

PART 1 – PERSONNEL:

“CURRENT STRENGTH”, is the number of cadets, officers, instructors, and midshipman enrolled the day of the inspection.

Note: “Instructors” Count only instructors that are waiting officer status

- a. “Enrolled” is all persons who have been processed through NHQ and have a valid ID card.
- b. Calculation: Divide the total number inspected (total line 2) by the total number enrolled (total line 1), which equals “Percent Present” (express as a decimal rounded off to 2 decimal places).
- c. All of the above information will be used for calculating the score for “Personnel Inspection”

PART I – SECTION A: PERSONNEL INSPECTION:

Note: Inspection team members should familiarize themselves with the current NSCC/NLCC Uniform Regulations and NSCC/NLCC Awards Manual.

There are six areas the personnel inspection should cover:

1. UNIFORMS: Clean, pressed, neckerchief tied properly, no Irish pennants, clean T-shirts, no frayed collars.
2. HATS/CAPS: Proper fit, clean, no stains, no frayed edges.
3. NSCC/NLCC INSIGNIA/RIBBON AWARDS: Shoulder flashes and insignia sewn in the proper place, ribbons clean and in proper order.
4. HAIR: Regulation haircut/styling.
5. SHOES: Regulation style, and shined
6. ID CARDS: Check expiration date, photo, and signature.

NOTE: Inspect each cadet, officer, midshipman and instructor. Discrepancies should be listed for each. Each item should receive only 1 gig per cadet/officer/midn/instructor, (example; cadet 1, uniform dirty, frayed collar on T shirt, Irish pennants, patches sewn on improperly, ribbons in wrong order, cover dirty with frayed edges. = 3 gigs, 1 Uniform, 1 Insignia/Ribbon and 1 Hats/Caps.) Total all gigs in each category for each cadet/officer/midn/inst. and enter in the appropriate box on the Inspection Report.

NOTE: All enrolled instructors waiting officer appointment should stand inspection whether in uniform or not, appearance should be neat, clean and appropriate to the occasion.

Calculation: The calculation is self-explanatory, use numbers from “Current Strength” calculations.

PART I, SECTION B: MILITARY BEARING AND SMARTNESS:

1. Observe general attitudes, response to commands, reporting procedures, etc.
 2. Evaluate ceremonial procedures during 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 Quarter-deck Log for neatness, legibility, correct entries, etc. (Refer to BMR)
- a. Grade each from 0 to 1
 - b. Total of all 4 equals “Score”.

PART II TRAINING:

NOTE: From this point on all calculations will pertain only to unit activity from 1 Jan. to 31 Dec. of the inspection year.

NSCC: EACH CADET IS EXPECTED TO DO AT LEAST ONE RECOGNIZED ADVANCED TRAINING INCLUDING RECRUIT TRAINING AND ADVANCE ONE RATE PER 12 MONTHS

NLCC: CADETS ARE NOT REQUIRED TO DO AN ADVANCED ORIENTATION

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

- a. **Commanding Officers are responsible for the Total completion of worksheets.** The inspecting officer will verify all entries and enter data on the inspection report.

Reference: NSCC/NLCC Advancement and Training Manual, Work Sheet, 31 Dec. MARS and Monthly Activity Reports. (When referring to MARS Report, use corrected copy in unit files).

PART II, SECTION A: GENERAL

NOTE:

- a. Sight the training plan: check for the number of drills scheduled. A minimum of 40 drills per year is required. VERIFY (A week night drill must be a minimum of 2 hours. No unit can receive credit for more than one drill per weeknight. Each weekend drill period must be four hours or more duration. No more than 2 drills can be credited to the unit for each weekend day/24 hours.)
- b. Sight a typical lesson plan. When possible, observe classroom instruction.
- c. Sight Unit Standard Operating Procedures (SOP).
- d. Sight recording procedures for monitoring cadet-training progress.
- e. Sight NSCTNG 020, (Cadet Exercise Chart) for proof of Physical Fitness Training
- f. Sight Plan of the Day (POD). Does POD show training plan for each drill?

PART II, SECTION B: ANNUAL TRAINING

NOTE: 1. Cadets scheduled to attend Summer Training cancelled by NHQ (See Enclosure 6 to Action Letter 07-09) will be counted as “NOT ELIGIBLE”. 2. NHQ will provide each unit with a roster(s) of attended training National & Local. IF there is a discrepancy, the unit CO must provide proof otherwise to the Inspecting Officer.

- a. **“Recruit Training”** Count all cadets who completed training whether currently enrolled or not. Cadets **“eligible”** are all first year cadets, who were enrolled no later than 6 weeks prior to the start date of Recruit Training and were still enrolled on 31 Dec. of inspection year, and second year cadets, who did not complete Recruit Training the previous year, and were still enrolled on 31 Dec. of inspection year. The **“eligible”** count **should also include** any **disenrolled cadet** who completed **“Recruit Training”**. **Do not** include **first year** cadets who could not attend for medical or physical reasons (**documentation needed**), or first year cadets age 13 that **did not** complete **“Recruit Training”**. Former NLCC cadets (age 13) who completed **“Recruit Orientation”** will be counted in **“number eligible”**.
- b. **“Recruit Orientation”** Count all cadets who completed training whether currently enrolled or not. Cadets **“eligible”** are all cadets who were enrolled no later than 6 weeks prior to the start date of Recruit Orientation, have not yet completed Recruit Orientation and were still enrolled on 31 Dec. of inspection year. The **“eligible”** count **should also include** any **disenrolled cadet** who completed **“Recruit Orientation”**.
- c. To attain an accurate count of cadets **“eligible”** (in “a & b above), add all cadets that should have, but did not complete **“Recruit Training”** (of those enrolled as of 31 Dec inspection year,) to the number of cadets completing **Recruit Training”**.
- d. **“Advanced Training”** Count each cadet that completed **one (1)** **“Advanced Training”** during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSCTNG 005/003 as evidence of completed training. Cadets **“eligible”** are **all** cadets enrolled on 31 Dec. of inspection year who have completed Recruit Training in past years, and any cadet who completed Recruit Training this inspection year and was able to complete an Advanced Training. The **“eligible”** count **should also include** any **disenrolled cadet** who completed an **“Advanced Training”**. Advanced Training is measured in **increments of 10 days, 5 of which must be consecutive, (NO EXCEPTIONS)**. 1,2,3 & 4 day training’s must be documented (NSCTNG 003) in cadet service record and should be marked as being used to complete a 10-day training. Flag Ship competitions can be counted as an advanced training if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- e. To attain an accurate count of cadets **“eligible”** add all cadets that should have, but did not complete an **“advanced training”** (of those enrolled as of 31 Dec inspection year) to the number of cadets completing 1 **“advanced training”**.
- f. **“Advanced Orientation”** Count all **“Advanced Orientation Training’s”** completed during the inspection year, whether cadet is currently enrolled or not. Sight endorsed NSCTNG 005/003 as evidence of completed training. Cadets **“eligible”** are **all** cadets enrolled on 31 Dec. of inspection year who have completed Recruit Orientation in past years, plus any cadet who completed Recruit Orientation this inspection year and were able to complete an Advanced Orientation. The **“eligible”** count **should also include** any **disenrolled cadet** who completed an **“Advanced Orientation”**. Advanced Orientation is measured in **increments of 5 days, (NO EXCEPTIONS)**. 1,2,3 & 4 day training’s must be documented (NSCTNG 003) in cadet service record and should be marked as being used to complete a 5 day training. Flag Ship competitions can be counted as an advanced orientation if the weekend was not counted as a unit drill. Parades and weekend work parties are not considered an advanced training.
- g. **“Leaders as Escorts”** If unit leaders (OFF/MIDN/INST) served as escorts more than once, count each time they served. **“# Appointed”** are all Officers, and Midshipmen appointed on 31 June of inspection year (refer to June MARS), plus any Officer, Midshipmen or Instructor appointed prior to 31 Dec. of inspection year (refer to Dec MARS) who served as an escort. (**“Any Recognized Training, 5 days or more”** constitutes 1 escort duty)
- h. **General: When referring to MARS Reports use corrected copy in unit files.**

PART II, SECTION C: CORRESPONDENCE COURSES

- a. A Correspondence Course is the completion of the complete book (i.e. BMR, MR Requirements PO-3 etc.), not an individual lesson.
- b. SIGHT LETTERS OF COMPLETION TO VERIFY the number of courses completed.
- c. Count each cadet that completed one (1) "Correspondence Course" during inspection period, whether or not cadets are currently enrolled or not.
- d. "Required" is all cadets enrolled as of 30 **June**; any cadet enrolled as of 31 Dec. who completed 1 "Correspondence Course," and any disenrolled cadet who completed 1 "Correspondence Course".
- e. Do not include in number "required" any cadet that has completed all required "correspondence courses" (through E-7) in previous years.
- f. Satisfactory course completion is a Grade of 3.2 or PASS mark.
- g. To attain an accurate count of cadets "required" add all cadets that should have, but did not complete a "correspondence course" (of those enrolled as of 31 Dec inspection year) to the number of cadets completing 1 "correspondence course".
- h. Each cadet at a minimum should complete 1 correspondence course in a 12 month period.
- i. **General: When referring to MARS Reports use corrected copy in unit files.**

PART II, SECTION D: ADVANCEMENTS

- a. Count all advancements made during inspection period, whether or not cadets are currently enrolled.
- b. Cadets advanced more than one grade during the inspection year will be counted for each advancement.
- c. "Required" cadets are those cadets enrolled on 31 Dec. of inspection year (refer to Dec MARS) and who met or should have met the requirements for advancement as listed on Page III-2 of the NSCC/NLCC Advancement and Training Manual (Time in Rate).
- d. "Required" Any cadet who Advanced more than one (1) rate will be counted for each advancement.
- e. "Required" Count all disenrolled cadets that advanced during the year. If a cadet advanced twice he/she will be counted twice in number "required".
- f. Cadets who did not advance because of the lack of unit billets will not be counted in number "required".
- g. Cadets advanced to E-7 (CPO) in previous year will not be counted in number "required"
- h. **NSCC:** At a minimum a cadet should advance 1 rate in 12 months.
- i. **NLCC:** At a minimum a cadet should advance 1 rate in 8 months.
- j. To get an accurate count of number "required" add all those that did not but should have advanced in each rate (of cadets enrolled as of 31 Dec. inspection year) to the number of advancements counted in each rate.

PART II, SECTION E: OFFICER DEVELOPMENT

- a. "Required" all Officers, and Midshipmen enrolled prior to 1 July or prior to last OPD 101 course given in the region of the inspection year and any Officer, Midshipman and Instructor who was enrolled on 31 December of inspection year and completed OPD 101.
- b. "Required" all Officers, Midshipmen and Instructors holding an Officers billet (Dept. head) within the unit. (Minimum of 5, CO, XO, Training, Admin. and Operations officers).
- c. The CO and XO should complete NSC-301, Any other officer/instructor may complete this course
- d. Credit will be given to all officers, Midshipmen and Instructors completing the above courses during any year. **VERIFY WITH 31 DEC MARS**
- e. On NLC Inspection Report, if CO is the same for both units, use statistics from NSC MARS for CO.

PART III: ADMINISTRATION

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

- a. **Commanding Officers will be responsible for the total completion of worksheets prior to inspection. Inspecting Officer will verify all entries and enter data on the inspection report.**
- b. NSCC/NLCC Advancement/Training Requirements: Pages III-1 and III-7 should be accessible to all cadets.
- c. Compare the unit's supply of administrative forms with NSCC Requisition of Administrative Forms (NSC-6). **FORM DATES SHOULD BE CURRENT.**
- d. Sight copies of unit enrollments (NSCADM 006/007), requisitions (NSCSUP-001), and reports (NSC-8).
- e. Review the NSCC Action/Information Letter file. **Letters should be current and initialed by all OFF/MIDN/INST on board including CPO/LPO.**
- f. View copies of POD/POM.
- g. Interview officers, note their awareness of coverage of insurance plan.
- j. Examine accounting procedures.

PART III, SECTION B: CADET SERVICE RECORDS

NOTE: Service Records of ALL currently enrolled cadets must be available to the Inspecting Officer.

No more than 25 records, (for NSC) 15 records (for NLC) need to be inspected. (Service Records of currently enrolled cadets that enrolled during the inspection year must be included.) Check all documents in the service records and count those that are **improperly** completed or **missing** (Refer to CADET SERVICE RECORD form).

Enter the total discrepancies for each item on the line provided.

NOTE: NSCADM-008 must have as first entry, “On this day (date), Cadet ??? Enrolled/Transferred to (Unit)” and any other pertinent information pertaining to enrollment.

PART III, SECTION C: OFFICER/MIDSHIPMEN SERVICE RECORDS

NOTE: Inspect **ALL** officer/midshipmen service records. Check all the documents filed in the records and count those **improperly** completed or **missing**. (Refer to OFFICER/MIDSHIPMEN SERVICE RECORD form). Enter the total discrepancies for each item on the line provided. **OFFICER APPLICATION AND MEDICAL HISTORY SHOULD BE UPDATED EVERY FIVE (5) YEARS.**

NOTE: With the inclusion of a “National Records Check Form” all officers enrolled prior to implementation will have a letter of “waiver” in its place.

NOTE: If form “NSCADM:003 is used, check yes on line 4

PART IV: ENROLLMENT/RETENTION

PART IV, SECTION A: LEADERSHIP

NOTE: Grade each from 0 to .4 (Refer to PODs, POMs and quarterly training schedule).

PART IV, SECTION B: ATTENDANCE

- a. Enter percentages from Monthly Activity Reports in corresponding boxes. These should be whole numbers. Check mathematical procedures on NSCADM-002 (Monthly Activity Report) for correct calculations.
- b. Complete instructor attendance information in boxes provided. This is a non-graded area.
- c. An NSCADM-002 (Monthly Activity Report) must be received for all 12 months weather there was any drill activity or not.
- d. If **no** Monthly Activity Report was completed for any month, enter 0 for that month, and count that month in “# of drill months.”

PART IV, SECTION C: ENROLLMENT

- a. **When referring to MARS Reports use corrected report in unit files.**
- b. Last years Inspection Report is required for this section. Enrollment for line 2 should be taken from line 1 of previous year’s report.
- c. For line 4, the “Total line 1” box should not be more than 40 for NSC or 25 for NLC.

PART IV, SECTION D: CADET RETENTION

NOTE: This section requires information from last years Inspection report.

- a. All counts will be as of 31 Dec inspection year, use corrected MARS reports in unit files.
- b. Line “1,” is Total NSCC cadet enrollment on 31 Dec of inspection year.
- c. Line “2,” All Cadets who enrolled in NSCC unit **during** inspection year and still enrolled on 31 Dec.
- d. “**Honorably Discharged**” (NSCC) is any cadet discharged from unit due to age, enlistment, or transfer to another unit. (NLCC) Any cadet who transferred to NSCC or transferred to another unit during the year..
- e. Line “4,” All NSCC cadets enrolled in unit at end of previous year.
- f. Calculation = Line “1” minus Line “2” plus Line “3” divided by Line “4” times 4.0 equals score.
- g. **NLCC:** Counts are for NLCC cadets in Lines 1, 2, 3, & 4.

PART V: CAREER MOTIVATION

NSCC:

NOTE: This section is for information only and will not be graded.

- a. This section must be completed to be eligible for National/Regional competition.
- b. A list of names of those entered will be entered in the required space provided.

NLCC:

- a. This is a graded section.
- b. “Cadets Eligible” are all cadets who were disenrolled between their 13th and 14th birthdays.

PART VI, SECTION A: REGIONAL DIRECTOR EVALUATION

- a. This section will be completed by the Regional Director prior to the inspection. A copy will be available for the inspection team.

PART VI, SECTION B: SENIOR INSPECTING OFFICER EVALUATION

- a. This section will be completed by the Senior Inspecting Officer at the completion of the inspection, grading on how well the unit was prepared for the inspection. All areas of this inspection should be considered. From inspection preparations, work sheets completed, all Monthly Activity Reports Available, forms, Info/Action letters available, and any other document that is required for the inspection. Refer to “Unit Commanding Officers Instructions.”

PART VII: NHQ EVALUATION:

- a. This section will be completed by National Headquarters and be available to the Senior Inspecting Officer at the time of the unit inspection.

PART VIII, RELATIONS WITH SPONSORING ORGANIZATION:

- a. This section will be completed by the Committee Chairman and the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

PART IX, INVOLVEMENT IN COMMUNITY AFFAIRS:

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

PART X, VEHICLE/BOAT OWNERSHIP REPORT:

- a. This section will be completed by the Commanding Officer and be available to the Senior Inspecting Officer at the time of the unit inspection.

NOTES:

**When referring to MARS reports make sure that you are using a corrected MARS from unit files.
Commanding officers should be encouraged to totally complete a copy of the work sheet and the inspection report.**

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 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".

United States Naval Sea 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 0.25</i>	=	_____
<i>V - CAREER MOTIVATION</i>	<u>NA</u>			
<i>VI - REGIONAL DIRECTOR</i>	_____	<i>X 0.08</i>	=	_____
<i>VII - NHQ EVALUATION</i>	_____	<i>X 0.02</i>	=	_____

FINAL INSPECTION SCORE = _____

Senior Inspecting Officer COMMENTS:

COMMENTS:

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 003/004/005s 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”.

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.

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. Enrolled:	_____	_____	_____	_____	_____
2. Inspected:	_____	_____	_____	_____	_____

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

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

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:	_____	_____	
TOTALS:	_____	_____	= _____ = TOTAL DISCREPANCIES

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)

- 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 _____
 (Total) (4.0 Max)

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)

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.

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 Guide)

- | | 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 NSCC advancement/training requirements?.. | ___ | ___ |
| 4. Is training progress of each cadet monitored? | ___ | ___ |

"TOTAL YES" = SCORE FOR PART II - SECTION A _____ **(4.0 Max)**
(Total Yes)

SECTION B: ANNUAL TRAINING

(Refer to Inspecting Officer Guide)

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

- a. Recruit Training (___) divided by # eligible (Note a,c) (___) = _____ X 1.5 = _____ **(1.5 Max)**
- b. 1 Advanced Training (___) divided by # eligible (Note d,e) (___) = _____ X 1.5 = _____ **(1.5 Max)**
- c. Second AT (___) divided by # completing 1 AT (Line b) (___) = _____ X 0.5 = _____ **(0.5 Max)**
- d. Leaders as Escorts (___) divided by # eligible (Note g) (___) = _____ X 1.0 = _____ **(1.0 Max)**

"TOTAL" = SCORE FOR PART II - SECTION B _____ **(4.0 Max)**
(Total)

CAUTION: "TOTAL" may exceed 4.0 - Maximum "SCORE" cannot exceed 4.0

SECTION C: CORRESPONDENCE COURSES

(Refer to Inspecting Officer Guide)

Number of **cadets** Completing: **(Official verification required)**

- a. One (1) CC (___) divided by # required (Note c - g) (___) = (___) X 4.0 = _____ **(4.0 Max)**
- b. Second CC (___) divided by # completing 1 CC (line a) (___) = (___) X 0.5 = _____ **(0.5Max)**

"TOTAL" = SCORE FOR PART II - SECTION C: _____ **(4.0 Max)**
(Total)

CAUTION: "TOTAL" may exceed 4.0 - Maximum "SCORE" cannot exceed 4.0

SECTION D: ADVANCEMENTS

(Refer to Inspecting Officer Guide)

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

- 1. E-2 (___) divided by number required (___) = _____ X 1.0 = _____ **(1.0 Max)**
- 2. E-3 (___) divided by number required (___) = _____ X 1.0 = _____ **(1.0 Max)**
- 3. E-4 (___) divided by number required (___) = _____ X 1.0 = _____ **(1.0 Max)**
- 4. E-5 (___) divided by number required (___) = _____ X 0.5 = _____ **(0.5 Max)**
- 5. E-6 (___) divided by number required (___) = _____ X 0.5 = _____ **(0.5 Max)**
- 6. CPO (___) divided by number required (___) = _____ X 0.1 = _____ **(0.1 Max)**

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

CAUTION: "TOTAL" may exceed 4.0 - Maximum "SCORE" cannot exceed 4.0

SECTION E: OFFICER DEVELOPMENT

(Refer to Inspecting Officer Guide)

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

"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. Correspondence Courses:	_____	X .250	= _____
D. Advancements:	_____	X .250	= _____
E. Officer Development:	_____	X .150	= _____

*"TOTAL" = GRADE FOR PART II = $\frac{\text{_____}}{\text{(Total)}}$ (4.0 Max)

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

PART III: ADMINISTRATION

SECTION A: GENERAL (MUST BE SIGHTED)

(Refer to Inspecting Officer Guide)

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Is there a service record for each cadet, officer, midshipman and instructor? | _____ | _____ |
| 2. Are cadet, officer, midshipman and instructor enrollments current? | _____ | _____ |
| 3. Is there an Annual Training Schedule? | _____ | _____ |
| DOES THE UNIT HAVE <u>CURRENT</u> COPIES OF: (With Required Changes if Applicable) | | |
| 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 most recent)? | _____ | _____ |
| 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?.... | _____ | _____ |

(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 021/DD 93 REPORT OF MEDICAL HISTORY..... _____
6. NSCADM 020/DD 88 REPORT OF MEDICAL EXAMINATION..... _____
7. OFFICER/MIDSHIPMAN STUDY GUIDE Completion Letter _____
8. Billet assignment signed by CO/Designated Representative (XO, etc.)..... _____
9. NSCADM 017 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**" (_____) = _____ = **Average**
 by "**Number Inspected**" (_____)
4.000 minus "**Average**" (_____) = $\frac{\quad}{\text{(Score)}}$ (4.0 Max)

"**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 $\frac{\quad}{\text{(Total)}}$ (4.0 Max)

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

PART IV: ENROLLMENT/RETENTION

SECTION A: LEADERSHIP

- | | Yes/No |
|--|--------|
| 1. Do OFF/MIDN/INST present good examples of leadership, military bearing, and personal conduct..... | _____ |
| 2. <u>Are there leadership classes at least twice a year for cadets and officers, including:</u> | |
| 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. Fraternalization? | _____ |
| 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?..... | _____ |

$\frac{\quad}{\text{(Total Yes)}}$ (10 Max)

"**SCORE**" = "Total Yes" (_____) X .40 = $\frac{\quad}{\text{(Score)}}$ (4.0 Max) = SCORE PART IV - SECTION A

SECTION B: ATTENDANCE (NSCC)

(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													
Instructor													

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 (____) = _____ NA

"TOTAL" = SCORE FOR PART IV - SECTION B = _____ (4.0 Max)
(Total)

SECTION C: ENROLLMENT (NSCC)

(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 40**) X 0.1 = _____ = **SCORE FOR PART IV - SECTION C (4.0 Max)**

SECTION D: CADET RETENTION

(Refer to Inspecting Officer Guide)

A. CURRENT INSPECTION PERIOD:

1. Total NSCC Cadet enrollment (C1 above) = (____)
2. Cadets on board less than 1 year = (____)
3. Cadets **honorably discharged** during inspection period (**NOTE d**) = (____)
4. NSCC 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)**
(Total)

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

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>
A - Regional Director Evaluation	_____	X .8 =	_____
B - Senior Inspecting Officer Evaluation	_____	X .2 =	_____

***"TOTAL" = GRADE FOR PART VI = _____ (4.0 Max)**
(Total)

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

PART VIII: RELATIONS WITH SPONSORING ORGANIZATION

A. SPONSORING ORGANIZATION INITIATIVES:

Refer to Commanding Officer

- | | 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
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
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:_____ | | |

SPONSORING ORGANIZATION ENDORSEMENT

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: _____

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, Xerox a copy of this form and include it 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

Year:..... _____

Make:..... _____

Model:..... _____

Color:..... _____

Cylinders:.. _____

Fuel:..... _____

Location:.... _____

Condition:.. _____

BOAT

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:

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 = _____

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”.

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.

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**

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

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:	_____	_____	
TOTALS:	_____ +	_____ =	_____ = TOTAL DISCREPANCIES

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)**

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.

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).

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? | _____ | _____ |
| DOES THE UNIT HAVE CURRENT COPIES OF:(With Required Changes if Applicable) | | |
| 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**)

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)**

PART V: CAREER MOTIVATION

(Refer to Inspecting Officer Guide)

Cadets Transferred to NSCC During Inspection Year (____) Divided by Number Eligible (____) = ____ X 4.0 = ____ = ***GRADE FOR PART V (4.0 MAX)**

List Cadets Transferred to NSCC

NAME	SS #

****Enter GRADE on page 1 (INSPECTION RESULTS - PART V - CAREER MOTIVATION)***

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 =	_____
*"TOTAL" = GRADE FOR PART VI =			_____ (4.0 Max)
			(Total)

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

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
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
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: _____ | | |

SPONSORING ORGANIZATION ENDORSEMENT

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: _____

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

Year:..... _____
 Make:..... _____
 Model:..... _____
 Color:..... _____
 Cylinders:.. _____
 Fuel:..... _____
 Location:.... _____
 Condition:.. _____

BOAT

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:
