

NSCTNG 022 (Rev 02/03)

**NSCC SUMMER TRAINING WITH THE US COAST GUARD
5 DAYS, 4 NIGHTS OR MORE CONTINUOUS
(CREDITABLE TOWARDS PROMOTION AS ADVANCED TRAINING)**

REQUEST FOR REIMBURSEMENT OF CADET TRAINING COSTS

COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is **the form to be used by Unit COs to get their cadets reimbursed for berthing and messing costs incurred during summer training with the US Coast Guard.** The common denominator for this training is that this is training with the US Coast Guard, some of which may have been advertised in the summer training schedule, but much of which is not. It is training aboard recognized USCG bases, stations and cutters as is endorsed in both Navy and USCG instruction and is pre-approved. While **re-imbusement is always subject to funding availability**, we want CO's to submit this form for their cadets and NHQ will do it's best to ensure all requests are honored within the guidelines prescribed. We have been able to do this in prior years and fully expect to be able to do again in 2006.
- Unit CO's need to submit this form to NHQ with attached NSCTNG003/004's and receipts upon completion of the training evolution.
- Just follow the directions on the form.
- Please note that **this form is designed to address primarily berthing and messing expenses and any unusual expenses beyond miscellaneous administrative, and house keeping expenses which would normally be covered by the \$110 deposit that all other cadets are paying.** If the equivalent of the \$110 deposit has not been subtracted for each cadet, we will subtract it for you.
- While adults don't normally accompany cadets for USCG training, if they do accompany as escorts, detail and cover adult expenses as well.
- We will review each of these forms and if there is any question, we will contact you. If the amount being reimbursed is different than that requested, we will contact you to resolve differences or annotate forms as appropriate.
- **RECEIPTS! RECEIPTS! RECEIPTS!** Remember the importance of accountability; these funds are coming from the American taxpayer and we must all account for them to the very best of our abilities. The NSCC is subject to and will be audited.

TAB B

- That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are taxpayer dollars entrusted to us to pay for cadet training expenses.
- Keep them and include them with the NSCTNG 003 or 004's in your request for reimbursement.
- Please understand that for this reimbursable training, reimbursement will be after completion of training. When cadets complete a USCG training evolution, Unit CO's submit this form per directions. Unit COs are responsible for subsequent individual cadet and escort reimbursement. Dual signature controls will be in place and copies will go to Regional Directors and/or Field Representatives for incorporation into the inspection process to ensure proper reimbursement.
- Brief your cadets going on training with the USCG with regard to this form, their reimbursement, and the need for receipts.