

U.S. NAVAL SEA CADET CORPS

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28 February 2002

NSCC INFORMATION LETTER 4-02

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

Subj: **2002 NSCC/NLCC SUMMER TRAINING**

Ref: (a) NSCC/NLCC Advancement and Training Manual
(b) NSCC/NLCC Escort Officer Handbook
(c) COMNAVRESFOR message CNRF R 111204Z FEB 02

Encl: (1) 2002 NSCC/NLCC General Training Guidelines
(2) 2002 Coast Guard Training Opportunities
(3) 2002 NLCC/NSCC Summer Training Schedule
(4) **2002 NLCC/NSCC Summer Training Federal Funding Support Request Forms and Guidelines**
(5) 2002 List of DEA Agents Available to Make Presentations

1. **This is the NSCC information letter announcing 2002 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.

- **General Training Guidelines are at encl (1).** Guidelines are arranged in sections by general topic or type training for your quick reference. **This section includes procedures for submitting for 2002 summer training. Once again this summer, the NSCTNG 001 (cadet), 002 (officer) (Rev2/00) goes to the COTC with a \$50.00 deposit/quota reservation fee unless otherwise directed in encl (3). The COTC address where you send it has been included in the summer training schedule at encl (3).** All hands must review this section in its' entirety, and pay particular attention to those sections relevant to their training.
- **Coast Guard Training opportunities are at encl (2).** Specific guidelines for arranging this training are as provided.
- **The traditional NSCC/NLCC training schedule for 2002 is at encl (3).** As additions, deletions, changes occur they will be immediately posted to the NSCC web site, and subsequently incorporated into change updates to this letter.
- **Federal Funding has been approved in support of NLCC/NSCC Summer Training in enclosures (2) and (3).** Generally, cadet cost will be only \$50 for TWT or \$25 for Orientation (and other one week) plus transportation to and from the training site.

There is no cost to escorts except transportation to and from the training site.

Funding is also approved for additional USCG training not contained in enclosure (2) and for local training of 4 nights or more, creditable towards TWT for which a NSCTNG 003 or 004 is used.

Forms to be used and general guidelines for applying for funding support are at encl (4).

Reproduce forms locally, download from the NSCC WEB site, or call NHQ for additional copies.

- **Cadets applying for multiple summer training opportunities must write across the top of their NSCTNG 001 the training codes of the other TWTs they are also requesting.**
2. Training and funding support for training is in three general categories.
 - **First, published summer training** as contained in enclosure (3) to this schedule. COTC's will use NSCTNG021 to get their funds and cadet costs are prepaid except for the deposit. **No additional requirements for Unit CO's.**
 - **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 at summer's end (with copy of orders and receipts) to get monies to reimburse cadets.**
 - **Third, local summer training** of 4 nights, 5 days continuous conducted using NSCTNG003/004, for which prior approval has been obtained. Unit CO's must get prior approval from NHQ and cadet costs are reimbursable. **Unit CO's have to submit NSCTNG023 to get prior approval, and then submit it again after training to get monies to reimburse cadets.**
 3. Enclosure (3) provides dates and locations for NSCC Recruit Training, NLCC Orientation, and International Exchange programs, together with advanced training opportunities which have been scheduled to date. ***Shipboard training opportunities will be separately promulgated when they become available.*** As we receive additional information or additional opportunities, we will update enclosure (3) with changes and include additional guidelines as they might develop. Unit commanding officers are strongly encouraged to review references (a) and (b), and to comply with the instructions contained therein in preparation for summer training.
 4. 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 distribute updates via changes to the field. **DO NOT** submit Training Authority Requests for TWTs listed as **"Pending" or "TBA" or with details left blank.** Wait until they are confirmed. Updates will be posted first on the website.
 5. Unit CO's are reminded that following training, COTC's will be directed to submit NSC-26'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.

6. **NON-REFUNDABLE AIRLINE FARES AND TRAINING CANCELLATIONS.** Unit CO's **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 they are dependent upon escort availability, host site accommodations, and host training site security measures in effect at the time of training. 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 \$75.00. NSCC national Headquarters cannot reimburse for these penalties, regardless of reason.


7. **Please note; we are interested in continuing to expand training opportunities for cadets.** Sailing camps in San Diego and Pensacola, as well as additional opportunities to visit and train at the Merchant Marine Academies, or to train in the Navy's Rescue Swimmer program, were added last year and some appear again this year. 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. Call NHQ Capt Nyland with your ideas.

8. **For everyone and for all training,** please find at encl (5) 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. Call them.

9. Some special notes/reminders:

- **Be wary of allowing cadets to travel commercially unaccompanied or unescorted.** We had instances last summer 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.
- **For Local Training and other training not in this schedule. Sept 11, 2001 is not that far behind us.** Most bases where we do our training remain very sensitive to visitors, and very focused on their particular base security measures. Where we have regained 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. Para 1 (e) of NSCC Action Letter 6-00 dtd 14 December 2000 refers and it is more important now than ever. 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.

10. This letter along with updates promulgated as changes to this letter will also be posted on the 1-MC and Sea Cadet Resources Web Page; www.seacadets.org/resources. Naval Reservists interested in providing support for NSCC Summer Training 2002 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 1 February 2003.



H.J. Nyland

Distribution:

Executive Director, National Chairman, and National President
NSCC/NLCC Unit Commanding Officers
Regional/Associate Regional Directors
Field Representatives

2002 GENERAL SUMMER TRAINING GUIDELINES

The Navy's downsizing, unavailability of airlift support to major training sites, and the uncertainty of security measures at bases and stations because of the 9-11 events in 2001, continue the necessity for scheduling as much regional training as possible, particularly with regard to recruit training. This is the way we now arrange and conduct training; using active duty and reserve component resources from all service communities.

Guidelines for this year's training are as provided in the below listed sections. This listing of all sections is immediately provided for your quick reference. It is not all-inclusive, and intended only to provide general comments unique to the particular training. Additional questions should be directed to the COTC listed in encl (3).

- SECTION 1: TRAINING PREREQUISITES; MEDICAL & ID CARDS
- SECTION 2: APPLICATION PROCEDURES
- SECTION 3: RTC REGIONAL ASSIGNMENTS
- SECTION 4: NSCC RECRUIT AND NLCC ORIENTATION
- SECTION 5: NSCC ADVANCED, GENERAL COMMENTS
- SECTION 6: INTERNATIONAL EXCHANGE
- SECTION 7: SEAL
- SECTION 8: POLA
- SECTION 9: FAA GROUND SCHOOL
- SECTION 10: SEABEE; PORT HUENEME, GULFPORT, AND MANSFIELD
- SECTION 11: MUSIC SCHOOL
- SECTION 12: STAFF CADETS
- SECTION 13: RECRUIT TRAINING CHECKLIST
- SECTION 14: ESCORT OFFICERS, VOLUNTEERS, ADULT HELP
- SECTION 15: SWIM QUALS; FIRST, SECOND AND THIRD CLASS FOR
AMPHIBIOUS OPERATION, SAILING SCHOOLS
- SECTION 16: AVIATION TRAINING NOTES; P-COLA, AND
JRB FORT WORTH
- SECTION 17: WEB SITES
- SECTION 18: MISCELLANEOUS NOTES

- TAB A: REQUESTS FOR TRAINING AUTHORITY NSCTNG 001 and 002
- TAB B: LOCAL TRAINING FORM NSCTNG 003 and 004
- TAB C: SEAL PT REQUIREMENTS
- TAB D: MUSIC SCHOOL INFORMATION SHEET
- TAB E: RECRUIT TRAINING CHECKLIST

SECTION 1

TRAINING PREREQUISITES; MEDICAL & ID CARDS

- **CURRENT ID MUST HAVE CURRENT ID NO EXCEPTIONS!!!!!!!!!!!!!!!!!!!!**
- Enrollment (ID Cards) **must** be current through the ENTIRE TRAINING PERIOD. DO NOT WAIT TO UPDATE ID CARDS!!!! This is an insurance matter and we cannot cut orders on anyone without a current ID card. **And don't issue local orders either unless ID cards are current!**
- **ALL CADETS MUST BE MEDICALLY OK, WITH NO MEDICAL PROBLEMS**

Asthma, and any history of, is disqualifying for participation in the NSCC/NLCC. See NSCC Action Letter 6-00 for update to the Asthma policy. It says asthma, and any history of, is disqualifying; no exceptions.

- Commanding Officers must **ensure that the pre-training medical screening is accomplished** per NSCC Advancement and Training Manual. Cadets with medical histories listed on the Record of Medical Examination, which are of a disqualifying nature, **WILL BE SENT HOME**. In addition, any cadet who arrives with prescription medication(s) (refer to NSCC Information Letter 9-94), **WILL BE SENT HOME**. Furthermore, cadets who are immature or who present disciplinary problems **WILL BE SENT HOME**.
- Ensure you read and fully understand the contents of NSCC Information Letter 9-94 regarding "NSCC/NLCC Policy Regarding Prescription Medication and Pre-Existing Medical Conditions" (a copy is contained in the NSCC/NLCC Escort Officer Handbook).
- NSCC MEDICAL INSURANCE COVERAGE is as per NSCC Information Letter 2-00 dated 10 January 2000.

SECTION 2

APPLICATION PROCEDURES

- **SUBMIT EARLY. YOU CANNOT 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.**
- **FOLLOW DIRECTIONS IN THE TRAINING SCHEDULE.**
- **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 2002 will only be a \$50 deposit/quota reservation fee for TWT, or \$25 for one week evolution PLUS transportation to and from the training site.**
- Use NSCTNG 001 (REV 2/00) for cadets and NSCTNG 002 (REV 2/00) for officers. Only these NSCC Request for Training Authority forms (copies at TAB A) will be processed by NHQ because these are the only revisions of this form having the required insurance statements on the reverse, acknowledged by the parent's signature. NSC Form NSCTNG 003/004, copies at TAB B, 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 reimbursement upon completion.
- 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 RTCs, 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 \$50.00 TRAINING DEPOSIT/QUOTA RESERVATION FEE IS REQUIRED FOR ALL TRAINING UNLESS OTHERWISE PROVIDED FOR IN THE TRAINING SCHEDULE AT ENCL (3).** 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.** Also ensure that you enter correctly the type of training and location **utilizing the four (4) character codes shown on the 2002 NSCC/NLCC SUMMER TRAINING SCHEDULE. DO NOT** submit requests for training listed on this Training Schedule marked "Pending" or "TBA" until you receive notice from NHQ that those training sites have, in fact, been confirmed.
- Do not send the \$50.00 deposit to NHQ **unless the schedule says to do it (Canada East and West, and Young Marine 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 TWTs 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.
- \$50.00 deposits/quota reservation fees that go with the NCSTNG 001s, 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.**

SECTION 3

RTC REGIONAL ASSIGNMENTS

Recruit Training sites are as listed below for 2002. They are regional and 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.**

<u>REGIONS</u>	<u>TRAINING SITE</u>	<u>DATES</u>
NORTHEAST	Fort Devens, MA	20 July-1 Aug
	Fort Dix, NJ	21 July-3 Aug
	Ohio State NROTC	28 July-10 Aug
	Fort Drum, NY	30 June-13 July
SOUTHEAST	Fort Stewart, GA NCO Academy	20 June-30 June
	ADM Farragut Military Academy	TBD
	Camp Santiago, PR	2-15 June
MID COUNTRY	RTC Great Lakes, IL	16-29 June
	Fort Riley, KS	11-24 Aug
	Fort Sam Houston	9-22 June
	NAS JRB New Orleans (Belle Chase)	9-22 June
NORTHWEST	Fort Lewis, WA	11-24 August
	MCB Kaneohe, HI	TBD
	NAVCOMTELSTA, GUAM	TBD

SOUTHWEST	Fort Huachuca, AZ	16-29 June
	Port Hueneme, CA	4 -17 Aug
	Camp Parks, CA	24 June - 6 July (Cadets report Monday AM!)

SECTION 4

NSCC RECRUIT 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 2002** (for '02 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.**
- Cadets must have successfully completed their physical fitness test per NSCC Action Letter 4-98, prior to reporting for training. Cadets found not capable of passing a physical fitness test at the training site will be provided separate fitness training. This will be provided to improve their fitness while also more closely monitoring them to prevent possible injuries. They will be tested again prior to graduation and, if they **do not pass**:

 - They **will be allowed to participate** in graduation exercises, but **will not** be given **credit** for completing recruit training.
 - They **will not be promoted** until they successfully pass the PFT, and then **only** under the following conditions:
 - They successfully completed all RTC requirements with the exception of the PFT.
 - A “complete” PFT is conducted (can be accomplished at the unit) and an appropriate entry is made in the cadet’s service record.
 - No follow on PFT (for promotion purposes) can be given, nor actual promotion made, **any sooner** than one month after the **end** of the RTC attended.
 - Minimum “Time in Rate” for the next advancement **will not** be “back dated”, but will start upon PFT completion and actual promotion.
- Prepare your cadets for **passing the PRT!!!**
- Remind cadets that haircuts are part of the recruit training process. The same standards apply to both male and female cadets. Cadets who object to this regulation should not attend recruit training.

- BMR: See NSCC Action Letter 7-01. Those cadets who enroll in BMR Course 12018 are required to complete 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 82043 is obsolete.*** While formal completion of the entire course and these chapters is best, a review and study of these specific chapters and sections at the unit level for new cadets is sufficient. 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.

SECTION 5

NSCC ADVANCED

- 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.***
 2. Meet age/rank/cadet citation requirements (international exchange and shipboard training).
 3. **Cadets requesting Music School must have at least three years musical experience.** See Section 11 for Music school requirements.
 4. Cadets must bring **safety shoes** for **Airman, Seabee, Port Ops and Coast Guard Cutter** training.
 5. Cadets attending **Hospital Corpsman training must have at least two white uniforms.**

SECTION 6

INTERNATIONAL EXCHANGE

- Details regarding International Exchange Program opportunities are in NSCC Information Letter 3-02 of 25 February addressing the 2002 International Exchange Program.
- Pretty much same procedures are in effect this year as last. There is a selection process for both cadets and Senior Escort Officers, except for Canada East/West and LCDR Farrow's trip to England. Your two-week ISCA adventure in Europe or Asia will only cost about \$150 dollars. LCDR Farrow's trip will be the cost of airfare. See NSCC Information Letter 3-02.
- Cadets assigned to international exchange programs will receive exchange information from NHQ and from the Senior Escort Officer (SEO)/Commanding Officer of the Training Contingent

(COTC). Always remember that as a “uniformed” guest in another country, you represent yourself, your family, your community, the Naval Sea Cadet program, and all other United States citizens. This is a big responsibility, and as “*our overseas ambassadors*” during this training time, **you** must ensure that you conduct yourself in a most professional and responsible manner.

SECTION 7

SEAL

- There are two SEAL training classes again this year; the traditional class in Norfolk, VA hosted by Naval Special Warfare Group TWO, and a second class in Okeechobee, FL sponsored by the Okeechobee Sheriff’s Department and the UDT-SEAL Association & the UDT-SEAL Museum Association. Details are as below.
- **At the Naval Amphibious Base Little Creek, Virginia.** Per NAVAL SPECIAL WARFARE CENTER (NAVSPECWARCEN) DET Little Creek, where training occurs, **too many cadets in prior years did not complete the requirements – most because they were not physically able to pass the Physical Fitness Test during the first days of training. Strict enforcement of all requirements is fully expected, and the following requirements MUST be met:**
 1. Cadets must be enrolled in the NSCC for 15 months or longer;
 2. Cadets must be NSCC E-3 or higher;
 3. Cadets must be age 16 or older on or before the start date of the training;
 4. Cadets must be physically fit and psychologically mature. They must meet the height/weight limits and medical standards and pass the physical fitness test as prescribed in the Seal Physical Fitness Test at TAB C prior to submitting their Request for Training Authority. Both old and new forms are at TAB C. Use either.
- Cadets must be able to perform the **MINIMUM** requirements of the Physical Fitness Test (PT) on the **first day of training**. It is at TAB C. 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.*** NAVSPECWARCEN has reemphasized a “zero tolerance” policy with regard to required physical conditioning.

Once again, after passing the test, stay in shape and work out every day! You will be tested again on day one of training. You will not make it if not in shape!!!

AND Medically fit means medically fit 100%, and 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!!

- Unit CO's must ensure that all Requests for Training Authority are accompanied by a completed Physical Fitness Test form **witnessed by an armed forces active duty person**. TAB C.
- **TAB C must be submitted with the Request for Training Authority** for cadets requesting SEAL training. **MUST BE, NO EXCEPTIONS.**

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!!!

- **At Okeechobee, Florida.** Same as above. 162 Hour curriculum; focus on BUD/S swimming and water survival, SCUBA, and land warfare. Cadets will be assigned to one of three training tracks: traditional SEAL; Boats; or Intel. **Most important; Unit CO's call LCDR Muros per encl (3) directions prior to 1 May to secure cadet quotas and to confirm that prerequisites are met.**
 - Must pass SEAL PT test.
 - Must submit test results appended to NSCTNG 001 to COTC.
 - Females allowed Boats or Intel tracks.

SECTION 8

POLA

- Requests for Training Authority for **Petty Officer Leadership Academy** must be forwarded and pre-approved by Field Representatives or designated COTC before orders can be issued. Applications without this approval **will be returned to the unit unprocessed**

SECTION 9

FAA GROUND SCHOOL

- Requests for Training Authority for **FAA Ground School** must be submitted via Judge Colby, who maintains records on quotas available for those training opportunities. Forward your NSC-22 to:

United States Naval Sea Cadet Corps
P. O. Box 19705
Alexandria, VA 22320-0705

(Please note, this is not the NHQ address!)

- Questions should be directed to Judge Colby at (703) 549-7722.
- NSCC Sea Cadet fee will be only \$50 plus transportation to training site. This is the FAA ground school course required before getting your private pilot's license.

SECTION 10

SEABEE TRAINING

- 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 West Coast Basic 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.**

Direct inquiries to:

GULFPORT APPLICANTS

LCDR Debra. Schouten, NSCC
1001 Maple Lane
Harrisonville, MO 64701
Tel: (816) 380-4888

PORT HUENEME APPLICANTS

LT Robert Hammermeister, NSCC
2020 St. Louis Ave.
Signal Hill, CA 90806-5930
Tel: (562) 494-0109

FOR SEABEE FIELD OPERATIONS AT MOHICAN STATE FORREST IN MANSFIELD, OH

- Training is in the state park with focus on bridge, trail, and natural resource rehabilitation, canoeing and team building training with the National Guard. Cadets must be E-2 and have completed BMR.
- Parents and Units are responsible for arranging travel to the training site. Training site for this training is the state park in Mansfield, OH. It is best to drive to the park. Contact LCDR Gladden for reporting details, (419) 747-1122.
 - If flying into Cleveland: Take a subway to Tower City (\$1.50) then transfer to bus #4 or #38 to the Greyhound station (with subway ticket there is a free transfer to the bus). At the Greyhound Station take a bus to Mansfield for \$15.50 one way. Contact LCDR Gladden for pickup at the Mansfield station, (419) 747-1122.
 - If flying into Columbus: Take a bus (Coda flyer at curbside) to the Greyhound station. At the Greyhound Station take a bus to Mansfield for \$11.00 one way. Contact LCDR Gladden for pickup at the Mansfield station, (419) 747-1122.

SECTION 11

MUSIC SCHOOL

- **At TAB D is the Music School Information Sheet.** Submit this sheet with your Request for Training Authority to the COTC. COTC's use this to set up training with the music school.
- For School of Music Little Creek
 - 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.

SECTION 12

STAFF CADETS

- Staff cadets should be mature, graduates of NSCC Leadership Programs, 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 either \$50 or \$25; full deposit/quota reservation fee required.

SECTION 13

RECRUIT TRAINING CHECKLIST

- 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.

- **Aerosol spray cans are not authorized at RTCs.** This includes deodorants, shaving creams, shoeshine material, bug repellents, etc.
- A checklist to assist in preparing cadets for training is provided at TAB E. It is the new NSCTNG 013 and replaces the older (and outdated) checklist NSC 24B. The NSCTNG 013 is also being posted on the NSCC WEB site.

SECTION 14

ESCORT OFFICERS, VOLUNTEERS, ADULT HELP

- Although NHQ is continually working to obtain the most training opportunities possible for our cadets, the success of our efforts depends mostly on the participation of our adult leaders as escort officers and staff instructors.
- 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 an NSCC/NLCC Escort Officer Handbook, which provides in depth comprehensive guidance on the various functions of assignments. Each unit has been provided copies of the Handbook. If you are contemplating volunteering as a COTC, Escort Officer, or Instructor, we strongly encourage you to read through the Handbook prior to pursuing this assignment.
- **Now is an excellent time for all unit officers to become thoroughly familiar with the contents of the NSCC/NLCC Escort Officer Handbook.** The better you are informed, the smoother things will go for all of us during the summer months.
- Adult leaders are also reminded that they 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.** Ensure that you are properly groomed and that your uniform is correct, observe military courtesies, and, as stated before, “lead by example”. - -- Enjoy what you are doing and **be proud** of the **big part** you play in helping to send the “right” message from “**responsible**” adults to today’s youth and tomorrow’s leaders.
- We will need Escort Officers/Instructors at **MANY** training sites. Please volunteer your time/talents where you can. Challenging training, conducted in a positive manner, is the “key” to both recruiting and retention. Naval Sea Cadets and Navy League Cadets want to do things that their peers cannot do, and most of these training opportunities provide those unique experiences. Good training is also one way in which we help these young people to increase their self-esteem, become

more mature, and better prepare themselves for future challenges. We **need your support** to ensure that training opportunities are not lost due to a lack of adult leaders.

SECTION 15

SWIM QUALS; FIRST, SECOND AND THIRD CLASS FOR AMPHIBIOUS OPERATION, SAILING SCHOOLS

- Swim qualifications are as follow: These are per Navy standards.

Swim Skills Assessment:

- Shallow Water swim - 15 yds in water chest deep
- Deep Water swim - 15 yds in water over the head
- Tread water for 1 minute
- Prone Float for 1 minute

Third Class Swimmer:

- Successful completion of Swim Skills Assessment
- Deep Water jump - from a minimum height of 5 feet
- 50-yard swim - demonstrating front crawl, breaststroke, backstroke, elementary backstroke
- 5-minute Prone Float
- Shirt and Trouser Inflation

Second Class Swimmer:

- Successful completion of Third Class Swimmer
- 100-yard swim –
 - 25 yds front crawl
 - 25 yds breaststroke
 - 25 yds backstroke
 - 25 yds elementary backstroke
- 5-minute Prone Float Back Float

First Class Swimmer:

- Successful completion of Third and Second Class Swimmer Certification
- 100-yd swim - same as second class swimmer –
 - grading criteria stricter than second class swimmer
- 5-minute Prone Float Back Float
- 25-yd Underwater Swim - demonstrating Burning Oil Maneuver twice

- 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!

- 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 are at the second-class level although ability in all swimming styles may not be required. Check with the COTC to make sure as necessary.

SECTION 16

AVIATION TRAINING NOTES; P-COLA, AND NAS JRB FORT WORTH

- For **P-Cola Basic Aviation** instruction will be the Navy's Airman Apprenticeship School.
- For **NAS JRB Fort Worth**, training will be with VFA-201 F-18 repair and launch A/C, & the F-18 simulator for launch and recover from aircraft carriers. Also with VR-59 for DC-9 and Boeing 737 repair and launch. Cadets will have the opportunity to fly the f-18 simulator.

SECTION 17

WEB SITES

The NSCC WEB site is: <http://resources.seacadets.org>

- Resources permitting, some training evolutions/programs have their own WEB sites. As appropriate, they are posted in this section.

NLCC training:

NSCC Recruit training:

NSCC Advanced training:

Aviation Ground School Information: Training@aviation.cc

SECTION 18

MISCELLANEOUS NOTES

- **When changes and updates are made, this space will be used for posting additional narrative information as necessary/warranted.**

2002 COAST GUARD TRAINING OPPORTUNITIES

UNIT CO's MUST READ.

Coast Guard training opportunities immediately follow, and any additional opportunities will be provided via updates when known. *This is not a complete list. Where other training has been or is being arranged on a unit to command basis, please continue even though not included here.* Ensure that your cadets take full advantage of this training as it is generally exciting, fun-filled and extremely instructional in nature. Training is normally scheduled for a period of approximately 12 days, and you should plan on **30 days advance notice for confirmation**. It is extremely important to ensure that you have confirmed a quota and reaffirmed it with the Coast Guard activity before going on TWT. There is **absolutely no room for error** due to the extremely limited messing and berthing available. The Coast Guard provides some of our finest and most fun filled training experiences. We do not want to jeopardize these great opportunities just because someone decided not to follow procedures.

Cadets will perform most of the same duties as their Coast Guard running mates, and are expected to do their fair share in all tasks. Safety shoes for heavy work, and non-skid shoes for boat operations are mandatory. **ALL CADETS ARE RESPONSIBLE** for their messing and berthing fees (should be approximately \$140.00 per cadet). **DO NOT leave the training site without paying required fees! Keep receipts for messing and berthing expenses. When cadets return to their units they are to give receipts and their NSCTNG 003 orders to their Unit CO. Unit CO's are to submit these along with an NSCTNG 022 after training and not later than 1 September. Cadets will be reimbursed for their training expenses (minus an amount equivalent to a training deposit) via the Unit CO. See encl (4).**

Guidelines for this year's training are as provided in the below listed sections. A listing of all sections is immediately provided below for your quick reference.

SECTION 1: APPLICATION PROCEDURES

SECTION 2: STATEMENT OF UNDERSTANDING FOR COAST GUARD TRAINING

SECTION 3: 2001 COAST GUARD TRAINING SCHEDULE

TAB A: STATEMENT OF UNDERSTANDING FOR COAST GUARD TRAINING

SECTION 1

APPLICATION PROCEDURES

- As per UNIT CO's MUST READ above.
- Unit Arranged Orders (NSCTNG 003 or 004) will be utilized for all USCG training. Copies of the completed and endorsed orders with receipts must be forwarded to NHQ after training along with the NSCTNG 022 to receive credit for the training *and to get reimbursed for training expenses*. Use NSCTNG 022 at encl (4). And please remember that maintaining our credibility for good advance planning and follow through is of utmost importance for Coast Guard training.

SECTION 2

STATEMENT OF UNDERSTANDING FOR COAST GUARD

TRAINING

- At TAB A to this enclosure is a statement of understanding for Coast Guard Training which must be completed by all cadets, their unit CO, and the cadet parent or guardian, as part of the application process for training with the Coast Guard. It is self explanatory and intended to compliment those guidelines already promulgated to ensure the safety and well being of cadets during summer training.

SECTION 3

The Coast Guard Opportunities Are as Follows:

2002 NSCC/NLCC SUMMER TRAINING WITH THE UNITED STATES COAST GUARD

2002 United States Coast Guard Summer Training Opportunities

Below are Summer Training Opportunities received from the U.S. Coast Guard Public Affairs Office listed by state. This does not mean these are the only opportunities available. If a Coast Guard Facility is nearby, Unit CO's are encouraged to cultivate and coordinate these opportunities. This information is dated, so please call ahead to confirm.

ALABAMA

USCGC WEDGE (WLR 75307) at Officer in Charge USCGC WEDGE 1900 Coast Guard Dr., Demopolis, AL 36732

POC: BM1 Keith Alexander or BM1 Sean McMahon at (334) 289-0354

Training Period: April/May; Sept/Oct; Dockside availability June – August 2002

Number of Cadets: 1 male only

USCGC COBIA (WPB 87311) at Commanding Officer USCGC COBIA South Broad Street, Mobile, AL 36615

POC: LTJG Kim Guedry at (251) 441-5413/5417

Training Period: Anytime

Number of Cadets: 2 male or 2 female

FLORIDA

CG Station Panama City at 1700 Thomas Drive Panama City, FL 32407

POC: BM2 Morris Operations Petty Officer at (850) 234-4228

Training Period: Summer Months (Contact POC)

Number of Cadets: 2 male or 2 female

USCG Station Destin, Florida at PO Box 1289 Destin, FL 32540

POC: PO1 Michael Lalor at (850) 244-2682

Training Period: June through August

Number of Cadets: 2 male only

USCG Station Pensacola, FL at 21 Slemmer Avenue Pensacola, FL 32508

POC: BMC Morgan Dudley at (850) 453-8282

Training Period: Anytime (Contact POC)

Number of Cadets: 2 male or 2 female

USCGS MARATHON at Officer in Charge U.S. Coast Guard Station 1800 Overseas Highway Marathon, FL 33050

POC: BM2 Jim Roche at (305) 743-6388

Training Period: Year Round (Contact POC)

Number of Cadets: 2 male or 2 female

USCG Station Ponce de Leon Inlet (CRU Mayport) at 2999 N. Peninsula Ave New Smyrna Beach, FL 32169

POC: BM1 Malcolm Kennedy at (386) 428-9085

Training Period: TBD (Contact POC)

Number of Cadets: 2 male 2 female

ANT Jacksonville Beach (Group Mayport) at P.O. Box 51288 Jacksonville Beach, FL 32250

POC: BMC Andrew Engle at (904) 241) 8422
Training Period: TBD (Contact POC)
Number of Cadets: 2 male or 2 female (Local Only)
USCGC MARIA BRAY (Group Mayport) at 4200 Ocean St Atlantic Beach, FL 32233
POC: BMCS Gregory at (904) 247-7365
Training Period: TBD (Contact POC)
Number of Cadets: 2 male or 1 female

GEORGIA

USCG Station Brunswick at O2 Conservation Way Brunswick, GA 31523
POC: BMC Lamper at (912) 267-7999
Training Period: TBD (Contact POC)
Number of Cadets: 4 male or 1 female (at a time)

HAWAII

USCGC JARVIS (WHEC 725) at USCGC JARVIS (WHEC 725) FPO, AP 96669
POC: ENS Rachel Lewis at (808) 541-3244
Training Period: 27 April to 3 July 2002
Number of Cadets: 2 male only (Local)

LOUISIANA

USCGC PELICAN at Officer in Charge USCGC PELICAN P.O. Box 1710 Abbeville, LA 70510
POC: BMCS Mike Chadwick at (337) 898-8660
Training Period: After 1 June
Number of Cadets: 1 male per 2 weeks

USCGC STURGEON (WPD 97336) at P.O. Box 400 Grand Isle, LA 70358
POC: LTJG Gregory A. Shouse at (985) 787-2137
Training Period: Anytime with a 2-week notice
Number of Cadets: 1 male

CG MSU Baton Rouge at 6041 Crestmount Ave Baton Rouge, LA 70809
POC: LT Scott Johnson at (225) 298-5400
Training Period: Anytime (Contact POC)
Number of Cadets: 1 male or 1 female

Coast Guard Station New Orleans at 201 Old Hammond Hwy Metairie, LA 70005
POC: CWO Frank Kratochvil at (504) 846-6181
Training Period: TBD (Contact POC)
Number of Cadets: 1 female

USCGC PAMLICO at 4640 Urquhart Street New Orleans, LA 70117-4698
POC: CWO Phillip M. Davis at (504) 942-3042
Training Period: Call to Arrange
Number of Cadets: 1 male

NEW JERSEY

USCGC LINE (WYTL 65611) at Officer in Charge P.O. Box 30 Bayonne, NJ 07002
POC: SN Matthew Lanham at (201) 443-6753
Training Period: Spring/Summer (Contact POC)
Number of Cadets: 2 male

MISSISSIPPI

USCG Station Pascagoula, MS at Officer in Charge Station Pascagoula, Singing River Island Bldg 108
Pascagoula, MS 39595

POC: BM1 Jim Riley or BM2 David Eddie
Training Period: All Summer (Contact POC)
Number of Cadets: 2 male or 2 female

USCGC POMPANO at P.O. Box 1198 Gulfport, MS 39502
POC: LT Dan Jones at (228) 868-8771/8779
Training Period: Any 2-week period during summer (Contact POC)
Number of Cadets: 1 male

USCGC GREENBRIER (WLR-75501) at Officer in Charge USCGC GREENBRIER (WLR-75501)
P.O. Box 18909 Natchez, MS 39120-8909
POC: MBCM Michael R. Downey at (601) 446-5104
Training Period: TBD (Contact POC)
Number of Cadets: 2 male or 2 female

USCGC PATOKA at 1797 Harbor Front Road Greenville, MS 38701
POC: BMCM W.E. Woodall OIC at (662) 332-1044 or (602) 335-2007
Training Period: 15 May through 15 July
Number of Cadets: 2 male

PENNSLYVANIA

USCGC OSAGE (WLR-65505) at 300 McKown Lane Sewicley, PA 15143
POC: BM1 Dan Frank at (412) 741-1180
Training Period: Case by case (Contact POC)
Number of Cadets: 2 male

TENNESSEE

USCGC CIMARRON (WLR-65502) at 700 Coast Guard Rd., Buchanan, TN 3822

POC: BM1 Sperber at (731) 642-4457

Training Period: TBD (Contact POC)

Number of Cadets: 2 male

USCGC KANKAKEE at Officer in Charge #2 Auction Ave, Memphis TN 38105

POC: BMCS John Petrie at (901) 544-3936

Training Period: Anytime during Summer (Contact POC)

Number of Cadets: 1 male or 1 female

VIRGINIA

Commander, Atlantic Area (aofc) at 431 Crawford St., 3rd Floor Portsmouth, VA 23704-5004

POC: LT Ed Porner, at (757) 398-6466

Training Period: Variable (Contact POC)

Number of Cadets: Male or Female (Varies)

TEXAS

USCGC STEELHEAD at 800 North Station Port Arkansas, TX 78373

POC: LT Simon Maple at (361) 749-0062

Training Period: June and July

Number of Cadets: 2 male

USCGC AMBERJACK at 1 Wallace Reed Rd. South Padre Island, TX 78597

POC: BMCS Thomas Botzenhart at (956) 761-2373

Training Period: June through August

Number of Cadets: 1 male

USCG Station South Padre Island at 1 Wallace Reed Rd., South Padre Island, TX 78597

POC: SK2 Paul Turner at (956) 761-2668

Training Period: June and July

Number of Cadets: 4 male or 4 female at a time

CG Station Port O'Connor, TX at U.S. Coast Guard Station P.O. Box 57 Maple Street Port O'Connor, TX 77982-0057

POC: BM1 Howard at (361) 983-2617

Training Period: Summer (Contact POC)

Number of Cadets: 2 male 2 female

CG Air Station Houston at 1178 Ellington Field Houston, TX 77034

POC: LTJG Kyle Arnett at (281) 481-0025 ext 304

Training Period: Anytime after May (Contact POC)
Number of Cadets: Male or Female (NO Billeting)

**STATIONS/VESSELS
UNDER OPERATIONAL COGNIZANCE
USCG GROUP WOODS HOLE, MA**

Stations:

Provincetown
Cape Cod Canal
Woods Hole
Chatham
Brant Point (Nantucket)
Menemsha (Martha's Vineyard)
Castle Hill, RI
Air Station Cape Cod

Cutters: Sanibel; Monomoy; Hammerhead; Juniper; Ida Lewis; and Willow

NSCC LCDR Jim McLoughlin, 6 Shamrock Lane, Buzzards Bay, MA 02532 at (508) 759-8606 is the point of contact for training at all the above listed sites. Call him for placement of cadets.

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS		REQUEST FOR TRAINING AUTHORITY (CADET)				
INSTRUCTIONS: 1. PREPARE THIS FORM IN DUPLICATE 2. FORWARD ORIGINAL PER TRAINING SCHEDULE 3. FILE A COPY TO SERVICE RECORD						
1a. Date (DD MMM YY)		1b. Unit Name				1c. Region
2a. Last Name		2b. First Name		2c. MI	2d. Rate	2e. Social Security Number
2f. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	2i. Home Phone		2j. E-Mail Address	
2k. Home Address			2l. City		2m. State	2n. Zip Code + 4
3a. Next of Kin Name			3b. Next of Kin Address & Phone (if different than above)			
3c. Emergency Contact Name (other than NOK)			3d. Emergency Contact Daytime Phone		3e. Emergency Contact Evening Phone	
4a. Training Description		4b. Training Location		4c. Tra Code	4d. Training Start Date	4e. No. Days
5a. Has the cadet completed Recruit Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	5b. Is Cadet physically qualified for this training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year Completed	Date Qualified	NSCC Action Letter 498 outlines minimum fitness standards for Recruit Training. Consult Training Schedule for training evolutions that have specific physical fitness requirements. Cadets who do not meet these minimums will be returned home at their expense.		
6. STATEMENT OF UNDERSTANDING (MEDICAL & STANDARDS OF CONDUCT)						Parent/Guardian Initial Below
BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS:						
6a. I have been advised and understand that the training requested by my son/daughter/ward is strenuous and both physically and mentally demanding. I certify that, to the best of my knowledge, my son/daughter/ward has no medical conditions or physical disabilities that would preclude him/her from participating in such training. I understand that should a disqualifying medical or physical condition arise prior to his/her departure for training, that the unit commanding officer will be notified immediately. Further, I understand authority for my son/daughter/ward to participate in the training requested will be cancelled.						
6b. I have been advised and understand that should my son/daughter/ward report for training with a preexisting medical/physical condition that makes it impossible for him/her to participate in scheduled training activities, or should become either physically or medically disqualified during such training, he/she will be returned home at my expense. Further, I certify that my son/daughter/ward is not under a physician's care and I further understand that he/she is not eligible to report for training if taking prescription drugs or medication.						
6c. I authorize any Health Care Provider, Insurance Company, Employer, Person, or Organization to release any information regarding medical, dental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient to the Naval Sea Cadet Corps' Accident Insurance Provider, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. This data may be extracted for use in audit or statistical purposes. I understand that I or my authorized representative will receive a copy of this authorization upon request.						
6d. Cadets are responsible for maintaining the highest standards of conduct. Most service component berthing is 2 to a room and approaches Hotel/Motel standards. I have explained to my child that they are responsible for following ALL COTC instructions, and that improper conduct resulting from violation of instructions (i.e. sneaking out of rooms after-hours, lack of motivation, cheating, disobeying orders, etc.) will be cause for immediate dismissal from the training at my expense.						
7a. Medical Insurance Provider Name				7b. Medical Insurance Policy Number		
7c. Medical Insurance Provider Address					7d. Medical Insurance Provider Phone	
8. TRANSPORTATION NOTICE						
The Department of the Navy no longer has the scheduling authority to support the Naval Sea Cadet Corps for air transportation needs. The NSCC Unit, Unit Sponsor, Council, or individual cadet family MUST provide for transportation to and from the training site. Transportation of NSCC personnel returned home for disciplinary reasons, illness, or at own request, will be at their OWN EXPENSE or at the expense of their PARENT/GUARDIAN, NSCC UNIT, OR UNIT SPONSOR.						
9. ENDORSEMENTS THIS FORM WILL NOT BE PROCESSED WITHOUT REQUIRED ENDORSEMENTS						
By endorsing this form you affirm that the cadet is physically and mentally qualified to attend the requested training and that all information provided, to the best of your knowledge, is truthful and accurate; and you consent to the above listed NSCC/NLCC training and all terms and conditions of the preceding paragraphs. NOTE: DEPOSITS ARE NON-REFUNDABLE.						
Parent/Guardian (Print or Type)		Signature		Date (DD MMM YY)	Daytime Phone	
Commanding Officer(Print or Type)		Signature		Date (DD MMM YY)	Daytime Phone	
10. COTC ENDORSEMENT/SIGNATURE					Date (DD MMM YY)	

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS		REQUEST FOR TRAINING AUTHORITY (OFFICER)			
INSTRUCTIONS: 1. PREPARE THIS FORM IN DUPLICATE 2. FORWARD ORIGINAL PER TRAINING SCHEDULE 3. FILE A COPY TO SERVICE RECORD					
1a. Date (DD MMM YY)		1b. Unit Name			1c. Region
2a. Last Name		2b. First Name		2c. MI	2d. Rate
2e. Social Security Number					
2f. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	2i. Home Phone	2j. E-Mail Address	
2k. Home Address			2l. City	2m. State	2n. Zip Code + 4
3a. Next of Kin Name		3b. Next of Kin Address & Phone (if different than above)			
3c. Emergency Contact Name (other than NOK)			3d. Emergency Contact Daytime Phone	3e. Emergency Contact Evening Phone	
4a. Training Description		4b. Training Location	4c. Tra Code	4d. Training Start Date	4e. No. Days
5. Have you completed Officer Professional Development Course 101?					<input type="checkbox"/> Yes <input type="checkbox"/> No
6. STATEMENT OF UNDERSTANDING (MEDICAL & STANDARDS OF CONDUCT)					Member Initial Below
BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS					
6a. I have been advised and understand that the training/escort duty requested is strenuous and both physically and mentally demanding. Since my last full physical, I have not been advised to have any surgery or major medical procedures performed. Further, I certify that I have NO outstanding or ongoing medical conditions that will preclude my carrying out my duties as assigned by (and discussed with) the COTC for this training. I understand that should a disqualifying medical or physical condition arise prior to my departure for training, that I must notify my unit commanding officer immediately, and I understand authority to participate in the training requested will be cancelled.					
6b. I authorize any Health Care Provider, Insurance Company, Employer, Person, or Organization to release any information regarding medical, dental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient to the Naval Sea Cadet Corps' Accident Insurance Provider, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. This data may be extracted for use in audit or statistical purposes. I understand that I or my authorized representative will receive a copy of this authorization upon request.					
6c. Officers/Midshipman/Instructors are responsible for maintaining the highest standards of conduct. I affirm that I will abide by all NSCC Regulations and instructions from the COTC and host command. I understand that the consumption of alcoholic beverages in the presence of cadets or in cadet living spaces is prohibited at all times. Further, should I consume alcohol, I understand that I am not to have any contact with cadets for a minimum of six hours from the time of consumption. I also understand that smoking of cigarettes is to be done in an authorized area and not in view of cadets. I certify that I have read and understand the NSCC sexual harassment and hazing policies. I understand that violation of NSCC Regulations is cause for immediate dismissal from the training contingent.					
7a. Medical Insurance Provider Name			7b. Medical Insurance Policy Number		
7c. Medical Insurance Provider Address				7d. Medical Insurance Provider Phone	
8. TRANSPORTATION NOTICE					
The Department of the Navy no longer has the scheduling authority to support the Naval Sea Cadet Corps for air transportation needs. The member, NSCC Unit, Unit Sponsor, Council MUST provide for transportation to and from the training site. Transportation of NSCC personnel returned home for disciplinary reasons, illness, or at own request, will be at their OWN EXPENSE or at the expense of their NSCC UNIT, OR UNIT SPONSOR.					
9. ENDORSEMENTS					
THIS FORM WILL NOT BE PROCESSED WITHOUT REQUIRED ENDORSEMENTS					
By endorsing this form you affirm that all information provided, to the best of your knowledge, is truthful and accurate; and you consent to the above listed training/escort duty and all terms and conditions of the preceding paragraphs. NOTE: DEPOSITS ARE NON-REFUNDABLE.					
Member (Print or Type)		Signature		Date (DD MMM YY)	Daytime Phone
Commanding Officer(Print or Type)		Signature		Date (DD MMM YY)	Daytime Phone
10. COTC ENDORSEMENT/SIGNATURE					Date (DD MMM YY)

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	LOCALLY ARRANGED TRAINING AUTHORITY (CADET)	Non-Transferable Cadet Orders (Local)
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From: Commanding Officer,	1a. Unit Name	1b. Region	1c. Date		
To:	2a. Last Name		2b. First Name		2c. MI
	2d. Rate	2e. Social Security Number	2f. I.D. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	2i. Address			2j. City	
	2k. State	2l. Zip Code + 4	2m. Home Phone	2n. Next of Kin Name	

Ref: (a) NSCC Regulations (b) OPNAVINST 5760.5B (c) SECNAVINST 5720.44A (d) COMDTINST M-5728.2A (e) NSCC Uniform Regulations.

1. Report to:	3a. Training Site				
	3b. Report (Time/Date)	3c. Depart (Time/Date)	3d. Training Code	3e. Training Site Point of Contact	
	3f. Training Site POC Phone		3g. Escort Officer (Name & Rank)		3h. Escort Officer Phone

2. The basic responsibility for expenses incident to your transportation and messing rest with you, your parent or legal guardian if you are under 18 years of age, your unit and your local Navy League Council or other sponsoring organizations. If your training is terminated prior to completion due to misconduct, transportation home will be your responsibility. While the Navy or Coast Guard has authorized this special NSCC training, the law requires that you pay for your berthing and meals (when applicable). Messing and berthing bills must be paid in full (unless otherwise directed) prior to completing training.

3. You must receive a physical screening within 30 days of the reporting date indicated above. The unit commanding officer is authorized to conduct this screening and sign the "PHYSICALLY QUALIFIED" endorsement on the reverse of this form. A medical form NSCADM 020 or NAVMED 6120/3 must be completed and provided to the unit commanding officer prior to screening. **IF YOU ARE FOUND NOT PHYSICALLY QUALIFIED, YOU ARE NOT AUTHORIZED TO REPORT FOR TRAINING and must return these orders immediately to the commanding officer. If unable to comply for other reasons, please indicate the reason(s).**

4. Upon reporting you must provide the Commanding Officer of the Training Contingent (COTC), escort officer, or training point of contact with your NSCC Service Record which will include:

- a. Locally Arranged Training Authority - Cadet (NSCTNG 003).
- b. Cadet Application & Agreement/Standard Release (NSCADM 001) signed by you and your parent/guardian.
- c. Report of Medical History (NSCADM 020) and Report of Medical Examination (NSCADM 021).
- d. NSCC Administrative Remarks (NSCADM 008) and Record of Cadet Advancement (NSCADM 009), authenticating all training completed, including test grades.

5. You must wear the NSCC uniforms authorized in references (a), (b), (d), and (e) and any modifications as prescribed by the host command. NSCC/NLCC Flashes are MANDATORY on all uniform outer garments (shirts, coats, sweaters, etc.); and must possess a CURRENT NSCC/NLCC identification card for personal identification and to enable you to make authorized purchases in base exchange facilities. **IF YOUR ENROLLMENT HAS EXPIRED OR WILL EXPIRE PRIOR TO THE END OF TRAINING, YOU ARE NOT AUTHORIZED TO REPORT TO OR PARTICIPATE IN TRAINING.**

Unit Commanding Officer's Signature

NOTE TO UNIT COMMANDING OFFICER: Upon completion of training and once these orders have been properly endorsed, retain the original in service record and submit a copy with completed endorsements to NHQ. Notify NHQ of any accidents, particularly those requiring hospitalization. **ENSURE A ACCIDENT REPORT (NSCADM 022) IS PROPERLY COMPLETED AND SUBMITTED TO NHQ FOR ALL ACCIDENTS AND INJURIES WITHIN 30 DAYS IF NOT SOONER.**

ACTIVITY ENDORSEMENTS		THE FOLLOWING ENDORSEMENTS ARE REQUIRED BEFORE SUBMITTING TO NHQ
Time Reported	Date Reported	Activity Signature (OOD)
Time Departed	Date Departed	Activity Signature (OOD)

TRAINING AUTHORITY		Non-Transferable Cadet Orders (Local)	
4. STATEMENT OF UNDERSTANDING (MEDICAL & STANDARDS OF CONDUCT)			Parent/Guardian Initial Below
BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS			
<p>4a. I have been advised and understand that the training requested by my son/daughter/ward is strenuous and both physically and mentally demanding. I certify that, to the best of my knowledge, my son/daughter/ward has no medical conditions or physical disabilities that would preclude him/her from participating in such training. I understand that should a disqualifying medical or physical condition arise prior to his/her departure for training, that the unit commanding officer will be notified immediately. Further, I understand authority for my son/daughter/ward to participate in the training requested will be cancelled.</p>			
<p>4b. I have been advised and understand that should my son/daughter/ward report for training with a preexisting medical/physical condition that makes it impossible for him/her to participate in scheduled training activities, or should become either physically or medically disqualified during such training, he/she will be returned home at my expense. Further, I certify that my son/daughter/ward is not under a physician's care and I further understand that he/she is not eligible to report for training if taking prescription drugs or medication.</p>			
<p>4c. I authorize any Health Care Provider, Insurance Company, Employer, Person, or Organization to release any information regarding medical, dental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient to the Naval Sea Cadet Corps' Accident Insurance Provider, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. This data may be extracted for use in audit or statistical purposes. I understand that I or my authorized representative will receive a copy of this authorization upon request.</p>			
<p>4d. Cadets/Staff Cadets are responsible for maintaining the highest standards of conduct. Most service component berthing is 2 to a room and approaches Hotel/Motel standards. I have explained to my child that they are responsible for following ALL COTC instructions, and that improper conduct resulting from violation of instructions (i.e. sneaking out of rooms after-hours, lack of motivation, cheating, disobeying orders, etc.) will be cause for immediate dismissal from the training at my expense.</p>			
5a. Medical Insurance Provider Name		5b. Medical Insurance Policy Number	
5c. Medical Insurance Provider Address		5d. Medical Insurance Provider Phone	
6. ENDORSEMENTS			
<p>By endorsing this form you affirm that the cadet is physically and mentally qualified to attend the requested training and that all information provided, to the best of your knowledge, is truthful and accurate; and you consent to the above listed NSCC/NLCC training and all terms and conditions of the preceding paragraphs. NOTE: DEPOSITS ARE NON-REFUNDABLE.</p>			
Parent/Guardian (Print or Type)	Signature	Date (DD MMM YY)	Daytime Phone
Commanding Officer(Print or Type)	Signature	Date (DD MMM YY)	Daytime Phone
THE ABOVE MUST BE COMPLETE AND SIGNED PRIOR TO DEPARTURE FOR TRAINING			
SPECIAL NOTES			
TRAINING CODES (for use in block 3d.)			
AN – Basic Airman	MA – Master-at-Arms	PO – Port Operations	
AO – Amphibious Operations	MD – Medical Training	SL – SEAL Training	
AV – Advanced Airman	MU – Music School	SP – Special Boats	
CA – USCG Air Training	ND – NLCC Advanced Training	SS – Submarine Seminar	
CH – USCG Shore Training	NH – Navy Shore Training		
CS – USCG Shipboard Training	NS – Navy Shipboard Training		
CB – Seabee Construction	NT – NLCC Orientation		
EO – Education/Orientation	RC – Recruiting Duty		
LC – Cadet Leadership Academy	RE – Regional Evolution (Flagship, ORI)		
LO – Officer Leadership (OPD)	RT – NSCC Recruit Training		

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	LOCALLY ARRANGED TRAINING AUTHORITY (OFFICER)	Non-Transferable Officer Orders (Local)
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From: Commanding Officer,	1a. Unit Name	1b. Region	1c. Date		
To:	2a. Last Name		2b. First Name		2c. MI
	2d. Rank/Rate	2e. Social Security Number	2f. I.D. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	2i. Address			2j. City	
	2k. State	2l. Zip Code + 4	2m. Home Phone	2n. Next of Kin Name	

Ref: (a) NSCC Regulations (b) OPNAVINST 5760.5B (c) SECNAVINST 5720.44A (d) COMDTINST M-5728.2A (e) NSCC Uniform Regulations.

1. Report to:	3a. Training Site				
	3b. Report (Time/Date)	3c. Depart (Time/Date)	3d. Training Code	3e. Training Site Point of Contact	
	3f. Training Site POC Phone		3g. Escort Officer (Name & Rank)		3h. Escort Officer Phone

2. You are authorized to report to the Commanding Officer of the Training Contingent up to a maximum of (5) days prior to the start of the training. You will serve as Escort Officer/Staff Instructor for the training indicated above. You will be guided in the performance of your duties by the Escort Officer's Handbook.

3. No pay or allowances are authorized in complying with this assignment. The basic responsibility for expenses incident to your transportation and mess rests with you, your unit, your local Navy League Council, or other sponsoring organization. Although the Navy has authorized this special NSCC training, the law requires that you pay for your meals. Berthing and messing will be provided as authorized by reference (b).

4. You are required to wear the uniform(s) authorized in references (a) and (b). NSCC shoulder flashes are mandatory on all uniform coats and outer garments. You must have a valid NSCC Identification Card in your possession at all times. You will comply with all the rules and regulations regarding conduct, as established by the activity Commanding Officer or higher authority.

Unit Commanding Officer's Signature

NOTE TO UNIT COMMANDING OFFICER: Upon completion of training and once these orders have been properly endorsed, retain the original in service record and submit a copy with completed endorsements to NHQ. Notify NHQ of any accidents, particularly those requiring hospitalization. **ENSURE A NSCMED 003 FORM IS PROPERLY COMPLETED AND SUBMITTED TO NHQ FOR ALL ACCIDENTS AND INJURIES WITHIN 30 DAYS IF NOT SOONER.**

ACTIVITY ENDORSEMENTS		THE FOLLOWING ENDORSEMENTS ARE REQUIRED BEFORE SUBMITTING TO NHQ
Time Reported	Date Reported	Activity Signature (OOD)
Time Departed	Date Departed	Activity Signature (OOD)

TRAINING AUTHORITY		Non-Transferable Officer Orders (Local)	
4. Have you completed Officer Professional Development Course 101?			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. STATEMENT OF UNDERSTANDING (MEDICAL & STANDARDS OF CONDUCT) BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS			Member Initial Below
5a. I have been advised and understand that the training/escort duty requested is strenuous and both physically and mentally demanding. Since my last full physical, I have not been advised to have any surgery or major medical procedures performed. Further, I certify that I have NO outstanding or ongoing medical conditions that will preclude my carrying out my duties as assigned by (and discussed) with the COTC for this training. I understand that should a disqualifying medical or physical condition arise prior to my departure for training, that I must notify my unit commanding officer immediately, and I understand authority to participate in the training requested will be cancelled.			
5b. I authorize any Health Care Provider, Insurance Company, Employer, Person, or Organization to release any information regarding medical, dental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient to the Naval Sea Cadet Corps' Accident Insurance Provider, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. This data may be extracted for use in audit or statistical purposes. I understand that I or my authorized representative will receive a copy of this authorization upon request.			
5c. Officers/Midshipman/Instructors are responsible for maintaining the highest standards of conduct. I affirm that I will abide by all NSCC Regulations and instructions from the COTC and host command. I understand that the consumption of alcoholic beverages in the presence of cadets or in cadet living spaces is prohibited at all times. Further, should I consume alcohol, I understand that I am not to have any contact with cadets for a minimum of six hours from the time of consumption. I also understand that smoking of cigarettes is to be done in an authorized area and not in view of cadets. I certify that I have read and understand the NSCC sexual harassment and hazing policies. I understand that violation of NSCC Regulations is cause for immediate dismissal from the training contingent.			
6a. Medical Insurance Provider Name		6b. Medical Insurance Policy Number	
6c. Medical Insurance Provider Address		6d. Medical Insurance Provider Phone	
7. ENDORSEMENTS By endorsing this form you affirm that all information provided, to the best of your knowledge, is truthful and accurate, and you consent to the above listed training/escort duty and all terms and conditions of the preceding paragraphs. NOTE: DEPOSITS ARE NON-REFUNDABLE.			
Member Name (Print or Type)	Signature	Date (DD MMM YY)	Daytime Phone
Commanding Officer (Print or Type)	Signature	Date (DD MMM YY)	Daytime Phone
THE ABOVE MUST BE COMPLETE AND SIGNED PRIOR TO DEPARTURE FOR TRAINING			
SPECIAL NOTES			
TRAINING CODES (for use in block 3d.)			
AN – Basic Airman	MA – Master-at-Arms	PO – Port Operations	
AO – Amphibious Operations	MD – Medical Training	SL – SEAL Training	
AV – Advanced Airman	MU – Music School	SP – Special Boats	
CA – USCG Air Training	ND – NLCC Advanced Training	SS – Submarine Seminar	
CH – USCG Shore Training	NH – Navy Shore Training		
CS – USCG Shipboard Training	NS – Navy Shipboard Training		
CB – Seabee Construction	NT – NLCC Orientation		
EO – Education/Orientation	RC – Recruiting Duty		
LC – Cadet Leadership Academy	RE – Regional Evolution (Flagship, ORI)		
LO – Officer Leadership (OPD)	RT – NSCC Recruit Training		

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS		NSSC SEAL PHYSICAL FITNESS TEST		<i>To be completed prior to submission of training request (NSCTNG 001)</i>	
INSTRUCTIONS					
<ol style="list-style-type: none"> This form must be used to certify physical fitness standards for attendance at NSSC SEAL Training. Cadets are required to perform each task for the entire time. Do NOT stop when the minimum is achieved. The total number of repetitions or time completed will be recorded. Include this completed form with NSCTNG 001 when applying for SEAL TWT. The criteria listed are the minimum required standards for attendance at NSSC SEAL Training. Cadets should strive to exceed these minimum standards. <u>ALL</u> requirements MUST be met to achieve eligibility to attend training. The testing administrator should initial in the box provided when the Cadet achieves the performance criteria listed for each exercise. Personnel interested in obtaining the Physical Fitness Ribbon should consult the NSSC Awards Manual for criteria. Cadets interested in NSSC minimum physical readiness standards for Recruit Training should use the NSCTNG 020 for testing requirements. 					
1. PERSONNEL INFORMATION					
1a. Last Name		2b. First Name		2c. Social Security Number	
1d. Address		2e. City	2f. State	2g. Zip Code +4	
1h. Unit Name		2i. Region	2j. Rank	2k. Age	
1l. Testing Location					
2. REQUIRED EXERCISES					
OBJECTIVE		CRITERIA		TIME OR NUMBER PERFORMED	ADMINISTRATOR'S INITIALS
2a. Swim 500 yards continuously in 12 minutes and 30 seconds or less		Utilizing only the side stroke and/or breast stroke. If performed in a pool, Cadet may push off of pool sides.			
2b. Perform 42 or more push-ups in two minutes,		Perform this exercise with the back straight, head up, and knees together. Lower yourself to the ground, bending your elbows, keeping your body straight, until you touch your chest to the ground. Then push your body up, keeping your back straight and locking your position. You will be expected to perform more than the minimum required on demand.			
2c. Perform 50 or more sit-ups in two minutes.		Perform this exercise with the hands clasped behind the head, knees bent at approximately a 120-degree angle, feet held on the ground by an assistant. Raise your body to an upright position and attempt to touch your knees to your forehead (left and right knee on alternating counts) prior to lowering your upper body to the ground. Count repetitions aloud as you reach the "up" position.			
2d. Perform 8 or more pull-ups. (No time limit)		Perform this exercise by grasping the pull-up bar and hanging straight down. Palms away, at shoulder width. Count repetitions aloud each time you pull your chin over the bar. Do not swing or bicycle your feet as you pull your chin over the bar, and maintain a vertical position throughout the exercise			
2e. Run 1 ½ miles in 11 minutes and 30 seconds or less		Wearing full-length trousers and high quality athletic shoes.			
3. CERTIFICATIONS					
<p>"This test has been performed meeting the NSSC SEAL training requirements. I certify that the above listed Cadet has met or exceeded the minimum requirements and is qualified for NSSC SEAL Two Week Training."</p>					
3a. Full Name and Rank of Active Duty Administrator (Print or Type)		3b. Signature		3c. Date (DD MMM YY)	
3d. Full Name and Rank of Commanding Officer (Print or Type)		3e. Signature		3f. Date (DD MMM YY)	

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	NSCC SCHOOL OF MUSIC PROFESSIONAL REFERRAL	<i>To be completed and submitted to COTC with training request (NSCTNG 001)</i>	
INSTRUCTIONS			
1. This form is used to certify minimum music knowledge standards and provide a professional referral for Cadets wishing to attend the NSCC School of Music. 2. Include the completed form with the NSCTNG 001 when applying for training. 3. The criteria listed are the minimum required standards for attendance at training. 4. ALL requirements MUST be met to prior to acceptance at training.			
1. PERSONNEL INFORMATION			
1a. Last Name	1b. First Name	1c. Social Security Number	
1d. Address	1e. City	1f. State	1g. Zip Code +4
1h. Unit Name	1i. Region	1j. Rank	1k. Age
2. SCHOOL INFORMATION			
2a. Name of School Attending	2b. Band Director/Instructor	2c. Phone (Include area code)	
2d. Address of School	2e. City	2f. State	2g. Zip Code + 4
3. EXPERIENCE			
3a. Cadet currently participates with: <input type="checkbox"/> Marching Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Private Music Lessons <input type="checkbox"/> Vocal Ensemble <input type="checkbox"/> Other:			
3b. Part	4c. Section	4d. Chair	
3e. Cadet participates in the following ensembles: <input type="checkbox"/> With Instrument: <input type="checkbox"/> With Additional Instrument: <input type="checkbox"/> With Vocal Ensemble:			
3f. Cadet participated in solo and ensemble contests playing/singing the following selections and scores:			
3g. Number of year of private music study	4h. Student is capable of sight reading Grade 3 standard band literature <input type="checkbox"/> Yes <input type="checkbox"/> No		
3i. Additional Comments / Recommendations			
4. CERTIFICATIONS			
"The above individual demonstrates sufficient knowledge and experience to attend the NSCC School of Music Training."			
4a. Full Name of Band Director/Instructor (Print or Type)	4b. Signature	4c. Date (DD MMM YY)	
4d. Full Name and Rank of Unit Commanding Officer (Print or Type)	4e. Signature	4f. Date (DD MMM YY)	
5. FINAL ENDORSEMENT			
"The above individual has demonstrated sufficient knowledge and experience and is authorized to attend the NSCC School of Music Training."			
5a. Full Name and Rank for COTC (Print or Type)	5b. Signature	5c. Date (DD MMM YY)	

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	STATEMENT OF UNDERSTANDING FOR COAST GUARD TRAINING	<i>To be completed by unit CO and attached to NSCTNG 003 prior to departure for training</i>
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INSTRUCTIONS

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| <ol style="list-style-type: none"> 1. Unit Commanding Officers should assist Cadets in obtaining Coast Guard training. 2. This form must be used to insure that Cadets are aware of the special rules governing training at US Coast Guard commands. 3. Coast Guard training opportunities are published in the NSCC Summer Training Schedule or through direct arrangement with the local command. 4. Include this completed form with the NSCTNG 003 (Locally Arranged Training). 5. Refer to the current training schedule for any additional training requirements. |
|--|

1. PERSONNEL INFORMATION			
1a. Last Name	1b. First Name	1c. Social Security Number	
1d. Address	1e. City	1f. State	1g. Zip Code +4
1h. Unit Name	1i. Region	1j. Rank	1k. Age

2. TRAINING INFORMATION			
2a. Name of US Coast Guard Training Site	2b. Full Name and Rank of Point of Contact	2c. Phone (Include area code)	
2d. Address	2e. City	2f. State	2g. Zip Code + 4

3. TRAINING REQUIREMENTS	CADET INITIALS	PARENT INITIALS	CO INITIALS
3a. Cadets must be 15 years or older to attend Coast Guard training.			
3b. For female Cadets: Unit CO has confirmed that the hosting Coast Guard command has career female Petty Officers or Officers permanently assigned to their staff, and that one will be assigned as a mentor for female Cadets.			
3c. For all Cadets: Unit CO will brief Cadets that base liberty is authorized. Off base liberty is authorized ONLY when Cadets are accompanied by a career petty officer; one of which must be of the same sex as the Cadet. For all Cadets, liberty expires on or off base at 2200.			
3d. Hosting activity Commanding Officers may terminate training at any time for reasons of poor performance and discipline or for the health and well being of Cadets due to weather or other disturbance. When notified of termination of training, parents are expected to promptly arrange for Cadet return travel home.			
3e. Any other restrictions placed upon, or directions given to Sea Cadet Corps personnel by competent authority to enhance training or ensure Cadet safety, health, and well being, will be adhered to without question.			
3f. A copy of this form has been attached to the unit prepared NSCTNG 003 for Coast Guard training. The unit Commanding Officer will forward a courtesy copy of the orders, with this completed attachment, to the hosting Coast Guard activity Point of Contact prior to the commencement of training.			

4. CERTIFICATIONS		
"I understand the above guidelines for my conduct while training with the United States Coast Guard."		
4a. Full Name and Rank for Cadet (Print or Type)	4b. Signature	4c. Date (DD MMM YY)
"I understand the above guidelines for my Cadet's performance while training with the United States Coast Guard."		
5d. Full Name of Parent (Print or Type)	5e. Signature	5f. Date (DD MMM YY)
"I have explained the above referenced conditions and expectation for Sea Cadet training as United States Coast Guard activities."		
5g. Full Name and Rank of Commanding Officer (Print or Type)	5h. Signature	5i. Date (DD MMM YY)

2002 NSCC/NLCC SUMMER TRAINING SCHEDULE

07-Mar-02

CODE	TRAINING SITE	STATE	COST	START	END	DAYS	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
BASIC AIRMAN													
AN-PR	NS ROOSEVELT ROADS	PR	\$50.00								TBD		NSCTNG 001 w/\$50 to COTC. Restricted to Puerto Rico Cadet "Only" Contact COTC for details
AN-F1	NAS PENSACOLA	FL	\$50.00			13	10	10	2	2	LCDR Pat Fulgham Training Squadron Six 7700 USS Enterprise St Suite 102 Milton, FL 32570-6153 Email: pfulgham@juno.com	(850) 983-1706	NSCTNG 001 w/\$50 to COTC. Need Escorts! Pls contact LCDR Fulgham. See guidelines Section 16.
AN-FL	NAS JACKSONVILLE	FL	\$50.00	06/16/200	06/28/200	12	14	6	1	1	LT June Tillett 2165 Oak St Jacksonville, FL 32204-4410 Email:tillettrj@navair.n avy.mil	(904) 388-6139	NSCTNG 001 w/\$50 to COTC prior to 10 May to Manifest Orientation Fts. Report NLT 1500 16 June. Alt/Email:tillett@lea ding.net

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
AN-TX	NAS JRB FT. WORTH	TX	\$50.00	06/23/200	07/05/200	13	10	5	2	1	LT Terry Krchov 2589 Hope Ln W.Palm Beach, FL 33410-1229	(561) 625-9594	NSCTNG 001 w/\$50 to LT Krchov. See guidelines Sectgion 16. 3 Staff Cadets needed. COTC is LT Curran. Includes F-18 Simulator
AN-VA	NAS NORFOLK	VA	\$50.00	07/07/200	07/20/200	14	24	6	3	2	LCDR Ronald Ricketts 5629 Orchard Place Crossing Lilburn,GA 40047 Email: roricketts@aol.com	(770) 923-1037	NSCTNG 001 w/\$50 to COTC.
AN-CA	NAS NORTH ISLAND	CA	\$50.00	07/21/200	08/03/200	13	8	6	3	3	LCDR Scott Oram 8025 Valley View Circle #50 La Mesa, CA 91941-8445 Email: scotoram@pacbell.net	(619) 464-5467	NSCTNG 001 w/\$50 to COTC.
AN-PA	NAS WILLOW GROVE	PA	\$50.00	08/11/200	08/23/200	12	10	5	2	1	LCDR Wayne Miller 308 Washington St. Birdsboro, PA 19508-2232 Email: wmiller3@prodigy.net	(610) 582-3605	NSCTNG 001 w/\$50 to COTC. Subject to berthing availability. Check wi/COTC.
							76	38	13	10			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
AMPHIBIOUS TRNG													
AO-CA	NAB CORONADO	CA	\$50.00			13					TBD		NSCTNG 001 w/\$50 to COTC. Must be 3rd Class Swimmer and beable to pass NSCC PRT. See guidelines Section 15. Check w/COTC for berthing arrangements.
AO-VA	NAB LITTLE CREEK	VA	\$50.00	06/16/200	06/29/200	13	25	15	2	2	LCDR Cynthia Banks 1212 Speer Ln Austin, TX 78745-4963	(512) 462-3120	NSCTNG 001 w/\$50 to COTC. Must be 3rd Class Swimmer and beable to pass NSCC PRT. E3 & Above ONLY! See guidelines Section 15.
AO-V1	NAB LITTLE CREEK	VA	\$50.00	08/11/200	08/24/200	13	25	15	2	2	NEED COTC		NSCTNG 001 w/\$50 to COTC. Must be 3rd Class Swimmer and beable to pass NSCC PRT. E3 & Above ONLY! See guidelines Section 15.
							50	30	4	4			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
ADVANCED AIRMAN													
AV-PR	PUERTO RICO	PR	\$50.00								TBD		NSCTNG 001 w/\$50 to COTC. Puerto Rico Cadets "Only". Contact COTC for details.
AV-FL	NAS JACKSONVILLE	FL	\$50.00			13	6	6	1	1	LCDR Brammer 2861 Cedarcrest Dr. Orange Park, FL 32073 Email: donshel@bellsouth.net	(904) 269-4316	NSCTNG 001 w/\$50 to COTC. Focus will be S3 Viking Plane Captain Tnr. Need Female Escort.
AV-TX	NAS JRB FT. WORTH	TX	\$50.00	06/23/200	07/05/200	13	10	5	2	1	LT Krchov (See	(561) 625-9594	NSCTNG 001 w/\$50 to COTC. Must have completed Basic Airman. See guidelines Section16. Includes F-18 Simulator
AV-VA	NAS NORFOLK	VA	\$50.00	07/07/200	07/20/200	13	10	5	2	1	LCDR Ronald Ricketts (See AN-VA)	(770) 923-1037	NSCTNG 001 w/\$50 to COTC.
AV-CA	NAS NORTH ISLAND	CA	\$50.00	07/21/200	08/03/200	13	4	2	2	2	LCDR Scott Oram (See AN-CA)	(619) 464-5467	NSCTNG 001 w/\$50 to COTC.
							30	18	7	5			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SEABEE BASIC TRNG													
CB-PR	NS ROOSEVELT ROADS	PR	\$50.00								TBD		NSCTNG 001 w/\$50 to COTC. Puerto Rico Cadets "Only". Contact COTC for details.
CB-MD	NAVSTA ANNAPOLIS	MD	\$50.00								Need COTC		NSCTNG 001 w/\$50 to COTC.
CB-GP	CBC GULFPORT	MS	\$50.00	08/04/200	08/16/200	13	20	10	2	1	LCDR Debra Schouten 1001 Maple Lane Harrisonville, MO	(816) 380-4888	NSCTNG 001 w/\$50 to COTC. See Trng Schedule Guidelines Section 10.
CB-CA	CBC PT HUENEME	CA	\$50.00	08/18/200	08/31/200	13	40	10	2	2	LT Robert Hammermister 2020 St. Louis Avenue Signal Hill, CA 90806-5930	(562) 494-0109	NSCTNG 001 w/\$50 to COTC. See Trng Schedule Section 10 Guidelines. Must be 15. Dungarees, NOT BDU's; 2M/1F Staff Cadets. Send apps to: LCDR Don Quinlan PO Box 3760 Wofford Heights, CA 93285 Tel: (760) 376-6358.

60 20 4 3

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SEABEE ADVANCED													
CC-M1	NAVSTA ANNAPOLIS	MD	\$50.00								Need COTC		NSCTNG 001 w/\$50 to COTC. "Advanced Trng." Must have completed Basic.
SEABEE FLD OPS/SAR													
CF-OH	MANSFIELD	OH	\$50.00	07/07/200	07/20/200	13	25	15	5	3	LT Melva Cordova PO Box 100746 Brooklyn, NY 11210 Email: ensco0223@aol.com	(718) 434-2350	NSCTNG 001 w/\$50 to COTC. CB Trng in Mohican State Forest. See Guidelines Section 10.
							25	15	5	3			
AVIATION GRD PROGRAM													
FA-MD	NAS PAX RIVER	MD	\$50.00			13	20	10	2	2	Judge T.S. Colby	(703) 549-7722	See Trng Schedule Guidelines Section 9.
							20	10	2	2			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
INTERNATIONAL EXCHANGE PROG													
FX-HK	HONK KONG	HK	\$150.00				2	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-AU	AUSTRALIA	AU	\$150.00								Need SEO		See NSCC Information Letter 3-02
FX-U1	UNITED KINGDOM	UK		06/21/200	07/06/200	16	25	10	5	5	LCDR Dave Farrow	(561) 368-3517	See Info Ltr 3-02. Cost is Air Fare to UK Only. First come, first served for those meeting prerequisites.
FX-SW	SWEDEN	SW	\$150.00	07/03/200	07/19/200	17	2	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-BM	BERMUDA	BM	\$150.00	07/03/200	07/17/200	15	3	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-NE	NETHERLANDS	NE	\$150.00	07/13/200	07/27/200	15	2	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-BG	BELGIUM	BG	\$150.00	07/13/200	07/28/200	16	6	4	1	1	Need SEO		See NSCC Information Letter 3-02

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
FX-UK	UNITED KINGDOM (HMS BRISTOL)	UK	\$150.00	07/19/200	07/31/200	13	2	1	1	1	Need SEO		See NSCC Information Letter 3-02
FX-CW	CANADA WEST		\$50.00	07/20/200	08/04/200	16	3	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-CE	CANADA EAST		\$50.00	07/20/200	08/04/200	16	6	6	2	2	LCDR Edith O'Brion	(302) 633-0502	See NSCC Information Letter 3-02
FX-US	NORFOLK (INTERNATIONAL EXC)	US	\$50.00	07/20/200	08/04/200	16	3	3	2	2	LT Bill Gallagher 18th Bay Street Norfolk, VA	9512B (757) 362-4797	See NSCC Information Letter 3-02
FX-KO	SEOUL, KOREA	KO	\$150.00	07/25/200	08/03/200	10	2	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-C1	CANADA WEST (SEATTLE)	WA	\$50.00	08/10/200	08/24/200	15	2	2	1	1	Need SEO		See NSCC Information Letter 3-02
FX-IN	INDIA	IN	\$150.00	09/20/200	09/27/200	7	2	1	0	1	Need SEO		See NSCC Information Letter 3-02
							60	39	18	19			

CODE	TRAINING SITE	STATE	COST	START	END	DAYS	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
CEREMONIAL/HONOR GUARD SCH													
HG-TX	FT. SAM HOUSTON	TX	\$50.00	07/28/200	08/10/200	14	30	0	2	2	LCDR W.L. Crouch 2530 Ridge Leaf San Antonio, TX 78251-2506	(210) 647-4881	NSCTNG 001 w/\$50 to COTC. Emphasis on Silent Drill. Ceremonial Guard to instruct. Female cadets call COTC first for quota.
							30	0	2	2			
JAG LEGAL TRAINING													
JG-FL	NAS JACKSONVILLE	FL	\$50.00				5	5	1	1	POC LT June Tillett (See An-FL)	(904) 386-6139	Local Cadets ONLY.
JG-IL	MICHIGAN STATE UNIVERSITY EAST LANSING	MI	\$50.00	06/16/200	06/29/200	13	8	7	3	3	LT Lana Smith 3312 Independence Ln, Lansing, MI 48911	(517) 393-8661	NSCTNG 001 w/\$50 to COTC NLT 25 May. This JAG Legal Orientation. Must be PO3 and 16. Call COTC for details and quota.
							13	12	4	4			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
LEADERSHIP ACADEMY (POLA)													
LC-MO	NATIONAL GUARD HQ JEFFERSON CITY	MO	\$25.00			7	15	10	2	1	LCDR Alex Lewis 6101 NW Gary St. Lincoln, NE	(402) 438-2539	NSCTNG 001 w/\$25 to COTC. Must be Age 15; E3 & Above. No Staff Cadets
LC-LO	USAF ACADEMY	CO	\$25.00								POC LCDR Chuck Vinson 3177 Calle Suenos, SE Rio Rancho, NM 87123-7562	(505) 896-1286	Will be conducted only if COTC and sufficient number of escorts/instructor s are available. Call POC. Tentative Dates 5/30 to 6/8/2002.
LC-PR	CAMP SANTIAGO	PR	\$25.00								Dates/COTC TBD		NSCTNG 001 w/\$25 to COTC. Restricted to Puerto Rico Cadets. Contact COTC for details.
LC-CA	NAB CORONADO	CA	\$25.00	06/15/200	06/22/200	8	30	20	3	2	LCDR Fred Estano PO Box 14829 Belmont Shore, CA 90853 Email: festano@aol.com	(562) 590-9423	NSCTNG 001 w/\$25 to COTC. Need 6 Staff Cadets.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
LC-MI	MICHIGAN STATE UNIVERSITY EAST LANSING	MI	\$50.00	06/16/200	06/29/200	13	25	15	5	3	LCDR John Greathouse 306 State Street Eaton Rapids, MI 48827-1547 Email: 5inahouse@msn.com	(517) 663-5644	NSCTNG 001 w/\$50 to COTC. Advanced POLA for PO1 and CPO's and PO2's who are LPO's. Call COTC for quota.
LC-PA	NAS WILLOW GROVE	PA	\$25.00	06/23/200	06/29/200	8	25	15	3	1	LCDR Pat O'Brion 1048 Wagoner Dr. Wilmington, DE 19805-1033 Email: cpobrion@aol.com	(302) 633-0502	NSCTNG 001 w/\$25 to COTC. Subject to berthing availability. Check w/COTC.
LC-TX	FT. SAM HOUSTON	TX	\$25.00	06/23/200	06/29/200	7	25	15	3	2	LCDR James Dodd 414 Jefferson Dr. Lake Charles, LA 70605	(318) 474-1439	NSCTNG 001 w/\$25 to COTC.
LC-C1	CAMP PARKS	CA	\$25.00	06/24/200	06/29/200	7	25	15	5	3	LCDR Marcia Powell PO Box 1327 Linden, CA 95236-1327	(209) 887-3542	NSCTNG 001 w/\$25 to COTC. Need 6 Staff Cadets
LC-WA	NSB BANGOR	WA	\$25.00	07/21/200	07/26/200	6	25	15	5	3	Need COTC		NSCTNG 001 w/\$25 to Capt John Payne 23751 Clear Creek Rd. Poulsbo, WA 98370. Priority to Reg 13 Cadets.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
LC-IL	SSC NTC GREAT LAKES	IL	\$25.00	08/10/200	08/17/200	7	15	10	3	2	ENS Eugene Johnson 10534 Cypress Ave Riverside, CA 92505-1216 Email: JohnsonEO@earthlink.net	(909) 689-8954	NSCTNG 001 w/\$25 to COTC. Age 15 prior to start date. Must be E3. No Staff Cadets
							185	115	29	17			
YM SENIOR CHALLENGE													
LS-UT	DESERT SURVIVAL	UT	\$50.00			13	2	0	0	0	CAPT Henry Nyland	(703) 243-6910	Call Capt Nyland. Must meet SEAL PRT standards.
							2	0	0	0			

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
MAA TRAINING													
MA-WA	NAVSTA EVERETT	WA	\$50.00								Need COTC		NSCTNG 001 w/\$50 to Capt John Payne 23751 Clear Creek Rd. Poulsbo, WA 98370. Must be age 15; BDU's required; Must provide own transportation to/from NavSta; Report to BEQ NLT 1500.
MA-TX	FT. SAM HOUSTON	TX	\$50.00	07/07/200	07/20/200	13	20	10	3	2	LCDR W.L. Crouch 2530 Ridge Leaf San Antonio, TX 78251-2506	(210) 647-4881	NSCTNG 001 w/\$50 to COTC. Report to Ft. Sam Houston for berthing. Trng will be at Lackland AFB.
MA-GA	NSB KINGS BAY	GA	\$50.00	07/14/200	08/03/200	21	10	10	2	2	LT Carolann Hooker 900 Dilworth St. St. Marys, GA 31558	(912) 729-7041	NSCTNG 001 w/\$50 to COTC. Need 2 Female Staff Cadets; Must be PO3 & Age 15.

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
MA-VA	FCTC DAM NECK	VA	\$50.00	07/20/200	08/03/200	14	24	6	2	1	LCDR Vernon Crumpler Jr. 4311 Windsor Lake Dr. Louisa, VA 23093	(804) 598-7042	NSCTNG 001 w/\$50 to COTC. Need 3 Staff Cadets w/prior MAA Trng: Unit CO's must contact COTC for Female quota. Bring additional \$50 for badge if wanted.
MA-PA	NAS WILLOW GROVE	PA	\$50.00	08/11/200	08/23/200	12	6	4	2	1	LCDR Wayn Miller (See AN-PA)	(610) 582-3605	NSCTNG 001 w/\$50 to COTC. Subject to berthing availability. Check w/COTC.
							60	30	9	6			

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
MEDICAL TRAINING													
MD-PR	NH ROOSEVELT ROADS	PR	\$50.00								Need COTC		NSCTNG 001 w/\$50 to COTC. Local Cadets "Only". Call COTC for details.
MD-FL	NH JACKSONVILLE	FL	\$50.00	06/16/200	06/28/200	12	8	8	1	1	LT Donnie Kreutz 3465 Phillips HWY 506 Jacksonville, FL 32207 Email:dfkreutzusnsc @military.com	(904) 346-1243	NSCTNG 001 w/\$50 to COTC. Must be Age 15 & E3. Need 1M/1F Staff Cadet.
MD-IL	NH NTC GREAT LAKES	IL	\$50.00	07/07/200	07/20/200	13	15	10	2	1	LT Bob Plant 24258 W Quail Dr. Channahon, IL 60410	(815) 467-9375	NSCTNG 001 w/\$50 to COTC. Must be Age 14.
MD-IL	NH NTC GREAT LAKES	IL	\$50.00	07/07/200	07/20/200	13	10	5	2	1	LT Bob Plant (See MD-IL)	(815) 467-9375	NSCTNG 001 w/\$50 to COTC. This is Advanced Medical. Must be Age 15/Must have completed Basic Medical/ and be CPR Certified. Must have own Stethoscope. Will earn First Responder Certification by National Registry of EMT's.

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
MD-MD	NHMC BETHESDA	MD	\$50.00	07/14/200	07/26/200	13	10	6	3	2	LT Janette Brice 500 Palmer Walker Road Broadway, NC 27505 Email: JTBrice@aol.com	(619) 262-8346	NSCTNG 001 w/\$50 to COTC. Not Authorized for Repeat
MD-CA	NH SAN DIEGO	CA	\$50.00	08/11/200	08/24/200	14	16	16	1	1	LCDR Rene Kretovics 4773 Home Ave. San Diego, CA 92105-4403 Email: rkretovics@aol.com	(619) 262-8346	NSCTNG 001 w/\$50 to COTC. May need Sleeping Bags if berthing on barges. Call COTC. Must be
							59	45	9	6			
MINE WARFARE OPS													
MN-TX	NAVSTA INGLESIDE	TX	\$50.00	06/16/200	06/29/200	14	20	0	4	0	LCDR Gary Williamson 15722 Thistledew Dr. Houston, TX 77082-1431 Email: garycwil@fbns.net	(281) 584-0483	NSCTNG 001 w/\$50 to COTC. Must be Age 15.
							20	0	4	0			

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
MUSIC SCHOOL													
MU-HI	NAS BARBERS POINT	HI	\$50.00			14	10	10	1	1	NEED COTC		NSCTNG 001 w/\$50 to COTC. This NOT a school. Cadets participate in band activities. Note from Band Teacher Required!! Must read 2n/3rd Part @Grade 3 Level; Summer White's (Short Sleeve Shirt) & Pants Required; Recommend bring \$50 spending money. See incl (1) section II, Tab D for form to submit w/NSCTNG 001.
MU-VA	LITTLE CREEK	VA	\$50.00	08/04/200	08/16/200	13	10	10	2	1	LTJG Boyd Sylvester PO Box 8935 Norfolk, VA 23503-0935 Email: boydslly@aol.com	(757) 480-2148	NSCTNG 001 w/\$50 to COTC. Same Musical Requirements as Hawaii; Cadets report to Music School QRT Deck; Transportation to QTR Deck is cadet/parent responsibility. See incl (1), Section II, Tab D for form to submit w/NSCTNG 001.

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
							20	20	3	2			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
NLCC ADVANCED ORIENTATION													
ND-TX	NAS JRB FT. WORTH	TX	\$25.00			6	15	10	3	2	LCDR John T. Austin 4820 Urban Ave. Dallas, TX 75227	(214) 381-8921	NSCTNG 001 w/\$25 to COTC. Need 3M/2F Staff Cadets.
ND-VA	NAVSTA NORFOLK	VA	\$25.00	06/29/200	07/07/200	9	30	20	3	2	LCDR Henry Mooberry PO Box 70138 S.W. Station Washington, DC 20024	(202) 678-2870	NSCTNG 001 w/\$25 to COTC. Focus on Leadership Training.
ND-C2	USCGS GOLDEN GATE	CA	\$25.00	07/07/200	07/13/200	8	15	10	3	2	LCDR Fred Shilzony 4 Crystal Ct. Mill Valley, CA	(415) 383-9205	NSCTNG 001 w/\$25 to COTC. Need 3M/2F Staff Cadets. Must bring Sleeping Bag.
ND-FL	NAS JACKSONVILLE	FL	\$25.00	07/14/200	07/20/200	6	12	6	1	1	LT June Tillett (See AN-FL)	(904) 388-6139	NSCTNG 001 w/\$25 to COTC.
ND-LH	NAES LAKEHURST	NJ	\$25.00	07/20/200	07/26/200	7	20	10	2	1	LT Dave Zittere 2606 Skylark Brookmeade Wilmington, De 19808-1618 Email: elgjr@juno.com	(302) 994-6122	NSCTNG 001 w/\$25 to COTC.
ND-L1	NAES LAKEHURST	NJ	\$25.00	07/27/200	08/02/200	7	20	10	2	1	LT Dave Zittere 2606 Skylark Brookmeade Wilmington, DE 19808-1618 Email: elgjr@juno.com	(302) 994-6122	NSCTNG 001 w/\$25 to COTC.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
ND-GF	USNSCS GRAYFOX	MI	\$25.00	08/11/200	08/17/200	7	18	12	3	2	LCDR Jack Madsen 918 Woodlawn St. Ludington, MI 4931-1544 Email: jmads@jackpine.com	(231) 845-7265	NSCTNG 001 w/\$25 to COTC. Need 2M/2F Staff (Sea Cadet Staff). 1 Day Underway. Need Escorts.
ND-C1	CBC PT HUENEME	CA	\$25.00	08/18/200	08/24/200	7	20	15	3	1	NEED COTC		NSCTNG 001 w/\$25 to COTC. Call COTC for Info Packet; Bring Towel & Lock. POC is LCDR Rose Finnegan at (714) 542-8189.
ND-CA	CBC PT HUENEME	CA	\$25.00	08/18/200	08/24/200	7	20	15	3	1	NEED COTC		NSCTNG 001 w/\$25 to COTC. Call COTC for Info Packet; Bring Towel & Lock. POC is LCDR Rose Finnegan at (714) 542-8189.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
USN SEAMANSHIP TNG													
NH-C1	CAMP PENDLETON	CA	\$50.00	06/14/200	06/24/200	13	14	5	1	1	LT Bob Hoxsie 8662 Mossford Drive Huntington Beach, CA 92646-3947 Email: hoxsie@aol.com	(714) 968-8149	NSCTNG 001 w/\$50 to COTC. Contact COTC for Approval to Attend and Info. Trng w/LCAC's
NH-GF	GRAYFOX PORT HURON	MI	\$50.00	06/28/200	07/07/200	10	18	12	3	2	Need COTC/Escorts		NSCTNG 001 w/\$50 to COTC. POC is LCDR Jack Madsen at (231) 845-7265.
NH-MA	MASSACHUSETTS MARITIME ACAD	MA	\$50.00	06/30/200	07/07/200	8	15	10	0	0	LCDR James McLoughlin 6 Shamrock Lane Buzzards Bay, MA 02532	(508) 759-8606	NSCTNG 001 w/\$50 to COTC. Contact COTC for Approval to Attend and Info.
NH-G1	GRAYFOX BAY CITY	MI	\$50.00	07/07/200	07/16/200	10	18	12	3	2	Need COTC/Escorts		NSCTNG 001 w/\$50 to COTC. POC is LCDR Jack Madsen at (231) 845-7265.

CODE	TRAINING SITE	STATE	COST	START	END	DAYS	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
NH-CA	(MERCHANT SHIP) TBD	CA	\$50.00	07/14/200	07/27/200	14	20	12	7	6	LCDR David M. Burden 1502 Ebener St. Apt D Redwood City, CA 94061	(650) 366-5331	NSCTNG 001 w/\$50 to COTC. Closing Date to COTC is 14 June 2002. Must be E3 & Age 15. Need 4M/4F Staff Cadets. Uniform: USN Coveralls. Contact COTC for Info. Fax (650) 364-8271.
NH-G2	GRAYFOX (CALL COTC)	MI	\$50.00	07/16/200	07/25/200	10	18	12	3	2	Need COTC/Escorts		NSCTNG 001 w/\$50 to COTC. POC is LCDR Jack Madsen at (231) 845-7265.
NH-YP	CHICAGO	IL	\$25.00	07/20/200	07/28/200	7	6	0	2	0	LT John Spasojevich 38 Aldon Rd Montgomery, IL 60538 Email: uco@juno.com	(630) 264-8055	MALE ONLY. NSCTNG 003 w/\$25 to COTC. Restricted to Local Cadets Only. Call COTC for quota.
NH-NY	STATE UNIVERSITY MARITIME ACAD	NY	\$50.00	07/21/200	07/27/200	8	30	20	3	2	LT Rick Aimetti One Universe Way Mt. Sinai, NY 11766-2525	(631) 473-5794	NSCTNG 001 w/\$50 to COTC. Contact COTC for Approval to Attend and Info. Trng at Ft.

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
NH-Y1	CHICAGO	IL	\$25.00	08/03/200	08/11/200	7	0	12	0	2	LT John Spasojevich (See NH-YP)	(630) 264-8055	FEMALE ONLY. NSCTNG 003 /\$25 to COTC. Call COTC first for quota and prerequisites. Preference to Local Cadets.
NH-C2	CAMP PENDLETON	CA	\$50.00	08/11/200	08/23/200	13	14	5	1	1	LT Bob Hoxsie (See NH-C1)	(714) 968-8149	NSCTNG 001 w/\$50 to COTC. Contact COTC for Approval to Attend and Info. Trng w/LCAC's.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
NLCC ORIENTATION													
NT-TX	NAS JRB FT. WORTH	TX	\$25.00			6	50	30	10	5	LCDR John T. Austin (See ND-TX)	(214) 381-8921	NSCTNG 001 w/\$25 to COTC. Need 7M/3F Staff Cadets.
NT-PR	TBD		\$25.00								TBD		
NT-MI	TBD	MI	\$25.00								LCDR Charles Stevenson 32828 Hawthorn Warren, MI 48092 Email: Charlie_Helen_S@juno .com	(810) 264-3108	NSCTNG 001 w/\$25 to COTC.
NT-CO	USAF ACADEMY	CO	\$25.00	05/30/200	08/08/200	9	100	100	15	15	LCDR Charles Vinson 3177 Calle Suenos SE Rio Rancho, NM 87124-7562	(505) 896-1285	NSCTNG 001 w/\$25 to COTC. Need 15 Staff Cadets E4 & Above. Cadets traveling via commercial carrier MUST be escorted. Contact COTC for directions and base access.
NT-LA	NAS JRB BELLE CHASE	LA	\$25.00	06/23/200	06/29/200	7	25	15	4	2	LT Marshall Fisher 3201 Rue Parc Fontaine #2809 New Orleans, LA 70131-6979	(504) 394-3744	NSCTNG 001 w/\$25 to COTC. Need 3M/2F Staff Cadets; Must be POLA Grad!!

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
NT-GA	JACKSONVILLE STATE UNIVERSITY	FL	\$25.00	06/30/200	07/06/200	7	100	60	10	6	LT Richard Waddell 1459 Transcoro Street SE Palm Bay, FL 32909 Email: stretch5@bellsouth.net	(321) 951-0432	NSCTNG 001 w/\$25 to COTC. Must bring pillow/pillowcase, 2 Twin Sheet white, 1 dark blanket and toilet kit with showers shoes and towel and wash cloth.
NT-WI	VOLK FIELD ANGB	WI	\$25.00	07/07/200	07/13/200	7	40	20	3	1	LT Jay Jones 7 Hellious Ct Foxlake, IL 60020 Email: seacadets911@yahoo.com	(847) 587-8742	NSCTNG 001 w/\$25 to COTC. Need 6 Staff Cadets.
NT-LH	NAES LAKEHURST	NJ	\$25.00	07/20/200	07/26/200	7	50	20	5	2	LT Dave Zittere (See ND-LH)	(302) 994-6122	NSCTNG 001 w/\$25 to COTC. Need 5M/2F Staff Cadets.
NT-IO	CAMP DODGE	IO	\$25.00	07/20/200	07/27/200	7	30	20	3	2	LCDR Hank Voss 1704 Michael St. Leavenworth, KS 66048-1616	(913) 772-8084	NSCTNG 001 w/\$25 to COTC. Need 10 Male 6 Female Staff Cadets.
NT-MA	FT. DEVENS	MA	\$25.00	07/27/200	08/01/200	6	32	20	4	4	LCDR Dave Carchia 110 Somerville St. Marshfield, MA 02050-4629	(781) 834-7784	NSCTNG 001 w/\$25 to COTC.
NT-L1	NAES LAKEHURST	NJ	\$25.00	07/27/200	08/02/200	7	70	30	10	5	LT Dave Zittere (See ND-LH)	(302) 994-6122	NSCTNG 001 w/\$25 to POC. NEED COTC.

CODE	TRAINING SITE	STATE	COST	START	END	DAYS	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
NT-VA	NAVSTA NORFOLK	VA	\$25.00	08/03/200	08/10/200	7	30	20	3	2	LCDR Henry Mooberry (See ND-VA)	(202) 678-2870	NSCTNG 001 w/\$25 to COTC.
NT-HL	FT HUNTER-LIGGETT	CA	\$25.00	08/17/200	08/24/200	8	40	20	4	3	LCDR Stephen Adams 39600 Fremont Blvd. Apt. 106, Fremont, CA 94538-2163 Email: nlccfhl@aol.com	(510) 468-4393	NSCTNG 001 w/\$25 to COTC. Need 10 M/F Staff Cadets.
NT-WA	FORT LEWIS	WA	\$25.00	08/18/200	08/24/200	7	50	25	3	2	Need COTC		NSCTNG 001 w/\$25 to Capt John Payne 23751 Clear Creek Rd, Poulsbo, WA 98370
NT-CA	CBC PT. HUENEME	CA	\$25.00	08/18/200	08/24/200	7	120	80	12	8	NEED COTC		NSCTNG 001 w/\$25 to COTC. Call COTC for Info Packet. POC is LCDR Rose Finnegan @ (714) 542-8189.
							737	460	86	57			
PORT OPERATIONS													
PO-PR	NS ROOSEVELT ROADS (TBD)	PR	\$50.00								TBD		NSCTNG 001 w/\$50 to COTC. Local Cadets "Only" Call COTC for details.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
NSCC RECRUIT TRNG													
RT-GM	NAVCOMTELSTA	GU	\$50.00								TBD/NEED COTC		NSCTNG 001 w/\$50 to COTC. Contact COTC for details.
RT-FL	ADM FARRAGUT MILITARY ACADEMY ST. PETERSBURG	FL	\$50.00								TBD/NEED COTC		NSCTNG 001 w/\$50 to COTC. POC is LCDR Dave Farrow @ (561) 368-3517.
RT-HI	MCB KANEOHE	HI	\$50.00								TBD/NEED COTC		NSCTNG 001 w/\$50 to COTC.
RT-PR	PR NATIONAL GUARD, CAMP SANTIAGO	PR	\$50.00	06/02/200	06/15/200	14	80	40	13	7	LT Nancy Padilla URN El Convento Calle 2-A-63 San German, PR 00683	(787) 264-1591	NSCTNG 001 w/\$50 to COTC. Local Cadets "Only"; Call COTC to confirm dates.
RT-LA	NAS JRB BELLE CHASE	LA	\$50.00	06/09/200	06/22/200	13	70	30	10	10	LCDR Neil Bradley PO Box 842522 Houston, TX 77284-2522 Email: nbradley@seacadets. org	(281) 382-8630	NSCTNG 001 w/\$50 to COTC.
RT-TX	FT. SAM HOUSTON	TX	\$50.00	06/09/200	06/22/200	14	70	30	8	3	LCDR W.L. Crouch (See MA-TX)	(210) 647-4881	NSCTNG 001 w/\$50 to COTC. Need 4M/2F Staff Cadets.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
RT-IL	SSC GREAT LAKES	IL	\$50.00	06/16/200	06/29/200	14	250	100	20	15	LCDR Rich Cox 11 Big Oak Streamwood, IL 60107 Email: LCDRCox91@aol.com	(630) 855-6428	NSCTNG 001 w/\$50 to COTC.prior to 24 May. Need 7M/3F Staff Cadets. COTC to provide special reporting instructions. No unaccompanied cadets via commercial air carrier!!
RT-AZ	FT. HUACHUCA	AZ	\$50.00	06/16/200	06/29/200	14	40	20	8	3	LCDR Levi Bolton 1302 West Shawnee Drive Chandler, AZ 85224	(480) 659-1975	NSCTNG 001 w/\$50 to LCDR Chuck Vinson 3177 Calle Suenos, SE, Rio Rancho, MN 87124-7562. Phone (505) 896-1285.
RT-GA	FT. STEWART (NCOA)	GA	\$50.00	06/20/200	06/30/200	10	110	40	12	4	LT Stanley Marrett 613 Eunice St. Albertville, AL 35950 Email: lguco063@msn.com	(256) 891-3303	NSCTNG 001 w/\$50 to COTC prior to 1 June. Need 10M/4F Staff Cadets. Need 3 Sets Dungarees.

CODE	TRAINING SITE	STATE	COST	START	END	DAYS	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
RT-CA	CAMP PARKS	CA	\$50.00	06/24/200	07/06/200	14	150	100	15	10	LT Laneya Littrell 1831 Saratoga Ave. Modesto, CA 95350	(209) 537-5057	NSCTNG 001 w/\$50 to COTC. Need 14M/10F Staff Cadets. Perference to Region 11 & 12. Cadets Report MONDAY!!!
RT-NY	FORT DRUM	NY	\$50.00	06/30/200	07/13/200	14	90	40	10	10	LCDR Norm Wason 76 Third Street Cohoes, NY 12047	(518) 237-2540	NSCTNG 001 w/\$50 to COTC.
RT-MA	FT. DEVENS	MA	\$50.00	07/20/200	08/01/200	13	160	32	15	6	LCDR Dave Carchia (See NT-MA)	(781) 834-7784	NSCTNG 001 w/\$50 to COTC. Need 25M/13F Staff Cadets.
RT-NJ	FORT DIX	NJ	\$50.00	07/21/200	08/03/200	14	120	50	15	10	LT Anthony J. White 401 E Gibbsboro Rd Apt 7 Lindenwold, NJ 08021-1957		NSCTNG 001 w/\$50 to LCDR Pat O'Brion 1048 Wagoner Drive Wilmington, DE 19805-1033 Email: cpobrion@aol.co m Tel: (302) 663-0502.
RT-OH	OHIO STATE UNIVERSITY	OH	\$50.00	07/28/200	08/10/200	14	175	85	25	15	LCDR Jim Lukasiewicz 4877 Algonquin Trail Stow, OH 44224 Email: nscrtc@hotmail.com	(330) 686-0207	NSCTNG 001 w/\$50 to COTC. Staff Report 7/27/2002.
RT-C1	CBC PT. HUENEME	CA	\$50.00	08/04/200	08/17/200	14	190	60	25	10	LCDR Howard Woods 931 4th St. Calimesa, CA 92320-1238 Email: hwoods@sanbernardi nosheriff.org	(909) 387-3585	NSCTNG 001 w/\$50 to COTC.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
RT-WA	FORT LEWIS	WA	\$50.00	08/11/200	08/24/200	14	100	50	15	10	LCDR Mike Yocom 21206 48th Ave W, Apt C, Mount Lake Terrace, WA	(425) 774-0976	NSCTNG 001 w/\$50 to Capt John Payne 23751 Clear Creek Rd Poulsbo, WA 98370 prior to 1 July.
RT-KS	FORT RILEY	KS	\$50.00	08/11/200	08/24/200	14	150	50	30	20	LCDR Sam Schouten 1001 Maple Lane Harrisonville, MO	(816) 380-4880	NSCTNG 001 w/\$50 to COTC.
							1755	727	221	133			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SAILING SCHOOL													
SA-F1	NAS PENSACOLA	FL	\$50.00			13	15	15	2	2	LCDR Pat Fulgham (See AN-F1)	(850) 983-1706	NSCTNG 001 w/\$50 to COTC. Need Escorts. Contact COTC. Advanced Sailing on bigger boats. Must have completed Basic Sailing. Must Class II Swimmer.
SA-FL	NAS PENSACOLA	FL	\$50.00			13	15	15	2	2	LCDR Pat Fulgham (See AN-F1)	(850) 983-1706	NSCTNG 001 w/\$50 to COTC. Need Escorts. Contact COTC. This basic sailing for Sea/League Cadets. Must be Class II Swimmer. See Guidelines Section 15.
SA-C1	FIDDLERS COVE NAB CORONADO	CA	\$50.00	06/24/200	06/28/200	5	12	6	2	1	LTJG Bill James 2452 Doubletree Rd. Spring Valley, CA 91978 Email: wajamessr@hotmail.c om	(619) 263-5189	NSCTNG 001 w/\$50 to COTC. 5 day Advanced Sailing School @ NAB Coronado Sailing Club. Must be Class II Swimmer. See Guidelines Section 15. Call COTC for prerequisites.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SA-CA	FIDDLERS COVE NAB CORONADO	CA	\$50.00	08/19/200	08/23/200	5	12	6	2	1	NEED COTC		NSCTNG 001 w/\$50 to COTC. 5 day sailing School @ NAB Coronado Sailing Club. Must be Class II Swimmer. See Guidelines Section 15. Call COTC fo berthing arrangements. This Basic Sailing School.

54 42 8 6

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SCUBA SCHOOL													
SC-CA	NAVSTA SAN DIEGO	CA	\$50.00	06/30/200	07/07/200	8					LT Tom Snodgrass 7350 Cowles Mountain Blvd San Diego, CA 92119-1328	(619) 464-3014	NSCTNG 001 w/\$50 to COTC. Call COTC for pre-requisites and quotas.
SC-FL	NAS KEY WEST	FL	\$50.00	07/28/200	08/10/200	13	5	5	1	1	LT Lana Smith 3312 Independence Lane Lansing, MI 48911 Email: dick.smith@worldnet.a tt.net	(517) 393-8661	NSCTNG 001 w/\$50 to COTC. Must be age 15. Call COTC for prerequisites and quotas.
SC-C1	NAVSTA SAN DIEGO	CA	\$50.00	08/18/200	08/25/200	8					LT Tom Snodgrass (See SC-CA)	(619) 464-3014	NSCTNG 001 w/\$50 to COTC. Call COTC for pre-requisites and quotas.
							5	5	1	1			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SEAL TRAINING													
SL-FL	NSW/UDT/SEAL ASSOC. TRNG SITE OKEECHOBEE	FL	\$50.00	06/09/200	06/21/200	12	23	7	4	0	LCDR M.W. Muros Okeechobee County Sheriff's Office NSCC Liason Officer 504 NW 4th St Okeechobee, FL 34972	(863) 763-3117	Unit CO's call COTC NLT 1 May, for quota, prerequisites and application details. See guidelines Section 7, Tab C. 3 Tracks
SL-VA	NAB LITTLE CREEK and/or FT. AP HILL, VA	VA	\$50.00	07/12/200	07/21/200	18	32	0	2	0	LCDR Albert Scott 841 Parkside Ave Buffalo, NY 14216	(716) 832-4501	NSCTNG 001 w/\$50 to COTC. Must pass SEAL PRT Test Prior to Approval; Must send copy of PRT w/NSCTNG 001; See encl (1) Section 7, Tab C. Applications due 15 June. Some training may be at FT. AP Hill, VA. Check w/COTC for reporting instructions.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAYS</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
SUBMARINE SEMINARS													
SS-WA	NAS BANGOR	WA	\$50.00			12	20	0	2	0	LCDR Bill Jenkins 4210 Hornet Dr NE Olympia, WA 98516	(360) 459-4161	NSCTNG 001 w/\$50 to COTC. Must be Age 15 and E3 (NO Exceptions)
SS-CT	NSB GROTON	CT	\$50.00			14	30	0	2	0	LT Denis Thiede	(860) 293-9147	NSCTNG 001 w/\$50 to ENS Jasen Wheatley 85 Parker St. Lowell, MA 01851-4403. Email: midshipjay@aol.co m. Phone (987)
							50	0	4	0			
SECURITY TRAINING													
ST-PR	NAVSTA ROOSEVELT ROADS	PR	\$50.00								TBD/NEED COTC		NSCTNG 001 w/\$50 to COTC. Restricted to Puerto Rico Cadets "Only". Contact COTC for details.
<u>Grand Total:</u>							3689	1841	485	311			

ENCL (4)

To: NSCC Information Letter 4-02
Subj: 2002 NSCC/NLCC Summer Training Schedule

GENERAL GUIDANCE AND FORMS TO BE USED TO GET FEDERAL
FUNDING IN SUPPORT OF SUMMER TRAINING 2002

THREE (3) FORMS:

COTC's use NSCTNG 021, TAB A
Unit CO's use NSCTNG 022 and/or 023, TABs B & C

- **NSCTNG 021**: For NSCC/NLCC Training published in the Summer Training **COTC FUNDING REQUEST**. COTC's use this form to get funding for summer training listed in the summer training schedule, NSCC Info Letter 4-02. COTC's submit as soon as reasonable estimate of expenses is known; not later than about 4 weeks prior to training start date.

This form is at TAB A.

- **NSCTNG 022**; Unit CO's use for getting money to reimburse cadets for messing and berthing expenses incurred for TWT with the **US Coast Guard**. Submit after training, prior approval is not required.

This form is at TAB B.

- **NSCTNG 023**; Unit CO's use for getting money to reimburse cadets for messing and berthing expenses incurred for **local training on NSCTNG 003 or 004 orders**, continuous 4 nights, 5 days or more creditable towards TWT, **PRIOR APPROVAL IS REQUIRED**.

This form is at TAB C.

NSCTNG 021 (Rev 02/02)

NSCC TRAINING PUBLISHED IN THE SUMMER TRAINING SCHEDULE

NSCC/NLCC COTC NATIONAL TRAINING FUNDING REQUEST

COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is **the form to be used by Summer Training Schedule COTCs.** The common denominator for this training is that it covers all training in the NSCC NHQ Summer Training Schedule NSCC Information Letter 4-02 (except Coast Guard), and all training is pre-approved.
- COTCs need to submit this form as soon as they have a reasonable estimate of anticipated training expenses. It needs to be submitted to NHQ not later than about 4 weeks before training, so that NHQ can act on it and get it back at about the two week point, so that you, as COTC, can get it into your account and cleared for use. Obviously the sooner the better.
- It is OK to use best guess possible where you can't come up with a firm expense.
- Don't forget to include best guess cost estimates for last minute arrivals of unexpected cadets (more likely to happen with the larger evolutions).
- Please note that this form is designed to address expenses from large RTCs having hundreds of cadets (with major expenses in a wide variety of categories), down to the smallest of Advanced Training evolutions which may only be several cadets. Not every category is for everyone; simply fill out the expenses that apply.
- Detail and cover adult expenses as well. For 2002, adults are asked only to give up their time and travel costs, to and from training sites.
- We will review each of these forms and if there is any question, we will contact you. If the amount being forwarded is different than that requested, we will contact you as far in advance as possible to resolve differences.
- Remember the importance of accountability; these funds are coming from the American taxpayer and we must all account for them to the very best of our abilities. We, and you, are subject to audit. Reconciliation in your after action report is required along with return of all funds exceeding the amount carried over from last year. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.
- If you underestimate, we will reimburse legitimate expenses, but please keep good accounting records, we will need to know where the money went.
- **RECEIPTS! RECEIPTS! RECEIPTS!** Keep them and include them in your after action report (Most of you do this anyway).

TAB A

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h2 style="margin: 0;">COTC NATIONAL TRAINING FUNDING REQUEST</h2>	<i>Completed by COTC four weeks prior to training</i>
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INSTRUCTIONS

1. COTCs use this form for requesting support funds for training published in the summer/winter training schedule.
2. For local training of five (5) days or more under NSCTNG 003/004 (Locally Arranged Orders) use NSCTNG 022.
3. For all training with the United States Coast Guard (USCG) use NSCTNG 023.

1. TRAINING SITE INFORMATION		
1a. Training Type	1b. Training Code	1c. Dates of Training (DD MMM YY – DD MMM YY)
1d. Training Location		
1e. COTC Name	1f. COTC Phone	1g. COTC E-Mail

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. UTILITIES								
Phone:		\$						
Electricity:		\$						
Water/Sewer:		\$						
Other – Specify:		\$						
UTILITIES SUBTOTAL (+)						\$		

2d. 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 (Beyond NHQ/CNRC Bus and Van arrangements):		\$						
LOGISTICS SUBTOTAL (+)						\$		

FUNDING REQUEST

2e. TRAINING AND OPERATIONS									
Pool Charges:					\$				
Canteen / Web Belt / Gear Rental Charges:					\$				
PT Gear / T-Shirt / Ball Cap:					\$				
Drinking Water / Fluids:					\$				
First Aid / Safety Supplies:					\$				
Radios / Walkie-Talkies:					\$				
Uniform Items:					\$				
Team Building – Specify:					\$				
Personal and Hygiene:					\$				
Other – Please Specify:					\$				
Next Year's Carryover:					\$				
TRAINING AND OPERATIONS SUBTOTAL (+)									
2f. TOTAL OF ANTICIPATED EXPENSES / COSTS (before revenue deductions) (+)							\$		
3. REVENUE DEDUCTIONS (Training quota reservation fees, \$50.00 for two weeks or \$25.00 for one week, are for non-training related expenses)									
Last Year's Carryover (Should equal next year's carryover):					\$				
Cadet Training Deposits:			X	\$	=	\$			
Staff Cadet Training Deposits:			X	\$	=	\$			
Other Revenue – Specify:					\$				
REVENUE DEDUCTIONS SUBTOTAL (-)							\$		
4. TOTAL AMOUNT REQUIRED FOR THE OPERATION OF THE TRAINING CONTINGENT (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. Funds in excess of last year's carryover will be returned to NHQ with the COTC's report. Submit this form to NHQ at least four (4) weeks prior to commencement of training. 									
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)		

NSCTNG 022 (Rev 02/02)

NSCC SUMMER TRAINING WITH THE US COAST GUARD 5 DAYS, 4 NIGHTS OR MORE CONTINUOUS (CREDITABLE TOWARDS ANNUAL TRAINING)

REQUEST FOR REIMBURSEMENT OF CADET TRAINING COSTS

COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is **the form to be used by Unit COs to get their cadets reimbursed at summer's end for berthing and messing costs incurred during summer training with the US Coast Guard.** The common denominator for this training is that this is training with the US Coast Guard, some of which may have been advertised in the summer training schedule, but much of which is not. It is training aboard recognized USCG bases, stations and cutters as is endorsed in both Navy and USCG instruction and is pre-approved.
- Unit CO's need to submit this form to NHQ with attached NSCTNG003/004's and receipts upon completion of the training evolution but not later than the beginning of September for subsequent reimbursement.
- Just follow the directions on the form.
- Please note that **this form is designed to address primarily berthing and messing expenses and any unusual expenses beyond miscellaneous administrative, and house keeping expenses which would normally be covered by the \$50 deposit that all other cadets are paying.**
- While adults don't normally accompany cadets for USCG training, if they do accompany as escorts, detail and cover adult expenses as well. For 2001, adults are asked only to give up their time and travel costs, to and from training sites.
- We will review each of these forms and if there is any question, we will contact you. If the amount being reimbursed is different than that requested, we will contact you to resolve differences or annotate forms as appropriate.
- Remember the importance of accountability; these funds are coming from the American taxpayer and we must all account for them to the very best of our abilities. The NSCC is subject to and will be audited. That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.
- ***RECEIPTS! RECEIPTS! RECEIPTS!*** Keep them and include them with the NSCTNG 003 or 004's in your request for reimbursement.

TAB B

- Please understand that for this reimbursable training, reimbursement will be at summer's end. NHQ will maintain at NHQ a file for each unit having cadets who participate in USCG training. When cadets complete a USCG training evolution, Unit CO's submit this form per directions. NHQ will maintain a tickler of reimbursable expenses for units as we progress through summer. At summer's end in September (or when all cadets in the unit have completed their summer training), NHQ will total USCG reimbursable expenses for each unit that submitted a request for reimbursement. NHQ will cut one check back to each unit for those expenses. Unit COs are responsible for subsequent individual cadet and escort reimbursement. Dual signature controls will be in place and copies will go to Regional Directors and/or Field Representatives for incorporation into the inspection process to ensure proper reimbursement.
- Brief your cadets going on training with the USCG with regard to this form, their reimbursement, and the need for receipts.

INSTRUCTIONS

1. Unit COs/COTCs use this form for requesting reimbursement of costs associated with all Coast Guard training.
2. For nationally scheduled training published in the Summer/Winter Training Schedule under National Orders use NSCTNG 021. *Remember, USCG Training is not under National Orders.*
3. For all locally arranged training of five days or more use NSCTNG 023.
4. After training, to receive reimbursements;
 - a. Complete this form and forward it to NHQ no later than 01 September.
 - b. Attach copies of all NSCTNG003/004s for all personnel who attended training and all receipts.
 - c. Do this for all evolutions where NSCTNG 003/004s were used for each US Coast Guard training evolution.
 - d. NHQ will cut one check back. COTC/Unit is responsible for reimbursing Cadets and Officers for expenses incurred.
5. There is no deposit or quota reservation fee for training at US Coast Guard activities. Cadets and Escort Officers are expected to pay for their own miscellaneous administrative and housekeeping expenses, up to about \$50.00. Use the Miscellaneous section for any unique additional expenses beyond what a \$50.00 deposit would normally cover. Reimbursement for these items is not guaranteed, but will be considered.

1. TRAINING SITE INFORMATION

1a. Training Type	1b. Training Code <b style="font-size: 1.2em; text-align: center;">USCG	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 Training Completed

2. EXPENSES/COSTS

2a. BILLETING

NUMBER OF PERSONNEL		COST PER DAY		DAYS		SUBTOTAL	
Cadets	X	\$	X		=	\$	
Staff Cadets	X	\$	X		=	\$	
Escort Officers	X	\$	X		=	\$	
Early Arrivals						\$	
BILLETING SUBTOTAL							

2b. MESSING

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

FUNDING REQUEST

2c. MISCELLANEOUS

Other Expenses – Specify:	\$	
Other Expenses – Specify:	\$	
Other Expenses – Specify:	\$	
Other Expenses – Specify:	\$	
Other Expenses – Specify:	\$	
MISCELLANEOUS SUBTOTAL		\$

2d. TOTAL OF EXPENSES / COSTS

	\$
--	----

3. PAYMENT INFORMATION

- The amount requested in block 2d is the actual amount of money that was required. This is amount that will be forwarded to the unit CO / COTC to cover expenses as detailed above.
- Checks must be made payable to an NSCC/NLCC Unit, not a person.
- The unit CO / COTC is not required to submit a COTC Training Report (NSCTNG 009) or a TWT Audit Report (NSCTNG 010).
- Refer any additional questions to NHQ at (703) 243-6910.

3a. Make check payable to
3b. Mailing Address
3c. City
3d. State
3e. Zip Code + 4
4. SUBMITTED BY UNIT CO / COTC

5a. Full Name & Rank (Print or Type)	5b. Signature	5c. Date (DD MMM YY)
5d. XO or Designated Other, Full Name & Rank (Print or Type)	5e. Signature	5f. Date (DD MMM YY)

6. FUNDING APPROVED (NHQ ACTION)

6a. NHQ Control Number	6b. Amount Approved \$	6c. Amount Disapproved \$	6d. Date (DD MMM YY)
6e. Full Name and Rank of NHQ 1st Endorsement (Print or Type)	6f. Signature		6g. Date (DD MMM YY)
6h. Full Name and Rank of NHQ 2nd Endorsement (Print or Type)	6i. Signature		6j. Date (DD MMM YY)

6k. NHQ Comments

- Copy to Field Representative

NSCTNG 023 (Rev 02/02)

NSCC LOCALLY ARRANGED SUMMER TRAINING NOT IN THE SUMMER TRAINING SCHEDULE

**5 DAYS, 4 NIGHTS OR MORE CONTINUOUS
(CREDITABLE TOWARDS ANNUAL TRAINING)**

FUNDING REQUEST

COMPLETION GUIDELINES

- This form is pretty much self explanatory, and is *the form to be used by Unit COs to get their cadets reimbursed at summer's end for berthing and messing costs incurred during summer training locally arranged and using NSCTNG 003 or 004 orders.* This is for locally arranged cadet training *not* with the US Coast Guard, and *not* advertised in the summer training schedule. ***PRIOR APPROVAL IS REQUIRED FOR EXPENSE REIMBURSEMENT.*** The earlier the better, please!
- Just follow the directions on the form. Submit for approval with estimated expenses, NHQ will approve or disapprove and send the form back to you; submit again after training with actual expenses detailed to get reimbursed.
- After training, Unit CO's need to submit this form with attached NSCTNG 003 or 004's *and receipts.* It needs to be submitted to NHQ not later than the beginning of September for subsequent reimbursement (the sooner the better, right after training preferred).
- Please note that this form is designed to address primarily berthing and messing expenses and any unusual expenses beyond miscellaneous administrative, and house keeping expenses which would normally be covered by the \$50 deposit that all other cadets are paying.
- Detail and cover adult expenses as well. For 2002, adults are asked only to give up their time and travel costs, to and from training sites.
- We will review each of your requests and approve or disapprove, and return it to you. If disapproved, it does not mean that you cannot do it, it only means that it will not be funded by NHQ. If there is any question, we will contact you. **If approved, don't forget to keep your copy, you will need it again to get reimbursement monies for you and your cadets.**
- Remember the importance of accountability; these funds are coming from the American taxpayer and we must all account for them to the very best of our abilities. The NSCC is subject to audit. That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are not our monies, but taxpayer dollars entrusted to us to pay for cadet training expenses.
- **RECEIPTS! RECEIPTS! RECEIPTS!** Keep them and include them with the NSCTNG 003 or 004's in your request for reimbursement.

TAB C

- For this pre-approved reimbursable locally arranged training on NSCTNG 003 or 004 orders, reimbursement will be following training completion and when you submit this form the second time with orders and receipts (first submission for approval and fencing of funds, second time to get the money). NHQ will maintain a file for each unit having cadets who participate in pre-approved local training, and when cadets complete their local pre-approved training and Unit CO's submit this form per instructions, payment will be made. Unit COs are responsible for subsequent individual cadet and escort reimbursement. Dual signature controls will be in place and copies will go to Regional Directors for incorporation into the inspection process to ensure no irregularities.
- Brief your cadets on these local training reimbursement guidelines, their reimbursements, what they can expect, and the need for receipts.

INSTRUCTIONS

1. Unit COs/COTCs use this form for requesting pre-approval and reimbursement of costs associated with locally arranged training.
2. For nationally scheduled training, published in the Summer/Winter Training Schedule under National Orders, use NSCTNG 021.
3. For all training with the United States Coast Guard (USCG), use NSCTNG 022.
4. To get funding approval, submit this for at least three (3) weeks prior to training;
 - a. Complete Section 1 and all Section 2 Estimate column entries. Leave Actual cost column entries blank, then complete Section 5.
 - b. Send this form with an attached roster of Cadets and Escort Officers to NHQ for approval. Remember, only properly enrolled personnel may participate.
 - c. NHQ will approve or disapprove the training evolution and return this form to the COTC.
 - d. If approved, **save approved copy of this form**, complete NSCTNG 003/004s and commence training.
5. After training, to receive reimbursements;
 - a. Complete the Actual cost column in Section 3 on the approved copy that you saved. Then complete Section 7.
 - b. Send completed form to NHQ with attached copies of all NSCTNG 003/004s for all personnel who attended training and submit all receipts.
 - c. Reimbursement will be processed once a year, in September. NHQ will issue one (1) check to the payee specified in section 7. The payee is responsible for reimbursing Cadets and Officers for expenses incurred.

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		ESTIMATE	ACTUAL
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		ESTIMATE	ACTUAL
Cadets:	X	\$	X		=	\$	\$
Staff Cadets:	X	\$	X		=	\$	\$
Escort Officers:	X	\$	X		=	\$	\$
Off-site / Special Messing Costs:						\$	\$
MESSING SUBTOTAL (+)							\$

2c. UTILITIES

	ESTIMATE	ACTUAL
Phone:	\$	\$
Electricity:	\$	\$
Water/Sewer:	\$	\$
Other – Specify:	\$	\$
UTILITIES SUBTOTAL (+)		\$

2d. LOGISTICS

	ESTIMATE	ACTUAL
Administrative Supplies (Pens, Paper, Notebooks, etc.):	\$	\$
Copying/Printing:	\$	\$
Computer/Copier/Projector Rental:	\$	\$
Postage / P.O. Box Rental:	\$	\$

FUNDING REQUEST

2d. LOGISTICS (CONTINUED)		ESTIMATE	ACTUAL
Laundry/Dry Cleaning:		\$	\$
Photo (Film, Developing, etc.):		\$	\$
Transportation (Beyond NHQ/CNRC Bus and Van arrangements):		\$	\$
LOGISTICS SUBTOTAL (+)			\$
2e. TRAINING AND OPERATIONS		ESTIMATE	ACTUAL
Pool Charges:		\$	\$
Canteen / Web Belt / Gear Rental Charges:		\$	\$
PT Gear / T-Shirt / Ball Cap:		\$	\$
Drinking Water / Fluids:		\$	\$
First Aid / Safety Supplies:		\$	\$
Radios / Walkie-Talkies:		\$	\$
Uniform Items:		\$	\$
Team Building – Specify:		\$	\$
Personal and Hygiene:		\$	\$
Other – Please specify:		\$	\$
Next Year's Carryover:		\$	\$
TRAINING AND OPERATIONS SUBTOTAL (+)			\$
2f. TOTAL OF EXPENSES / COSTS (+)		\$	\$
3. BUDGET SUBMITTED BY UNIT CO / COTC (PRIOR TO COMMENCEMENT OF TRAINING)			
3a. Full Name & Rank (Print or Type)		3b. Signature	3c. Date (DD MMM YY)
3d. XO or Designated Other, Full Name & Rank (Print or Type)		3e. Signature	3f. Date (DD MMM YY)
4. FUNDING APPROVED (NHQ ACTION)			
4a. NHQ Control Number	4b. Amount Approved \$	4c. Amount Disapproved \$	4d. Date (DD MMM YY)
4e. Full Name and Rank of NHQ 1st Endorsement (Print or Type)		4f. Signature	4g. Date (DD MMM YY)
4h. Full Name and Rank of NHQ 2nd Endorsement (Print or Type)		4i. Signature	4j. Date (DD MMM YY)
5. ACTUAL EXPENSE REIMBUREMENT INFORMATION (AFTER COMPLETION OF TRAINING)			
5a. Full Name & Rank (Print or Type)		5b. Signature	5c. Date (DD MMM YY)
5d. XO or Designated Other, Full Name & Rank (Print or Type)		5e. Signature	5f. Date (DD MMM YY)
6. PAYMENT INFORMATION			
<ul style="list-style-type: none"> The amount requested in ESTIMATE column of block 3g is the estimated amount of money required for the training listed in block 2. The amount listed in the ACTUAL column should be the amount of the expenses incurred. In no case will the reimbursement exceed the estimated amount without additional justification and approval from NHQ. <u>Payment from NHQ must be made payable to an organization (i.e. NSCC Recruit Training Contingent) and not a person.</u> The unit CO / COTC is not required to submit a COTC Training Report (NSCTNG 009) or a TWT Audit Report (NSCTNG 010). Submit this form to NHQ at least three (3) weeks prior to commencement of training. Estimates should include no-shows, last minute registrants, and late applicants. Refer any additional questions to NHQ at (703) 243-6910. 			
6a. Make check payable to			
6b. Mailing Address			
6c. City		6d. State	7e. Zip Code + 4
<ul style="list-style-type: none"> Copy to Field Representative 			

**DRUG ENFORCEMENT ADMINISTRATION
DEMAND REDUCTION STAFF
HEADQUARTERS AND FIELD OFFICES**

(The abbreviation S/A stands for Special Agent
Geographic areas served by Demand Reduction
Coordinators are given in parentheses)

HEADQUARTERS

Demand Reduction Section
Drug Enforcement Administration

202/307-7936
Fax 202/307-4559

**ATLANTA FIELD DIVISION
(Georgia, South Carolina, North
Carolina, Tennessee)**

S/A Chuvalo Truesdell
Harry Thornton
Drug Enforcement Administration
75 Spring Street , S.W--Room 740
Atlanta, GA 30303

404/893-7124
404/893-7123
Fax 404/893-7115

**AVIATION (Office of Aviation Operations)
(Provides air support to DEA Worldwide)**

Diane Norwood
USDEA Aviation Operations Center
2300 Horizon Road
Ft. Worth, TX 76177-5300

817/837-2028
Fax 817/837-2186

**CARIBBEAN FIELD DIVISION
(Puerto Rico, Virgin Islands, Barbados
Dominican Republic, Haiti, Jamaica,
Trinidad & Tobago, Curacao)**

S/A Waldo P. Santiago
Drug Enforcement Administration
P.O. Box 2167
San Juan, Puerto Rico 00922-2167

787/775-1727
Fax 787/775-1859

**CHICAGO FIELD DIVISION
(Northern and Central Illinois, Indiana,
Wisconsin, Minnesota, North Dakota)**

S/A Paul Ulrich

312/353-1427

Drug Enforcement Administration
230 S. Dearborn Street, Suite 1200
Chicago, IL 60604

Fax 312/353-1476

**DALLAS FIELD DIVISION
(Northern Texas, Oklahoma)**

S/A Michelle Deaver
Drug Enforcement Administration
10160 Technology Blvd., East
Dallas, TX 75220

214/366-8942
Fax 214/366-6927
New Office Main #: 214/366/6900

**DETROIT FIELD DIVISION
(Michigan, Ohio, Kentucky)**

S/A Richard Isaacson
Drug Enforcement Administration
431 Howard Street
Detroit, MI 48226

313/234-4310
Fax 313/234-4057

**EL PASO FIELD DIVISION
(El Paso, TX, New Mexico)**

S/A David Monnette
Drug Enforcement Administration
660 N. Mesa Hills -- Suite 2000
El Paso, TX 79912

915/832-6233
Fax 915/832-6001

**EPIC
(Provides intelligence support to DEA Worldwide)**

S/A Gilbert Gonzalez
Drug Enforcement Administration
11339 SSG Sims Street
El Paso, TX 79908

915/760-2013
Fax 915/760-2677

**HOUSTON FIELD DIVISION
(Southern Texas)**

Dawn Nunley-Mathis
S/A Elizabeth Dubois-Marshall
Drug Enforcement Administration
1433 West Loop South
Houston, TX 77027-9506

713/693-3152
713/693-3413
Fax 713/693-3065

**KANSAS CITY DISTRICT OFFICE
(Missouri)**

S/A Michael Harrington
Drug Enforcement Administration
10220 N. Executive Hills Blvd, Room 620
Kansas City, MO 64153

816/746-4962x228
Fax 816/746-9714

**LOS ANGELES FIELD DIVISION
(Central California, Nevada, Hawaii)**

S/A Lance Williams
Drug Enforcement Administration
255 East Temple Street- -20th Floor
Los Angeles, CA 90012

213/621-6768
Fax 213/894-0157
Pager 877-995-2254

**MIAMI FIELD DIVISION
(Florida)**

S/A Omar Aleman
Drug Enforcement Administration
8400 N.W. 53rd Street
Miami, FL 33166

305/590-4604
Fax 305/590-4437

**NEWARK FIELD DIVISION
(New Jersey)**

S/A Doug Collier
Drug Enforcement Administration
80 Mulberry Street
Newark, NJ 07102

973/273-5095
Fax 973/645-3279

**NEW ENGLAND FIELD DIVISION (BOSTON DIVISION)
(Massachusetts, Connecticut, Vermont,
Rhode Island, Maine, New Hampshire)**

S/A Tina Murphy
Drug Enforcement Administration
1441 Main Street -- 10th Floor
Springfield, MA 01103

413/785-0284x203
Fax 413/785-0483

**NEW ORLEANS FIELD DIVISION
(Louisiana, Arkansas, Alabama, Mississippi)**

S/A Michael Streicher
Drug Enforcement Administration
3838 North Causeway Boulevard -- Suite 1800
Metairie, LA 70002

504/840-1032
Fax 504/840-1052

**NEW YORK FIELD DIVISION
(New York)**

S/A Robert Gagne
Drug Enforcement Administration
99 Tenth Avenue -- Eighth Floor
New York, NY 10011

212/337-2907
Fax 212/337-1870

**PHILADELPHIA FIELD DIVISION
(Pennsylvania, Delaware)**

S/A Jude McKenna
Drug Enforcement Administration
600 Arch Street -- Suite 10224
Philadelphia, PA 19106

215/861-3288
Fax 215/861-1979

**PHOENIX FIELD DIVISION
(Arizona)**

S/A Mary Neville
Drug Enforcement Administration
3010 North Second Street -- Suite 301
Phoenix, AZ 85012

602/664-5630
Fax 602/664-5612

**ROCKY MOUNTAIN FIELD DIVISION (DENVER DIVISION)
(Colorado, Montana, Utah, Wyoming)**

S/A Dennis Follett
Drug Enforcement Administration
115 Inverness Drive East
Englewood, CO 80112-5116

303/705-7353
Fax 303/705-7414

**ST. LOUIS FIELD DIVISION
(Missouri, Southern Illinois, Iowa, Kansas
Nebraska, South Dakota)**

S/A Shirley Armstead
Drug Enforcement Administration
7911 Forsyth Boulevard -- Suite 500
St. Louis, MO 63105

314/538-4752
Fax 314/538-4767

**SAN DIEGO FIELD DIVISION
(Southern California)**

S/A Andy Pappas
Drug Enforcement Administration
4560 Viewridge Avenue

858/616-4246
Fax 858/616-4330

San Diego, CA 92123

SAN FRANCISCO FIELD DIVISION

(Northern California)

S/A William Etter
Drug Enforcement Administration
450 Golden Gate Avenue -- Room 12215
San Francisco, CA 94102

415/436-7851
Fax 415/436-7274
Pager – 415-208-0640

SEATTLE FIELD DIVISION

(Washington, Oregon, Idaho, Alaska)

S/A Michael Shum
Drug Enforcement Administration
400 2nd Avenue West
Seattle, WA 98119

206/553-1318
Fax 206/553-1576

WASHINGTON FIELD DIVISION

**(District of Columbia, Virginia, Maryland,
West Virginia)**

S/A Linda Lee
Drug Enforcement Administration
801 I Street N.W., Room 514
Washington, D.C. 20024

202/305-8130
Fax 202/616-5941

Mailing Address:

800 K Street, N.W., Suite 500
Washington, DC 20024

John Lunt, Chief	202/307-7936
Tammy Bowman, Senior Prevention Programs Manager	202/307-7427
Linell Broecker, Senior Prevention Programs Manager	202/307-7964
Douglas Lamplugh, Senior Prevention Programs Manager	202/307-7936
Amy Warren, Senior Prevention Programs Manager	202/307-5592
Barbara Wetherell, Senior Prevention Programs Manager	202/307-7960
Maureen Bory, Program Analyst	202/307-8673
Mary Dunbar, Secretary	202/307-7938

11/20/01