

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h1 style="margin: 0;">LOCALLY ARRANGED TRAINING FUNDING REQUEST</h1>	<i>Submit as far in advance of training as possible.</i>
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INSTRUCTIONS

1. Unit CO's/COTCs use this form to obtain funding in support of locally arranged training. Funding will be provided in advance of training. Must be four (4) nights, five (5) days continuous to qualify for funding support.
2. For nationally scheduled training published in the Summer/Winter Training Schedule, use NSCTNG 021.
3. For all training with the United States Coast Guard, use NSCTNG 022.
4. To get funding support, submit this form as far in advance of training as possible.
 - Complete sections 1 through 7. Remember two (2) signatures are required.
 - Only properly enrolled NSCC personnel may participate.
 - Funding always subject to availability. Funding will be forwarded IAW Block 5.
 - Use local orders, NSCTNG 003/004's
5. After training, an audit report NSCTNG 010 is required. Submit with NSCTNG 009 COTC Training Report along with ALL RECEIPTS and copies of all NSCTNG 003s and NSCTNG 004s. Receipts are required. Excess funds are to be returned.

1. TRAINING SITE INFORMATION

1a. Training Type	1b. Training Code LOCAL	1c. Dates of Training (DD MMM YY – DD MMM YY)
1d. Training Location		
1e. COTC Name	1f. COTC Phone	1g. COTC E-Mail
1h. Brief Description of Desired Training		

2. PROJECTED EXPENSES/COSTS

2a. BILLETING (Use requests processed to date plus an estimate of last minute applications and NSCTNG 003/004 "show-ups")

NUMBER OF PERSONNEL		COST PER DAY		DAYS		SUBTOTALS	
Cadets:	X	\$	X		=	\$	
Staff Cadets:	X	\$	X		=	\$	
Escort Officers:	X	\$	X		=	\$	
Early Arrivals:						\$	
BILLETING SUBTOTAL (+)						\$	

2b. MESSING (Use requests processed to date plus an estimate of last minute applications and NSCTNG 003/004 "show-ups")

NUMBER OF PERSONNEL		COST PER DAY		DAYS		SUBTOTALS	
Cadets:	X	\$	X		=	\$	
Staff Cadets:	X	\$	X		=	\$	
Escort Officers:	X	\$	X		=	\$	
Off-site / Special Messing Costs:						\$	
MESSING SUBTOTAL (+)						\$	

2c. LOGISTICS

Administrative Supplies (Pens, Paper, Notebooks, etc.):	\$	
Copying/Printing:	\$	
Computer/Copier/Projector Rental:	\$	
Postage / P.O. Box Rental:	\$	
Laundry/Dry Cleaning:	\$	
Photo (Film, Developing, etc.):	\$	
Transportation:	\$	
LOGISTICS SUBTOTAL (+)		\$

FUNDING REQUEST

2d. UTILITIES			
Phone:	\$		
Electricity /Water/Sewer:	\$		
Other – Specify:	\$		
UTILITIES SUBTOTAL (+)			
2e. TRAINING AND OPERATIONS			
Pool Charges:	\$		
Canteen / Web Belt / Gear Rental Charges:	\$		
First Aid / Drinking Water Safety Supplies:	\$		
Radios / Walkie-Talkies:	\$		
Uniform Items / PT Gear / T-Shirt / Ball Cap:	\$		
Team Building – Specify:	\$		
Personal and Hygiene:	\$		
Other – Please Specify:	\$		
TRAINING AND OPERATIONS SUBTOTAL (+)			
2f. TOTAL OF ANTICIPATED EXPENSES / COSTS (before revenue deductions) (+)			\$
3. REVENUE DEDUCTIONS (Cadets must submit deposits for Locally Arranged Training. Fee Schedule is located in the Summer Training Schedule)			
Cadet Training Deposits:	X	\$	= \$
Other Revenue – Specify:	\$		
REVENUE DEDUCTIONS SUBTOTAL (-)			\$
4. TOTAL AMOUNT REQUIRED FOR LOCALLY ARRANGED TRAINING (Expenses minus Revenues)			\$
5. PAYMENT INFORMATION			
<ul style="list-style-type: none"> The amount requested in block 4 should be the estimated amount of money required for the administration and operation of the training listed in block 1. This amount will be forwarded to the COTC to cover expenses as detailed above. <u>Payment from NHQ must be made payable to an organization (i.e. NSCC Recruiting Training Contingent) and not a person.</u> A post training reconciliation using the TWT Audit Report (NSCTNG 010) is required. The audit report is to be submitted with the COTC Training Report (NSCTNG 009) within 30 days of the completion of the training evolution. Receipts are required covering all expenses. Estimates should include no-shows, last minute registrants, and late applicants. Refer any additional questions to NHQ at (703) 243-6910. 			
5a. Make Check Payable To:			
5b. Mailing Address			
5c. City		5d. State	5e. Zip Code + 4
6. BUDGET SUBMITTED BY:			
6a. COTC, Full Name & Rank (Print or Type)		6b. Signature	6c. Date (DD MMM YY)
7. BUDGET ENDORSED BY:			
7a. XOTC or Designated Other, Full Name & Rank (Print or Type)		7b. Signature	7c. Date (DD MMM YY)
8. FUNDING APPROVED			
8a. Full Name and Rank of NHQ 1st Endorsement (Print or Type)		8b. Signature	8d. Date (DD MMM YY)
8e. Full Name and Rank of NHQ 2nd Endorsement (Print or Type)		8f. Signature	8g. Date (DD MMM YY)