

CADET SERVICE RECORD LAYOUT – AUG 2015

LEFT SIDE

Other documents as required by individual units

Copies of Certificates and Letters of Commendation

Completed Training Authorizations (NSCTNG 003/005)

Records of Advancement Exams and Correspondence
Course Completion Certificate (NSCTNG 027)

Administrative Remarks (NSCADM 008)

Notes:

- Any action which generates a certificate, changes a cadet's status, or is deemed important, by the individual unit, should all be documented. When in doubt, DOCUMENT IT!
- 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 (NETPDTIC)
 - 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"

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.

RIGHT SIDE

All other medical forms (as required)

Request for Accommodation (NSCADM 001 - Page 9/10)

Medical History Supplemental (NSCADM 001 - Page 7/8)

Report of Medical Examination (NSCADM 001 - Page 5/6)

Report of Medical History (NSCADM 001 - Page 3/4)

Member Information/Releases (NSCADM 001 - Page 1/2)

Record of Awards (NSCADM 010)

Record of Advancement (NSCADM 0009)

Copy of Cadet Identification Card

Note:

- If, medical history/examination 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.

NAME:

LAST NAME

FIRST NAME

MIDDLE NAME

ID/SSN NUMBER