



## U.S. NAVAL SEA CADET CORPS

SCORPION SQUADRON (133SCR)  
NUWC KEYPORT, BUILDING 95  
POST OFFICE BOX 555  
KEYPORT, WA 98345  
(360) 525-3533



01 April, 2016  
SCORPINST 1000.14A

### MEMORANDUM

From: Commanding Officer, Scorpion Squadron  
To: Scorpion Squadron

Subj: **AWARDS RECOMMENDATION AND PRESENTATION**

Ref: (a) NSCC Regulations, NSCPUB 100  
(b) NLCC Regulations, NSCPUB 110  
(c) NSCC/NLCC Awards Manual, NSCPUB 400

1. **PURPOSE.** To promulgate standard operating procedures for the conduct of the Squadron with regards to awarding Cadets and Officers. This instruction shall remain in effect until superseded or cancelled. A memorandum explaining the reason for cancellation shall take its place among unit instructions.
2. **AWARDS BOARD, NON-NSCC AWARDS.** The Awards Board for all awards not issued by the Naval Sea Cadet Corps will be convened and consist of prior awardees and the unit Executive Officer. If the Adult Staff numbers are low enough that an Executive Officer is not appointed, the Commanding Officer will act as another Board member. All Board recommendations will go through the Commanding Officer to the awarding organization. The Unit Commanding Officer has the deciding vote on all recommendations presented and will base decisions on individual Cadet records.
3. **AWARDS BOARD, NSCC AWARDS.** The Awards Board for all awards issued by the Naval Sea Cadet Corps requiring approval by the Regional Director or higher will be convened and consist of the Executive Officer, the Administration Officer, the unit Chief Petty Officer (if attached), and the Lead Petty Officer. The only exception to this policy is the when the award will be issued to one of the Board members. All Board recommendations will go through the Commanding Officer to the awarding organization. The Unit Commanding Officer has the deciding vote on all recommendations presented and will base decisions on individual Cadet records.
4. **NAVY LEAGUE OF THE UNITED STATES YOUTH RIBBON.** The Unit Cadet of the Year and the Unit Leaguer of the Year will be awarded the NLUS Youth Ribbon and Medal. The NLUS Ribbon and Medal will be awarded annually at the NLUS Bremerton-Olympic Peninsula Gala. The below criteria will be used to determine eligibility:
  - a. Advanced during the past year (January to December).
  - b. Actively working towards next rank.



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- c. Have graduated from RT or NLO and be at least an SA or LC2.
  - d. Participated in over 80% of Required Unit Drills.
5. **DAR, SAR, AND VFW MEDALS AND RIBBONS.** All requirements for the DAR, SAR, and VFW Medals and Ribbons will be met as per reference (c).
6. **NSCC/NLCC CADET OF THE YEAR RECOMMENDATION.** Recommendation up the Chain of Command for any Cadet for the NSCC or NLCC Cadet of the year must have been awarded one of the below listed awards during the Calendar year:
- a. The NLUS Ribbon and Medal.
  - b. The NSCC Citation Ribbon or higher.
  - c. Any of the DAR, SAR, or VFW Medal and Ribbon.
  - d. The Drug Reduction Service Ribbon.
7. **AWARD RECOMMENDATIONS.** All recommendations shall go through the Commanding Officer to the awarding organization, and shall be in the form of a memorandum requesting the award. The exception to this rule will include any awards that are generated through the online Sea Cadet record system, Magellan.
8. **UNIT COMMENDATION RIBBON.** Annually, the Unit Commanding Officer will award the Unit Commendation Ribbon to Cadets that participate in at least three Community events scheduled between February and November.

A handwritten signature in black ink, appearing to read "R. R. Dunn".

GMC R. R. DUNN, USCG  
COMMANDING OFFICER

Original: Unit Files