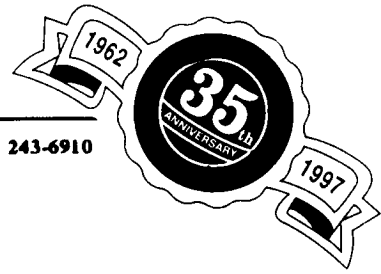




United States Naval Sea Cadet Corps

2300 WILSON BOULEVARD - ARLINGTON, VIRGINIA 22201-3308 - TELEPHONE (703) 243-6910
FAX (703) 243-3985



23 October 1997

NSCC ACTION LETTER 11-97

From: Executive Director
To: Distribution

Subj: **CHANGE #1, NSCC/NLCC ADVANCEMENT AND TRAINING MANUAL**

Ref: (a) NSCC Action Letter 11-95
(b) CNO Washington, D.C. msg 062050Z Jul 95 (NAVOP 020/95)
(c) NSCC/NLCC Advancement and Training Manual (Revised 3/97)

Encl: (1) Correspondence Course Program for NSCC Personnel
(2) Instructions for NAVEDTRA 1510/1
(3) A sample of NAVEDTRA 1510/1, Correspondence Course Enrollment Application Request

1. **Purpose.** Attached.

2. **Background.** Reference (a) was distributed in November of 1995. Except for a name change and a revised course listing, the basic procedures for enrollment have remained the same. However, after receiving numerous phone calls from NETPDTC, the procedures for enrollment in the Correspondence Course Program apparently need to be reiterated. This information pertains to NSCC officers and cadets only.

2. **Discussion.** Per reference (b), the Navy Education and Training Professional Development and Technology Center (NETPDTC), as they now refer to it, will continue to provide logistical and administrative support for Navy correspondence courses submitted by NSCC cadets. NETPDTC does not "stockpile" the correspondence courses. When an enrollment application is received, the course material is printed/mailed and is intended for the **sole use by that cadet/officer**. This means **each individual cadet/officer must enroll** in the program. Answer sheets received from cadets that are not enrolled will **not** be processed. Enclosure (1) procedures **must be followed**, to ensure the cadets receive credit for the courses. **Note:** As an NSCC Officer, when completing this form you must darken the circle for **SECAD** on the NAVEDTRA 1510/1.

3. Unit commanding officers shall assign a Correspondence Course Control Officer. The Correspondence Course Control Officer will be responsible for the following:

Subj: **CHANGE #1, NSCC/NLCC ADVANCEMENT AND TRAINING MANUAL**

(a) Select one (1) address, whether it is the Reserve Center or your home address for all course material to be received and then distributed to the enrolled cadet. (This will stop the phone calls to Headquarters from NETPDTC, requesting address information on a cadet who is not enrolled in the program).

(b) Order NAVEDTRA 1510/1 forms from address provided in enclosure 1.

(c) Ensure each NAVEDTRA 1510/1 is completed correctly for each cadet as per enclosure 2 prior to submitting the form. The original form must be submitted. Photo copies of the form will be returned unprocessed.

(d) Maintain a log to accurately account for all courses ordered, as you will be the point of contact when called by NETPDTC. Completed correspondence course results will be returned to you for unit administration actions.


(e) Monitor progress of each cadet to ensure timely submission of answer sheets (at least one per month per cadet) to NETPDTC. Photo copies of the answer sheets **will not** be processed. Cadets failing to submit an answer sheet within eight months after enrollment, will automatically be disenrolled from the program.

(f) Order only those courses listed in enclosure (1) coded for NSCC personnel.

(g) If you have any questions, please contact Debra Saunders. Debra is the point of contact for Sea Cadet correspondence courses. Her phone number is in enclosure (1).

3. **Action.** This action letter supersedes Action Letter 11-95. Enter enclosure (1) through (3) as Appendix II in reference (c), the NSCC/NLCC Advancement and Training Manual.

4. **Cancellation.** This Action Letter will be canceled upon completion of the above action and for record purposes on 31 December 1997.



M. D. FORD

Distribution:

NSCC/NLCC Unit Commanding Officers
Regional Directors/Associate Regional Directors
Field Representatives

CORRESPONDENCE COURSE PROGRAM FOR US NAVAL SEA CADETS

Naval Education and Training Professional Development and Technology Center (NETPDTC) has assumed the responsibility of providing correspondence course administration support to the Naval Sea Cadet Corps.

Navy nonresident training courses for U.S. Sea Cadet Corps are administered and graded through Naval Education and Training Professional Development and Technology Center (NETPDTC, Pensacola, (code N3216). Course procedures are as follows:

Applicants complete correspondence course enrollment application/change request, NAVEDTRA 1510/1 forms and forward to NETPDTC for processing. Computer processing prohibits the use of photo copies of enrollment forms. When requested NETPDTC will provide units with our updated course listing and enrollment forms. Only courses listed in the package are available for enrollment. Photo copies of applications cannot be processed and will be returned unprocessed. NETPDTC processes enrollment forms and ships course materials to the cadet or to the unit, whichever address appears on the application. The address filled in on the application is the address of record and all materials will go to that address. All course materials are shipped special forth class rate. Expect 2-6 weeks delay to receive course materials. No course materials are stocked at NETPDTC. All course materials are printed upon receipt of an enrollment application.

Member completes courses and returns correspondence course standard answer sheets, NAVEDTRA 1510/4 to NETPDTC for grading. The course number (NRTC) that should appear on the answer sheet is the NAVEDTRA number located at the top of cover page of the question booklet. The student is responsible for completing one assignment per month per course enrolled. Photo copies of answer sheets (NAVEDTRA 1510/4) will not be processed since all answer sheets are computer graded. Conventional type answer sheets located in the assignment books cannot be processed by NETPDTC. This type of answer sheet will be returned unprocessed. NETPDTC grades answer sheets and provides the student a result letter for each assignment. Upon satisfactory completion of all assignments in a course, a completion letter is provided each student.

SPECIAL NOTES

**ALL CORRESPONDENCE SUBMITTED TO
NETPDTC** must have SSN, full name (printed) and address.

When a sea cadet decides to leave the unit, the unit must notify NETPDTC that the cadet is no longer in the unit and request the cadet be deleted from the course. A course sent to a unit for a cadet that has left and given to another person, NETPDTC must be notified to enroll the new cadet in the course. Numerous answer sheets are received for cadets that are not enrolled in courses, with no address on file or on the answer sheets. NETPDTC cannot process the answer sheets with no record on file.

Now that NETPDTC is printing course materials as they are ordered, delays in printing and shipping during heavy printing times, can take up to four to six weeks to be printed. This delay can be caused by the number of enlisted advancement exams being printed with a higher priority than correspondence course publications. NETPDTC cannot guarantee prompt service during heavy printing periods.

LOCAL OBTAINED COURSES - Courses should not be picked up from local activities. Many times courses picked up locally are obsolete and past their cut-off-date. NETPDTC cannot grade courses that have past their cut-off-date. Correspondence courses obtained from local activities should be graded by that activity.

AUTHORIZED COURSES FOR SEA CADETS ENROLLMENT - NSCC members are not authorized to enroll in the following type courses:

(1) Classified courses

(2) Courses with Distribution Statements other than "A". Courses with Distribution Statements B, C, D, E, F, and X must be handled as "FOR OFFICIAL USE ONLY." Only courses with Distribution "A" can be provided to Naval Sea Cadet Courses. See attached list for courses available to the Naval Sea Cadet Corps.

DISPOSAL OF COURSE PUBLICATIONS - DO NOT return any course publications to NETPDTC.

NAVEDTRA FORMS - Computer processing prohibits the use of photo copies of enrollment forms and answer sheets. Using any form other than original Correspondence Course Enrollment Application/Change Request, NAVEDTRA 1510/1 and Correspondence Course Standard Answer Sheet, NAVEDTRA 1510/4 will result in delays, errors, and other problems.

COMPLETION OF ENROLLMENT APPLICATION AND ANSWER SHEETS

The NAVEDTRA numbers listed in attached listing is the only NAVEDTRA number that should appear on the application or answer sheet. The course number appears at the top of front cover of the question booklet is the number that should appear on the answer sheet (see enclosed answer sheet completion instructions).

APPLICATIONS FOR ENROLLMENT and available course listing will be provided upon request.

NETPDTC CORRESPONDENCE COURSE ADMINISTRATION POINTS OF CONTACT

If further assistance is required, please feel free to write or call. When corresponding, provide full name, address, rate, status, social security number and course number from the question book. NETPDTC Correspondence Course Admin Section working hours will be from 0700 to 1530 (central time) Monday through Friday. Telephone numbers and address/Internet addresses provided below.

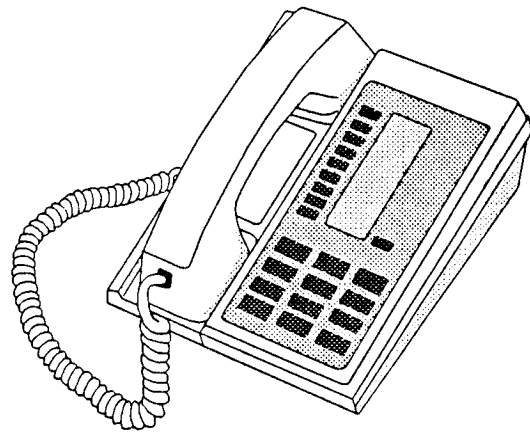
Commercial: (904) 452-1511\1859

DSN: 922-1511\1859

ADDRESS: COMMANDING OFFICER
NETPDTC (CODE N3216)
6490 SAUFLEY FIELD

RD

PENSACOLA FL 32559-
5000



EXPRESS MAIL ADDRESS:

COMMANDING OFFICER
NETPDTC (CODE N3216)
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

**INTERNET ADDRESSES CANNOT BE USED TO
ORDER COURSES!**

INTERNET ADDRESSES:

CARLA.LOFTON@SMTP.CNET.NAVY.MIL

DEBRA.SAUNDERS@SMTP.CNET.NAVY.MIL

PN2-DAVID.RAST@SMTP.CNET.NAVY.MIL

GENERAL DISTRIBUTION COURSE LIST

Updated February 26, 1997

Course	Title	Class	Dt	Asgt	Pts
095-23-00-92	TIME CONVERSION		A	1	2
10079-2	INTRO TO PROGRAMMING IN BASIC		A	2	3
10188	GUNNERS MATE (MISSILES) 3&2 VOL 1		A	8	12
10189	GUNNERS MATE (MISSILES) 3&2 VOL 2		A	8	12
10276-1	FIRE CONTROLMAN 3		A	13	12
10448-3	MATHEMATICS PART I		A	11	22
	UNIT 1			1-6	12
	UNIT 2			7-11	10
10450-A1	MATHEMATICS PART III		A	5	14
	UNIT 1			1-3	8
	UNIT 2			4-5	6
10543-E1	ENGINEMAN 1&C		A	11	22
	UNIT 1			1-5	12
	UNIT 2			6-11	10
10644-G1	CONSTRUCTION MECHANIC 3&2		A	12	18
	UNIT 1			1-8	12
	UNIT 2			9-12	6
10725-B	NAVY ADMIRALTY LAW PRACTICE		A	2	4
12010-B	AVIATION MAINT RATINGS FUNDAMENTALS		A	6	9
12011-A	AVIATION MAINT RATINGS SUPERVISOR		A	7	11
NAVY ELECTRICITY AND ELECTRONICS TRAINING SERIES					
172-02-00-91	NEETS MOD 2, Intro to Alternating Current & Transformers		A	4	10
172-03-00-93	NEETS MOD 3, Intro to Circuit Protection, Control, & Measurement		A	3	5
172-04-00-92	NEETS MOD 4, Intro to Electrical Conductors, Wiring Techniques, & Schematic		A	2	3
172-05-00-94	NEETS MOD 5, Intro to Generators & Motors		A	1	2
172-06-00-92	NEETS MOD 6, Intro to Electronic Emission, Tubes, & Power Supplies		A	3	5
172-07-00-92	NEETS MOD 7, Intro to Solid-State Devices & Power Supplies		A	4	6
172-10-00-93	NEETS MOD 10, Intro to Wave Propagation, Transmission Lines, & Antennas		A	4	6
172-12-00-83	NEETS MOD 12, Modulation Principles		A	3	7
172-13-00-94	NEETS MOD 13, Intro to Number Systems & Logic Circuits		A	4	6
172-14-00-84	NEETS MOD 14, Intro to Microelectronics		A	2	4
172-15-00-93	NEETS MOD 15, Principles of Synchros, Servos, & Gyros		A	2	3

Course	Title	Clss	Dt	Asgt	Pts
172-16-00-96	NEETS MOD 16, Intro to Test Equipment		A	3	5
172-17-00-84	NEETS MOD 17, Radio-Frequency Communications Principles		A	3	7
172-18-00-84	NEETS MOD 18, Radar Principles		A	3	7
172-21-00-87	NEETS MOD 21, Test Methods & Practices		A	3	9
172-22-00-88	NEETS MOD 22, Intro to Digital Computers		A	4	4
172-23-00-91	NEETS MOD 23, Magnetic Recordings		A	2	2
172-24-00-92	NEETS MOD 24, Intro to Fiber Optics		A	4	6
173-01-00-88	NEETS MOD 1, Intro to Matter, Energy, & Direct Current		A	3	6
173-08-00-87	NEETS MOD 8, Intro to Amplifiers		A	2	4
173-09-00-85	NEETS MOD 9, Intro to Wave-Generation & Wave-Shaping Circuits		A	4	6
173-11-00-85	NEETS MOD 11, Microwave Principles		A	2	6
287-01-45-82	RELIGIOUS PROGRAM SPECIALISTS 3&2 MOD 1		A	8	12
287-02-45-81	RELIGIOUS PROGRAM SPECIALISTS 3&2 MOD 2		A	3	5
287-03-45-83	RELIGIOUS PROGRAM SPECIALISTS 3&2 MOD 3		A	5	5
62207	PATTERNMAKER/MOLDER 1 & C		A	6	9
70215-A	OPTICALMAN 3		A	9	12
72104-A	SIGNALMAN 3&2		A	13	21
	UNIT 1			1-8	12
	UNIT 2			9-13	9
72120	QUARTERMASTER 3&2		A	14	21
	UNIT 1			1-8	12
	UNIT 2			9-14	9
72140	BOILER TECHNICIAN 2		A	5	10
72164	ELECTRICIAN'S MATE 3&2		A	10	15
	UNIT 1			1-8	12
	UNIT 2			9-10	3
72204	MACHINERY REPAIRMAN 3		A	7	11
72207	PATTERNMAKER 3 & 2		A	12	22
	UNIT 1			1-6	12
	UNIT 2			7-12	10
72309	AVIATION ORDNANCEMAN 3&2		A	11	17
	UNIT 1			1-8	12
	UNIT 2			9-11	5
72364	AVIATION BOATSWAIN'S MATE 3&2		A	6	9
72410	ELECTRONICS TECHNICIAN SUPERVISOR (ET1)		A	4	6
72449	MINEMAN, VOL 2 (MN3&2)		A	1	2
72450	MINEMAN, VOL 3 (MN3&2)		A	2	3

Course	Title	Class	Dt	Asgt	Pts
72540	ENGINEERING AID 2		A	12	18
	UNIT 1			1-8	12
	UNIT 2			9-12	6
72609	LEGALMAN 3 & 2		A	9	13
	UNIT 1			1-8	12
	UNIT 2			9	1
72662	MESS MANAGEMENT SPECIALIST 3&2		A	8	12
72801	RADIOMAN COMMUNICATIONS 3&2		A	8	12
80049	MNGT FUND:A GUIDE FOR S&MCPO'S		A	3	4
80062	MATHEMATICS VOL 2-A		A	4	11
80063	MATHEMATICS VOL 2-B		A	5	12
80176	SHIP'S SERVICEMAN 3		A	7	11
80177	SHIP'S SERVICEMAN 2		A	7	11
80193	INSTRUMENTMAN 3&2		A	8	16
	UNIT 1			1-6	12
	UNIT 2			7-8	4
80215-A	OPTICALMAN 2		A	5	12
80222	POSTAL CLERK 2		A	4	3
80223	POSTAL CLERK 3		A	16	16
	UNIT 1			1-12	12
	UNIT 2			13-16	4
80239	RELIGIOUS PROGRAM SPECIALIST 1&C		A	5	5
80277-A	FIRE CONTROLMAN 2		A	13	12
80278-1	FIRE CONTROLMAN 1		A	5	6
80287	SHIP'S SERVICEMAN 1&C		A	7	9
80291	GUNNER'S MATE (MISSILES) 1		A	10	16
	UNIT 1			1-8	12
	UNIT 2			9-10	4
80292	GUNNER'S MATE (GUNS) 1		A	10	12
80293	GUNNER'S MATE C		A	4	6
80330	AVIATION SURVIVAL EQUIPMENTMAN 1&C		A	5	8
80357	AVIATION SUPPORT EQUIPMENT TECHNICIAN 2		A	9	9
80358	AVIATION SUPPORT EQUIPMENT TECHNICIAN 1		A	6	9
80370	AEROGRAPHER'S MATE 2, VOL 1		A	10	18
	UNIT 1			1-7	12
	UNIT 2			8-10	6
80371-A	AEROGRAPHER'S MATE 2, VOL 2		A	8	18
	UNIT 1			1-6	12
	UNIT 2			7-8	6
80380	AVIATION SURVIVAL EQUIPMENTMAN 2		A	10	10

Course	Title	Class	Dt	Asgt	Pts
80401	AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) 2		A	9	15
	UNIT 1			1-7	12
	UNIT 2			8-9	3
80451	LITHOGRAPHER 3&2		A	13	20
	UNIT 1			1-8	12
	UNIT 2			9-13	8
80452	LITHOGRAPHER 1&C		A	3	5
80472	ILLUSTRATOR DRAFTSMAN 1&C		A	18	33
	UNIT 1			1-6	12
	UNIT 2			7-12	12
	UNIT 3			13-18	9
80473	ILLUSTRATOR DRAFTSMAN 1&C		A	2	4
80572	DAMAGE CONTROLMAN 3&2		A	7	14
	UNIT 1			1-6	12
	UNIT 2			7	2
80636	CONSTRUCTION ELECTRICIAN 3&2		A	6	12
80649	BUILDER 1		A	6	10
80653	STEELWORKER 3&2		A	11	22
	UNIT 1			1-6	12
	UNIT 2			7-11	10
80654	STEELWORKER 1		A	6	12
80662	UTILITIESMAN 2		A	11	18
	UNIT 1			1-7	12
	UNIT 2			8-11	6
80669	HOSPITAL CORPSMAN 3&2		A	8	10
80670	HOSPITAL CORPSMAN 1&C		A	5	10
80696-A	ENGINEERING AID BASIC		A	13	20
	UNIT 1			1-8	12
	UNIT 2			9-13	8
82000	AIRMAN		A	11	17
	UNIT 1			1-7	12
	UNIT 2			8-11	5
82001	FIREMAN		A	6	9
82003	SEABEE COMBAT HANDBOOK, VOL 1		A	9	18
	UNIT 1			1-6	12
	UNIT 2			7-9	6
82004	SEABEE COMBAT HANDBOOK, VOL 2		A	6	9
82014	BLUEPRINT READING & SKETCHING		A	4	6
82015	EDUCATIONAL SERVICES OFFICER		A	4	6
82016	SEAMAN		A	4	6
82043	BASIC MILITARY REQUIREMENTS		A	9	14

Course	Title	Class	Dt	Asgt	Pts
	UNIT 1 UNIT 2			1-8 9	12 2
82044	MILITARY REQUIREMENTS FOR PO3		A	7	11
82045	MILITARY REQUIREMENTS FOR PO2		A	4	6
82046	MILITARY REQUIREMENTS FOR PO1		A	7	11
82047	MILITARY REQUIREMENTS FOR CPO		A	6	9
82048	MILITARY REQUIREMENTS FOR MCPO		A	3	5
82085	TOOLS AND THEIR USES		A	5	8
82097	SOUND POWERED TELEPHONE TALKERS		A	1	2
82104-A	SIGNALMAN 1&C		A	4	6
82120	QUARTERMASTER 1&C		A	6	9
82140	BOILER TECHNICIAN 3		A	5	10
82147	ENGINEERING ADMINISTRATION		A	6	9
82149	ENGINEMAN 2		A	4	6
82158	GAS TURBINE SYSTEMS SUPERVISOR		A	1	2
82164	ELECTRICIAN'S MATE 1&C		A	12	18
	UNIT 1 UNIT 2			1-8 9-12	12 6
82170	ENGINE FUNDAMENTALS (RECIPROCATING ENGINES AND DRIVE MECHANISMS)		A	2	3
82199	BASIC MACHINES		A	4	6
82202	INSTRUMENTMAN 1&C		A	6	10
82204-A	MACHINERY REPAIRMAN 2, 1&C		A	2	3
82207	MOLDER 3 & 2		A	15	22
	UNIT 1 UNIT 2			1-9 10-15	12 10
82217	OPTICALMAN 1&C		A	6	9
82309	AVIATION ORDNANCEMAN 1		A	6	9
82318	AVIATION STRUCTURAL MECHANIC (SAFETY EQUIPMENT) 1&C		A	4	6
82324	AVIATION MAINTENANCE ADMINISTRATIONMAN 3&2		A	7	12
82331	AVIATION ELECTRONICS TECH 1 (ORG)		A	10	15
	UNIT 1 UNIT 2			1-8 9-10	12 3
82338	AVIATION STRUCTURAL MECHANIC (H&S) 3 & 2		A	14	21
	UNIT 1 UNIT 2			1-8 9-14	12 9
82360-A	AVIATION BOATSWAIN'S MATE E 3&2		A	4	8
82364	AVIATION BOATSWAIN'S MATE (FUELS) 1&C		A	4	6
82409	FIRE CONTROLMAN SUPERVISOR		A	2	3

Course	Title	Clss	Dt	Asgt	Pts
82410	ELECTRONICS TECH SUPVR (ETC)		A	5	8
82411	ELECTRONICS TECH VOL 1 (SAFETY)		A	1	2
82412	ELECTRONICS TECH VOL 2 (ADMINISTRATION)		A	1	2
82413	ELECTRONICS TECH VOL 3 (COMMUNICATION SYS)		A	2	3
82414	ELECTRONICS TECH VOL 4 (RADAR SYSTEMS)		A	3	5
82415	ELECTRONICS TECH VOL 5 (NAVIGATION SYSTEMS)		A	1	2
82416	ELECTRONICS TECH VOL 6 (DIGITAL DATA SYSTEMS)		A	5	8
82417	ELECTRONICS TECH VOL 7 (ANTENNAS & WAVE PROPAGATION)		A	3	5
82418	ELECTRONICS TECH VOL 8 (SUPPORT SYSTEMS)		A	2	3
82419	ELECTRONICS TECH VOL 9 (ELECTRO-OPTICS)		A	1	2
82435	TORPEDOMAN'S MATE 2		A	5	8
82442	GUNNER'S MATE (GUNS)		A	8	12
82448	MINEMAN VOL 1		A	2	3
82449	MINEMAN VOL 2, (MN 1&C)		A	2	3
82450	MINEMAN VOL 3, (MN 1&C)		A	1	2
82452	MINEMAN VOL 5, (MN 3&2)		A	1	2
82501	DATA SYSTEMS TECHNICAIN TRAINING SERIES VOL 2 (INTRO DS & MAINT CONCEPTS)		A	7	10
82502	DATA SYSTEMS TECHNICIAN TRAINING SERIES VOL 2 (COMPUTER FUND & INTERFACING)		A	9	12
82503	DATA SYSTEMS TECHNICIAN TRAINING SERIES VOL 3 (DATA STORAGE & CONVER DIVICES)		A	5	8
82505	DATA SYSTEMS TECHNICIAN TRAINING SERIES VOL 5 (DIGITAL COMMUNICATIONS)		A	4	8
82506	DATA SYSTEMS TECHNICIAN TRAINING SERIES VOL 6, DS MAINT MGMT		A	3	5
82512	DATA PROCESSING TECH 1&C		A	5	8
82513	DATA PROCESSING TECHNICIAN 3&2		A	8	12
82520	BUILDER 3 & 2, VOL 1		A	8	12
82521	BUILDER 3 & 2, VOL 2		A	6	9
82523	CONSTRUCTION ELECTRICIAN 3		A	3	5
82525	CONSTRUCTION ELECTRICIAN 1		A	6	10
82528	CONSTRUCTION MECHANIC ADVANCED		A	11	17
	UNIT 1			1-7	12
	UNIT 2			8-11	5
82532	UTILITIESMAN 3		A	12	18
	UNIT 1			1-8	12
	UNIT 2			9-12	6
82534	UTILITIESMAN (ADVANCED)		A	8	12

Course	Title	Clss	Dt	Asgt	Pts
82535	EQUIPMENT OPERATOR, BASIC		A	12	18
				1-8 9-12	12 6
82537	EQUIPMENT OPERATOR, ADVANCED		A	6	9
82540-A	ENGINEERING AID 1		A	4	8
82543	NAVAL CONSTRUCTION FORCE/SEABEE 1&C		A	8	12
82570	DENTAL ASSISTANT BASIC		A	11	12
82571	DENTAL ASSISTANT ADVANCED		A	6	9
82602	POSTAL CLERK 1&C		A	9	14
	UNIT 1 UNIT 2			1-8 9	12 2
82604	PERSONNELMAN 3&2		A	15	23
	UNIT 1 UNIT 2			1-8 9-15	12 11
82606	PERSONNELMAN 1&C		A	6	9
82609	LEGALMAN 1 & C		A	3	5
82613	YEOMAN 3&2		A	5	8
82614	YEOMAN 1&C		A	5	8
82616	RELIGIOUS PROGRAM SPECIALIST 3		A	3	5
82620	NAVY COUNSELOR (R) 1&C		A	7	11
82649	NAVAL POSTAL OFFICER		A	4	6
82650	STOREKEEPER 3&2		A	8	12
82652	STOREKEEPER 1&C		A	9	14
	UNIT 1 UNIT 2			1-6 7-9	9 5
82654	AVIATION STOREKEEPER 3		A	10	15
	UNIT 1 UNIT 2			1-8 9-10	12 3
82655	AVIATION STOREKEEPER 2		A	3	5
82657	AVIATION STOREKEEPER 1&C		A	7	11
82658	DISBURSING CLERK 3&2		A	10	15
	UNIT 1 UNIT 2			1-8 9-10	12 3
82660	DISBURSING CLERK 1&C		A	6	9
82662	MESS MANAGEMENT SPEC 1 & C		A	3	5
82700	PHOTOGRAPHY BASIC		A	10	15
	UNIT 1 UNIT 2			1-8 9-10	12 3
82701	PHOTOGRAPHY (ADVANCED)		A	5	9
82704	JOURNALIST 3&2		A	13	20

Course	Title	Clss	Dt	Asgt	Pts
	UNIT 1 UNIT 2			1-8 9-13	12 8
82706	JOURNALIST 1&C		A	9	15
	UNIT 1 UNIT 2			1-7 8-9	12 3
82740	MASTER AT ARMS		A	19	29
	UNIT 1 UNIT 2 UNIT 3			1-8 9-16 17-19	12 12 5
82801	RADIO COMMUNICATIONS 1&C		A	2	3
82850	AEROGRAPHER'S MATE 3		A	6	9
82853	AEROGRAPHER'S MATE 1&C		A	5	8
82964	FLUID POWER		A	5	8
82966	NAVAL ORIENTATION		A	12	24
	UNIT 1 UNIT 2			1-6 7-12	12 12
82969	SHIPBOARD ELECTRONICS MATERIAL OFFICER		A	14	21
	UNIT 1 UNIT 2			1-8 9-14	12 9
82971	NAVAL SAFETY SUPERVISOR		A	5	8
82972	NAVY CUSTOMER SERVICE MANUAL		A	1	2
834	NAVY INSTRUCTIONAL THEORY		A	5	8

To Whom It May Concern,

To ensure that the SEACAD's properly fill-out their enrollment applications please give them instructions on how to do so and make sure that they are neat and clean.

The only areas that are required to be filled-in by SEACAD's are as follows:

**LAST NAME, FIRST M/I
SOCIAL SECURITY NO.
BRANCH OF SERVICE---->"SEACAD ONLY"
MAILING ADDRESS, CITY, STATE AND ZIP CODE
COURSE NO. (PLEASE FILL IN NUMBERS FROM LEFT TO
RIGHT AND DO NOT BUBBLE-IN ZERO'S TO FILL-OUT
REMAINING SPACES).**

!!!DO NOT FILL-IN THE FOLLOWING AREAS!!!

**ENLISTED RATE
OFFICER PAY GRADE
STATUS
RESERVE ANNIVERSARY DATE
PERMANENT DUTY STATION UIC
SIGNATURE IS NOT REQUIRED**

This will ensure that each student will get enrolled. Thank you for your cooperation in this matter. If you have any questions; you may call, Debra Saunders (904) 452-1511. PLEASE CHECK ALL APPLICATIONS BEFORE SENDING THEM IN THIS OFFICE.

DO NOT FOLD

CORRESPONDENCE COURSE

ENROLLMENT APPLICATION/CHANGE REQUEST

NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FL 32559-5000

MARKING INSTRUCTIONS

"Example"

- Use black lead pencil, 2 1/2 or softer.
- Do not use ink, ballpoint or felt tip pen.
- Make black marks that fill the circle.
- Erase cleanly any changes you make.
- Make no stray marks on the form.

"Example"

EXAMPLES

INCORRECT MARKS	CORRECT MARKS

INSTRUCTIONS FOR ENROLLMENT APPLICATIONS

APPLICANT

- COMPLETE ALL PERTINENT INFORMATION.
- STUDENTS RECEIVING COURSES ORDERED ON THIS FORM (NAVEDTRA 1510/1) MUST SUBMIT COMPLETED ASSIGNMENTS TO NETPMSA FOR VALIDATION AND CREDIT. SATISFACTORY COMPLETION CAN ONLY BE CERTIFIED BY NETPMSA.
- ACTIVE DUTY PERSONNEL AND INACTIVE, DRILLING RESERVE PERSONNEL FORWARD VIA YOUR COMMANDING OFFICER. INACTIVE, NON-DRILLING RESERVE PERSONNEL FORWARD VIA THE COMMAND MAINTAINING YOUR SERVICE RECORD.
- REFER TO NAVEDTRA 12061 (SERIES) FOR FURTHER INSTRUCTION.

ENDORING COMMANDS

- ENDORSING COMMANDS MUST SUBMIT (WITH THIS APPLICATION) A "NEED TO KNOW" JUSTIFICATION AND SECURITY CLEARANCE CERTIFICATION FOR CLASSIFIED COURSE APPLICANTS. CLASSIFIED COURSES WILL BE MAILED TO THE ENDORSING COMMAND FOR CUSTODY.
- APPLICATION SHOULD BE REVIEWED AND SIGNED BY COMMAND ESO.
- PLACE COMPLETED APPLICATION ALONG WITH ENDORSEMENTS (IF REQUIRED) IN A MAILING ENVELOPE AND FORWARD TO THE NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY, PENSACOLA, FL 32559-5000. DO NOT FOLD APPLICATION.

PRIVACY ACT STATEMENT

Under the authority of Title 5 USC 301, information regarding your military or other DOD status is requested in order to evaluate individual applications for enrollment in the Naval correspondence Course program. The information will also be used to process course completion letters and to construct and maintain an official and continuing record of correspondence course participation. The cumulative course participation record will not be divulged, without written authorization, to anyone other than those within the DOD for official use in determining performance and effecting organizational and administrative management. The transmittal of pertinent information to persons/institutions of the individual's selection may be effected by a signed statement by the individual concerned. Completion of this form is voluntary; however, failure to provide the required information will result in an inability to process this application.

DO NOT FOLD

DO NOT STAPLE

THIS PAGE MAY BE USED FOR ORDERING
 ADDITIONAL COURSES. YOU MAY ONLY
 BE ENROLLED IN A MAXIMUM OF THREE
 COURSES AT ONE TIME. THESE BLOCKS
 ARE NOT FOR SECOND OR THIRD CHOICES.
 YOU WILL BE ENROLLED IN ALL COURSES
 REQUESTED, UP TO A MAXIMUM OF THREE.

COURSE NUMBER (INCLUDE HYPHENS)									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
-	-	-	-	-	-	-	-	-	-
A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

COURSE NUMBER (INCLUDE HYPHENS)									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
-	-	-	-	-	-	-	-	-	-
A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z