



UNITED STATES NAVAL SEA CADET CORPS
COMMANDING OFFICER
VADM JAMES H. FLATLEY JR. DIVISION
2949 RAMADA WAY
GREEN BAY, WISCONSIN 54304

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22 June 2009

FROM: Commanding Officer, U.S. Naval Sea Cadet Corps,
Region 091 VADM James H. Flatley Jr. Division

TO: Adult Leader Applicants

SUBJ: Overview

The purpose of this memo outline the application and screening process for adults interested in the USNSCC program. At a minimum, our division recognizes and adheres to standards set forth from the National Headquarters. Although this may seem like a lot of work, it is necessary to insure ongoing integrity in our division staff.

Step 1: Understand the Screening requirements for the program.

The NSCC Regulations Manual outlines the screening process as shown in the excerpt below. For further research, this manual is available here:

http://resources.seacadets.org/nscc_regulations/nscc_regulations.pdf

0751 - Screening Procedures

0751.1 Measures to be taken in screening applicants are:

- a. Interviews will be conducted separately by the commanding officer, and where possible by the NSCC Committee Chairman. Subjects to be covered include; education, marital status, employment and job history, drinking and drug use habits, previous affiliations with other youth groups, and reasons for wishing to affiliate with the NSCC.
- b. Each reference listed on the applicant's NSCC Officer/Midshipman Application Form must be contacted by the unit commanding officer or his representative, using the NSCC Officer/Midshipman Questionnaire Form. Responses are to be kept confidential and marked "for official use only".
- c. Local, state and federal law enforcement agencies will frequently provide "record of conviction" information, provided requirements of the Privacy Act are observed. Responsibility for contacting one or more of these agencies to obtain background information rests with the unit commanding officer, since procedures may vary from one location to another. Agencies should be contacted and arrangements made, where possible, to obtain this information. Nationally, NHQ will request a background check on all adults upon their enrollment into the NSCC. Unfavorable results will be further investigated and commented upon by



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individuals with records. The results of the inquiry/investigation by NHQ and NHQ Reps will determine the fitness for the individual to continue in the program. Failure of an individual to respond to an inquiry is grounds for dismissal from the program.

- d. All applicants who state they had prior military service shall submit a copy of their DD-214 (Record of separation/discharge from the armed forces) with the NSCC Officer/Midshipman Application form.
- e. Retired Active duty and reserve personnel will provide a copy of their current military ID card with their NSCC Officer/Midshipman Application Form.

0751.2 Should unfavorable information become available after the applicant has been appointed to officer status, the program provides the means through which the individual's appointment may be terminated.

Step 2: Fill out and return an Adult Leader Application

The NSCADM003 application is available here:

http://resources.seacadets.org/forms/forms_admin/nscadm003.pdf

Step 3: Request for References

Via email, provide the names and mailing addresses for three (3) references (no relatives). We will mail each reference a NSCADM005 "Request for Reference" form with a pre-stamped return envelope. This form is available here:

http://resources.seacadets.org/forms/forms_admin/nscadm005.pdf

Step 4: Medical

Fill out a NSCTNG021 form and submit. This form is available here:

http://resources.seacadets.org/forms/forms_admin/nscadm021.pdf

Step 5: Interview

Interviews will be conducted separately by the commanding officer, and where possible by the NSCC Committee Chairman at any time during the process. Subjects to be covered include; education, marital status, employment and job history, drinking and drug use habits, previous affiliations with other youth groups, and reasons for wishing to affiliate with the NSCC.

Step 6: Officer Midshipman Study Guide (OMSG)

Upon acceptance, complete the self study course available here:

<http://compass.seacadets.org/officer/index.htm> .



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Step 7: OPD 101 and 201 (Officer Professional Development)

Upon acceptance into the program, adult leaders are expected to attend OPD 101 at the earliest convenience or within the first year. These 'one day' classes generally run from 8am to 8pm and are held at Naval Station Great Lakes. Berthing is available. The unit will cover fuel expenses.

Please call me with any questions or concerns. My contact information is as follows:

LTJG Stephen Mann

Cell: (920) 493-3387 8am to 8pm.

Email: usnsc flatley@hotmail.com

Web Address: www.newseacadets.com

Thank you for your interest.