



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

POLICY

Annual Inspection

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Release Date: 01 December 2023

Version: 2

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CHAPTER 1 GENERAL RULES

1.01 **PURPOSE**

The purpose of the USNSCC annual inspection is to:

1. Ensure that each unit and training ship is being operated in accordance with the U.S. Naval Sea Cadet Corps' regulations and policies and National Headquarters' (HQ) expectations. Although the inspection is graded, the most important part is sharing information between the inspecting team and the unit. The main goal is improvement.
2. Recognize top-performing units.
3. Promote an understanding on the part of the cadets that they are part of a larger organization with a national reach.
4. Align region- and unit-level goals with strategic goals from HQ.

1.02 **REQUIREMENTS**

The inspection report consists of four required sections found in Magellan under Unit Management>Annual Inspection. The four sections consist of the inspection, the audit, the budget, and the CO survey.

1. **Inspection Form**

There are two different inspection forms: one for units with Sea Cadets (NSCC) and one for units with League Cadets (NLCC). Units that have both Sea Cadets and League Cadets must fill out separate forms for each unit. The inspection form consists of twelve sections. (Please see the Appendix for a detailed walk-through of each section). The unit CO completes one section before the inspection date, and four sections are completed by the regional director (RD) during or shortly after the inspection. Magellan automatically completes and scores the remaining sections.

- a) The sections, titles, and persons responsible for completing each section are represented in the following table:

Inspection Form

Section	Title	Completed by
1	Unit Information	Magellan
2	Unit Commanding Officer's Input	Unit CO
3	Summary	Magellan
4	Inspection Team	RD
5	Membership	Magellan
6	Training	Magellan
7	Volunteer Leadership	Magellan
8	Personnel	RD
9	Administration	RD
10	Regional Evaluation	RD
11	National Headquarters Evaluation	HQ
12	Former Cadets Outcomes	Magellan

2. **Audit** (for the year being inspected)
- a) The unit must complete the audit form prior to the annual inspection. This form demonstrates how the unit's money was spent during the annual inspection year.
 - b) The RD must review the audit form and inspect the unit's financial records for each annual inspection in accordance with the *Unit Financial Management* policy, Chapter 3. (Homeport>Policy>Unit Financial Management.)
 - c) If desired, the unit may present other supporting documents to the RD during the inspection, such as a letter from the unit's sponsoring organization(s). This is optional and not required. Supporting documentation from a sponsor DOES NOT replace/relieve the RD from conducting an audit.

1.02 **REQUIREMENTS** (Continued)

3. **Budget** (for the upcoming year)

a) **The unit must complete the budget form prior to the annual inspection.**

This form includes the unit's anticipated expenses for the upcoming year.

b) The RD must review the budget form and review anticipated expenses.

4. **CO Survey**

To help us improve as an organization, we ask our commanding officers to share their input on multiple topics including support from their chain of command, communication, strategic direction, etc.

1.03 **UPDATES**

1. The following updates will take effect for the 2023 inspection year:

- Major awards will be given for the 2023 inspection year; however, minimum enrollment levels for major unit awards remain at the reduced levels (for the 2023 inspection year), from 25 to 15 Sea Cadets for NSCC or combined units, and from 15 to 10 League Cadets for training ships. This supersedes the minimum enrollment levels in the *Awards Manual*, Chapter 3, Major Unit Awards for:

3.01 John J. Bergen (b.2.)

3.02 Morgan L. Fitch, Jr. (b.2.)

3.03 George S. Halas (b.3.)

3.04 Navy League of Canada Challenge Award (b.2.)

3.05 Anthony H. Murray, Sr., Seaman Award (b.2.)

3.06 Chairman's Award for Recruiting/Retention (a.1.)

3.07 President's Award for Recruiting/Retention (a.1.)

3.09 Top Unit in Each Region (a.1.)

3.11 Award Certificates

a.1. NSCC Certificate of Commendation

a.2. NSCC Certificate of Merit

a.3. NSCC Certificate of Honor

a.4. NLCC Certificate of Commendation


a.5. NLCC Certificate of Merit

a.6. NLCC Certificate of Honor

1.03 **UPDATES** (Continued)

- A personnel inspection of the unit's members must be conducted.
- Units must confirm that their unit demographic information is up to date in Magellan. (Please reach out to the chain of command for assistance.)
- **Service records should be reviewed by the unit annually during the month of January** for record verification to ensure they contain all required documents by 31 January of the inspection year. Due to the creation of the new Parent Portal, service jacket regulation requirements (*Administration Manual*, Section 0106) can be met with either the hard-copy record or the online record (or any combination thereof). The unit commanding officer will certify that this review has been completed and that all discrepancies have been resolved. COs should sign the inside left cover of the service jacket to verify that all electronic and physical records are correct.


As referenced in the *Administration Manual* (Section 0106 1.), the hard copy service record is not meant to duplicate information entered or maintained in the Magellan record book. To make it easier on inspection teams, a report will be provided in Magellan to show the summary of documents in the parent portal and the most recent update.

- Transfer cadets will follow the same inspection rules as new members when calculating training requirements.
 - 6a. Annual Training: Any cadet whose NSCC start date or transfer date was prior to March 1 of the inspection year will be "Required to have Completed" an RT or AT.
 - 6b. Academics: Any cadet whose NSCC/NLCC start date or transfer date was prior to September 1 of the inspection year counts as "Required to Complete" in the score for this section.
 - 6c. Advancements: Any cadet whose NSCC/NLCC transfer date was prior to March 1 of the inspection year counts as "Required to Advance" in the score for this section.
- Section 9 administration change – Records must exist in either the physical record or uploaded online through the parent portal. Both are acceptable and only one needs to be up to date.
- On the Inspection Form, under section 10d, an  icon has been added to show mandatory drill periods conducted during the inspection year.
- Additional fields have been added to the audit form to request more specific information regarding sponsors and donations.

2. The following updates have taken effect in the 2023 inspection year.

- A bonus point section has been added for cadet ribbons earned by cadets in the unit during the inspection year: (Community Service, Recruiting Incentive, and Unit Commendation ribbons).

1.03 **UPDATES** (Continued)

- Awards extra credit, up to an additional 5% of the training score, for cadets who earned up to two of the qualifying ribbons.
- $\text{Score (\%)} = \frac{\text{Total \# of qualifying ribbons earned (Max 2 per cadet)}}{\text{Number of cadets in the unit}} \times 2$
- Click on the pop-up icon  to see details about which cadets earned the qualifying ribbons.

1.04 **KEY DATES**

1. The inspection year begins on January 1 and ends on December 31.
2. The RD must inspect every unit between January 1 and March 31 of the year following the inspection year.
3. The RD must submit all completed inspection reports within fifteen (15) days after the date the inspection was conducted.
4. The Area Commanders must submit all completed inspection reports within fifteen (15) days after the date the RD submission was made. All submissions must be completed by 30 April.

1.05 **WHO MAY CONDUCT THE INSPECTION**

1. The RD is responsible for inspecting the unit.
2. Other regional staff members may assist the RD by serving on the inspection team. Such members may be given permission to view the inspection reports through the “Authorized Users” screen on Magellan.

The RD may invite a VIP from the host command, a sponsoring organization, etc., to serve on the inspection team. Such guests may only conduct the personnel inspection (Section 8 of the inspection form). The RD should ensure that the results of the personnel inspection are graded correctly and consistently with other units in the same region.

1.06 **ASSIST VISITS**

1. Every unit, no matter how small, must receive a complete inspection and an inspection score every calendar year. The inspection metrics are designed to assign fair scores to all units, regardless of size.
2. The RD may elect to treat the inspection as an assist visit when all of the following conditions are met:
 - a) A unit has received a failing inspection score in the previous inspection year.
 - b) The unit CO only assumed command near the end of the inspection year.

1.06 **ASSIST VISITS** (Continued)

- c) The unit CO is willing to understand why the unit's score was low and address the identified issues.
3. An assist visit excuses the unit CO from the consequences of failing an inspection. See Section 1.08(2).
4. No unit may receive assist visits in consecutive years, except for the most unusual circumstances which the area commander must specifically approve.

1.07 **PASSING THE INSPECTION**

1. Score. A unit passes its annual inspection when it:
 - a) Earns a final score of 65.00 or above.
 - b) Receives a passing score (or a conditional pass) on its financial audit. See page A-17 for more details.

1.08 **FAILING THE INSPECTION**

1. **Score**

A unit fails its annual inspection when it:

- a) Earns a final score below 65.00.
- b) Fails its financial audit, regardless of its final inspection score. The discrepancies in the audit must be corrected to the extent possible. See Unit Financial Management policy, Chapter 3.)

2. **Consequences**

When a unit fails its annual inspection, the RD:

- a) Must fully explain, in the narrative portion of the inspection, why the unit has failed its inspection and what steps are required to correct the identified issue(s) during the upcoming year.
- b) Will place the unit CO on command probation in accordance with USNSCC Regulations, Section 2.06(g)(vi).
- c) Will recommend relief of the unit CO if the unit's performance is a gross deviation from minimum expectations and that deviation is attributable to the unit CO's violation of USNSCC Regulations, Standards of Conduct, policies and procedures. See USNSCC Regulations, Section 2.06(i)(iii).

A unit that has failed its annual inspection is ineligible for national awards.

1.09 QUESTIONS ABOUT THE INSPECTION FORMULAS OR SCORES

1. The unit staff should carefully review the pop-up windows associated with each of the key sections and make sure that all cadet achievements and score-related data have been correctly recorded before asking any questions.
2. Although Workplace is not a substitute for the chain of command, any RD is encouraged to post an inspection-related question to the “Regional Director” online group on Workplace. This resource is available to ask basic questions about how the inspection form functions or for assistance in filling out a given part of the form. Posting a public question also allows HQ to provide a single answer visible to all RDs, not just the person who has asked the question. (This helps to reduce inconsistent guidance. If you have a question, chances are you aren’t the only one.)

SEE NEXT PAGE

CHAPTER 2 GROWTH GOAL

2.01 WHAT IS A GROWTH GOAL

1. The growth goal is a number which the RD sets for each unit which represents the number of new members a unit is expected to recruit during the year above and beyond replacing its losses due to graduation, separation, termination, and transfers to other units.
 - a) The growth goal for the current year will form an important part of the unit's recruiting and growth score in Section 5 of its annual inspection. See page A-16 of this policy for more details on this part of the inspection form.
 - b) The growth goal should preferably be set by agreement between the RD and unit CO. However, the RD has the authority to direct a growth goal that they conclude is most appropriate based on the factors discussed in Section 2.03 of this document.
 - c) The RD and unit CO should have a conversation about the CO's vision for the unit over the upcoming year. That conversation should include discussion of an ideal enrollment strength, which the unit will strive to achieve by the end of the upcoming year.
 - d) The growth goal number does not include replacing the unit's losses due to discharges, separations, terminations, or transfers to other units. For the unit to reach its ideal enrollment size, those losses must be replaced by new recruits *in addition to* the unit recruiting the number of cadets identified in its growth goal.

2.02 HOW TO SET THE GROWTH GOAL

1. The RD will take the following steps to set the unit's growth goal for the current year, preferably in agreement with the unit CO:
 - a) Start with the number of cadets enrolled on January 1 of the current year.
 - b) Determine the unit's ideal end-of-year (December 31) enrollment size.
 - c) The difference between the desired December 31 enrollment size and the actual January 1 enrollment number is the growth goal. This number represents the number of cadets the unit must recruit — above and beyond replacing its losses during the year — in order to achieve its desired enrollment size.

2.03 FACTORS

- 1.** In setting each unit's growth goal for the upcoming year, the RD should consider the total growth capacity of the unit, which is based on the following factors:
 - a) Geographical location of the unit, including whether the unit is located in an urban, suburban, or rural area.
 - b) Available space at the host command or facility, although if the unit's current drill location is too small to support the desired growth, the RD should encourage the unit CO to explore alternative drill spaces.
 - c) If volunteer support is lacking, the RD must ensure the unit CO will take affirmative steps to increase it.
 - d) Funding to support a larger unit, including support from the unit's sponsoring organization(s), private donations, and income from unit dues.
 - e) Other factors unique to each unit.

2.04 APPROPRIATE RANGE

- 1.** The RD should set a growth goal that is reasonable, realistic, and achievable. Accordingly, the growth goal generally should:
 - a) Not be greater than 10 for any one unit in any given year.
 - b) Must be greater than 0 if the unit is under 25 NSCC cadets (for an NLCC training ship, a unit under 15 cadets).
- 2.** The RD will assign a growth goal for the current year to each new unit that is starting up in pre-commissioning status. Doing so ensures an accurate first year's annual inspection.

2.05 REVIEW BY THE CHAIN OF COMMAND

- 1.** The area commander will review the growth goals of all units within their area to ensure that RDs are setting appropriate goals that collectively meet HQ's overall growth goals for the program.
- 2.** HQ will review the growth goals of all regions program-wide to determine whether the national target growth goal is being implemented in the field.

CHAPTER 3
DUTIES AND RESPONSIBILITIES

3.01 UNIT COMMANDING OFFICER

1. During the inspection year, the unit CO will track key metrics related to membership and training on the dashboard feature of the Magellan home page. These metrics are generated using the same formulas as the Annual Inspection form. Thus, by tracking the dashboard during the year, the unit CO can address any deficiencies before the end of the year leading to a predictable inspection score for those sections.
2. Before the inspection date, the unit CO will:
 - a) Review the previous inspection and be prepared to address any discrepancies including meeting the growth goal.
 - b) Develop thoughtful responses to the questions posed in Section 2 of the inspection form in coordination with their fellow unit volunteers, input those responses into the inspection form, and save it.
 - c) Review the pop-up windows associated with Section 5 (Membership), Section 6 (Training), and Section 7 (Volunteer Leadership) of the inspection form and ensure the accuracy of the data in those windows.
 - d) Correct any data issues in Magellan or bring the issues to the attention of the RD.
 - e) Assemble all required documents for the audit, as required by the USNSCC *Unit Financial Management* policy.

Prepare the unit's audit (for the inspection year) and upcoming year's budget (for the next year).

Ensure that all member service jackets are updated and prepared for inspection, paying particular attention to the items that will be inspected in Section 9 of the inspection form.

Complete the CO survey prior to the inspection date.

Practice the personnel inspection at least once prior to the annual inspection to ensure all cadets and volunteers present the required professional military appearance in uniform. See the USNSCC *Training and Operations Manual*, Chapter 8.

3.01 UNIT COMMANDING OFFICER (Continued)

3. On the inspection date, the unit CO will provide the RD with any required information to complete any portion of the inspection.
4. After the inspection, the unit CO will:
 - a) Carefully review the inspection results and identify key areas of strength and areas where improvement is needed.
 - b) Use the inspection results as a training tool for the cadets; for example, by emphasizing that every cadet plays an important part in earning recognition for the unit, all cadets should strive to complete their training requirements each year.
 - c) If necessary, correct any identified deficiencies in the financial audit.

3.02 REGIONAL DIRECTOR

1. Before the inspection date, the RD will:
 - a) Review the previous inspection and address any discrepancies from the previous year including meeting the growth goal. Any repeated discrepancies should be listed in the constructive feedback section.
 - b) Prepare to discuss with the unit CO and the unit's other volunteers what the unit's areas of strength have been as well as its areas for improvement. This face-to-face conversation should essentially track what is ultimately recorded in the narrative portions of the RD's evaluation (Section 10 of the inspection form).

3.03 SPONSORING ORGANIZATION(S)

1. The sponsoring organization has no direct role at a unit's annual inspection. However, officials of the sponsoring organization may be invited, at the unit CO's discretion, to serve on the inspection team. Such guests may only conduct the personnel inspection (Section 8 of the inspection form). They may also be invited to observe and participate in ceremonies that occur in conjunction with the annual inspection.
2. Unlike prior versions of the inspection, the sponsoring organization is not responsible for filling out any section of the inspection form. Instead, the sponsoring organization may submit a letter summarizing its relationship and interactions with the unit if it chooses to do so.

**APPENDIX
WALKTHROUGH OF THE ANNUAL INSPECTION FORM**

1. UNIT INFORMATION

The unit CO must review the information in this section before the inspection.

1a. Unit Name

The unit's name is automatically displayed as it appears on the Unit Demographics page. No user input is required.

1b. Unit Commissioning Date

The unit's commissioning date as displayed on the Unit Demographics page. (If you don't know the correct date, contact National Headquarters.)

1c. Unit Name Code

This field automatically displays the unit's unit identification code. No user input is required.

1d. Drill Location

The unit's drill location and address as shown on the Unit Demographics page. A valid U.S. postal address must be input in the form. No cross-street addresses.

1e. Date of Inspection

The RD coordinates with the unit CO to set the date to conduct the unit's annual inspection.

Changing the date in this field automatically fills the "ENROLLED" line of the Personnel Inspection section, Section 8a. To ensure an accurate personnel inspection, it is very important that the date in this field match the date on which the RD actually conducts the inspection.

1f. Calendar Year of Inspection

This field automatically displays the year for which the unit is being inspected. No user input required.

1g. Sponsoring Organization

The unit's primary sponsoring organization is automatically shown as it appears on the Unit Sponsors page. If this information is incorrect, it can be edited in the Unit Sponsors page before the inspection date.

1. **UNIT INFORMATION** (Continued)

1g. **Sponsoring Organization**

The unit's primary sponsoring organization is automatically shown as it appears on the Unit Sponsors page. If this information is incorrect, it can be edited in the Unit Sponsors page before the inspection date.

1h. **Committee Chairperson**

The committee chairperson of the unit's primary sponsoring organization is automatically shown as it appears on the Unit Sponsors page. If this information is incorrect, it can be edited in the Unit Sponsors page.

1i. **Regional Director Full Name and Rank**

No user input required.

1j. **Regional Name Code**

No user input required.

2. **UNIT COMMANDING OFFICER'S INPUT**

The unit CO must complete this section before the date of the inspection.

The questions in this section provide the unit CO with an opportunity, on behalf of the unit, to document the unit's accomplishments during the inspection year as well as reflect on areas for improvement during the upcoming year.

Before the inspection date, the unit CO should discuss these questions with the unit's volunteer staff and document the group's collective thoughts in the answers.

An answer is required for each question. However, this section is ungraded to encourage honest (and sometimes self-critical) feedback. There are no negative consequences for being honest.

Questions

- 2a. List two things you believe the unit did well during the inspection year.
- 2b. List and explain two things the unit needs to improve during the upcoming year.
- 2c. Describe this unit's participation in community civic ceremonies, parades, air shows, military events, color guard, etc.

2. UNIT COMMANDING OFFICER'S INPUT (Continued)

Questions (Continued)

2d. Describe this unit's relationship with its sponsoring organization.

2.e Endorsement of Commanding Officer.

SEE NEXT PAGE

3. SUMMARY

This section displays a summary of auto-populated graded sections that collectively make up the unit's final inspection score.

Inspection Category	Percentage of overall score	What it measures
Section 5 Membership	30%	How well the unit recruited, grew, and retained cadets; the overall size of the enrollment at the end of the year; cadet/volunteer drill attendance.
Section 6 Training	30%	How many eligible cadets attended Navy League Orientation/Sea Cadet Recruit Training and Advanced Training; how many eligible cadets completed their academic requirements for advancement; how many eligible cadets advanced in rate.
Section 7 Volunteer Leadership	8%	The extent to which the unit's volunteers participated in escort duty; whether volunteers have completed required professional development courses.
Section 8 Personnel	10%	The military professionalism of the cadets and volunteers; the cadets' demonstration of proper inspection formation and appropriate ceremonies; cadets' military bearing, proper appearance in uniform, and attention to detail.
Section 9 Administration	15%	Whether the unit keeps mission-critical legal and medical paperwork up to date for every cadet and volunteer; whether Magellan records are updated in a timely and accurate manner.
Section 10 Regional Director Evaluation	5%	Whether the unit is being run in accordance with program expectations; whether all required training is being delivered; how effective the unit's operations are; whether the unit follows up on its recruiting referrals in a timely manner.
Section 11 National Headquarters Evaluation	2%	Is the unit timely in paying its uniform invoices to HQ; whether it has submitted a timely inspection report and audit for the preceding year.
TOTAL:	100%	

4. **INSPECTION TEAM**

- a. The RD will fill out this section with the name(s), rank(s), or position(s) of each person of the inspection team.
- b. The inspection team consists of the RD, any assistant or deputy RDs, and any member of a sponsoring organization who are present.
- c. Every field is required. Enter N/A for all blocks where necessary.

5. **MEMBERSHIP**


To obtain the maximum score in this category, the unit must:

- **Replace all losses with new recruits, and recruit enough additional cadets to match the growth goal for the inspection year.**
- **Re-enroll all cadets that were eligible to re-enroll (honorable discharges are not counted against the unit).**
- **Have a unit of at least 40 cadets (Sea Cadet units) or 25 (League Cadet training ships and companies).**
- **Maintain the highest possible drill attendance.**
- **Units can earn a maximum 5-point bonus for *exceeding* its growth goal.**

5a. **Recruiting and Growth**

- Calculates how effectively the unit replaced its losses and achieved its growth goal for the inspection year.

$$\text{Score (\%)} = \frac{\text{December 31st Enrollment}}{\text{January 1 Enrollment} + \text{Growth Goal}}$$

- For more information on the growth goal, see Chapter 2 of this document.
- Units can earn a maximum of 105% for growth above their replacement and growth numbers.
- Click on the pop-up icon  to see which cadets are counted in each score factor. Address any errors before the inspection day — either manually fix them in Magellan or consult the chain of command.

5. **Membership** (Continued)

5a. **Recruiting and Growth** (Continued)

HOW IT WORKS – AN EXAMPLE

A unit starts the inspection year on January 1 with **20** cadets. The RD determines the unit should try to end the year with a **3** cadet increase by December 31.

Thus, the unit is charged with ending the inspection year with **23** cadets (after making up the losses for discharges, graduations, separations, and transfers). **Its growth goal is 3** (January 1 enrollment + growth goal).


If the unit actually recruits 3 cadets during the year but loses 2 cadets to graduation, the unit has only actually gained 1 cadet during the inspection year. In other words, it has fallen short of its growth goal by 2.

This unit's recruiting and growth score would be **21/23 = 91%**

5b. **Retention**


- Calculates how effectively the unit retained eligible cadets.

$$\text{Score (\%)} = \frac{\text{Retained}}{\text{Retained} + \text{Dropped}}$$

- To qualify as retained for this section, a cadet must have been enrolled anywhere in the NSCC or NLCC on January 1 of the inspection year and remain enrolled in the unit on December 31. Units can earn up to a maximum of 105% for growth above their replacement and growth numbers.
- Dropped cadets refers to cadets who were enrolled anywhere in the NSCC or NLCC on January 1 of the inspection year who could have re-enrolled in the program but were either separated or terminated from the unit during the year. See USNSCC Regulations, Section 5.09.
- Honorable discharges are not counted against the unit in this equation. For NLCC units, honorable discharges occur when a NLCC cadet transitions to the NSCC. For NSCC units, an honorable discharge is as defined in USNSCC Regulations, Section 5.09.
- Click on the pop-up icon  to see which cadets are being counted in each score factor. Address any errors before the inspection day — either manually fix them in Magellan or consult the chain of command.

5. **Membership** (Continued)


5c. **Raw Enrollment**

- A fixed score based on the number of active cadets in the unit on December 31 of the inspection year.
- Click on the pop-up icon  to see which cadets are being counted as enrolled on December 31 and to see a table showing what score matches the unit's given size.

5d. **Attendance**

- Calculates the unit's overall compliance with the NSCC's minimum 75% attendance expectations.

$$\text{Score (\%)} = \frac{\text{Mandatory} + \text{Make-up Attended}}{\text{Mandatory Attended} + \text{Excused} + \text{Absent}}$$

- Click on the pop-up icon  to see details about which cadets are being counted in each score factor.
- All members are expected to maintain 75% attendance at mandatory unit drills. (That means actually being present.)
- This score is based on members who actually showed up for drill. Excused absences and unexcused absences are treated the same for inspection purposes — the member was not present. However, units should have internal policies that encourage members to request excused absences.

The training section reflects how effectively each unit's cadets completed the USNSCC's minimum expectations: 1 annual training, 1 academic course, and 1 rank advancement completed per inspection year.

To obtain the maximum score in this category, every cadet in the unit must successfully complete:

- **Recruit Training (or Navy League Orientation) or an Annual Advanced Training.**
- **Academics.**
- **Advancement in rate.**

The unit can earn a maximum 5-point bonus for cadets who go above and beyond by completing multiple requirements during the inspection year.

6. **TRAINING**

Magellan will automatically apply the following rules to Sections **6a, 6b, 6c, 6d** and **6e**:

6. **TRAINING** (Continued)

Credit

- The unit gets credit for every cadet who: (1) completes annual requirements during the inspection year; and (2) was serving in the unit on the date of completion. Note that the unit gets credit for this completion even if the cadet later quits, graduates, or transfers to another unit.
- The unit gets credit for cadets who were not obligated to complete a requirement but went above and beyond and completed the requirement anyway.


6a. Annual Training

- Calculates the percentage of cadets in the unit who complied with the requirement to attend one HQ-approved training evolution during the inspection year.

$$\text{Score (\%)} = \frac{\textit{Attended}}{\textit{Required to Attend}}$$

- Required to attend: Any cadet whose NSCC/NLCC start date was prior to March 1 of the inspection year.
- A Sea Cadet is required to attend Sea Cadet Recruit Training first, followed by one annual training every year thereafter.
- A League Cadet is expected (but not required) to attend Navy League Orientation as their first annual training, followed by one advanced training every year thereafter.

The start date of a cadet's training determines which inspection year is credited.

- Cadets must graduate from the training in order to have completed the requirement.
- Click on the pop-up icon  to see details about which cadets are being counted in each score factor.

6b. Academics


- Calculates the percentage of cadets in the unit who complied with the requirement to complete one correspondence course (NSCC) or syllabus (NLCC) during the inspection year.

$$\text{Score (\%)} = \frac{\textit{Completed}}{\textit{Required to Complete}}$$

- Any cadet whose NSCC/NLCC start date was prior to September 1 of the inspection year counts as "Required to Complete" in the score for this section.

6. **TRAINING** (Continued)


6b. **Academics** (Continued)

- Click on the pop-up icon  to see details about which cadets are being counted in each score factor.

6c. **Advancements**

- Calculates the percentage of cadets in the unit who complied with the requirement to advance by one rank during the inspection year.


$$\text{Score (\%)} = \frac{\text{Advanced}}{\text{Required to Advance}}$$

- Any cadet whose NSCC/NLCC start date was prior to March 1 of the inspection year counts as “Required to Advance” in the score for this section.
- Sea Cadets get credit for advancement to E-2(T). However, cadets who advance to E-2(T) do not get additional credit when they complete the remaining requirements for E-2. See *USNSCC Administration Manual*, Chapter 1, Section 0107(8)(a)(b).
- Click on the pop-up icon  to see details about which cadets are being counted in each score factor.


6d. **Bonus**

- Awards extra credit, up to an additional 5% of the training score, for cadets who complete two or more training requirements during an inspection year.

$$\text{Score} = \frac{\text{Cadets Completing 2x of a Requirement}}{\text{Cadets Completing 1x of a Requirement}}$$

- A cadet who completes a second requirement during the inspection year (e.g., a second annual training, correspondence course, or advancement) receives extra credit for that second requirement.
- Click on the pop-up icon  to see details about which cadets performed extra annual trainings, academic requirements, or advancements during the inspection year.

6e. **Award Bonus**

- Awards extra credit, up to an additional 5% of the training score, for cadets who earn *up to two* of the following awards during the inspection year: Community Service, Recruiting Incentive, and Unit Commendation.
- Click on the pop-up icon  to see details about which cadets earned a bonus and how many potential bonus points may have been earned.

7. VOLUNTEER LEADERSHIP


To obtain the maximum score in this category, volunteers in the unit must:

- Support annual training evolutions as an escort.
- Complete OPD 101 and OMSG; if required, OPD 201 and OPD 301.


7a. Escort Duty

- Awards a score based on the percentage of instructors, midshipmen, and officers who, while enrolled in the unit, participated in an HQ-approved training.

$$Score = \left(\frac{Attended}{Required}\right) + 0.50 \left(\frac{Attended}{Required}\right)$$

- Any instructor, officer, or midshipman who was enrolled in the unit prior to March 31 of the inspection year counts as “Required” to complete an escort duty.
- Auxiliaries are not counted in this equation.
- The second half of the equation affords an extra 50% credit, in recognition of the fact that not all volunteers are able to attend escort duty every year.
- Click on the pop-up icon  to see details about which volunteers are being counted in each score factor.

7b. Officer Development

- Measures the percentage of instructors, midshipmen, and officers who have complied with the requirements to take Officer Professional Development (OPD) courses and the Officer Midshipman Study Guide (OMSG).
- OMSG: All instructors, midshipmen, and officers who were enrolled in the NSCC prior to September 1 of the inspection year are required to have completed the OMSG by December 31.
(Check the unit’s OMSG results carefully. Many volunteers who took the OMSG years ago are not showing up correctly. The unit may need to manually fix that data. To do so, check each volunteer’s profile for the date and score of completion. Navigate to the “Data Entry” screen on Magellan, select the “Online Training (Adults)” link, and add the appropriate records. To convert the old 4.0 scale to the new 100-point scale score, multiply the old score by 25.)
- Click on the pop-up icon  to see details about which volunteers are being counted in each score factor.

7. **VOLUNTEER LEADERSHIP** (continued)

7b. **Officer Development** (continued)

- OPD 101: All instructors, midshipmen, and officers who were enrolled in the NSCC prior to March 1 of the inspection year are required to have completed OPD 101 by December 31.
- OPD 201: All instructors, midshipmen, and officers serving in a billet, as reflected on the Adult Billets screen of Magellan, are required to have taken OPD 201 regardless of their enrollment date within the last five (5) years of December 31 of the inspection year.
- OPD 301: The unit commanding officer and executive officer are required to have completed OPD 301 within the last five (5) years of December 31 of the inspection year. While other volunteers are encouraged to also take OPD 301, there is no extra credit for those who do.

8. **PERSONNEL**

To obtain the maximum score in this category, every currently enrolled cadet, instructor, midshipman, and officer must:

- **Show up to drill on inspection day.**
- **Participate in the personnel inspection.**
- **Incur no deficiencies in their personal appearance or uniform.**

The personnel inspection is a formal event. Appropriate military decorum should be maintained. All members should stand for inspection in the service dress uniform of the season as prescribed by the local naval district or as directed by the NSCC chain of command.

This section must be completed on the same day the personnel inspection is conducted because Magellan pulls in the active enrollment on that day.

8a. **Inspection**

INSPECTED

- The RD should insert the number of members in each category that were present and who they actually inspected.

ENROLLED

- Magellan will automatically populate the number of enrolled members into the ENROLLED line of this section.

8. **PERSONNEL** (Continued)

8a. **Inspection** (Continued)

- The numbers are calculated as of the date selected in Section 1b, Date of Inspection. Be sure that date matches the date on which the unit was actually inspected.
- The unit can verify the names of the members Magellan is including in its calculation by clicking on the pop-up button for this section.

8b. **Discrepancies**

The RD will insert the number of discrepancies (if any) identified during the inspection according to the following rules:

- Only one discrepancy per member, per category. For example, a cadet who has three separate violations in the category of grooming will receive one discrepancy for grooming, not three. A cadet who has six ribbons out of order will receive one discrepancy for insignia, not six.
- Recruits who are newly enrolled in the program should stand for inspection and should do so in professional civilian attire if the recruit has not yet been issued the appropriate dress uniform.

9. **ADMINISTRATION**

To obtain the maximum score in this category, the unit must:

- **Maintain accurate and updated information in Magellan including all cadet and volunteer profiles and emergency contact information.**
- **Ensure that form NSCADM 001 (Page 1/2), Cadet Application, is duly signed by a parent/legal guardian and witnessed by the unit CO.**
- **Ensure that forms NSCADM 001 (Page 3/4), Report of Medical History and NSCADM 001 (Page 5/6), Report of Medical Exam, are completed, updated, and that they accurately document current as well as past medical conditions/issues. As a reminder, the updated versions can be in the hard copy service jacket, or in the Magellan record.**
- **Ensure that form NSCADM 002 (all pages), Volunteer Application, is properly filled out including required signatures.**

9. **ADMINISTRATION** (Continued)

9a. **Magellan Records**

The RD will review with the commanding officer:

1. Percentage of cadet and volunteer profiles with a valid e-mail address, IF the raw score is less than 100:
 - Magellan automatically checks each unit member's profile and reports whether the primary email address field contains a valid entry. This question is designed to ensure that all members are reachable via Magellan email.
2. Percentage of cadet profiles where the emergency contact phone number is different than the primary parent/guardian phone number, IF the raw score is less than 100:
 - Magellan automatically compares the phone numbers of each cadet's primary parent/guardian and their emergency contact.
 - It is important that there be at least two different phone numbers so the unit can reach a member of the cadet's family.
3. Does this unit enter awards, community service, drill attendance, and other required Magellan information in a timely and accurate manner? The RD enters either Yes or No, depending on how well the unit has performed these tasks throughout the inspection year.

9b. **Legal Authorizations**

The RD will inspect the following:

- Number of cadet service records with missing signatures in Block 8(a), "Signature of Parent/Legal Guardian" of the NSCADM 001.
- Number of cadet service records with missing signatures in Block 8(c), "Signature of Witness" of the NSCADM 001.
- Number of cadet service records with missing signatures in Block 9(d), "Parent/Legal Guardian Signature" of the NSCADM 001.
- Number of cadet service records with missing signatures in Block 9(g), "Signature of Witness" of the NSCADM 001.
- Number of cadet service records that do not contain a photocopy of a current medical insurance card (or documentation that the cadet is uninsured).
- Number of service records of 18-year-old cadets that do not have a signed form NSCADM 002A in the record.
- Number of volunteer service records that are missing a signature in Block 12(b) of the NSCADM 002, page 3 (Declarations).

9. **ADMINISTRATION** (Continued)

9c. **Medical Documents**

The RD will inspect the following: (As a reminder updated documents can be in the hard copy service record, or in the Magellan record.)

- Number of cadet service records with a Report of Medical History (NSCADM 001, pages 3/4) more than 1 year past the annual re-enrollment date.
- Number of cadet service records in which Block 9, (Remarks) of the Report of Medical History (NSCADM 001, pages 3/4) has not been completed despite a "YES" entry in Blocks 4 or 6, or a required entry in Block 8(c).
- Number of cadet service records with a Report of Medical Exam (NSCADM 001, pages 5/6) that is more than 15 months old from the last Report of Medical Exam.
- Number of cadet service records that are missing proof of immunizations.

10. **REGIONAL EVALUATION**

10a. **Growth Goal**

- Set the unit's growth goal for the upcoming year. How many cadets should this unit strive to recruit above and beyond replacing its losses?
- The RD should set the unit's growth goal for the upcoming year — last year's growth goal controls the score in Section 5a, Recruiting and Growth.
- For more information on the growth goal, see Chapter 2 of this document.

10b. **Audit and Budget Report**

What was the final score on this year's Audit and Budget report?

- The RD should record the result of the unit's financial audit.
- For more information on the audit requirements, see the NSCC *Unit Financial Management* policy.

10c. **Inspection Status**

The inspection is either a graded inspection or an ungraded assist visit.

- The RD will decide whether the unit is receiving a graded inspection (which will make the unit eligible national awards and commissioning), or if it will be an ungraded assist visit.

10. **REGIONAL EVALUATION** (Continued)

10c. **Inspection Status** (Continued)

- For more information on assist visits, see Section 1.06 of this document.

10d. **Unit Operations**

- Do the unit's volunteers follow the letter and the spirit of the USNSCC *Volunteer Code of Conduct*?
- Were the unit's junior volunteers encouraged to develop leadership potential?
- Has the unit's leadership maintained a positive command climate and an appropriate military training environment?
- Did the unit provide training on the USNSCC Standards of Conduct at least twice during the inspection year? (Required topics include chain of command, personal conduct, fraternization/personal relations, anti-alcohol/drugs, anti-hazing/harassment, social media/internet conduct).
- Did the unit conduct at least 40 drill periods during the inspection year?
- Did the unit CO maintain an open line of communication with the RD during the inspection year?

10d. **Unit Operations**

- Did the unit ensure that its cadets were administratively and logistically prepared for annual training?
- Did the unit maintain a positive relationship with its sponsoring organization?
- Is there an identified person ready and able to assume command of the unit in case the CO is unavailable or no longer able to serve? This is of critical importance.

10e. **Unit and Military Recruiting Efforts**

- Did the unit follow up on its Magellan recruiting referrals in a timely/effective manner?
- Has the unit staff visited a local military recruiting office during the inspection year?
- Have local recruiters been briefed on the contents of OPNAVINST 5760.5 (series) Instruction?

10f. Magellan compiles the scores from 10d. and 10e.

10. REGIONAL EVALUATION (Continued)

10g. Constructive Feedback

The RD will:

1. List two things the unit did well during the inspection year.
2. List two things the unit needs to improve on next year and provide details.

11. NATIONAL HEADQUARTERS EVALUATION

To earn the maximum score in this section, the unit must have:

- **Not had any transactions returned for insufficient funds during the inspection year.**
- **Paid all of its uniform invoices to HQ within 45 days during the inspection year.**
- **Submitted a complete inspection form for the previous inspection year.**
- **Submitted a passing financial audit for this inspection year.**
- **Submitted a passing financial audit for the previous inspection year.**

12. FORMER CADET OUTCOMES

This section is ungraded. The unit CO should review the pop-up windows to ensure all information is accurate and correct any issues in the cadet's profile. The information in the pop-up window includes reason for leaving the program and future education and life plans, if known.