

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.**