

ADULT SERVICE RECORD – AUG 2015

LEFT SIDE

RIGHT SIDE

Other documents as required by individual units

Copies of Certificates and Letters of Commendation

Escort Officer Authorizations (NSCTNG 004/006/007)

Officer/Midshipman Study Guide Completion Letter/OPD
Course Completion Letters/Correspondence Course
Completion Certificate (NSCTNG 027)

Billet Assignment Letters

Notes:

- All Forms in each section placed in reverse chronological order (most recent on top).
- Forms to be Red Stamped. The following is a list of forms that **MUST** be red stamped when included in the Cadet or Adult Service Record:
 - Any and all military (DOD/DOT/DHS) forms.
 - CNET Certificates of Course Completion (NETPDC)
 - The front and back of the DON or other military service, Officer or Enlisted Service Record Folders (NAVPERS Series).
 - The front and back of a plain manila folder used for Cadet or Adult Service Records.

“U.S. NAVAL SEA CADET CORPS”

All other medical forms (as required)

Report of Medical History (NSCADM 002 - Page 5/6)

Request for Reference (NSCADM 002 - Page 4 – 3 Copies)

Declarations (NSCADM 002 - Page 3)

Member Information (NSCADM 002 - Page 1/2)

Evaluation/Promotion Recommendations (NSCADM 017)

Record of Awards (NSCADM 010)

Appointment/Promotion Letters

Copy of Front and Back of Officer Identification Card

Note:

- If, medical forms received from the medical provider differ from the NSCC forms, attach to the applicable NSCC form, mark "See Attached" on the NSCC form and file accordingly.
- Forms not requiring Red Stamp. The following is a list of forms that **DO NOT** require a red stamp when included in the NSCC Cadet or Adult Service Record:
 - Any and all NSCC forms (NSCADM, NSCTNG, etc.)
 - NSCC Advancement Examination Memoranda/Email.
 - Any locally developed unit or training contingent forms.
 - Any letter of commendation, award certificate, etc. regardless of NSCC or other awarding organization.
 - School report cards, progress reports, or similar document.
 - Birth certificates, court documents, or legal forms.
 - Non-military medical documents.

Record Verification. Service records should be reviewed annually on or about 1 January to ensure that they contain all required documents. The unit commanding officer will certify that this review has been completed and that all discrepancies have been corrected by signing the inside cover of the service jacket.

NAME: _____

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

ID/SSN NUMBER _____