



Annual Inspection

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My first inspection...





Annual Inspection Basics

- Required of each unit between 01JAN and 31MAR; report due to NHQ by 30APR [NSCC Regulations 1310.1]
- Measures the degree to which the unit is meeting the NSCC's goals [NSCC Regulations 1310.1]
- Score is on the 4.0 scale; 2.5 or better is considered "satisfactory" [NSCC Regulations 1350.1]



Where do the points come from?

- **Training = 35% Total (29.4% from cadets, 5.6% from Adults)**
 - Annual Training = 10.5%
 - 9.45% Cadets (# cadets who trained / average # cadets enrolled during the year)
 - 1.05% Adults (# Officer/MIDN/INST who trained / average # O/M/I enrolled)
 - Academics = 10.5%
 - 9.975% Cadets (# cadets who finished a course / average # cadets enrolled)
 - 0.525% Adults (# O/M/I who have ever finished OMSG / avg # O/M/I enrolled)
 - Promotions = 10.5%
 - 9.975% Cadets (# cadets who promoted / average # cadets enrolled)
 - 0.525% Adults (# O/M/I who promoted / average # O/M/I enrolled)
 - Officer Development = 3.5%
 - 1.4% OPD 101 (# O/M/I who have ever taken OPD 101 / average # O/M/I enrolled)
 - 1.4% OPD 201 (# O/M/I who have ever taken OPD 201 / 5)
 - 0.7% OPD 301 (# O/M/I who have ever taken OPD 301 / 2)



Where do the points come from?

- **Enrollment/Retention = 25% Total**

- Enrollment = 10%
 - 9% Cadets (25 cadets = 4.0)
 - 1% Adults (5 adults = 4.0)
- Retention = 7.5%
 - 6.75% Cadets
 - 0.75% Adults
- Attendance = 5%
 - 3.5% Cadets
 - 1.0% Officers/Midshipmen
 - 0.5% Instructors
- Leadership (good examples, required courses) = 2.5%
 - Twice per year: Chain of command, Equal Opportunity & ADA compliance, Personal Conduct & School Performance, Fraternalization & Personal Relations, Substance & Alcohol Abuse, Sexual Harassment [signatures!]



Where do the points come from?

- **Administration = 20% Total**

- Cadet Service Records = 15%
- Adult Service Records = 5%

- **Personnel = 10% Total**

- Total gigs x percent of enrolled personnel present (based on 31DEC enrollment...?!?)

- **Regional Director = 8% Total**

- MARs received, compliance with directives, etc = 6.4%
- Preparation for Inspection = 1.6%

- **NHQ = 2% Total**

- Received previous year's Inspection Report & Audit, on-time payments, etc



Cadet Expectations

- On average, the cadets in your units are expected to...
 - Attend at least one training
 - Finish at least one correspondence course
 - Earn at least one promotion
- A cadet who is enrolled for just a few weeks will contribute to the denominator of the fraction (the “average number of cadets enrolled during the training year”)
- But... Cadets who do multiple trainings and courses can make up for your slackers.
 - Dangerous!!!



Adult Expectations

- Each Officer, Midshipman, and Instructor should escort at least one training during the year
- Each Officer, Midshipman, and Instructor must have completed the OMSG.
- OPD Requirements
 - CO & XO are required to attend OPD 301
 - CO, XO, and TNG, ADM, & OPS are required to attend OPD 201
 - All Officers, MIDN, and INST enrolled are required to attend OPD 101



Big Changes since 2014!

- Instructors' escort duty and drill attendance now count toward your score
- The "number eligible" (the denominator of every fraction) is not a number that can be changed by your RD – it's simply the "average number enrolled"
 - No more arguing about who "should have"...
 - This is the first step toward a One-Click inspection



Setting Expectations... Low!

- It's almost completely impossible to get a 4.0
 - Even if all of your cadets did all of the work, the strict "number eligible" calculation limits you greatly
 - *e.g.*, Officer Promotions...
- Weird results are possible
 - If you have 20 cadets, all of whom trained really well during the year, but then you enroll 40 new cadets in October, you will get a terrible score...



Where do units lose points?

1. Correspondence Courses
2. Correspondence Courses!
3. Correspondence Courses!!
4. Advancements (see "Correspondence Courses", above)
5. Enrollment (a 4.0 for enrollment requires 25 cadets)
6. Careless mistakes in service jackets
 - Missing signatures
 - Forms out of order
7. Retention
8. Trainings
9. Personnel inspection



What a unit needs to prepare (this year)

- Keep an updated Personnel Worksheet...
 - Magellan is great, but as it stands now it cannot give you the all-in-one-place information about your cadets' advancement!



Reports

- Historical Sea Count for:
 - 01JAN15, 01APR15, 01JUL15, 01OCT15, and 01JAN16
 - *Magellan: Reports – Unit Level – Sea Count – Historical*
- Unit Training Summary for 01JAN15 – 31DEC15
 - *Magellan: Reports – Unit Level – Unit Training Summary*
- Courses Completed Report for 01JAN15 – 31DEC15
 - Correspondence Course Management System (CCMS)
 - Also: *Magellan: Unit Mgmt – Data Entry – Data Type: NSCC Correspondence Courses*



What a unit needs to prepare

- At least one week before inspection, submit to your RD in electronic format:
 - Completed Personnel Worksheets with inspection year events highlighted
 - Historical Sea Counts
 - Unit Training Summary
 - Courses Completed Report



What a unit needs to prepare

- At the inspection, have available for your RD:
 - Hard copies of Personnel Worksheets for NSCC, NLCC, and Officer/MIDN/INST
 - Hard copy of the Personnel Inspection Worksheet
 - Service Jackets for all personnel
 - Printed NSCC Regs*
 - Printed NSCC Action & Information Letters with initials of all officers
 - Hard copies of PODs/POMs



What a unit needs to prepare

- At inspection, have available for your RD (cont'd):
 - Sign-in sheets for two Sexual Harassment training sessions conducted during the inspection year [NSCC Regulations 0933.6]
 - At least Cadet Exercise Charts (NSCTNG020) [NSCC Regulations 0634.1; TOM 0203.7]
 - NSCADM020 pages 10-13 (Career Motivation, Sponsoring Organization, Involvement in Community Affairs, & Unit Vehicle/Boat Ownership Report)
 - NSCADM018 Audit & Budget Report and supporting documents
 - See Unit Finances presentation for more details on Annual Audit requirements



After Inspection

- Assemble full Inspection Report
 - NSCADM020 pages 1-9 (prepared by RD)
 - NSCADM020 pages 10 & 12-13 (prepared by CO)
 - NSCADM020 page 11 (prepared by Sponsoring Organization)
 - NSCADM018 Audit & Budget
- Submit full Inspection Report to...
 - NHQ
 - NHQ Representative
 - Regional Director
 - Sponsoring Organization



After Inspection

- Use the inspection process to...
 - Gauge a unit's progress from year to year
 - Learn lessons about what your unit is missing
 - Plan and prioritize for next year



But of course...

- This system is likely to be used for just one or two years...
- Magellan will eventually have a “one-click” inspection, and all your RD will do is look at your personnel and service jackets



Questions/Comments?