Other: \_\_\_\_\_

Are "NSCC and Affiliates" named as additional insured? YES:  NO:

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