

**NSCC INFORMATION LETTER 04-10**

26 February 2010

From: Deputy Director, U. S. Naval Sea Cadet Corps (NSCC)  
To: Distribution

Subj: **2010 NSCC/NLCC SUMMER TRAINING SCHEDULE**

Ref: (a) NSCC/NLCC Advancement and Training Manual (ATM)  
(b) NSCC Medical Reference Policies and Procedures Manual  
(c) COMNAVRESFOR message CNRF R 091551Z FEB 10  
(d) NSCC/NLCC Escort Officer Handbook

Encl: (1) 2010 NSCC/NLCC Summer Training Schedule  
(2) 2010 Coast Guard Training Opportunities, including USCG Eagle billets  
(3) 2010 NLCC/NSCC Summer Training Federal Funding Support Request Forms, NSCTNG 021 (COTC), 022 (USCG), 023 (Local) and Escort Allowance Worksheet

**1. This is the NSCC information letter announcing 2010 NSCC/NLCC summer training opportunities.** It is promulgated IAW ref (a). Submit applications for summer training in accordance with the guidance provided in this letter.

**2. CONTENTS.** This letter is organized in a series of parts and sections followed by the appendixes. They are listed below. Enclosures (1) through (3) follow the appendixes and are not contained here: they are posted at **[compass.seacadets.org](http://compass.seacadets.org)**. General Training Guidelines are in Parts 1 and 2 of this letter. Guidelines are arranged in sections by general topic or type training for your quick reference. Part 2 includes procedures for submitting for 2010 summer training. The traditional NSCC/NLCC training schedule for 2010 is at encl (1). **As additions, deletions, changes occur they will be immediately posted to the NSCC training web site at [compass.seacadets.org](http://compass.seacadets.org).** All hands must review this letter in its' entirety, and pay particular attention to those parts and sections relevant to their training.

*Special note: Regarding the Summer Training Schedule at encl (1), the training code identifies the particular type training ie RT is for Recruit Training, LC is for POLA training, NH is for seamanship training, AV is for aviation training etc. etc. As you search for training on COMPASS you will start by clicking on the particular "coded" training you are looking for from the chart of all trainings offered. The data base is structured such that for each training, key words in the remarks section may result in a particular training being posted in several places under different training categories, so please remember it is the code that identifies the training and not necessarily it's posted location. For example: for an RT; if the COTC specifies in remarks that staff cadets must be POLA graduates, that RT posting may also appear under LC for all POLA's because of this particular reference where the database has "keyed" on POLA and posted it to a second location under LC. It appears identically in both places, under RT as intended, and also under POLA as an RT. Remember again, it is the training code that governs and identifies the training!*

Coast Guard training opportunities are at encl (2) to be posted in March when known. Specific guidelines for arranging this training are as provided in encl (2). Funding request forms and the Escort Allowance Worksheet for COTC's are at encl (3)

- **Part 1:** Federal Funding Support for 2010, New Things, Updates and Important Reminders

Sec 1: Funding for 2010

Sec 2: New Things This Year "At A Glance" summary here, details below.

- Deposit fees 2010 same as 2009. Training deposits are generally \$120 for 1 week, \$240 for 2 weeks and \$170 for the short course 9/10 day RT. Check costs in encl (1).
- Uniform shortages information.
- USNA STEM classes count for advanced training.
- NASS and AIM new dates for 2010! NASS and AIM counts as advanced training, NSCC pays tuition of \$350.
- Limited federal funding again available for support of locally arranged unit training activities and events. Increased emphasis on STEM!
- All about STEM.
- Medical guidance as per ref (b), NSCC's new NSCC MEDICAL REFERENCE, Policies and Procedures Manual (Revised March 2009 to include Americans With Disabilities Act Accommodation)
- RD conference policy changes: 2009 changes include: a reiteration of guidelines regarding R-rated movies; restrictions on cadets driving their own vehicles to and from trainings; no use of tobacco products expanded to include all products, not just smokeless; and an updated list of trainings for which appurtenances may be awarded. NSCC A/L 08-09 refers.

Sec 3: Important Reminders

- Internet Postings
- TBD or TBA
- Cell Phone Policy
- Cancellation Warning
- Non Refundable Air Fares
- Cadet Travel, see Part 2, Sec 15
- Adult Help, Escorts, Other Volunteers Needed
- COTC Pre-requisites
- DEA agent lists for drug free presentations.
- So you want to host a training.
- "Three Friends – Free Training" recruiting incentive program continues. See description below.

- **Part 2:** General Administration

Sec 1: Other NSCC Training References and Manuals

Sec 2: Training and Funding Support Categories

Sec 3: Locally Arranged Training

Sec 4: Cadet Deposit Costs

Sec 5: Deposit Costs for Multiple Trainings

Sec 6: Escort Officer Questionnaire

- Sec 7: Escort Officer Allowance
- Sec 8: Training Prerequisites
  - RT, Orientation, and Advanced Training
- Sec 9: RT Training Site Selection
- Sec 10: NLCC/NSCC Check Off List
- Sec 11: Training Application Guidelines and Procedures
- Sec 12: Medical Information and Physical Fitness & Readiness
- Sec 13: ID Cards
- Sec 14: Quotas, Wait Lists, etc.
- Sec 15: Cadet Travel
  - Age Restrictions and Airline Considerations
  - Wear Uniform or Not ?
- Sec 16: Staff Cadets, Hazing and Staff Cadets
- Sec 17: Liability Release Forms
- Sec 18: Stacked Training, Banking Training
- Sec 19: Web sites
- Sec 20: **UNPREPARED CADETS**

- **Part 3**: Specific notes for the different types of training
  - Sec 1: International Exchange Program IEP
  - Sec 2: Navy Shipboard Opportunities
  - Sec 3: NOAA Ship Opportunities
  - Sec 4: NSCC Recruit Training
  - Sec 5: NLCC Orientation & Advanced Training
  - Sec 6: Aviation Ground School
  - Sec 7: Aviation Training Notes
  - Sec 8: Amphibious Operations
  - Sec 9: Seabee Training Notes
  - Sec 10: Culinary Arts
  - Sec 11: Homeland Security, Master Course, Firefighting and SAR
  - Sec 12: Ceremonial Honor Guard
  - Sec 13: JAG/Legal Training
  - Sec 14: Junior Petty Officer Development (JPD)
  - Sec 15: POLA
  - Sec 16: MAA and Police Science
  - Sec 17: Medical Training
  - Sec 18: (Placeholder)
  - Sec 19: Music School
  - Sec 20: Seamanship Academy
  - Sec 21: Seamanship Training
  - Sec 22: Port Operations
  - Sec 23: Sailing Schools
  - Sec 24: SEAL and SWCC (Special Warfare Combat Craft)
  - Sec 25: EOD/MDSU
  - Sec 26: SCUBA
  - Sec 27: Submarine Seminars
  - Sec 28: Marksmanship Training
  - Sec 29: Lifeguard Training

Sec 30: Maritime Industrial Arts

- **Appendixes** are:
  - Appendix 1: Escort Officer Questionnaire NSCTNG 024
  - Appendix 2: Release Forms
  - Appendix 3: NLCC/NSCC Check Off List sheet NSCTNG 013
  - Appendix 4: NSC TNG 001 and 002
  - Appendix 5: NSC TNG 003 and 004
  - Appendix 6: USCG Statement of Understanding NSCTNG 017
  - Appendix 7: MUSIC Competency worksheet NSCTNG 019
  - Appendix 8: Navy Swim Quals
  - Appendix 9: SEAL PRT NSCTNG 018
  - Appendix 10: List of DEA Agents

3. This letter along with updates promulgated as changes to this letter will be posted at Sea Cadet Resources Web Page; **resources.seacadets.org** and/or **compass.seacadets.org** . Naval Reservists interested in providing support for NSCC Summer Training 2010 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 1 February 2011.

Approved \_\_\_\_\_  
M.D. Ford  
Executive Director

H.J. Nyland

Distribution: COMPASS and 1 MC  
National Chairman, and National President, NSCC/NLCC Unit Commanding Officers  
Regional/Associate Regional Directors, NHQ Representatives

## **PART 1: FUNDING, NEW THINGS/UPDATES AND IMPORTANT REMINDERS**

**Sec 1: Funding.** Federal funding has been approved by Congress in support of Naval Sea Cadet Training in encls (1) and (2) for 2010. Funding in support of training includes additional USCG training not contained in enclosure (2) and local or locally arranged training as approved by NHQ. Forms to be used by COTC's and general guidelines for applying for funding support are at encl (3). Reproduce forms locally, download from the NSCC WEB site, or call NHQ for additional copies.

### **Sec 2: New Things this year**

- **Training deposit costs.** For 2010 deposit costs remain the same as 2009 and are generally \$120 for one week, \$240 for two weeks and \$170 for the 9 day short course RT. Some trainings may be even more costly due to higher costs to sponsor the training. Check the Training Schedule itself at encl (1) for the cost of your particular training.
- **Uniform shortage issues.** With ship and other service wide force reductions, the number of personnel graduating from Navy RTC has significantly lessened over the last several years. This plus the change where recruits are issued uniforms only at the end of training (rather than at the beginning of RT which means the uniform depot no longer gets uniforms from Navy personnel who attrite from RT) means fewer uniforms no available for the NSCC.

Because it is for the cadets, NSCC policy is that no cadet should be penalized because of uniform shortages beyond their control. While units are still responsible for reasonably exhausting all avenues to get cadets into uniform, there will still be cadets with training dates approaching who are lacking full seabags.

Unit CO's and COTC's are charged to work together and develop alternate options for cadets missing uniform items. If shoes can not be obtained it is OK to authorize high top sneakers. If the dress uniform is unavailable, it is OK to authorize the working uniform. If the working uniform is unavailable it is OK to authorize athletic gear. Just try to be as uniform as possible in developing alternatives. The bottom line is we want all cadets to get the training that they signed up for and expect; no cadet should be denied the opportunity to go to RT because the NSCC couldn't get him or her the uniforms promised.

NSCC NHQ has personally requested CNO assistance to resolve this issue and is also seeking alternate sources to obtain or purchase uniforms. 2100 sets of the old working uniform, chambray shirts and dungaree trousers have recently become available and will soon be at the uniform depot for NSCC purchase. This uniform is still OK. NHQ is making progress, but it is slow.

- **United States Naval Academy Summer 2010 STEM Program.** STEM stands for Science, Technology, Engineering and Math and the USNA is sponsoring three one week classes for each of three different grade levels focusing on projects in forensics, robotics, mechanics, 3-D simulation, and fabrication along with tours of labs and research areas, hands on activities, design challenges, and exciting competitions.
  - **Tuition is FREE.**
  - **Room and Board is FREE.**

- **NO training deposit.**
- **Counts as advanced training.**
- **All you have to do is apply, get accepted, and provide your own transportation to and from the Academy; if flying you will be picked up and returned to BWI airport.**
- **Personal spending money only!**

Classes are:

<b><u>DATES</u></b>	<b><u>GRADE LEVEL</u></b>
June 7 – 12	8 <sup>th</sup> and 9 <sup>th</sup>
June 14 – 19	10 <sup>th</sup>
June 21 – 26	11 <sup>th</sup>

- **Prerequisites are:** From the brochure, “Selection is based in large part on ensuring geographic representation along with overall accomplishments in and out of the classroom.” A strong, college bound, academic record with lots of extra curricula activity is what they’re looking for!

See the Academy brochure at:

[www.usna.edu/Admissions/stem](http://www.usna.edu/Admissions/stem)

Application to be completed on the USNA website:

[www.usna.edu/Admissions/stemapp](http://www.usna.edu/Admissions/stemapp)

Here’s how it works:

- Go to the website and apply. Follow directions closely. **ALL APPLICANTS WILL BE NOTIFIED OF THEIR STATUS BY MAY 1<sup>ST</sup>.**
- Include in Extra Curricula Activities block your Sea Cadet participation. **This is very important as the Academy is looking for Sea Cadets !!!!!** But not to the exclusion of all your other activities. So include every thing else you’re doing too.
- Advise NSCC NHQ that you have applied at [hnyland@navyleague.org](mailto:hnyland@navyleague.org).
- If accepted, notify NHQ that you have been accepted.
- When you attend STEM, Unit CO issue, and cadet take with them a set of local orders.
- At the USNA, have the Academy endorse your orders confirming attendance.
- Upon return, submit a copy of your endorsed local orders to NHQ and you will be credited with an advanced training. Fax (703) 243-3985 or e-mail [hnyland@navyleague.org](mailto:hnyland@navyleague.org) or [sbunting@navyleague.org](mailto:sbunting@navyleague.org) .If you are a new League/Sea Cadet and haven’t attended Orientation or RT, but get accepted and attend this STEM, you may be credited with an advanced training immediately upon subsequent completion of NSCC RT. Make appropriate entries in your service record.

- **NASS and AIM new dates! Not really new but again for 2010, NASS and AIM count as advanced training with tuition to be paid for by NSCC. 2010 tuition is \$350 for each.** For high school juniors interested in Naval or USCG academy, NSCC NHQ will reimburse these 2010 \$350 tuition fees to any cadet who gets accepted to and attends either:

US Naval Academy 2010 Summer Seminar (NASS), any of the following classes:

5-10 JUNE  
12-17 JUNE  
19-24 JUNE

US Coast Guard Academy 2010 Academy Introduction Mission (AIM), any of the following classes:

4-10 JULY  
11-17 JULY  
18-24 JULY

Both programs are for high school students in their junior year and interested in attending these academies. Both are designed to give prospective applicants a close, up front look, and experience, at the Academies and at Academy life. Both are one week and the tuition cost of each is \$350. Both programs are competitive with pre-requisites, application process, and details to be found at their websites:

NASS is [www.usna.edu/admissions/nass](http://www.usna.edu/admissions/nass)  
AIM is [www.admissions.uscga.edu/i2e/aimapp/index.asp](http://www.admissions.uscga.edu/i2e/aimapp/index.asp)

For interested NSCC cadets...you have to go to the website and follow instructions and apply. If you are accepted, the cost will be the tuition, travel to and from the academy and spending money. Unit CO's are to advise NHQ, attn: Capt Nyland of cadets accepted via e-mail [hnyland@navyleague.org](mailto:hnyland@navyleague.org) or phone (703) 312-1544. The NSCC will reimburse the full tuition fees for all cadets who are accepted and attend. Additionally this meets the full requirement for an advanced training creditable towards advancement. Use locally arranged orders (just for NSCC purposes, the Academies don't need them). At the completion of training send copy of orders with CO endorsement confirming completion of training, and bill/receipt for the tuition to NHQ attn: Capt Nyland, and NHQ will reimburse. If there is financial hardship, Unit CO's are to advise NHQ Capt Nyland and we will arrange advance payment of the tuition amount to the cadet via the Unit. Orders and bill/receipt still required after training. Note: partial or full scholarships may also be available from the Academies, check the websites...If you get a partial scholarship, NSCC will pay the rest. However you do it, no tuition cost to any NSCC cadet accepted to either of these programs!

Applications are being accepted now for both programs. Deadline for apps for NASS is 31 March and the deadline for AIM is 1 April. Don't wait, apply now.

For all NSCC cadets.....check out these programs, even if not yet a junior you might want to go in the future... plan ahead, these are great programs.

- Limited federal funding again available in 2010 for support of locally arranged unit training activities and events. Increased emphasis on STEM.** The grant language governing expenditure of NSCC's federal grant monies includes diction that allows cadet and NSCC adult volunteers "out of pocket" **training** expenses to be covered. Traditionally this has been limited to nationally scheduled and locally arranged training of 4 nights and 5 days or more; basically the NHQ advertised summer and winter training schedule. In support of improved recruiting and retention these guidelines were changed several years ago to include limited locally arranged training evolutions of lesser duration. Costs must still be contained and funding is still limited. However, if a unit wishes to schedule a training event, that they would otherwise not schedule due to costs, they are encouraged to: 1) briefly outline what they want to do with anticipated cost (can do this by completely filling out your request for funding to include the description of your desired training) , 2) submit a completed NSCTNG 023 to NHQ showing costs and cadet deposits that the unit and cadets can afford. NHQ will fund the proposed training as a locally arranged training subject to continued funding availability. If there are any questions, RD's and Reps will be asked for their comment/recommendation. Following the training, an audit report is required along with all receipts covering all expenses. This audit report is required for all evolutions where federal funding is used and is reviewed as part of NHQ's annual audit process. As a general guideline, affordable cost is considered to be \$20 to 30 per day per cadet after deducting the cadets' deposit (which generally runs about \$10-\$15 per day per cadet). Again, please note, this has to be for cadet **training** (tours, recreational events, etc. don't meet the criteria for expenditure of federal funds).
- All about STEM.** STEM stands for Science, Technology, Engineering and Math. It is receiving increased emphasis across Navy because the Navy of today and the Navy of the future needs smart people to manage it. And so Navy has developed as part of it's Outreach Programs, national offices having the mission of developing among youth an appreciation of the significance of scholarship excellence in science, technology, engineering and math. To this end these offices are resources for youth groups (the NSCC) for arranging local training opportunities throughout industry, particularly industry affiliated with Navy (ship, aircraft, defense system production and development, research labs, test centers, etc etc). Five Outreach Offices have been established and five more are planned. Points of contact for existing offices are:

Chicago  
 LT Jeff Gray  
 Work PH# (847)688-7600  
 Cell PH# (773)679-7835  
 Email: jeffrey.s.gray@navy.mil

Los Angeles  
 LCDR Sam Delgado  
 Work PH#/Cell PH# (714)713-5124  
 Email: samuel.delgado@navy.mil

New York City  
 CDR Dennis Espiritu  
 Work PH# (212)385-4452  
 Cell PH# (917)821-2322  
 Email: dennis.espiritu@navy.mil

Atlanta  
LCDR Nikki Peoples  
Work PH# (404)385-8149  
Cell PH# (678)938-4601  
Email: nikki.peoples@nrotc.gatech.edu

Houston  
CDR Greg Williams  
Work PH# (832)971-8143  
Cell PH# (832)971-8143  
Email: gregory.p.williams@navy.mil

Unit CO's are encouraged to contact these offices directly to ascertain training opportunity in support of Navy's STEM effort. Extended opportunities (full day or multiple day opportunities) can be supported via locally arranged funding requests.

- **New NSCC Medical Reference, Policy and Procedures Manual (Revised March 2009 to include Americans With Disabilities Act Accommodation)**. It is ref (b). Promulgated in March of 2008 and revised in march 2009 to ensure compliance with the Americans With Disabilities Act (ADA), this Manual clarifies and expands upon prior medical guidance for both enrollment and continued participation in the NSCC. By far, the majority of cadets are unaffected by this manual. The Report of Medical Examination (used by the Medical Provider in giving the enrollment medical exam), NSCADM 021, has been updated and now includes guidelines for the medical provider in administering medical exams. The Report of Medical History, NSVADM 020 (filled out by the cadet/parent before the enrollment exam and used for cadet annual medical screening before going off to training), has been updated and now includes authorization, consent and release statements as well as provisions for addressing cadet use of over the counter medications. A new form, NSCTNG 025 Medical History Supplemental for Training Authorization, Consent and Release, has been added for parent, unit CO and COTC use by cadets who may be on prescription or other medications at the time they are scheduled for training. This new manual should be reviewed in it's entirety by all hands !
- **RD conference policy changes:**
  - **2007 changes are reiterated again as a reminder too all hands; they were; unannounced visitations to training, full E-2 for all advanced training, COTC home hosting of cadets, and RT PT.** NSCC A/L 01-07 refers.
    - COTC's are not charged to entertain any unannounced visits not authorized for any NSCC training. Visitation to NSCC trainings are only as allowed and controlled by the COTC. Unit CO's or other NSCC personnel, including parents are not authorized to just "drop by" to see how things are going. This is not just disruptive to training, but potentially damaging as well. COTC's are more than glad to accommodate visits and visitors but only when advised in advance and as controlled by them. Additionally, automatic approval of any visitation request can not be expected just because the call was made. COTC's will review training schedules, activities, to see what is best "for all cadets" and respond accordingly. NSCC A/L 01-07 refers.
    - For all advanced NSCC training, cadets must be full E-2 and 14 years old. The age requirement may be waived for outstanding cadets but only as approved by both Unit CO and COTC. Full E-2 can not be waived. NSCC A/L 01-07

refers

- COTC's are not authorized to house cadets arriving early or departing late, in their private homes, for any trainings. Unit CO's and parents must be sure of arrival and departure dates and arrangements for their cadets attending training. It is the parent and unit responsibility to get cadets to training and pick them up in accordance with instructions promulgated by the COTC.
- **2009 changes include: a reiteration of guidelines regarding R-rated movies; restrictions on cadets driving their own vehicles to and from trainings; no use of tobacco products expanded to include all products, not just smokeless, and an updated list of trainings for which appurtenances may be awarded.** NSCC A/L 08-09 refers.
- All hands are reminded of current movie guidelines for R-rated movie attendance which state no one 17 or under without being accompanied by parent or guardian. COTC's and Unit CO's are neither unless their children are cadets. Parental permission is not good enough, parent or guardian must be there.
- Cadets wishing to drive their own vehicles to and from trainings can do so only after having received the express permission of the COTC. COTC permission is required and if granted, cadets may expect to have to turn over keys to the COTC for the duration of the training. This is in view that most trainings are onboard military installations having strict guidelines regarding vehicular access.
- The NSCC rule against smoking in front of cadets and use of tobacco products by cadets and adults in general is expanded to include smokeless tobacco as well.
- For the updated list of trainings for which appurtenances may be awarded, see encl (4) to NSCC A/L 08-09.

### **Sec 3: Important Reminders**

- **Internet postings and finding training opportunities.** The NSCC Summer Training Schedule Information Letter 4-10 is posted on the NSCC WEB Site at **resources.seacadets.org** and/or **compass.seacadets.org**. **The schedule itself is at compass.seacadets.org.** All changes or updates get immediately posted to this schedule the day they are received.

This is where you should go to fill out your application for training. What you see here is the most current information available. Here's how it works for you:

- You want to do summer training.
- You go to the Internet to **compass.seacadets.org**.
- Find the training you're interested in and submit your application IAW the latest guidelines.

Changes will be promulgated on the Internet as described above. We will also compliment important/critical changes with 1 MC postings when appropriate.

- **TBD or TBA.** Every effort is being made to obtain confirmation for those training sites or details listed as “**Pending**”, “**TBA**” (to be announced), “**TBD**” (to be determined) or simply left blank. As confirmation/availability is obtained, NHQ will update the website. **DO NOT** submit Training Authority Requests for Trainings listed as “**Pending**” or “**TBA**” or with details left blank. Wait until they are confirmed on the website. Updates and/or changes will be posted on the website.
- **Cell phone policy.** For all training, cadets will turn their cell phones over to the COTC immediately after reporting. COTC’s will retain custody until after training is completed. COTC’s will return cell phones as part of checkout.
- **Cancellation Warning.** Another very important thing to remember for summer 2010 is that most training is scheduled onboard our national military service component bases and stations. And as all of you are more than well aware the international situation can change at a moment’s notice and so can security regulations affecting NSCC access to bases and stations. Availability of berthing can also change very quickly. **All training evolutions are subject to last minute cancellation and all need to plan accordingly.**
- **Non Refundable Air Fares.** Unit CO’s once again, brief your cadets and parents on this. Please be reminded that non-refundable airline fares are just that! And that includes payment of penalties by NHQ. We strongly encourage everyone to consider carefully the purchase of non-refundable tickets. By far, most of the time, most of the summer training evolutions occur as scheduled in the summer training schedule. *But please understand that all training is dependent upon escort availability, host site accommodations, and host training site security measures in effect at the time of training and also subject to weather (like hurricanes!).* **Any training can be cancelled anytime!** If escorts become unavailable due to emergency (and we can’t find a replacement), or operational commitments suddenly preclude our being able to use host site facilities, training can be cancelled at the last minute. Changes to non-refundable airline tickets incur a penalty that averages about \$75 to \$100. NSCC National Headquarters cannot reimburse for these penalties, regardless of reason.
- **Cadet Travel.** Go to Part 2, Sec 15, lots of important information here! Cadets travel in civvies.
- **Adult Help, Escort Officers and Other Volunteers Needed.**

The need for Commanding Officers of Training Contingents (COTC), Escort Officers and Instructors continues to increase every year. Those interested in volunteering for either Recruit or Advanced Training should contact the appropriate COTC listed in the training schedule or NHQ (if COTC is not listed) for information and approval of desired assignment.

COTCs, Escort Officers, and Instructors will be provided with specific COTC guidance that compliments ref (c), the NSCC/NLCC Escort Officer Handbook. Each unit has been provided copies of the Handbook. COTC guidance is available from NHQ. If you are contemplating volunteering as a COTC, Escort Officer, or Instructor, we strongly encourage you ask NHQ for a copy of the COTC guidance and read through the Handbook prior to pursuing this assignment.

And understand...Adult leaders are watched closely by cadets, parents, active duty personnel, and others. You serve as “positive” role models for the cadets, and are expected to lead by example. **NO** alcoholic beverages or tobacco products around the cadets, **NO** profanity, and **NO** fraternization, sexual harassment, or favoritism. **NO TOUCHING OF CADETS IN ANY MANNER THAT COULD BE CONSTRUED AS AGGRESSIVE, PUNITIVE, OR OTHERWISE CONTROVERSIAL IN NATURE.** Adult leaders are expected to be properly groomed and have a correct uniform, to observe military courtesies, and, as stated before, “lead by example”. --- Adult leaders enjoy what they do and can **be proud** of the **big part** they play in helping to send the “right” message from “**responsible**” adults to today’s youth and tomorrow’s leaders.

And always remember when dealing with cadets, **ADHERENCE TO THE TWO PERSON RULE IS REQUIRED.** That is, at all times, at least two adults must be present when with a cadet.

- **COTC Pre-requisites.**

The NSCC relies entirely on its’ adult volunteer officer corps. In addition to being Commanding Officers of units, or assigned to staff functions in support of units or regions, adult officer volunteers also serve as Commanding Officers of Training Contingents (COTC’s). Those officers desiring to plan, organize, and escort cadets on training as COTC’s, first notify NHQ of their desires and intent, coordinating first through their local chain of command. Following NHQ approval, the proposed evolution is included in the Summer Training Schedule and the Officer is identified as COTC. COTC’s receive specific guidance from NHQ, screen all cadet applications, request and manage all funds associated with the training, and complete the required after action reports. Personnel interested in being COTC’s should contact NHQ via their chain of command. Minimum qualifications are established as completion of the Officer Midshipman Study Guide, completion of OPD 101, and one years experience in the NSCC program. Completion of OPD 201 is very highly recommended as is having had previous escort duty at the particular training for which they wish to be COTC. Exceptions must have NHQ approval.

- **DEA Agent Training.** Please find at Appendix (10) the national list of **DEA agents** who are available to give drug prevention lectures and presentations to your cadets. There is no fee, and these agents are trained, ready and responsible for these presentations. This list is old and somewhat outdated but the best we have. Fiscal constraints have caused some offices to close. If still in operation, call them.
- **Additional Opportunities Wanted.** Please note; we are always interested in continuing to expand training opportunities for cadets. Anyone having a suggestion or plan for additional training for cadets is highly encouraged to contact NHQ, Capt Nyland. Criteria is that proposed training must support the goals and objectives of the NLCC/NSCC; goals and objectives as published in our annual report, and be cost effective. Call NHQ Capt Nyland with your ideas.
- **Three Friends – Free Training recruiting incentive program.**

### **“THREE FRIENDS – FREE TRAINING” Recruiting Incentive Program Description**

**Background:** The cadet enrollment in the program has been steadily declining and requires some creative methods for recruiting new members.

**Mission:** To create a recruiting incentive program that will reward cadets/adult staff who actively strive to increase cadet enrollment in the program (not necessarily their own unit).

**Execution:** Program is executed as follows:

1. Cadet/adult staff recruits three (3) new cadets who enroll in NLCC or NSCC program under following conditions:
  - a. Must be new enrollments
  - b. NSCADM001 must reflect regular enrollment for at least one year into the future (not partial year or pro-rated for less than a year). This does not mean they have to have been in the NSCC for at least a year, only that the 001 reflects full year enrollment into the following year.
2. Unit CO submits partially completed “Deposit Certificate” (NSCTNG 026, posted on COMPASS) with copies of the 3 cadet application forms to RD. (NSCADM 001, front side only, clearly showing cadet or adult staff recruiters name on the application in block # 1s). Partially completed means the Deposit Certificate with the unit name, names of the 3 cadets recruited and their recruiter filled in, and unit CO signature. Deposit Certificates are non-replaceable (if lost, no replacements will be issued).
3. RD signs the Deposit Certificate (this completes the certificate) and returns to the unit for cadet use in lieu of any deposit for any training of the cadets choice. RD may spot check with units to ensure maintenance of program integrity.
4. Cadet attaches Deposit Certificate to Request for Training/Local Training Authority in place of monetary payment.

**Administration:** Incentive program is administered at the following levels:

1. Cadets/Adult staff – insure that the individual they have recruited identifies them (the recruiter) as the recruiter in space #1s on the Cadet Application (NSCADM001) by entering the recruiters rank and name. Newly recruited cadets can join any unit.
2. Unit – when a cadet/adult staff recruits three (3) qualified individuals and enrollment is completed (application and enrollment fee sent to NHQ), unit CO will copy the front side of the 3 Cadet Applications and submit to RD with partially completed Deposit Certificate (NSCTNG026) for signature and return to the unit.
3. RD – RD reviews the 3 applications and the partially completed Deposit Certificate, then completes the Deposit Certificate by signing, makes a copy and returns the original Deposit Certificate to back to the unit. Unit CO issues the Deposit Certificate to the cadet who did the recruiting (or was credited with the recruiting). NHQ will spot check enrollments upon receipt of the Deposit Certificate from the COTC.

4. COTC – Accepts the Deposit Certificate in place of the training deposit. If COTC needs additional start up funds for their training because these deposits are in lieu of actual training dollars, COTC is to request addition funds from NHQ.

**Communication/Logistics:** This is an integrity-based program. The intent is to increase enrollment, utilizing existing systems, without placing significant additional burdens on any link of the chain of command. There is no limit on the number of Deposit Certificates that can be earned; Deposit Certificates are transferable to other cadets (cadets supporting one another); Deposit Certificates do not expire.

## **PART 2: GENERAL ADMINISTRATION**

### **Sec 1: Other NSCC Training References and Manuals**

The NSCC training program is supported by The Advancement and Training Manual (ATM) ref (a), this Summer Training Schedule promulgated annually each spring, and the COTC guidance letter also promulgated annually each spring to all COTCs for that year. Medical guidelines are as contained in the NSCC Medical Reference Policies and Procedures Manual, ref (b). Training is also supported by the Escort Officers handbook, ref (c). This handbook is somewhat dated and being revised but still contains important policy information regarding training. The Advancement and Training Manual and the Escort Officers Handbook provide general (although detailed) guidance considered non-perishable, while the Summer Training Schedule and COTC letter's provide guidance and policy unique to the particular training year. Guidance with regard to medical qualification and general medical issues, and COTC authority over accepting cadets for training is contained in the Medical Reference Policies and Procedures Manual. Guidance for administration and completion of correspondence courses is as separately promulgated in the Correspondence Course Manual. NSCC training is also supported at the NSCC internet website, [resources.seacadets.org](http://resources.seacadets.org) , go to the "Compass Portal" [compass.seacadets.org](http://compass.seacadets.org) for NSCC Training schedules and opportunities.

**Sec 2: Training and Funding Support Categories.** Training and funding support for training is in three general categories.

**First**, for NHQ published training (summer, winter, or spring) as contained in enclosure (1) to this schedule, or as otherwise published on COMPASS. COTC's will use **NSCTNG021** to get their funds and cadet costs are prepaid except for the deposit and transportation to and from the training site. **No additional requirements for Unit CO's except to ensure correct deposit.**

**Second**, All Coast Guard training in enclosure (2) to this schedule and all other summer TWT training with the Coast Guard locally arranged and conducted using NSCTNG003/004's. Prior approval is not needed and cadet costs are reimbursable after training. **Unit CO's have to submit a NSCTNG 022 (with copy of orders and receipts) to get monies to reimburse cadets.** Reimbursements are always subject to funding availability.

**Third**, locally arranged training scheduled for special events and/or over several consecutive days/nights, or over succeeding weekends for which prior approval from NHQ has been obtained. Unit CO's must get prior approval from NHQ. **Unit CO's have to submit NSCTNG023 to get**

**prior approval and funding in support of the Training.** Locally arranged training will not be considered advanced training for cadet advancement unless approved by NHQ.

Funding request forms are at encl (3).

**Sec 3: Check with local NSCC Chain of Command before arranging Locally Arranged Training, for local training and other training not in this schedule.** Most bases where we do our training remain very sensitive to visitors, and very focused on their particular base security measures. Where we have gained access it is through good working relationships, trust, and in many cases site unique arrangements between our hosts and their NSCC unit and their officers. Everyone must honor and respect these arrangements, and the way you do it is through advance coordination with the cognizant Regional Director. Don't go steaming full speed ahead in uncharted waters! **If you want to train at a site that is not your normal site, check with the local NSCC personnel (the Regional Director for that area) first.** And if he or she advises that it is not wise to go, don't go! This applies to locally arranged training, and any other training not listed in this summer training schedule. Refer to the Advancement and Training Manual for the COTC Administrative and Operational Chain of Command.

Locally arranged training to count as an advanced training for advancement credit is only as approved by NHQ.

**Sec 4: Cadet Deposit Costs.** The general training deposit for 2010 is \$240 for 2 week training, and \$120 for 1 week training evolutions. Short course RT training is \$170.

**Deposits are not refundable!** NSCC policy is that deposits are not refundable and the reason is that COTC's must spend deposit dollars in preparation for training based on numbers of cadet applications. These are sunk costs incurred for ordering ball caps, t-shirts, arranging for meals, linen, etc, etc. However, for true emergency circumstances which preclude attendance, requests for refunds will always be entertained.

**Deposit Costs for High Cost Training.** For those training evolutions that are particularly expensive and exceed the average cadet cost per cadet for training (we only have a few each year, sometimes Sailing Schools, SCUBA or special training off base will fall into this category) the deposit may be higher to offset the cost to the NSCC but still allow the training to happen. Double check the deposit fee listed in encl (1). This is where it will be listed.

**Sec 5: Deposit Costs for Cadets doing Multiple Summer Trainings.** For cadets performing more than one training over the summer, the deposit for successive trainings will be the same as for cadets doing only one training.

**Sec 6: Escort Officer Questionnaire.** At Appendix 1, escorts are to complete and forward this questionnaire with their NSC TNG 002 to COTC's.

**Sec 7: Escort Officer Allowance.** There is no cost to escorts except cost of transportation to and from the training site that is in excess of this year's travel allowance cap (25 cents a mile up to 800 miles per evolution). For adult escorts, this mileage allowance is to offset out of pocket expenses for travel to and from training sites. COTC's control and administer this allowance program, see encl (3).

## Sec 8: Training Prerequisites

### NSCC RT and NLCC Orientation

- **Cadets must be enrolled no later than six weeks prior to the start date of NLCC Orientation or NSCC Recruit Training.** New enrollees will not be permitted to attend training at a Sea Cadet Recruit Training Camp unless: the cadet will be **14 prior to 1 September 2010** (for '10 summer training) **OR** he/she is a **former** League Cadet who is 13, who has successfully completed League Cadet Orientation Training scheduled by NSCC NHQ, and is considered “mature” enough by his/her CO to be accepted into the Sea Cadet Training Program. (This appropriately recognizes prior League Cadet training and experience.) Unit Commanding Officers must ensure that each newly enrolled cadet and parent clearly understands what to expect at either Recruit or Orientation Training. They must also understand that our insurance policy is **an accident “only” insurance policy and does not cover pre-existing conditions.** Note: *The six week time limit is established to ensure proper enrollment, opportunity to get required uniforms and opportunity to complete BMR and any other requirements. If a new cadet can meet all these requirements in under 6 weeks, he or she can go. If the newly enrolled cadet is attending the 9 day RT model described below, that cadet must also have been trained in and passed a test for the subject areas listed below for the 9 day RT model.*
- Cadets must have successfully completed their physical fitness test prior to reporting for training. Cadets found not capable of passing a physical fitness test at the RT training site will not be credited with completion of RT, and will have to attend RT again and successfully pass RT at their subsequent RT in order to progress in the program. They **will be allowed to participate** in graduation exercises, but **will not** be given **credit** for completing recruit training. Prepare your cadets to **pass PRT!!! The only exceptions will be those cadets specifically accommodated for under the ADA as provided for in NSCC’s Medical Reference Policy and Procedures Manual.**
- **For all cadets training at Fort Lewis, submit a liability release form with NSCTNG 001 & 002’s. This form is at Appendix 2.**
- Remind cadets haircuts are part of the recruit training process. The same standards apply to both male and female cadets. Cadets objecting to this regulation should not attend RT.
- BMR: Cadets are required to complete (be trained in, don’t have to complete the entire course) Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization and Chapters 5, 6, 9, and 10 prior to reporting to recruit training. These sections and these chapters will provide the cadet with the requisite knowledge needed to complete recruit training. BMR Course 14325 is the current BMR. While formal completion of the entire course is best (required for promotion, all lessons completed), a review and study of these specific chapters and sections at the unit level for new cadets is sufficient for meeting prerequisites for attending RT. The unit CO signature on the request for orders certifies that the cadet is ready for recruit training and that he or she is knowledgeable of these specific sections and chapters.
- **Recruit Training (Nine Day Module).** Navy Recruiting Command has approved a nine day Recruit Training Module for the NSCC Program. The 14 day model remains as it has been and cadets will have the opportunity to attend either model. The 9 day model parallels the Navy’s Delayed Entry Program. Cadets wishing to attend the nine day recruit training will be required to pass a test at the unit level to certify knowledge on the subjects listed below. Lesson plans are available for downloading from the Sea Cadet Training website [compass.seacadets.org](http://compass.seacadets.org). The unit CO’s signature on the Request for Training is verification

that the cadet has successfully completed the pre-requisite training, unless otherwise directed by NHQ. As with the fourteen-day module, while attending Recruit Training cadets must pass a Physical Fitness Test in order to receive credit for completing Recruit Training unless an ADA accommodation is in place as per the NSCC's Medical Reference Policies and Procedures manual. To qualify for the 9 day model, cadets must meet all pre-requisites for the 14 day model above plus pass a test on the following subjects. Unit CO's have been provided a test, answer key, and specific directions for testing. Any CO needing another copy should call NHQ Capt Nyland at 703 312 1544 or e-mail hnyland@navyleague.org.

1. Standards of Conduct.
2. Chain of Command.
3. Professionalism.
4. Officer Rank Recognition.
5. Enlisted Rank Recognition.
6. Heritage, Military Honors and Courtesies.
7. Core Values, Code of Conduct.
8. Core Values, Decision Making.
9. Core Values, Leadership
10. Heritage, Navy History.
11. Heritage, Ships.
12. Watchstanding.

### **Advanced Training**

- Unit Commanding Officers will ensure that all cadet applicants are fully qualified and meet prerequisite requirements, i.e.:
  1. Successfully completed required courses/exams (BMR, Airman, etc.) and are graduates of Recruit Training. **No cadets can go to any advanced training without having first successfully graduated from Recruit Training.** And advanced training is all training other than RT ! **You have to complete RT first**.....The only exceptions are for NASS/AIM and Naval Academy STEM classes where attendance is open to non-cadet students as well.
  2. Meet age/rank/cadet citation requirements (international exchange and shipboard training).
  3. Have passed/be able to pass the NSCC PT test unless an ADA Accommodation is in place IAW the NSCC's Medical Reference Policy and Procedures Manual.
  4. Meet any other requirements as specified in encl (1) and/or Part 3 of this letter.

**Sec 9: RT Training Site selection.** Recruit Training sites are as listed in encl (1). They are geographically spread across the entire United States. When approving training requests, COTC's will give preference to those units geographically local to the recruit training site. Attending recruit training at your local training site enhances same day ground transportation (parents can drive to the site for delivery and pickup). This is particularly important should a cadet have to be returned home early, or should the training be cancelled due to national emergency. **This does not preclude other personnel from training at a different location, but orders will only be**

provided if there is good justification and adequate space after geographically local unit personnel have been accommodated.

**Sec 10: NLCC/NSCC Training Check Off List.** Ensure that cadets show up at training sites **with** their **training jackets, orders, ID cards, uniforms, and money**. If they do not, this causes the **volunteer** staff a considerable amount of additional problems, and reflects poorly on your unit. Please **THINK** how you would like to see things if you were at the training site, and ensure your Cadets show up “healthy” and ready to be checked in. A checklist to assist in preparing cadets for training is provided at Appendix 3. It is NSCTNG 013 and is also posted on the NSCC WEB site.

**Aerosol spray cans are not authorized at RTCs.** This includes deodorants, shaving creams, shoe shine material, bug repellents, etc.

**Remember....only cadets who can pass the PT test at the Unit level can go to RT unless an ADA accommodation has been made IAW the NSCC Medical Reference Policy and Procedures Manual.**

**Sec 11: Training Application Guidelines and Procedures**

- **SUBMIT EARLY. YOU CAN NOT DO IT TOO EARLY.** All requests should be to the COTC at least 4 weeks before training. COTC’s need to know you’re coming so that they can provide you specific reporting instructions, and also so that they can request the money they need to pay for your training, arrange messing, arrange berthing, arrange transportation, etc. etc. COTC’s have a big job! Help them help you by submitting early.
- **FOLLOW DIRECTIONS IN THE TRAINING SCHEDULE (Encl 1).**

It tells you when and where to send your request for training authority.

It also tells you your deposit requirements. Generally, cadet costs for summer 2010 will only be a \$240 deposit/quota reservation fee for a two week training, or \$120 for a one week training PLUS transportation to and from the training site. The deposit for the 9/10 day RT model is \$170. **Use Request for Training Authority NSCTNG 001 for cadets and NSCTNG 002 for officers**, copies at Appendix 4. NSC Form NSCTNG 003 and 004 (local orders), copies at Appendix 5, are to be used for any unit arranged training, such as with the Coast Guard, and if over five (5) days long, a copy is to be submitted to NHQ for our records and/or training expense re-imbusement upon completion.

If doing locally arranged training with the USCG, don’t forget the USCG Training Statement of Understanding that is to be completed before training commences. It is at Appendix 6.

All NSCTNG 001’s, and NSCTNG 002’s requesting **escort officer orders and staff cadet orders must be approved by the Commanding Officer of the Training Contingent (COTC) prior to NHQ issuing orders.** This requirement is particularly important for training sites where large numbers of escort officers and staff cadets are required, such as RT’s, POLAs, NLCC Orientation, etc. It is important that COTCs have the opportunity to select their staffs. COTC’s are asked to initial the front side of these forms to confirm cognizance and approval.

**NCSTNG 001’s, and NSCTNG 002’s must reach COTC’S no later than four weeks prior to the start date of the desired training. A copy of the cadets ID card is to be attached to the application showing that the ID card is current through the end of**

**training. A \$240.00 TRAINING DEPOSIT/QUOTA RESERVATION FEE IS REQUIRED FOR ALL TRAINING UNLESS OTHERWISE PROVIDED FOR IN THE TRAINING SCHEDULE AT ENCL (1) (\$120 FOR ONE WEEK).** COTC's still have to send them to NHQ where orders will be cut and then sent back to the unit. All blocks must be completed and legible. Ensure that the NCSTNG 001's, or NSCTNG 002's contain all the **required signatures (parent's/guardian's consent, CO's approval, etc.)** and that the next of kin's telephone number is correct on the form.

**Requests received without the proper signature or incomplete information will not be processed. Unit CO and cadet e-mail addresses should be included as most "welcome aboard" letters will be forwarded by e-mail. AND emergency contact numbers should be just that! Who to contact if home or next of kin contact info won't work!**

Also ensure that you enter correctly the type of training and location **utilizing the four (4) character codes shown on the 2010 NSCC/NLCC SUMMER TRAINING SCHEDULE.** **DO NOT** submit requests for training listed on this Training Schedule marked "Pending" or "TBD" until you receive notice from NHQ that those training sites have, in fact, been confirmed. The training schedule at encl (1) will be constantly updated on the NSCC Internet Website with changes or amplifying information as it becomes available.

Do not send the \$240.00 deposit to NHQ **unless the schedule says to do it (Canada East and West, and Young Marine (if there is any) training for example)**

**Cadets applying for multiple summer training opportunities must write across the top of their NSCTNG 001 the training codes of the other Advanced Trainings they are also requesting.** This is for NHQ information only, and will not generate additional orders. A separate NSCTNG 001 is required for each training evolution desired.

Deposits/quota reservation fees that go with the NCSTNG 001's, are to be cashier's checks, traveler's checks or money orders. **NO PERSONAL CHECKS or UNIT CHECKS.**

**ATTENTION TO DETAIL** is a must. Fill out your NCSTNG 001's, or NSCTNG 002's correctly and legibly the first time! Incomplete/missing information wastes our time, wastes your time, causes additional mailing costs, sometimes results in late orders or "already filled" quotas, etc. **Please** follow the procedures. **AND MAKE SURE YOUR ID CARD IS CURRENT THROUGH THE LAST DAY OF TRAINING.**

## **Sec12: Medical Information**

- **ALL CADETS MUST BE MEDICALLY OK, WITH NO MEDICAL PROBLEMS and ABLE TO PASS THE NSCC PRT TEST UNLESS AN ADA ACCOMMODATION HAS BEEN MADE IAW NSCC'S MEDICAL REFERENCE POLICY AND PROCEDURES MANUAL.**
- Commanding Officers must **ensure that the pre-training medical screening is accomplished** per NSCC Medical Reference Policies and Procedures Manual and the Advancement and Training Manual. In addition, any cadet who arrives with prescription medication(s) (ATM refers), **WILL BE SENT HOME unless prior coordination has been effected with the COTC and guidelines in the NSCC Medical Reference Policies and Procedures Manual have been followed.** NSCTNG 025 (Rev 03/08 has been developed to assist, it's in the Medical Manual) Cadets who are immature or who present disciplinary problems **WILL BE SENT HOME.**
- Prerequisites for attending NSCC Recruit Training include that cadets are not to be on medications in order to attend training. However, we all know cadets can be on medications

while in the NSCC. NSCC's newly promulgated NSCC Medical Reference Policies and Procedures Manual addresses this circumstance. Where COTC's have the staff personnel and resources necessary to afford cadets on medications the opportunity to attend RT and or other training while remaining on medications, the NSCC will allow cadets on medications to attend subject to COTC approval as discussed in the NSCC Medical Reference Policies and Procedures Manual. This manual also includes guidance regarding cadets requiring accommodation IAW the ADA.

- **NSCC MEDICAL INSURANCE COVERAGE** is as per NSCC Action Letter 6-04, dtd 20 Oct 2004.
- **Physical Readiness, PT** And also remember that cadets who do not pass the PRT at RT do not get credit for RT unless ADA accommodated. **THEY HAVE TO REPEAT RT TO GET CREDIT FOR RT!!!!!!** They can not return to the unit for sign off and crediting at a later date by their unit CO.

**CADETS MUST PASS THE PT TEST AT RT IN ORDER TO RECEIVE RT CREDIT UNLESS ADA ACCOMMODATED. FAILURE TO PASS THE PT TEST MEANS THAT THE CADET HAS TO ENTIRELY REPEAT RT. UNIT CO's ARE RESPONSIBLE FOR APPROVING REQUESTS FOR TRAINING FOR ONLY THOSE CADETS WHO CAN PASS THE PT TEST.** The NSCC endorses good health and physical fitness of all cadets. NSCC Action Letter 4-98 explains in detail the merits of physical fitness and how the NSCC program borrows heavily from "The President's Challenge". It should be noted that NSCC standards remains below those of the 50<sup>th</sup> percentile of the President's Challenge, and that cadets are only required to meet a standard that is less arduous than that currently being met by at least half of all middle and high school youth of their age. What this change does is remove Unit CO authority to award RT credit to cadets at the unit level after having failed to pass the PT test at RT. This change reinforces Unit CO responsibility to approve training requests only for those cadets who pass the NSCC PT test and stay fit, and requires cadets who might fail the test at RT, to repeat RT until he or she passes the test and receives credit. Cadets can advance in the NSCC and participate in other trainings only with RT credit.

- **Medical information sheet required for adults.** NSCC Medical Policies and Procedures Manual and the Advancement and Training Manual refer. They remind us that adults can have medical problems too, and unit CO's and COTC's need to have a place to go to find your record of medications, your unique health situation in case of emergency; a place to go for answers that any emergency room physician is likely to ask. The place to record this information is on the NSCADM20 Record of Medical History, and the place to put it is in your own record that you bring to TWT and any other trainings. The NSCADM 20 is to be completed upon enrollment, updated every year or whenever a change occurs, **and 30 days prior to escort duty!**

**Sec 13: ID Cards. ALSO BE REMINDED: ID cards must be current through the end of training.** So pull out your ID and **look at it now!** If your ID card is expiring between now and the last day of your desired training, re-new it first thing, then put in your request for training. Remember, a copy of the ID card is to go with your application. We will not cut orders for anyone whose record does not show that his or her ID will be current through the end of

training....It's an insurance thing and there is no other way! And don't issue local orders either unless ID cards are current!

#### **Sec 14: Quotas, wait lists, etc.**

Please remember that for many training evolutions quotas fall short of the total number of cadets requesting training. Our COTC's do an outstanding job of placing cadets and caring for unit interests, however it is not easy. Many COTC's fill quotas fast, and maintain a wait list for any subsequent openings. COTC's have this in place and place cadets from this list. So.....if one of your unit cadets has applied for a training and is accepted and all ready to go, but suddenly can't attend due to an unforeseen circumstance, you as unit CO can not simply send another cadet in his or her place. The cadet who gets to go, is the cadet who is listed first on the COTC wait list. The cadet whom the Unit CO wishes to substitute may have to go to the bottom of the wait list out of fairness to other cadets, well qualified and waiting for a quota.....Quotas belong to the COTC, they are quota control for their training evolutions and all are doing the best job possible for the most cadets possible. Bottom line: check with the COTC for all substitute placement.

#### **Sec 15: Cadet Travel**

- **Age Restrictions. Be wary of allowing cadets to travel commercially unaccompanied or unescorted.** We had instances in prior summers where commercial air travel arrangements were made for a cadet/cadets without consideration to the fact that the airline chosen would not allow under aged children to travel unescorted by an adult!!!! If parents or units arrange for unaccompanied commercial travel for cadets be sure to ask if the carrier will honor your arrangement. And, check with the airlines regarding boarding and deplaning regulations. While some airlines may allow the cadet to travel they might not allow the under aged cadet to wait unescorted in the boarding area before boarding the plane. Who then, on the return flight, will wait with your cadet to get them on the plane....COTC's can't do it because 1) they're taking care of many, many other cadets and 2) they have no ticket and so can't get beyond security to the boarding gate waiting area!!!! **THIS HAS HAPPENED AND IT IS THE CO AND PARENT RESPONSIBILITY (PARENTS FIRST) TO ENSURE THEIR CADET CAN PERFORM THE TRAVEL DESIRED.**
- **Uniform or Not ?** The NSCC follows the guidance that the Navy Reserve gives to its personnel reporting each year for Annual Training. For 2010 cadets using commercial carriers to get to their training site are to **travel in civilian clothes.** Cadets being personally delivered by parents or parental or unit arranged car, van or bus may travel in uniform if advantageous to reporting in for training. Once at the site, cadets may change into uniform for reporting purposes as required or directed by the COTC.

**Sec 16: Staff Cadets.** Staff cadets should be mature, graduates of NSCC Leadership Programs, have completed NSCC's anti hazing course, and have completed at least one other NSCC advanced training program ashore or afloat. Cadets will be assigned on a ratio of no more than 1 to 10 due to limitations in berthing/messing, and assignment is generally limited to NSCC Recruit Training or NLCC Orientation. Female cadets will not be assigned to staff unless a female escort officer is available. Only cadet petty officers (E-4 or higher) will be assigned to duties involving direct supervision of trainees. Cadets may not serve back-to-back/consecutive staff cadet tours, nor should cadets who have just completed NSCC recruit training "roll over" to staff duty at NLCC orientation or similar indoctrination training. NLCC cadets may not serve as Staff Cadets.

All staff cadets pay the same full deposit/quota reservation fee, the same as required for all other cadets. Staff cadets must never be left alone to manage other cadets. **At all times when in the presence of other cadets for whom they are responsible, an adult escort must also be present.**

**HAZING AND STAFF CADETS.** All hands are reminded of NSCC's Standards of Conduct which apply at all times to include at all training evolutions. They are at Appendix 1 in the Advancement and Training Manual. A one day course that specifically addresses this area has been developed and posted to COMPASS for use in conjunction with POLA training and for use by COTC's at individual trainings. COTC's are encouraged to use this course and to require their staff cadets to report one day early for staff cadet training to ensure they understand that any and all forms of hazing and/or other demeaning behaviors are reason for immediate dismissal from the NSCC. **IT WILL NOT BE TOLERATED!**

For cadets requesting staff cadet billets, cadets are to write across the top of the request "STAFF". This will help ensure the COTC knows that you're requesting staff duty.

**Sec 17: Liability Release Forms.** Release forms for cadets training at Fort Lewis are at Appendix 2. Samples for use at other sites are also at Appendix 2.

### **Sec 18: Stacked Training and Banking of Training**

- Policy for stacked training is per NSCC ATM. It is:

**STACKED TRAINING ENDORSED.** Stacked training refers to the circumstance where multiple training evolutions are concurrently scheduled at a training site, and NSCC members have the opportunity to attend more than one training during a single evolution. Examples include OPD courses over the middle weekend of an RT, or the scheduling of a POLA at the same time an RT is happening. In these cases the officer gets to go to OPD during the RT, or the RT staff cadet gets to complete a POLA during the course of his stay as an RT staff cadet. NHQ policy is that because of limited resources, and because it makes sense to capitalize on training resources whenever they are available, and because it is more cost effective for participants, stacked training is endorsed and encouraged.

- Policy for banking training is per NSCC ATM. It is:

**CADETS CAN BANK UP TO THREE (3) ADVANCED TRAININGS PER YEAR.**

**Sec 19: WEB Sites** The NSCC WEB site is: <http://resources.seacadets.org> . The training portal is [compass.seacadets.org](http://compass.seacadets.org) which also links to the website. Resources permitting, some training evolutions/programs have their own WEB sites. As appropriate, they are posted in the training schedule at encl (1) and on [compass.seacadets.org](http://compass.seacadets.org).

**Sec 20: Unprepared Cadets:** Unit CO's are reminded that following training, COTC's will be directed to submit NSCTNG-012's back to unit CO's with a copy to Regional Directors. Your success in preparing cadets for summer training is being incorporated into future inspections. Your formula for success is to simply follow the instructions and guidelines as promulgated.

**BUT MOST IMPORTANTLY, UNDERSTAND THAT COTC'S ARE ALWAYS AUTHORIZED TO SEND UNPREPARED CADETS HOME. IT IS UNFAIR TO THE OTHER CADETS AND TO THE TRAINING ITSELF TO HAVE UNPREPARED CADETS DOMINATE COTC TIME AND RESOURCES !!!!**

**PART 3: SPECIFIC NOTES FOR THE DIFFERENT TYPES OF TRAINING.** This list is not all inclusive and there may be no specific notes for the type training you are applying for. Most notes are carried on the training specific website referenced in the training schedule itself, so be sure to check there too.

**Sec 1: International Exchange Program IEP** Details regarding International Exchange Program opportunities are at [compass.seacadets.org](http://compass.seacadets.org) to include the particular year's NSCC Information letter. Direct access is also available via the website [iep.seacadets.org](http://iep.seacadets.org).

**Sec 2: Navy Shipboard Opportunities.** The best way to obtain these opportunities is through local units working closely with locally home ported ships. Units not local to home ported ships must work and coordinate through local Regional Directors. Age guidelines for youth embarking on US Navy Ships is as contained in OPNAVINST 5720.2L CH-1 dtd 6 Aug 02. It says that embarkation of children under age 12 is not recommended

**Sec 3: NOAA Ships.** The NSCC has aggressively worked with NOAA to identify placement opportunities for NSCC cadets on NOAA ships for one to two week periods during the summer months. These are scientific research ships, most of which have a billet or two available for youth assignment. Opportunities are limited and subject to change due to ships schedules. Cadets interested in serving onboard NOAA ships should contact their NHQ Representative via the chain of command for placement, however, be advised, opportunities are very limited.

**Sec 4: NSCC Recruit.** See training prerequisites in Part 2 General Administration.

- **The RT traditional 14 day model.** Recruit training is the cadet's introduction to military routine and discipline and is the cadets first step towards advancing in the Sea Cadet Program. Cadets spend two weeks learning basic Navy subjects, elementary seamanship, basic damage control, and quarter's maintenance. Additionally, cadets participate in Physical Fitness Training. While attending Recruit Training a cadet must pass a Physical Fitness Test in order to receive credit for completing Recruit Training unless under ADA accommodation. (See NSCC's Medical Reference Policy and Procedures Manual) Successful completion of Recruit Training is required before attending Advanced Training. It is the unit Commanding Officers responsibility to ensure cadets are prepared medically, physically and psychologically prior to attending Recruit Training. See pre-requisites Part 2, Sec 8.
- The RT short course 9 day model with home unit prerequisites are also at Part 2, Sec 8.

**Sec 5: NLCC Orientation & Advanced.** See training prerequisites in Part 2, Sec 8.

**Sec 6: Aviation Ground School**

NSCC FAA Ground Schools sponsored by Judge Colby. These courses are sponsored by Judge Colby and are NSCC's traditional FAA Ground Schools. For 2010 if offered,

details will be posted to the encl (1) training schedule. These courses are attended by Sea Cadets as well as NJROTC cadets and Young Marines. FAA testing is included.

**Registration forms, information and training schedules can be found at [www.aviation.cc](http://www.aviation.cc).**

NSCC Sea Cadet fee will be only \$240 for the two week course plus transportation to and from training site. This is the FAA entry level ground school course required before getting your sport pilot's license. Non NSCC attendee fee is approximately \$500

- Flying Midshipman Association (FMA) FAA Ground School onboard Midway, San Diego. The 2010 Flying Midshipmen FAA Ground School which will be conducted on board the USS Midway Museum in San Diego, CA. NSCC will provide all oversight and coordination. We will have 24 cadet slots available. No other youth groups will be participating in this class so NSCC is responsible to fill all the slots. This school, and Judge Colby's are for all cadets interested in pursuing the ground school portion of the Private Pilot License. Of note, if the cadet passes the course on the Midway, they will be able to take the FAA Exam on the last day of the course. Must be 15 to take the FAA Exam. All berthing and galley services will be on board the Midway. Prerequisites are:
  - Must be 15 by August 1.
  - Latest school grade/progress report will have to be submitted with application
  - Looking for cadets with strong academic backgrounds
  - Call COTC for quota
- Details regarding other FAA Ground Schools are as posted in the training schedule on COMPASS.

### **Sec 7: Aviation Training Notes**

- For **NAS JRB Fort Worth**, training will be with F-18 repair and launch A/C, & the F-18 simulator for launch and recover from aircraft carriers. Also includes DC-9 and Boeing 737 repair and launch. Expect cadets to have the opportunity to fly the F-18 simulator. Cadets may be able to embark local squadron aircraft for orientation flights, and/or flights to varying destinations depending upon Space A availability. Check with the COTC.

**Sec 8: Amphibious Operations.** For Amphibious Operations training, all cadets must have swimming competence at the third class level. While Navy certification is generally not possible, the described level of competence is expected. Shirt and trouser inflation experience desirable if possible. Bottom line is that cadets must be able to swim!

### **Sec 9: Seabee Training Notes**

- Safety shoes for all.
- In addition to NHQ training requirements, applicants for Construction Training (Seabee) must meet the following additional requirements.
  1. Cadets must have been advanced to **E-2** for both Basic and Advanced courses.

2. Those going to CBC Port Hueneme must be eligible for advancement to **E-3** with completion of the CB course. Applicants for Advanced/Small Unit Integrity training must already be **E-3** and have completed either Basic or Advanced **or** drilled at least two years at Port Hueneme.
3. All cadets/staff will need to bring combat boots or safety shoes and three sets of camouflage uniforms (cammies/BDUs/CCUs). **Dungarees for CBC Port Hueneme.**

**FOR SEABEE FIELD OPERATIONS AT NATIONAL GUARD TRAINING CENTER, MARSAILLES, IL**

- Cadets must be E-2 and have completed BMR. Service records must support completion of these pre-requisites.
- All cadets, Unit CO's call COTC first for quota's.
- Parents and Units are responsible for arranging travel to and from the training site. COTC will provide map and detailed reporting directions. Contact LCDR Lee Van Der Hulst with questions, (847) 202-1590. If family circumstances dictate earlier arrival, contact COTC.
- Two sets of cammies.

**Sec 10: Culinary Arts.** While some of the trainings are primarily on the job training (OJT), the course at Naval Station Great Lakes models the Navy's culinary arts school. The Florida Technological course if offered is also a more formal school. Check with the COTC if you have questions. Cadets participating in this training should also check with the COTC for any specific state requirements with regard to hepatitis immunization requirements.

**Sec 11: Homeland Security.** This category focuses on Homeland Security Training. Within this category three different courses, each with a different focus, are housed.

Homeland Security Courses. These course presents an in depth overview with practical experiences and exercises covering all the different facets of Homeland Security.

Homeland Security Firefighting Courses. These courses focus on the more traditional firefighting disciplines ashore and onboard shipboard using many of the firefighting resources available to the NSCC, to include Navy, USCG, and civilian assets. They more closely model traditional Navy firefighting.

Homeland Security Search and Rescue courses. These courses focus on the traditional search and rescue disciplines presented to deal with natural disasters.

**Sec 12: Ceremonial Honor Guard.** None

**Sec 13: JAG/Legal Training.** None

**Sec 14: Junior Petty Officer Development (JPD).** The JPD is a new course being developed for E-3 and PO-3 Sea Cadets. The first pilot course, 1 class, was run during summer 2005. This course is posted on COMPASS. This course may be conducted at the unit level over a long weekend or over multiple weekends. Advancement credit is not authorized when done as part of

unit training. When scheduled by NHQ and carried on COMPASS as part of NSCC's summer, winter, or summer training programs advancement credit is authorized.

### **Sec 15: POLA.**

- Cadets are not to go from RT straight to POLA in the same summer. Remember, Advancement and Training Manual establishes that upon graduation from RT the cadet puts on E-2 and then has a 6 month time in grade requirement before putting on E-3. POLA must be completed for advancement to PO2 .

### **Sec 16: MAA and Police Science**

- Badges: NOT AUTHORIZED. See NSCC Information Letter 01-07.
- MAA brassards are the identifier of cadets performing MAA duties. Brassards are available from Ship's Store. NSCC official recognition of MAA course completion is the MAA appurtenance.
- All hands are reminded that while any of our NSCC MAA schools are outstanding schools for equipping cadets to function as NSCC unit or event MAA's, their primary purpose is to expose cadets to the career field of police science both within the military services and in the civilian community as well.

### **Sec 17: Medical Training.**

- Cadets attending Hospital Corpsman training must have at least two white uniforms.
- **The EMT 2 week course at Camp San Louis Obispo, CA** prepares cadets to take the National Registry Exam when they turn 18. There is no national exam as part of this program.
- **Surgical Technical Training.** Squeamish need not apply! When offered, this course really targets those cadets seriously interested in medical careers. Call the COTC for further details and quota.

#### **For Field Medical at Fort Lewis:**

Cadets must submit a Fort Lewis Hold Harmless Agreement.

Cadets must be E2 or above, and age 14 or older at time of training, within the Navy height/weight standards, and have passed the NSCC Physical Fitness requirements, and the PQS. Likewise, Cadet must have had, and passed, a physical fitness examination within a year of commencement of training. Prescription or OTC medications of any kind must be pre-approved by the COTC.

### **Sec 18:** (Placeholder)

### **Sec 19: Music School.**

- **At Appendix 7 is the Music School Information Sheet.** Submit this sheet with your Request for Training Authority to the COTC. COTC's will use this to set up training with the music school. **Cadets requesting Music School must have at least three years musical experience.**

- For School of Music Little Creek when offered.
  - Cadets will get music theory and ear training, perform daily in concert band ensembles, and receive drill band instruction.
  - One or two private lessons per week provided, cadets must expect 14 hours per week individual practice.
  - Must be able to sight read Grade 3 standard band literature.
  - Berthing in Scott Hall with SOM, 2 to a room, girls and boys on separate floors.
  - Chow hall within walking distance.
  - PRT three days a week, cadets must be able to pass NSCC PT test.
  - Uniform inspections daily, dungarees Monday through Thursday, dress whites on Friday, summer whites during week OK but must have at least one set of dungarees.

**Sec 20: Seamanship Academy.** Both Basic and Advanced training is available at Mass Maritime Academy. Check the encl (1) training schedule for new Maritime Engineering classes.

**Sec 21: Seamanship Training.**

- None.

**Sec 22: Port Operations.** For Port Operations training with the USCG, all cadets must have swimming competence at the third class level. While Navy certification is generally not possible, the described level of competence is expected. Shirt and trouser inflation experience desirable if possible. Bottom line is that cadets must be able to swim!

**Sec 23: Sailing Schools.**

- For Sailing Schools training, the hosting sailing clubs establish a requirement that students should be able to swim at least 100 yards. Per Navy standards that is at the second class level although ability in all swimming styles may not be required. Check with the COTC to make sure as necessary. See appendix 8 for Navy swim quals.

**Sec 24: SEAL, SWCC (Special Warfare Combat Craft), and JSOCO (Joint Special Operations Command Orientation)**

- SEAL & SWCC orientation course general information:
  - Both courses are run concurrently with certain parts of the training curriculum separated for SEAL and SWCC respectively.
  - *NOTE: The SEAL Orientation course is being moved from Okeechobee/ Fort Pierce in south Florida to a new location in north central Florida near Panama City. Due to the change in training areas, billeting arrangements and other administrative requirements, the 2010 course will be a locally arranged course only. This will ensure that for 2011, all of the necessary requirements for properly supporting and implementing the SEAL course have been successfully tested and the course can be opened up for students nationally. For logistical and administrative reasons, the course will only use selected students from local USNSCC units during this course testing and evaluation. We want to ensure that in 2011, all unanticipated problems with transportation, training area*

*support and billeting have been successfully resolved to provide the safest and most rewarding training environment for students.*

*Unit Commanding Officers are asked to remind their cadets to refrain from contacting the course administrator directly by phone or email. For additional information, regarding the course transfer and future schedules, unit C/O's should contact [ocsosheriff1@embarqmail.com](mailto:ocsosheriff1@embarqmail.com). Calls or emails from individual cadets will not be returned.*

- Student Prerequisites for Attendance at SEAL & SWCC training:

1. Must pass the course specific PT test (The form is included with application packet). Do not use the old 2002 NSCC form.

2. Must be at least 15 years old, have completed the BMR, and have completed NSCC Recruit Training.

3. Must have safety/sport glasses (if student wears glasses)

4. For SEAL ONLY; Must have a completed SCUBA diving physical examination (the forms for the physical examination are included with the application packet).

- Attendance Guidance:

1. The courses will not normally accept (1) "Sea Cadets" who are over 18 years old and have graduated from High School, or (2) Midshipmen. A primary purpose of the courses is to provide an orientation to Naval Special Warfare to Sea Cadets who will be able to use the training in their units.

2. There are no "quotas" or "slots" for staff cadets or escort officers. Staff cadets are selected from Trident program staff cadets who have a minimum of 2+ years experience with the SEAL/SWCC enabling objectives. Instructors are either active duty or prior service military personnel with documented NAVSPECWAR or directly related branch skills.

- For the JSOCO class:

This class is a participation in an adventure, motivational, and SEAL Orientation training class specifically developed for NSCC cadets staffed by experienced ex-SEAL and special warfare qualified personnel. Cadets successfully completing this course will be awarded the JSOCO badge.

Joint Special Operations Command Orientation (JSOCO) is open to cadets who meet all qualifications listed: 16 + years of age, pass the physical fitness screening test certified by **active duty or active reservist personnel of any branch**. Applicants must be an E-3 (must be fully qualified for PO 3 with coursework) or above.

All trainees should have a working knowledge of land navigation with practical experience, excellent physical condition, mature and able to handle stressful situations. This course is

designed and instructed by both Naval and Army Special Forces personnel.

**UNIT CO'S MUST CALL COTC FOR QUOTA.**

Cadets must meet the height/weight limits and medical standards and pass a physical fitness test prior to submitting their Request for Training Authority. Cadets must be able to perform the MINIMUM requirements of the Physical Fitness Test (PT) on the first day of training. Any additional requirements will be as directed by the COTC. Inability to meet these requirements will result in an immediate return home. It is extremely important that cadets continue to work out on a daily basis after passing the initial PT test. There is a "zero tolerance" policy with regard to required physical conditioning. Unit CO's must ensure that all Requests for Training Authority for this course are accompanied by a completed Physical Fitness Test form witnessed by an armed forces active duty person (See Appendix 7). The PT Test form must be submitted with the Request for Training Authority for cadets requesting this training - NO EXCEPTIONS.

**For SEAL, SWCC and JSOCO.** You will not make it if not in shape!!! ALL CADETS MUST BE medically fit, not recovering from any broken bones, concussions, sprains, etc. within the recent past. Your body will be 110% stressed and you must be 110% healed and ready! If you are still recovering from any medical injury, or concern, do not apply!!

**EVERY YEAR WE EMPHASIZE THESE REQUIREMENTS, AND EVERY YEAR WE GET CADETS WHO TRY AND CHEAT THE REQUIREMENTS, AND EVERY YEAR THEY END UP BEING SENT HOME, DON'T LET IT BE YOU!!!**

**Sec 25: EOD/MDSU.** This is a two or three week course with emphasis on EOD and MDSU organization and operations. SCUBA training is included. Call COTC first for quota.

**Sec 26: SCUBA.** NSCC Great Lakes Division will continue to offer separate nationwide training programs during the summer of 2010. Each program continues to offer a unique experience for our country's U.S. Naval Sea Cadets. These national training exercises will provide the cadet with the opportunity to become experienced in all phases of ship operations, achieve advancement in dive training certifications and participate in scientific research in the Great Lakes.

These national trainings will continue to build on the training offered in prior years. Training will provide ship-based leadership and seamanship training, SCUBA certifications, and provide cadets with the opportunity to assist with scientific research in the Great Lakes. In addition, some training experiences will include training with NOAA officers, divers and archeologists on-board the Pride of Michigan. These "hands-on" training opportunities will be provided on-board the ship Pride of Michigan under the supervision of professional adult officers and instructors. Cadets will also attend presentations by NOAA personnel (officers and civilians). Research techniques and participation in archeological research and recording data will be taught by both NOAA archeologists and certified PADI instructors. In addition cadets will be trained in shipboard watches and various damage control exercises during underway periods.

The training exercises generally have a primary base of operations within the NOAA Thunder Bay

National Maritime Sanctuary and Marine Preserve located at Alpena, Michigan, on Lake Huron. Sea Cadets assist Michigan scientists with underwater research during the training periods.

A brief description of each training program is as follows:

- May 28 – 1 June 2010  
5 day training
- Open to 16 male cadets and 4 female cadets  
No SCUBA Certification required for the June 22-26 Training  
**(female cadets will overnight ashore with qualified escort)**  
Embark Mt. Clemens  
Shipboard experience in Lake St Clair and Lake Huron  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills  
Ship Handling  
Shipboard Navigation  
Training with underwater communication systems  
Train and receive D.A.N. Medical certification or renewal of certification
- July 2 – July 11, 2010  
10 day training
- Open to 16 male cadets and 4 female cadets  
**(female cadets will overnight ashore with qualified escort)**  
Must be a Certified Diver  
Embark Alpena, Participate in 4 July parade, assist in open gangway ship tours, PM underway to observe fireworks.  
Instruction and certification by NOAA staff in Underwater Marine Archeology through the NAS (Nautical Archaeological Society)  
Map and document underwater shipwrecks in Thunder Bay Marine Sanctuary.  
Shipboard experience in upper Lake Huron  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills  
Ship Handling  
**PADI Dive Certification**
- August 13-22, 2010  
10 day training
- Open to 16 male cadets; 4 female cadets  
**(female cadets will overnight ashore with qualified escort)**  
Must be a Certified Diver  
PADI advanced SCUBA training Lake Huron  
Great Lakes research project in bathymetric surveys  
Observe ROV operations  
Participate in making documentary films of underwater rivers and caves.  
Shipboard experience  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills

Ship Handling  
**PADI Dive Certification**

(Schedule subject to weather and lake conditions).

If you have any questions regarding these training opportunities please call LCDR Luke Clyburn (COTC) at 248.666.9359 or email at [lcllyburn@comcast.net](mailto:lcllyburn@comcast.net).

**QUALIFICATIONS/PRE-REQUISITES:**

- E-2 or above and minimum 14 years of age, mature
- Very good physical condition
- Must be a certified diver unless otherwise indicated
- Must fit within normal height to weight ratios
- Unit CO recommendation confirming the above.

**APPLICATION PROCEDURES:**

- Copy of Diver Certification Card(s)
- Copy of School Grades
- Copy of Dive Log Book showing past 1-2 years dive experience
- Must have current DAN Insurance proof (copy of DAN card)
- Contact information for the Editor of cadet's local newspaper: Name of publication, editor's name for local news, e-mail address, fax
- Liability forms and medical forms will be sent to accepted applicants and must be signed by cadet and parent or guardian and returned by mail prior to departure to:

LCDR Luke Clyburn, NSCC  
9000 Gale Road  
White Lake, Michigan 48386

Questions can be directed to LCDR Luke Clyburn at 248.666.9359 or by email to [lcllyburn@comcast.net](mailto:lcllyburn@comcast.net) or to LT Kathy Trax at [kathytrax@comcast.net](mailto:kathytrax@comcast.net)

**Sec 27: Submarine Seminars.** For SS-GA cadets must be 15 by the start of training, and should have a B-average in school. Submit a copy of grade report with request to COTC.

**Sec 28: Marksmanship Training.**

Basic. Marksmanship programs focus on range work with a qualified range master instructing. NSCC policy and guidelines for marksmanship training are posted on Compass.

Advanced. A continuation of skill development following the basic course. Cadets must be graduates of the basic course.

**Sec 29: Lifeguard Training.** To be able to attend the training and receive the Red Cross certification, cadets must be 15 years old, able to pass the Navy first class swimmer requirements

and be able to swim 500 yards continuously. Age is a Red Cross driven requirement Call COTC for further details and a quota.

**Sec 30: Maritime Industrial Arts.** When offered, this rigorous and ambitious training program is designed to expose cadets to the wide variety of trades and crafts involved in the ship maintenance and construction industry. Cadets should have an aptitude for industrial arts and be comfortable in a ship yard industrial environment. Marine trades will include hull preservation; engine maintenance and repair; sail, spar, mast and rigging operations; hauling out and refloating, and much more.

**APPENDIXES THAT FOLLOW:**  
**(ON COMPASS, SEE LINKS AT COMPASS WEBSITE)**

- Appendix 1: Escort Officer Questionnaire
- Appendix 2: Release Forms
- Appendix 3: NLCC/NSCC Check Off List
- Appendix 4: NSC TNG 001 and 002
- Appendix 5: NSC TNG 003 and 004
- Appendix 6: USCG Statement of Understanding
- Appendix 7: MUSIC Competency worksheet
- Appendix 8: Navy Swim Quals
- Appendix 9: SEAL PRT
- Appendix 10: List of DEA Agents

**ON COMPASS**

**Encl (1) 2010 Summer Training Schedule**

**SEE LINK TO 2010 SUMMER TRAINING SCHEDULE AT COMPASS WEBSITE**

**Encl (2) USCG and Eagle Opportunities**

**SEE LINK TO USCG AND EAGLE AT COMPASS WEBSITE**

**Encl (3) Funding Forms Guidance**

**SEE LINKS TO NSCC TRAINING FORMS AND GUIDANCE AT COMPASS WEBSITE**

