

# Officer/Midshipman/Instructor Service Record

<p>Other documents as required by individual units.</p> <p>Completed Training Authorizations (NSCTNG 004/006/007)</p> <p>Correspondence Course Completion Letters</p> <p>NSCC Officer/Midshipman Study Guide Completion Letter</p> <p>Current Billet Assignment Letters</p> <p>All Forms in each section placed in reverse chronological order.</p> <p>All DOD/DOT/DHS/USPHS/NOAA forms used must be stamped in RED on bottom: "U.S. NAVAL SEA CADET CORPS"</p> <p>Service Jacket (NAVPERS 1070-600) or blank manila folder if used must be stamped in RED on front and back: "U.S. NAVAL SEA CADET CORPS"</p> <p>Annual Verification Inside front cover – 01 JAN (+/- 10 Days) by CO or Designated Officer</p>	<p>Report of Medical History (NSCADM 020), Report of Medical Examination (NSCADM 021), if required, and any other medical forms required by individual uniforms.</p> <p>Officer/Midshipman/Instructor Application (NSCADM 003)</p> <p>Officer Promotion/Evaluations Forms (NSCADM 017)</p> <p>Record of Awards (NSCADM 010)</p> <p>Promotion Letters (If holding a rank higher than to which originally appointed).</p> <p>Copy of NSCC Identification card and any other identification card (if applicable).</p> <p>While a Officer, Midshipman or Instructor is on Advanced Training, the uppermost pages on this side should be (top to bottom):</p> <ol style="list-style-type: none"> <li>1. NSCC/NLCC Training Authority (NSCTNG 004 (Local), NSCTNG 006 (Escort) or (NSCTNG 007 (COTC))</li> <li>2. Request for Training Authority (NSCTNG 002 - Copy)</li> </ol> <p>Upon completion of training, File NSCTNG 004/006/007 in appropriate section on left side and discard NSCTNG 002.</p>	<p>Name: Last(CAPS)</p> <p>First</p> <p>Middle</p> <p>SSN</p>
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