



New Unit Formation Manual



UNITED STATES NAVAL SEA CADET CORPS
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ARLINGTON, VIRGINIA 22201-5435

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Introduction

The Navy League of the United States sponsors two Cadet Corps programs, the Naval Sea Cadet Corps (NSCC) and the Navy League Cadet Corps (NLCC). Both programs are administered by the NSCC National Headquarters in Arlington, Virginia, whose address is:

NAVAL SEA CADET CORPS
2300 Wilson Boulevard Suite 200
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This manual describes the process through which a unit of the Cadet Corps is formed. It is important to realize at the outset that forming a unit is no small undertaking. It is hard work, time consuming, and will take the concerted efforts of all members of your council if the formation process is to be completed in a timely and satisfactory manner. The reward for these efforts is the personal satisfaction to be gained in providing the young men and women of your community with the opportunity to participate in a meaningful and productive American youth training program.



Contents

History and Organization of the Cadet Corps.....	3
Objectives of the Cadet Corps Programs	3
Benefits to Cadets	4
The NSCC Training Program	4
The NLCC Training Program	5
Qualifications for the Cadet Programs.....	5
The NSCC Officer/Instructor Corps	6
NSCC Instructors	7
Cadet Corps Uniforms	7
Navy / Coast Guard Support of NSCC / NLCC	8
Navy League Council Support of the Cadet Corps.....	9
NSCC Insurance Programs	9
Enrollment Fees	10
Training Facilities	10
Selection of Adult Leadership	11
Officer / Midshipman Appointments	11
NSCC Officer Corps Rank Structure.....	11
Selection of Unit Commanding Officer.....	12
Qualifying Physical Examinations.....	12
Cost of Forming a Unit	13
A Look into the Future.....	13
Unit Formation Check-List.....	14
General:.....	14
Navy League Council President (or Head of Sponsoring Organization).....	14
NSCC Committee	14
Prospective Unit Commanding Officer (PCO).....	18
Prospective Executive Officer (PXO).....	19
Prospective Training Officer.....	20
Administration/Personnel Officer.....	21
Supply / Finance Officer	23
Operations Officer	24
Recruiting.....	24
Finale.....	26

History and Organization of the Cadet Corps

Sea Cadets have existed in most of the maritime nations of the world for decades. However, it was not until 1958 that the NSCC began forming through the efforts of the Navy League of the United States at the request of the Department of the Navy.

The NSCC, a program for young people age 13 through 17, was federally chartered by the Congress on September 10th 1962 under Public Law 87-655 as a non-profit civilian educational organization. This law was amended in 1974 by Public Law 93-504 to permit enrollment of young women in the Corps.

Public Law 87-655 established the NSCC as a legal entity (separate from the Navy League) and set forth the objectives, purposes, corporate powers, and other enabling details for its functioning. Policy and guidance for the administration and operation of NSCC are established by a National Board of Directors whose members are appointed by the National President of the Navy League. The Board of Directors is headed by a Chairman who normally also serves on the Navy League's Steering Committee. The Vice Chairman of the Board serves as the National President of NSCC and is responsible for its proper operation and administration.

NSCC National Officers and Directors are not to be confused with Navy League office holders with similar titles. They are separate and distinct, although almost all involved with governing the NSCC are also deeply involved in Navy League matters.

The NLCC is for young people ages 10 through 13, and serves as a junior or supportive program for the NSCC. It is not included in the federal charter provided NSCC by Public Law 87-655, nor is the NLCC officially supported by the Department of the Navy. Consequently, the NLCC is sponsored and supported by the Navy League as an organizational entity affiliated with the NSCC.

Responsibility for the administration and operation of the NLCC is vested in the NSCC through executive agreement between the Navy League and the NSCC National Board of Directors.

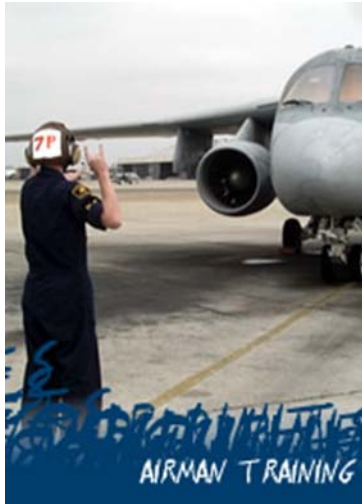


Objectives of the Cadet Corps Programs

Objectives of the NSCC are: "(1) To develop an appreciation for our Navy's history, customs, traditions, and its significant role in national defense; (2) To develop a sense of pride in our nation, positive qualities of patriotism, courage, self-reliance, confidence, pride in workmanship and seamanship skill, and other attributes which will contribute to development of strong moral character and good citizenship traits; and (3) To present the advantages and prestige of a military career, and to increase the potential for advancement of those cadets who may wish to join the Navy, Marine Corps, Coast Guard or Merchant Marine."

Objectives of the NLCC are: ". . .to give young people mental, moral and physical training, through the medium of naval and other instruction, with the object of developing principles of patriotism and good citizenship, and instilling in them a sense of duty, discipline. self-respect, and a respect for others."

Benefits to Cadets



The NSCC allows young people to sample military life without any obligation to join any branch of the Armed Forces. Should a cadet decide to enlist in either the Navy or Coast Guard, his or her cadet record may permit enlistment at an advanced pay grade. In addition, scholarship grants are available to qualified cadets (and former cadets) who are pursuing studies at the college level. Cadets are authorized to wear a Navy uniform distinctively modified with NSCC insignia.

The NLCC allows young people to become familiar with the sea services at an early age, and prepares them for the training they will receive on entry into the NSCC. The primary benefits which accrue to Navy League Cadets are in the area of character development as

outlined in NLCC objectives. Navy League Cadets wear a nautically oriented uniform.

The NSCC Training Program

NSCC training is authorized onboard the ships and shore activities of the Navy and Coast Guard. In some cases, training sites are located on bases and stations of military branches. Cadets train in accordance with curricula and in selected disciplines approved by the Navy. Training is conducted by qualified NSCC Officers Instructors, and by Navy and Coast Guard instructors. In addition to rate training, cadets receive instruction in naval history, customs and traditions, military drill, water safety, and in small boat handling, among other subjects. Cadets are also given presentations on civilian and military career opportunities during special counseling sessions.

During their first year, Sea Cadet recruits (NSCC E-1) attend a two-week recruit training indoctrination at the Navy's Recruit Training Command in Great Lakes, Illinois, or at one of a number of regional boot camps at various locations throughout the country. Upon successful completion of Recruit Training cadets who meet the academic requirements are eligible for promotion to NSCC Seaman Apprentice, (NSCC E-2). After promotion to NSCC Seaman Apprentice cadets are eligible to take courses that prepare them for promotion to higher ranks from Seaman to Cadet Chief Petty Officer and they are also eligible to participate in the

Advanced Training Programs held during school break periods. These trainings expose cadets to the various Navy missions and skills.

Additional training and seminars for qualified senior cadets (E-3 or above) are conducted in Navy schools and shore activities in the fields of aviation, construction, medicine, submarine warfare, and other specialized fields. Some highly qualified cadets are also selected to participate in the NSCC International Exchange Program (IEP), providing unique training opportunities with numerous other countries that also have Sea Cadet programs, to include Canada, England, Scotland, Australia, Russia, Sweden, Bermuda, Japan, Korea, the Netherlands, and many others. Refer to www.iep.seacadets.org for complete details regarding the International Exchange Program.



The NLCC Training Program



The NLCC training syllabus is designed to prepare these young people for the training they will receive when they enter the NSCC program. The syllabus includes Navy history, customs and traditions, basic seamanship, water safety, first aid, and leadership. Classroom instruction is supplemented by tours of military installations and ships and other places of interest. In addition, emphasis is placed on military drill and physical fitness programs. Unlike Sea Cadets, Navy League Cadets are not authorized extended training aboard Navy or Coast Guard ships. League Cadets will normally be trained in those facilities provided by shore activities for use in Sea Cadet training.

Qualifications for the Cadet Programs

Both cadet youth programs afford equal opportunity to all American youth to participate without regard to race, color, religion, sex, or disability.

Naval Sea Cadet Corps membership criteria require that all prospective cadets:

1. Have approval of parents / guardians
2. Be citizens of the United States
3. Have attained their 13th but not their 18th birthday

4. Pass a medical examination equivalent to a high school athletic sport physical
5. Be full time students and have satisfactory grades

Navy League Cadet Corps membership criteria require that all prospective cadets:

1. Have approval of parents / guardians
2. Be citizens of the United States
3. Pass a medical examination equivalent to a high school athletic sport physical
4. Have attained their 10th but not their 14th birthday
5. Be full time students and have satisfactory grades

Cadets who are unable to pass medical examinations due to disabilities or have other special needs may be able to participate in a limited fashion after parents and the unit Commanding Officer determine an appropriate level of reasonable accommodation.

The NSCC Officer/Instructor Corps

Adult Leadership for the NSCC and NLCC is provided by the NSCC Officer/Instructor Corps. The Corps is made up of Officers, Instructors and Midshipmen. Typically, all adults will enroll as an Instructor and then after a one year probationary period receive an Officer Appointment to the rank of Ensign. The Midshipman rank provides an opportunity for prior NSCC cadets, NJROTC or NROTC midshipmen to serve in the NSCC. All are volunteers, receiving no pay or allowances. Officers and midshipmen are allowed to wear Navy uniforms modified with distinctive NSCC insignia.

Qualification for Officer/Instructor Appointment:

1. Must be citizen of the United States
2. Must be 21 years of age, or over, and normally less than age 65 (waivers may be granted)
3. Must be physically qualified to carry out assigned duties
4. Pass the Officer / Midshipman Study Guide
5. Must have an understanding of youth and an interest in their training (while no particular educational or professional qualifications are required, applicants with nautical / military experience are desired)

Qualifications for midshipman appointment are basically the same as the above, except that:

1. Applicants must be at least 18 but not 21 years of age

2. Applicants may be either former Naval Sea Cadets (E-3 or above), NJROTC students (NJROTC Cadet Officers), NROTC students, or other individuals possessing qualifications which would be of benefit to the NSCC

NSCC Instructors

NSCC instructors are adult leaders 21 years of age or older, who instruct cadets in those subjects/skills in which they have special qualifications; military drill and first aid, for example. Since an instructor's participation in the program is limited, there is no requirement that they apply for membership in the NSCC officer corps. However, Instructors must apply for enrollment in the NSCC as an adult volunteer and undergo the same screening process. It is the responsibility of the unit commanding officer to ensure that only those individuals possessing desired moral qualities and standards of behavior are recommended for enrollment.



Cadet Corps Uniforms

NSCC personnel, cadets and officers, wear Navy uniforms modified by distinctive NSCC insignia. The uniforms are those prescribed by the NSCC Uniform Regulations manual, which is modeled after Navy Uniform Regulations. Additional uniform styles no longer in use by the Navy (Working Utilities and Winter Blues, for example) may still be authorized for use for the Naval Sea Cadet Corps. An optional civilian uniform consisting of a Sea Cadet polo shirt and black or khaki trousers are authorized for enrolled NSCC officers and instructors. NSCC personnel may obtain uniforms from two sources, the NSCC National Uniform Depot or from uniform shops in Navy Exchanges. The NSCC National Uniform Depot is located at Recruit Training Command in Great Lakes, IL. They are stocked with uniforms which have been declared excess to the needs of the Navy, and are available at nominal cost. Most male cadet uniform needs can be met through this source; however, availability

of specific uniform items / sizes may become critical from time to time. Stocks of surplus uniforms for female cadets are limited, as are stocks of surplus uniforms for officers and midshipmen. While a basic uniform can be obtained from the NSCC uniform depot, it will probably be necessary to use Navy uniform shops to completely outfit your cadets and officers / midshipmen.

Navy League Cadet uniforms may vary from unit to unit. Although the use of Navy uniforms similar to the NSCC is encouraged, it is often unreasonable to fit a young Navy League Cadet into an adult made Navy uniform. Basic elements of the NLCC uniform are included in the NSCC Uniform Regulations. Within these guidelines, NLCC units are to establish a uniform conforming to climatic conditions and local availability of suggested uniform items. NSCC supply facilities should be used to the extent possible in outfitting Navy League Cadets.

Official NSCC and NLCC insignia and appurtenances which must be worn on NSCC / NLCC uniforms may be obtained via the Internet at <http://www.seacadetshipsstore.com> at nominal cost.



Navy / Coast Guard Support of NSCC / NLCC



The Navy supports the NSCC to the extent permitted by available resources, and to the extent that such support does not interfere with assigned missions. The Navy is not permitted to provide direct monetary support at the local level for NSCC operations. Navy support covers a wide range and includes training facilities, textbooks, training aids, berthing and messing facilities under certain circumstances and surplus uniforms, among other things. Coast Guard support generally parallels that of the Navy. Details concerning extent and nature of Navy and Coast Guard support of NSCC are contained in [OPNAVINST 5760.5C](#) and the [Coast Guard Public Affairs Manual](#), respectively. Navy / Coast Guard support of NLCC is generally limited to authorization for use of facilities provided NSCC units and assistance in local training activities where appropriate.

The Navy Recruiting Command is the official Navy sponsor and is responsible for coordinating support with Naval Commands. Support from the United States Coast Guard is coordinated through the Chief, Community Relations Branch, USCG Headquarters, Washington DC.

Navy League Council Support of the Cadet Corps

NSCC and NLCC units are normally sponsored by a local Navy League Council. In certain instances, patriotic organizations such as the VFW, American Legion and others have been, and will be, granted permission to sponsor Cadet Corps units. Permission is granted with the understanding that these organizations will accept the responsibilities for support and guidance of the unit which are normally vested in a sponsoring council, and as detailed in this brochure and NSCC Regulations.

The sponsoring organization, through a standing NSCC Committee, is charged with the requirement to provide continuing moral and financial support without which a unit will have difficulty in surviving. The requirement for moral support is reflected in the observation that the best units are those where council members support and regularly participate in unit activities, and where council recognition is given to cadets and adult leaders for their efforts and accomplishments. The requirement for financial support will vary from unit to unit. Much, in this regard, will depend on the resourcefulness of adult leadership and on availability of support activity material and facilities which can be devoted to support of unit operations. Suffice it to say that to the extent possible, council financial support should be sufficient to defray costs of local unit operations.



The NSCC Committee serves as a liaison to the council for its support of unit operation. In the formation state, the Committee's primary functions are organizational in nature and in conducting liaison with those activities / organizations who will be involved in forming the unit and in identifying adult leadership. When the unit is in full operation, the Committee should continue to provide the unit commanding officer with such assistance as might be required in the administration and training of cadets. While the Committee is responsible for ensuring sufficient support so that a training program of the highest possible caliber is established and conducted, all responsibility for operation of the unit is vested in the commanding officer.



NSCC Insurance Programs

NSCC insurance programs provide secondary accident and health coverage for NSCC / NLCC personnel, and liability protection for all adults and organizations involved in the Cadet Corps programs. This plan is an “excess insurance plan” meaning that each family’s primary medical insurance policy will be in effect and used before the NSCC policy becomes

effective. For personnel without any medical insurance coverage, the NSCC coverage becomes the primary policy to cover NSCC members who became ill or injured but only when participating in NSCC authorized activities. NSCC medical insurance will not cover pre-existing medical conditions.

Information regarding insurance policies can be found in the [NSCC Medical Reference, Policies and Procedures Manual](#) and in annual [NSCC Information Letters](#) published regarding annual updates to the coverage. Through paid enrollment in the NSCC and possessing a valid NSCC ID card, all NSCC personnel are afforded coverage by the accident and health insurance plan. No NSCC officer, midshipman or cadet may participate in any NSCC / NLCC activity until his or her enrollment fees have been paid and forwarded to NSCC National Headquarters.

Enrollment Fees

The NSCC National Board of Directors establishes the annual enrollment fee for all NSCC personnel. This fee includes both administrative and insurance fees in the case of cadets and only insurance fees in the cases of officers, midshipmen and instructors. Enrollment fees in effect 1 January 2012 are:

NSCC / NLCC Cadets--\$53.00

Officers, Midshipmen, and Instructors not on active duty -- \$15.00

Officers, Midshipmen, and Instructors on active duty -- \$10.00

Training Facilities

NSCC training facilities (classrooms, administrative offices, storage rooms) will normally be provided by a supporting Navy / Coast Guard activity, or obtained through the sponsoring organization. It is not necessary that units drill aboard a Navy / Coast Guard shore activity; however, it is much more practical to do so in view of the support an activity of this type can provide (instructors, training aids, manuals, etc.). NLCC units will often drill at the same facility as their associated NSCC unit, and otherwise follow the same criteria for space available use of Navy / Coast Guard facilities as the NSCC. Facilities authorized for NLCC use include, but are not limited to, classroom and assembly space, and training aids as prescribed in the NLCC curriculum.

When military facilities are not available, it is important to ensure that there are adequate space requirements available in the potential location of where the unit will be established. Although it is often not difficult to obtain free access to classrooms and/or administrative space, adequate permanent storage space for uniforms and training equipment can be a challenge. Not having enough storage space has often lead to asking members of the adult staff to store unit items and equipment personally and could potentially cause problems if that individual is not available when the items are needed or if they leave the program. This is something units should try to avoid when possible.

Selection of Adult Leadership

Obtaining sound, capable adult leadership is essential to the success of the NSCC / NLCC. Consequently, care in screening and selecting potential officers / midshipmen who will provide this leadership is a must.

There are many excellent sources through which this leadership can be obtained, sources other than members of your Navy League Council. The commanding officer of the supporting Navy / Coast Guard activity should be asked to canvass personnel attached to his or her command, either active duty or reserve (reserve personnel may earn additional retirement points through participation in the Cadet Corps programs). Local chapters of the Reserve Officers Association, Military Officers Association of America, the Association of the U.S. Navy, the Naval Enlisted Reserve Association, the Fleet Reserve Association, and other militarily-oriented or patriotic organizations are excellent sources of adult leadership. Equally good sources are the parents and even teachers of prospective cadets. While many may lack military experience, they will have a vested interest in ensuring that the unit accomplishes its mission.

Officer / Midshipman Appointments

Only NSCC National Headquarters can effect officer / midshipman appointments. An individual can be designated as "acting" commanding officer, etc., however, he or she may not assume a NSCC officer rank or wear a NSCC uniform until appointed by NSCC National Headquarters. Requirements for processing officer / midshipman appointments are contained in [Chapter SEVEN of NSCC Regulations](#), and should be carefully reviewed prior to preparing applications.

NSCC Officer Corps Rank Structure

Rank structure generally parallels that of the Navy except that there is no rank in NSCC above the grade of Lieutenant Commander. NSCC officer ranks are: Warrant Officer, Ensign, Lieutenant (junior grade), Lieutenant, and Lieutenant Commander. While not officers, midshipmen are, for administrative purposes, considered to serve in the NSCC officer corps.

The initial rank of an officer applicant is normally recommended by the unit commanding officer, or the prospective commanding officer in the case of a unit in the formation process. The recommended officer rank structure given in [Chapter FIVE, Section 2 of NSCC Regulations](#) should be used as a guide. The rank recommended for each officer applicant will be indicated on the NSCC officer application form which is submitted to NSCC National Headquarters. Only the NSCC Executive Director, acting for the NSCC National Chairman, can approve and authorize the initial rank to which an applicant will be appointed. Under exceptional circumstances, a waiver may be considered for Initial Appointment to an Officer Rank. Unit Commanding Officers for newly formed units will be appointed to the rank

of LTJG. Assignments to LT will be made only to clearly establish seniority. Initial appointments in the grade of LCDR will not normally be made.

Selection of Unit Commanding Officer

Nomination of an individual to serve as unit commanding officer is the prerogative of the President of the sponsoring council, or similar official of a sponsoring organization other than a Navy League Council. A nomination for appointment as unit commanding officer, accompanied by a completed application for officer appointment if the nominee is not already a NSCC officer, must be submitted to the NSCC Executive Director via the NSCC Headquarters Representative for approval and issuance of a letter of appointment to command.

Qualifying Physical Examinations

Adult applicants must be in good health commensurate with their age group and be free from any ailment or condition that would prevent them from satisfactorily performing their primary duty of supervising youth. Adults not physically qualified to perform all duties may still participate with a waiver from NHQ considering the parameters of their expected contribution to the NSCC program.

While no child applicant will be denied membership in or dis-enrolled from the NSCC program due to a disability, it must be recognized that an applicant/cadet may not be able to fully participate in the physically strenuous NSCC activities due to a disability or medical condition. The NLCC and NSCC will take all steps necessary to provide reasonable accommodation to cadets so that they can participate as fully as possible in the program. However, in some cases, participation in certain activities may not be possible without jeopardizing the health and safety of the cadets in the program. The NLCC and NSCC are volunteer programs, subject to resource limitations as well as limitations with regard to medical services that can be provided across the wide variety of opportunities in the training arena. The medical provider performing the physical examination for an applicant/cadet will be required to assess the cadet's ability to participate in the NSCC program. This assessment must be made when a cadet is first accepted into the program and prior to participation in any NSCC activity such as Recruit, Orientation or Advanced Training. At a minimum, updated medical information must be provided on an annual basis.

[The NSCC Medical Reference, Policies and Procedures Manual](#) outline the programs policies and procedures in detail and should be reviewed in more detail as needed.



The Report of Medical History (NSCADM 020) is the only medical form that will be forwarded to NSCC National Headquarters, and only for an adult enrollment. All other Medical forms used (either the NSCC forms or those from a local physician) are retained at the local unit level. They are filed in the individual service records which will be established for each cadet and staff member. Individuals on active duty in a branch of the Armed Forces, or affiliated with a reserve component thereof, may submit copies of their last physical examination in lieu of taking another physical.

Cost of Forming a Unit

The cost of forming a unit is difficult to predict since the facilities and resources available to a forming unit vary from location to location. It is not unreasonable, however, to use a planning figure of \$2,500 to support the first year's operation. Included in that figure are the costs of the unit flags, uniforms, and unit administrative supplies which will be required at the outset. NSCC National Headquarters does not provide funds for defraying unit start-up costs. However, a role for the unit sponsor is to assist in this fundraising effort to the maximum possible extent. If there are other active Sea Cadet units within reasonable distance, they may be able to provide additional startup support.



A Look into the Future

On the Unit Level: Work for unit commissioning. NSCC units qualify for commissioning by achieving a certain level of operational competence as certified by a pre-commissioning inspection, and by having a minimum enrollment of four officers and twenty-five cadets. NLCC units qualify for commissioning by having a minimum of four officers and fifteen cadets.

On the Council Level: Having formed the unit, your real challenge begins. The potential your unit has for serving American youth will never be realized unless each member of your council enters in and actively supports the program and unit activities. It's your unit -- make it a winner; don't settle for "second best."

Unit Formation Check-List

Now that you know what our program is all about, and have gained an appreciation of its value to American youth and to our maritime services, you should be ready to form a unit which will be an outstanding addition to the Cadet Corps. A formation checklist is provided to assist you in this endeavor.

General:

Basic guidance for unit formation is contained in [Chapter SEVENTEEN of the NSCC Regulations](#). This formation checklist gives the steps / actions required to form a unit in approximate chronological order. To assist in developing a plan of action, the steps / actions are broken out to reflect the responsibilities of the sponsoring Navy League Council (or other sponsoring organization) and of the incumbents of the various billets within the unit.

Navy League Council President (or Head of Sponsoring Organization)

1. Appoint a NSCC Committee, normally a chairman and three members
2. Initiate a letter to NSCC NHQ stating intent of council to form a unit, name and address of NSCC Committee Chairman, and name / location of proposed supporting Navy / Coast Guard activity. A sample letter is included at the end of this manual. Upon receipt of this letter, NSCC NHQ will send a formation kit to the designated NSCC Committee Chairman.

NSCC Committee

1. The NSCC Committee is responsible for completion of all tasks related to unit formation, and for ensuring that all information required by NSCC NHQ is submitted.
2. As a point of departure, the contents of the formation kit should be carefully reviewed, with emphasis on [OPNAVINST 5760.5C](#) and [NSCC Regulations](#). [OPNAVINST 5760.5C](#) deals with Department of the Navy support of NSCC AND IS MUST READING.
3. Establish liaison with the commanding officer of the proposed support activity, the local Navy recruiter, school officials, the leadership of local patriotic and civic organizations, and other community leaders to enlist their support and assistance in forming the unit.

4. Confirm with the commanding officer of the proposed support activity the availability of training facilities, training materials / aids, and of space for unit administrative functions and storage of unit equipment.
5. Identify and select adult leadership for the unit, and do so with care. Success in enlisting competent and qualified adult leadership is the key to success in forming the unit. In order to accomplish this very important task with any degree of efficiency, the NSCC Committee, and others involved in identifying adult leadership, should be familiar with: [Chapter FIVE, NSCC Regulations](#), which deals with unit organization, rank structure, and billet descriptions; and [Chapter SEVEN, NSCC Regulations](#) which deals with NSCC officer qualifications and procedures for submitting and processing NSCC officer applications for appointment.
 - a. Contacts for help in identifying the prospective unit commanding officer and other unit officers should include: the NSCC National Headquarters Representative, NSCC Regional Director, Commanding Officer of the local Navy Operational Support Center or other local Navy / Coast Guard activities, and patriotic service organizations in the local area. A point to remember is that female adult leadership is essential if it is planned to have female cadets in the unit ([Chapter SIX, Section 4, NSCC Regulations](#)).
 - b. The initial cadre of adult leaders should be sufficient to fill the following billets:
 - i. Commanding Officer
 - ii. Executive Officer
 - iii. Training Officer
 - iv. Operations Officer
 - v. Admin / Personnel Officer
 - vi. Supply / Finance Officer
6. Select the prospective unit commanding officer (PCO). This is a collaborative effort of the NSCC Committee of the sponsoring organization and the NSCC chain of command. Nomination of the unit commanding officer is the prerogative of the President of the sponsoring Navy League Council / sponsoring organization. The nomination for commanding officer will be submitted to NSCC NHQ via the NSCC Headquarters Representative for approval and issuance of an appointing letter ([Para. 0541.1, NSCC Regulations](#)). The letter of nomination should be submitted at the same time as the formal request for authorization to form the unit.
 - a. The commanding officer of the local Navy Operational Support Center can provide advice in selection of the PCO, and should be consulted.
 - b. Individuals on active duty with the Armed Forces may serve as commanding officers of NSCC unit ([Para. 0541.4, NSCC Regulations](#)).
7. With the PCO, interview all prospective unit officers and assign to billets:
 - a. NSCC officer billet descriptions are contained in [Chapter FIVE, Section 4, NSCC Regulations](#). A suggested table of organization is displayed in the chart at Figure 5-8, [NSCC Regulations](#).

- b. Assign proposed ranks to each prospective unit officer. Information on NSCC officer rank structure is contained in [Chapter 7 of NSCC Regulations](#). Generally the initial rank of the PCO will be to the rank of Lieutenant Junior Grade (NSCC O-2) unless former military experience dictates otherwise. An applicant for officer appointment will be recommended by the PCO / NSCC Committee Chairman. Only the NSCC Executive Director can approve and authorize the initial rank to which ANY applicant will be appointed. Under exceptional circumstances, a waiver may be considered for Initial Appointment to an Officer Rank. Unit Commanding Officers for newly formed units will be appointed to the rank of LTJG. Assignments to LT will be made only to clearly establish seniority. Normally initial appointments in the grade of LCDR will not be made.
 - c. Appointment as an Officer, Midshipman or Instructor in the NSCC can be effected only by the NSCC Executive Director. No unit commanding officer, NSCC Committee Chairman, or any other individual, has the authority to appoint any person as an Officer, Midshipman or Instructor in the NSCC on an acting, temporary, or any other basis ([Para. 0760.1, NSCC Regulations](#)).
- 8. With the PCO, establish a unit budget through the end of the current NSCC fiscal year, 31 December. The budget should reflect anticipated unit expenditures and income, be approved by the Council President, and submitted to NSCC NHQ with the formal request for unit formation.
 - a. To the extent possible, the sponsoring Council should ensure that adequate funds are available for formation of the unit, recognizing that most councils have limited financial resources. If fundraising activities are contemplated, the means employed in raising such funds must not reflect discredit upon, or be incompatible with the policies of the Navy League and the Naval Sea Cadet Corps ([Para. 1251.2, NSCC Regulations](#)).
 - b. With the PCO, decide whether or not to assess dues to cadets over and above NSCC annual enrollment fees, presently \$53. Dues assessed to cadets over and above the enrollment fees levied by National Headquarters must be approved by the units' Regional Director and NHQ Representative. ([Para. 1251.4, NSCC Regulations](#)).
- 9. With the PCO, establish unit bank accounts, a checking account and, if desired, a uniform deposit account. Accounts must be of the two signature type where at least one signatory must be the PCO and one other signatory must be the Regional Director. Others may be designated as signatories on the account; however the cosigner must not be a spouse or relative of the PCO. ([Para. 1260.1, NSCC Regulations](#)).
 - a. Unit accounts will be established in the name of the unit as part "of the U.S. Naval Sea Cadet Corps". **Under no circumstances will a NSCC account be opened in the name of an individual.**
 - b. When creating a bank account in the name of the organization, banks will often ask for an IRS Employee Identification Number (EIN) number

- to establish the unit account. These can be obtained by registering the unit name with the IRS at www.IRS.gov . This action does NOT make the unit a non-profit entity.
- c. Although not required, non-profit status can be obtained for the unit once created. However IRS procedures for creating a 501(c)(3) non-profit organization must be followed before declaring the local unit as a non-profit entity. The forms and information is located in the [Miscellaneous Administrative Forms](#) section of the Resources Website.
10. With the PCO, meet with the commanding officer of the support activity and confirm the availability of unit spaces and agree upon a drill schedule. Spaces made available to the unit should include provisions for storage of unit materials, administrative spaces and furnishings, and classrooms. The drill schedule can be either on a weekly basis (minimum 2 hours required) or monthly basis on weekends (Saturday and Sunday) counting one drill for three to four hours of training at a time. In either case, the drill schedule should provide for a minimum of 40 drills during the training year ([NSCC Advancement and Training Manual](#)).
 11. Select a unit name. The unit may be named after a ship, a geographical location, or an individual. If the name of a ship is selected, the use of 'USS' is not permitted. To avoid having two units in the Corps with the same name, the name selected must be submitted to NSCC National Headquarters for approval.
 12. Having selected a unit name, order unit flags from the Sea Cadet Ship's Store: www.seacadetshipsstore.com
 13. With the PCO, prepare the formal request to form the unit for the Council President's signature. [A sample letter request is appended to this manual.] The request is to be submitted to the NSCC Executive Director via the commanding officer of the proposed supporting military activity and the cognizant NSCC NHQ Representative. A copy of the request will be provided to the local NSCC Regional Director. Required enclosures to the request are:
 - a. Cadet enrollment and registration information ([NSCADM 007](#)) with enrollment fees as appropriate ([Para. 1211.1, NSCC Regulations](#)).
 - b. List of prospective NSCC officers with recommended ranks. Submit applications for NSCC officer appointment ([NSCADM 003](#)) and required documentation on each ([Para. 0763.2, NSCC Regulations](#)). A minimum of 4 officer applicants is required for unit formation purposes for NSCC units and/or 2 officer applicants is required; for NLCC units. ([Para 1712.2, NSCC Regulations](#)).
 - c. Enrollment and Registration Form ([NSCADM 006](#)) with fees for prospective officers and instructors
 - d. Proposed initial budget ([Para. 1271.1, NSCC Regulations](#)).
 14. Prepare letter of nomination for appointment of unit commanding officer for signature of Council President, and submit with formal request for authorization to form unit ([Para. 0541.1, NSCC Regulations](#) and item 6 of this checklist).

Prospective Unit Commanding Officer (PCO)

1. Once selected, the PCO should participate in all of the NSCC Committee actions previously discussed since many of the actions / decisions made will reflect directly upon his / her responsibilities for the proper operation and functioning of the unit once formed. The following actions are suggested:

a. Establish a relationship with the sponsoring Navy League Council, become a member of the council if not already a member and encourage the other prospective adult leaders (unit officers) to do the same.

b. Work closely with the NSCC Committee Chairman, establish a clear working relationship and reach agreement as to responsibilities of each in the operation/functioning of the unit and for support. The NSCC Committee is responsible for all phases of unit formation (Para. 1712.2, NSCC Regulations), the unit commanding officer is responsible for the internal operation of the unit (Para. 1730.1, NSCC Regulations). This relationship must be clearly understood in order that the ability of the commanding officer to meet his responsibilities for operation of the unit not be impaired. In other words, establish the "ground rules".

c. Meet with the commanding officer of the supporting activity, or his designated representative and again, establish a working relationship. Since the NSCC is a civilian organization, the unit will, in every sense of the word, be a 'guest' aboard the station or activity. Accordingly, it is essential that the desires of the support activity commanding officer concerning conduct of unit operations be clearly delineated and understood by all NSCC personnel. The following issues should also be addressed:

(1) Facilities to be made available to the unit. As previously discussed, ideally there should be spaces for storage of unit materials, spaces and furniture for administrative purposes, and classrooms for conduct of classes. Realistically, spaces in most activities are limited, and such spaces as are assigned to the unit must be used on a not-to-interfere basis (OPNAVINST 5760.5 Series).

(2) Training Facilities to be made available to the unit and instructional assistance by support activity personnel (OPNAVINST 5760.5 Series). If the support activity has a Planning Board for Training which meets on a periodic basis, request that the unit Training Officer be permitted to attend in order to coordinate NSCC training with other training activities that may be scheduled by the support activity.

(3) Finalize the drill schedule to ensure that there is no conflict with the training activities of the support activity.

(4) Messing / berthing arrangements, as appropriate, during authorized training periods. Decisions / agreements should be reached on: (a) method of payment for meals;

(b) barracks utilization, assignment, maintenance and inspection
and

(c) escort / supervisory requirements (OPNAVINST 5760.5 Series).

(5) Base security requirements and other special regulations. Off-limit areas should be clearly established and arrangements should be made for entry on to the base for parents of cadets, NSCC officers, volunteers, etc.

(6) Emergency procedures-health / accident / fire, among others. The support activity may provide medical care on a humanitarian (emergency) basis for NSCC personnel who receive injuries or acquire ailments during authorized training periods (OPNAVINST 5760.5 Series). Instructions published by the support activity concerning accidents and fires should be obtained and reviewed to ensure that responsibilities of NSCC personnel are understood.

(7) Navy exchange rules / regulations / usage entitlement. NSCC personnel are authorized to purchase uniform articles and health and comfort items from Navy exchanges; however, care must be taken in exercising this privilege to ensure that all support activity regulations are observed and that the privilege is not abused (OPNAVINST 5760.5 Series).

(8) Key "contact" personnel; obtain names of staff personnel, and areas of responsibility, who will be directly involved in providing support, etc., for the unit.

(9) Joint inspections of NSCC dedicated facilities to ensure proper maintenance and correction of problem areas as they arise.

(10) Cadet-officer applicant physical examinations. Support activities may conduct the required physical examination on a not-to-interfere basis (OPNAVINST 5760.5 Series and Paras. 0612.1 and 0733.1, NSCC Regulations).

2. Contact all of the recruiters in your area, not only the Navy and Coast Guard, but recruiters from the other services also. Inform them about the Sea Cadet Corps, its objectives and activities, and solicit their support in formation of your unit. Recruiters are an excellent source of referrals of prospective cadets for your unit. Make arrangements for placing Sea Cadet recruiting materials in their offices.

3. Contact the officials of schools in your area from which your unit will draw cadet applicants. Inform them of the nature of the NSCC program, its objectives, functions and activities, and solicit their support in forming the unit. Make arrangements for presentations to student groups as feasible. Be sure that they understand that they will be asked to certify each cadet applicant's ability to be in the NSCC program without detriment to his / her scholastic standing by endorsement of the Cadet Application and Agreement ([NSCADM001](#)). The reason is obvious: we would not want a cadet's schooling to suffer if he or she is not capable of coping with the demands of school as well as of NSCC. School comes first!

Prospective Executive Officer (PXO)

There are no specific formation tasks for which the PXO is responsible. The PXO must function as a coordinator and expeditor, and is responsible to the PCO for the proper completion of all unit formation tasks.

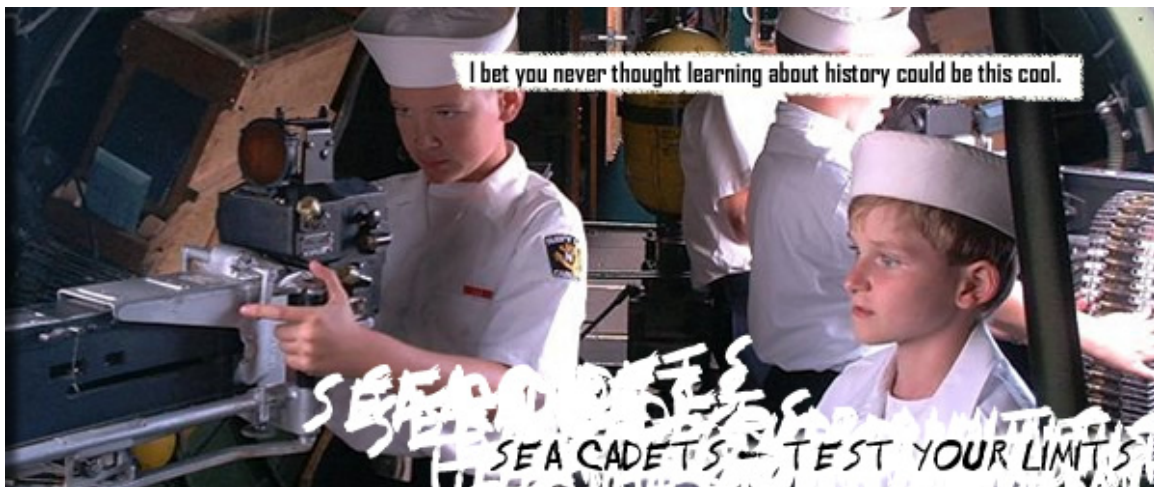
Prospective Training Officer

1. The duties and responsibilities of the Training Officer are delineated in [Para. 0543.1, NSCC Regulations](#). The NSCC Training Program, as approved by Commander, Navy Recruiting Command, is outlined in the [NSCC Advancement & Training Manual](#). As a first step read and digest this information.
2. It is important to recognize that there is no structured "lesson plan" NSCC training syllabus. This leaves you free to exercise your imagination and initiative in developing a training plan. Since yours is a new unit, you need only to concern yourself during the first year with E-2 training. By the end of the first year, when you need be concerned with E-3 training, you will have a year's experience to work with.
3. Survey and determine your training resources:
 - a. Visit the Training Department of the support activity to determine the availability of training courses, training films, and training aids which might be suitable for NSCC training.
 - b. Survey personnel assigned to the support activity to see if any would be willing to serve as instructors and to teach cadets subjects in which they hold special qualifications.
 - c. Contact your local [Coast Guard Auxiliary](#) / [Power Squadron](#), both of which have excellent training courses which could be incorporated into the training plan.
 - d. The following is a partial list of subjects on which there is voluminous information and which are suitable for NSCC:

Naval History, Customs and Traditions Morse Code / Semaphore
Moral Responsibility-Code of Conduct Military Courtesy
Race Relations Firearms Safety
Water/Land Survival Defensive Driving
First Aid/CPR Leadership
Boating Safety Alcohol, Tobacco and Drug Abuse
Rules of the Road Basic Oceanography/Meteorology
Marlinspike Seamanship Aircraft/Ship Identification
Fire Fighting

4. Attend the Planning Board for Training meeting to coordinate NSCC training requirements with other training activities that may be scheduled by the support activity. In many instances, you will find it possible to schedule Sea Cadet participation in support activity training, to the benefit of both organizations.
5. Each cadet must complete the Basic Military Requirements correspondence course ([NAVEDTRA14325-Series](#)) during his or her first year in the program. The course should be made available as a training CD or provide the cadet with information to find it on the internet through the website <http://compass.seacadets.org> as they enroll.

6. While not exactly training, plan for picnics, sports, guest lecturers, visits to nearby military installations, interesting industrial plants, museums, etc., things that will add "spice" to the training program.
7. Since cadet enrollments will be a continuous year-round process, the training schedule should be arranged so that a cadet may enter into it at any time of the year. This can be accomplished if the subject matter of single training sessions (or a sequence of training sessions) is independent of others and does not require a prerequisite course.
8. Finally, the training plan, make a rough plan for the entire year with a quarterly schedule prepared in advance for the entire quarter. The plan should be coordinated with the support activity to ensure that there are no conflicts and that required training materials / aids will be available. Subject areas should be listed showing time allotted (number of drill periods) and instructor responsibility. It is essential that instructors have sufficient advance notification to properly prepare for the course of instruction for which they will be responsible.
9. While not a unit formation action item, you should request that instructors develop lesson plans and provide you with copies. This will enable you to ensure that the training can be conducted by a stand-in if necessary. Also, keep track of the time needed to cover a given subject. With this information, lesson plans and time requirements, you can revise your training schedule at anytime.



Administration/Personnel Officer

1. The duties and responsibilities of the Admin / Personnel Officer are numerous and varied. In order to accomplish your formation tasks efficiently, you must be familiar with the following portions of NSCC Regulations and other publications:

NSCC Regulations:

Chapter SIX: Section 1 (Qualifications for Enrollment in NSCC)

Section 2 (Enrollment)

Chapter SEVEN: Section 6 (Officer / Midshipman Appointments)

Chapter ELEVEN: Section 1 (The Cadet Service Record)

Section 2 (NSCC Officer / Midshipman Personal Records)

Chapter TWELVE: Section 1 (Enrollment Fees)
Section 2 (NSCC Insurance Program)
Section 3 (NSCC Identification Cards)

NSCC Administration Manual

2. Unit formation tasks specifically related to unit administration are:

- a. Check spaces assigned to Admin / Personnel for desks, file cabinets, typewriters, etc.
- b. Establish a unit library which should include the following:
 - [NSCC Regulations](#)
 - [NSCC Advancement & Training Manual](#)
 - [NSCC Administrative Manual](#)
 - [NSCC Medical Reference Manual](#)
 - [NSCC Uniform Regulations](#)
 - [NSCC Awards Manual](#)
 - [NLCC Regulations](#)
 - [OPNAVINST 5760.5](#)
 - [NSCC Information Letters](#)
 - [NSCC Action Letters](#)
 - [Wash-O-Gram](#) (adult leader newsletter)
- c. Print out and maintain as necessary, the required NSCC forms. All of the needed [administrative forms](#) are online under the administration section of the <http://resources.seacadets.org> website.
- d. Establish a unit filing system for correspondence and directives.
- e. Establish a mail routing system as well as an "All Hands" reading file.
- f. Establish a report monitoring system. Required reports are:
 - Monthly Activity Report (NSCADM002)
 - MARS Report (Received quarterly from National Headquarters)
 - Audit / Budget Report (NSCADM018)(Para. 1271.1, NSCC Regulations)
 - Accident / Illness Report (NSCADM022)(Para. 1221.4, NSCC Regulations)

3. Unit formation tasks related to duties as Personnel Officer for Cadet enrollment and registration.

- a. Assemble cadet enrollment packages. Items to be included are:
 - Cadet Application and Agreement (NSCADM001)
 - Report of Medical History (NSCADM020)
 - Report of Medical Examination (NSCADM021)
 - Request for Accommodation (NSCADM015) (On an as needed basis)
 - Record of Cadet Advancement (NSCADM009)
 - Record of Awards (NSCADM010)
 - Administrative Remarks (NSCADM008)
 - Parent Support Questionnaire (NSCADM004)

- b. Establish cadet enrollment procedures. Use Cadet Check-off List located at the bottom of the Cadet Application (NSCADM001) as a guide.
 - c. Schedule PCO interview with cadet and parents (Para. 0620.1, NSCC Regulations).
 - d. Prepare NSCC Enrollment and Registration Form (NSCADM007) for forwarding, with enrollment fees, to NSCC NHQ (Chapter TWELVE, Section 1, NSCC Regulations).
 - e. Establish a service record for each cadet ([Chapter ELEVEN, Section 1, NSCC Regulations](#)). All completed forms are to be retained and filed in the service record, none are to be forwarded to NSCC NHQ. The only information needed by NSCC NHQ is that contained in the NSCADM007.
 - f. Maintain and publish a cadet roster.
4. Unit formation tasks related to duties as Personnel Officer enrollment / appointment processing:
- a. Assemble officer enrollment package. Items to be included are:
 - NSCC Officer / Midshipman Application (NSCADM003)
 - Report of Medical History (NSCADM020)
 - Request for Reference (NSCADM005) – NOTE: Each applicant must provide three of these references.
 - b. Assemble officer applications for appointment as completed. Ensure that proposed rank and billet assignments have been indicated on the NSCADM003, and that the form is signed by the PCO and NSCC Committee Chairman. Forward the originals of **all documents**, keeping copies for insertion in the individual officer / midshipman service record.
 - c. Prepare billet assignment letters for each officer, to be signed by the PCO.
 - d. Establish a personnel record for each officer / midshipman (Chapter ELEVEN, Section 2, NSCC Regulations).
 - e. Prepare a NSCC Adult Enrollment and Registration Form (NSCADM006) listing each officer applicant to be forwarded to NSC NHQ with enrollment fees (Chapter TWELVE, Section 1, NSCC Regulations).
5. Prepare letter for signature of council president requesting permission for the unit to form. Ensure that all required enclosures to the letter are properly completed. A sample request letter is attached.

Supply / Finance Officer

1. The Supply and Finance Officer is responsible for maintenance of unit fiscal records and for the safe custody and accounting of all stores and equipment which are the property of the unit, the Navy League, or on loan to the unit from the support activity. In preparing for accomplishment of formation tasks, read and become familiar with: NSCC Regulations (Chapters 12 and 14), OPNAVINST 5760.5 (Series), and NSCC Uniform Regulations.
2. Inventory equipment provided by support activity, and sign custody cards as may be required. Maintain equipment custody log, logging out equipment to the responsible unit officer.

3. Determine equipment needs in excess of that provided.
4. Order cadet uniforms using NSCC Surplus Uniform Request (NSCSUP002), and order insignia online from <http://www.seacadetshipsstore.com> You may need to register your new unit to get access into the Gear Locker where the items are located.
5. Order unit flags using the [Sea Cadet Ships Store](http://www.seacadetshipsstore.com) online.
6. Prepare and maintain the following financial records:
 - a. Unit checking account (Para. 1260.1, NSCC Regulations)
 - b. Uniform deposits, if collected, will be held in a special account and refunded to cadets, in full or in part, upon return of issued uniform items.
 - c. Audit / Budget report (Chapter TWELVE. Section 7, NSCC Regulations)

Operations Officer

1. The Operations Officer is responsible for the proper conduct of inspections, drills, and other military evaluations conducted by the unit. (Para. 0544.1, NSCC Regulations. Formation tasks include:
 - a. Establishment of a quarterdeck area within assigned spaces, and quarterdeck procedures (etiquette. quarterdeck log, etc.)
 - b. Obtaining the services of a qualified drill instructor.
 - c. Obtain color guard equipment. Sources of supply are available at: <http://resources.seacadets.org/supply/supply.html>



Recruiting

1. Cadet recruiting should not commence until the unit is, in all respects, ready to commence training activities. Nothing can be more demotivating to young people than to recruit them as cadets, only to then sit and wait while the unit tries to get its act together. Not only will you lose the cadets, you will have a credibility problem, much to the detriment of your recruiting efforts. Cadets upon enrollment must enter a challenging training atmosphere, so don't make the mistake of

enrolling while you are forming.

2. Cadet recruiting should be an all hands effort coordinated by one officer, possibly the Operations Officer.

3. Recruiting materials may be ordered using form NSCSUP001, at no charge and will include NSCC posters, pamphlets, handouts, etc. and are also available to download online at: http://resources.seacadets.org/public_affairs/recruiting.html

4. Contact the organizations / military activities previously contacted in your search for adult leadership and request their assistance in cadet recruitment, providing each with packets of recruiting materials. Also:

a. Visit both junior and senior high school officials and make arrangements for presentations to students.

b. Arrange for articles on the Cadet Corps in local newspapers.

c. Place posters in shopping centers, schools, etc.

5. Schedule your first meeting with prospective cadets and their parents. Provide prospective parents a copy of the [NSCC Parent's Handbook](#), which gives an excellent overview of the program. An excellent presentation can be made by amplifying the information contained in this handout, with specific application to your unit as may be appropriate. The parents should be informed as to the objectives and purposes of NSCC, and the benefits which will accrue to their sons / daughters through participation in our program. The relationship of NSCC to the Navy League and the Navy should be explained with a short discourse on the support provided by each. While the support provided is excellent, parents should understand that there are certain costs involved: annual enrollment fees, cost of meals while aboard Navy ships and shore activities, cost of transportation to and from training sites and of course, the cost of uniforms.

6. Young people wishing to enroll should be referred to the Personnel Officer to commence the enrollment process. An important part of the enrollment process is the PCO interview with each prospective cadet and his / her parents ([Para.0620.1, NSCC Regulations](#)). Besides a brief review of the information given at the introductory meeting, the PCO should cover the following subjects, as well as any others that might be appropriate:

a. What will be expected of the son / daughter in regard to attendance of drills, appearance (particularly hair styling), etc., and the requirement for parental support in these matters.

b. The need for parental support in unit activities as may be required: transportation assistance in arranging for social functions, attendance at ceremonial occasions, etc.

c. Cover the back of the Cadet Application (NSCADM001) and explain its purpose. Young people whose parents will not complete and sign this form cannot be enrolled in NSCC.

d. The NSCC accident and health insurance program ([Chapter TWELVE, Section 2, NSCC Regulations](#) and the [NSCC Medical Policies and Procedures Manual](#)).

e. Other subjects as appropriate.

Finale

Having faithfully followed the formation checklist, you will have formed a unit which will be a credit to the Corps, to the Navy League, and to the Navy. GOOD LUCK!



**Sample Letter
FORMATION KIT REQUEST**

From: President, _____ Council, NLUS
To: Executive Director, U.S. Naval Sea Cadet Corps
2300 Wilson Boulevard
Arlington, Virginia 22201-3308

Subj. Unit Formation Kit; request for

1. This council wishes to form a unit of the Naval Sea Cadet Corps. I have appointed, whose address is listed below, NSCC Committee Chairman. Please send him a unit formation kit.

Address / telephone number

2. We plan to train our cadets at _____. Tentative approval for this training has been obtained from the commanding officer of that activity.

3. The Council understands its moral and financial obligations in connection with the proposed unit, and has sufficient funds reserved for its establishment.

Sincerely,

**Sample Letter
REQUEST FOR PERMISSION TO FORM A UNIT**

From: President, _____ Council, NLUS
To: Executive Director, U.S. Naval Sea Cadet Corps
Via: (1) Commanding Officer, (Supporting Navy / Coast Guard Activity)
(2) NSCC National Headquarters Representative
Subj: Request for Permission to Form a Unit of the Naval Sea Cadet Corps

Ref: (a) NSCC Regulations (Chapter SEVENTEEN)

1. Unit formation requirements specified by reference (a) have been met and it is requested that this council be authorized to form a unit of the Naval Sea Cadet Corps. Training is to be conducted at [location] which is a suitable place for conducting drills and for safekeeping of equipment.

2. The name selected for the unit is: _____ Division / Squadron / Battalion. It is requested that this name be approved.

3. Female participation in unit activities is intended; accordingly, authority to enroll female cadets is requested. Adequate female adult staff has been enrolled to support this request.

4. Enclosed with this letter are:

a. Cadet enrollment and registration information (NSCADM007), with enrollment fees for each cadet listed. (Note: a minimum of 15 cadet applicants are required for unit formation).

b. Adult Enrollment and Registration Form (NSCADM006) with fees for each prospective officer. Include for each officer applicant the following:

- (1) Application for Officer Appointment noting recommended rank and billet;
- (2) Completed Officer Midshipman Study Guide results.
- (3) Completed medical information (NSCADM020);

(Note: A minimum of four officer applicants are required to form a unit, only two if forming an NLCC Training ship.)

c. Proposed initial unit budget.

Very respectfully,

(signature)

.....
First Endorsement

From: Commanding Officer, (Supporting Navy / Coast Guard Activity)
To: Executive Director, U.S. Naval Sea Cadet Corps
Subj: Request for Permission to Form a Unit of the Naval Sea Cadet Corps

1. Forwarded recommending approval. The facilities of this command are adequate to support the training of the proposed unit.

(Signed)