

NSCTNG 023 (Rev 02/05)

**NSCC *LOCALLY ARRANGED TRAINING* NOT IN THE SUMMER TRAINING
OR OTHER NHQ PUBLISHED TRAINING SCHEDULES
AT LEAST 5 DAYS, 4 NIGHTS OR MORE CONTINUOUS FOR
ADVANCEMENT CREDIT (OR OF LESSER DURATION BUT NOT FOR
ADVANCEMENT CREDIT)**

FUNDING REQUEST COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is *the form to be used by Unit CO's to get their cadets funding support for berthing and messing costs incurred during training, locally arranged and using NSCTNG 003 or 004 orders.* This is for locally arranged cadet training *not* with the US Coast Guard, and *not* advertised in the summer or other NHQ published training schedules. ***PRIOR APPROVAL IS REQUIRED. To get prior approval, send your funding request in well in advance of training! If not approved you will be advised, If approved you will be issued a check for the requested amount.*** The earlier the better, please!
- Just follow the directions on the form. Submit for approval with estimated expenses, NHQ will approve or disapprove. If approved NHQ will send back a check covering estimated costs.
- After training, Unit CO's need to submit an audit report, NSCTNG010, a COTC training report NSCTNG 009, with attached NSCTNG 003 or 004's *and receipts* to NHQ. ***Receipts must be included!***
- 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 deposit that all other cadets are paying.*
- Detail and cover adult expenses as well. ***For the adult escort travel allowance. complete the worksheet at TAB D and send it along with this funding request. Follow directions on the worksheet itself.***
- We will review each of your requests and approve or disapprove, and return it to you. If disapproved, it does not mean that you cannot do it, it only means that it will not be funded by NHQ. If there is any question, we will contact you.
- 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 audit. That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.
- ***RECEIPTS! RECEIPTS! RECEIPTS!*** Keep them and include them with the NSCTNG 003 or 004's and your NSCTNG 010 audit report.

TAB C