

U.S. NAVAL SEA CADET CORPS

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27 February 2004

NSCC INFORMATION LETTER 4-04

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

To: Distribution

Subj: **2004 NSCC/NLCC SUMMER TRAINING**

Ref: (a) NSCC/NLCC Advancement and Training Manual
(b) NSCC/NLCC Escort Officer Handbook
(c) COMNAVRESFOR message CNRF R 061641Z FEB 04

Encl: (1) 2004 NSCC/NLCC General Training Guidelines
(2) 2004 Coast Guard Training Opportunities, **including USCG Eagle billets**
(3) 2004 NLCC/NSCC Summer Training Schedule
(4) **2004 NLCC/NSCC Summer Training Federal Funding Support Request Forms and Guidelines**
(5) 2004 List of DEA Agents Available to Make Presentations

1. **This is the NSCC information letter announcing 2004 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.

THE TWO BIG BIGGEST CHANGES FOR THIS YEAR ARE:

- ***FIRST.*** The general training deposit is \$80 for 2 week training, and \$40 for 1 week training evolutions.
- ***SECOND.*** *For adult escorts, there is a mileage allowance to offset out of pocket expenses for travel to and from training sites. It's not much, but is 15 cents a mile with a cap of 800 miles per training evolution supported. COTC's control and administer this allowance program, see encl (4).*

Still in effect from last year:

- For cadets performing more than one training over the summer, the second and subsequent training deposit (third, fourth, fifth, etc., what ever it might be) will be a flat \$180 each for any two week or longer evolution, and a flat \$90 each for any one week evolution; evolutions as listed in the summer training schedule, encl (3). Unit CO's are responsible for monitoring cadet performance of TWT and ensuring the correct deposit is sent to the COTC.

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Examples:

- Cadet does one week POLA, pays \$40...wants to do a second 2 week TWT training, pays \$180.
- Cadet does 2 week RT or TWT, pays \$80... wants to do a second 2 week TWT training, pays \$180.
- Cadet does 2 week RT or TWT, pays \$80...wants to do 2 additional 2 week TWT's, pays \$180 each.....and if he or she wants to add an end summer POLA, pays the \$90.

Just some examples to help all understand. It's structured so that every cadet gets one training evolution at the \$40 or \$80 deposit cost and can advance, anything beyond that is at the higher rate for all summer training in the 2004 summer training schedule having a training code assigned.

(NOTE: WE KNOW THE DIFFICULTY EVERYONE HAS IN GETTING ENOUGH ESCORTS.....SO WE TRY AND DO THINGS TO ENCOURAGE ADULTS TO BE ESCORTS.....ACCORDINGLY, CADETS WHO ARE DOING THEIR SECOND, THIRD, ETC TRAINING AND WHO HAVE AT THAT TRAINING A PARENT OR GUARDIAN AS AN ESCORT, THESE CADETS ARE EXEMPT FROM THE HIGHER DEPOSIT COST. THEY JUST PAY THE REGULAR DEPOSIT OF \$80, OR \$40 WHEN A PARENT OR GUARDIAN ACCOMPANIES AS AN ESCORT. COTC'S TO MANAGE THIS. ANY OTHER UNIQUE CIRCUMSTANCES/PROBLEMS WITH THIS POLICY ARE TO BE BROUGHT TO THE ATTENTION OF THE FIELD REPRESENTATIVE, WHO WILL EITHER RESOLVE OR PASS TO NHQ FOR RESOLUTION.

- For those training evolutions that are particularly expensive and far exceed the average cadet cost per cadet for training (we only have a few each year, sometimes SCUBA or special training off base will fall into this category) the deposit may be higher to offset the cost to the NSCC but still allow the training to happen. **Double check the deposit fee listed in encl (3).** This is where it will be listed.

While NSCC NHQ always regrets having to raise prices by adjustments to cadet deposits, all are necessary to cover each year's increasing costs, maximize opportunity for all cadets, keep it as fair as possible for the most number of cadets and to preclude last minute cancellations because of fiscal shortages. All are reminded that while our federal grant is a \$1.5M grant the costs of our entire training program far exceed the \$1.5M granted.

- And also remember that **cadets who do not pass the PRT at RT do not get credit for RT. THEY HAVE TO REPEAT RT TO GET CREDIT FOR RT!!!!!!** They can no longer return to the unit for sign off and crediting at a later date by their unit CO. NSCC Action Letter 9-02; para 1.k. refers. It says:

CADETS MUST PASS THE PT TEST AT RT IN ORDER TO RECEIVE RT CREDIT. FAILURE TO PASS THE PT TEST MEANS THAT THE CADET HAS TO ENTIRELY REPEAT RT. UNIT CO's ARE RESPONSIBLE FOR APPROVING REQUESTS FOR TRAINING FOR ONLY THOSE CADETS WHO CAN PASS THE PT TEST. The NSCC

endorses good health and physical fitness of all cadets. NSCC Action Letter 4-98 explains in detail the merits of physical fitness and how the NSCC program borrows heavily from “The President’s Challenge”. The long standing requirement to pass the physical readiness test before going to RTC and to be physically fit during RTC was not changed with NSCC Action Letter 4-98 and is not changed now. It should be noted that NSCC standards remains below those of the 50th percentile of the President’s Challenge, and that cadets are only required to meet a standard that is less arduous than that currently being met by at least half of all middle and high school youth of their age. What this change does is remove Unit CO authority to award RT credit to cadets at the unit level after having failed to pass the PT test at RT. This change reinforces Unit CO responsibility to approve training requests only for those cadets who pass the NSCC PT test and stay fit, and requires cadets who might fail the test at RT, to repeat RT until he or she passes the test and receives credit. Cadets can advance in the NSCC and participate in other trainings only with RT credit. This change remains effective for 2004 as it was in the 2003 summer training cycle.

ANOTHER VERY IMPORTANT THING TO REMEMBER FOR SUMMER 2004 IS THAT MOST TRAINING IS SCHEDULED ONBOARD OUR NATIONAL MILITARY SERVICE COMPONENT BASES AND STATIONS. AND AS ALL OF YOU ARE MORE THAN WELL AWARE THE INTERNATIONAL SITUATION CAN CHANGE AT A MOMENT’S NOTICE AND SO CAN SECURITY REGULATIONS AFFECTING NSCC ACCESS TO BASES AND STATIONS. AVAILABILITY OF BERTHING CAN ALSO CHANGE VERY QUICKLY. ALL TRAINING EVOLUTIONS ARE SUBJECT TO LAST MINUTE CANCELLATION AND ALL NEED TO PLAN ACCORDINGLY.

AND BE REMINDED:

The NSCC Summer Training Schedule Information Letter 4-04 (this letter) is posted on the NSCC WEB Site at resources.seacadets.org . At this site is the ORIGINAL information letter itself with all the enclosures. Enclosure (3) is the training schedule as originally written as of the date of this letter. Understand that it is accurate only at the time it gets posted, and remains accurate only until someone phones in another change. Most of the time it is NOT up to date! In fact, encl (3) is probably already out of date as you read this right now!

HOWEVER, change information as received gets immediately posted under:

“CURRENT UPDATED SCHEDULE” RIGHT NEXT TO INFO LETTER 04-04 SUMMER TRAINING SCHEDULE.

THIS IS WHERE YOU SHOULD GO TO FILL OUT YOUR APPLICATION.

Phone numbers change, COTC’s change, addresses where to send applications change, etc. etc. It happens everyday. Some trainings even get cancelled. At National Headquarters we take these daily changes and post them as they occur to resources.seacadets.org as described above. **THIS IS WHERE YOU NEED TO GO FOR THE LATEST INFORMATION.**

Once again, here’s how it works for you:

- You want to do summer training.
- You go to the Internet resources.seacadets.org .
- You click on, “Current Updated Schedule” right next to Info Letter 04-04 Summer Training Schedule.
- Find the training you’re interested in and submit your application IAW the latest guidelines.
- This same schedule may be accessed under Training and Advancement, Training Schedules, Summer Training Schedule, but the easiest way is simply to go straight to “Current Updated Schedule”.

Changes will be promulgated on the Internet as described above. We will also compliment important/critical changes with 1 MC postings when appropriate. Further hard copy changes/updates will be promulgated only as need dictates.

ALSO BE REMINDED: ID cards must be current through the end of training. So pull out your ID and **look at it now!** If your ID card is expiring between now and the last day of your desired training, re-new it first thing, then put in your request for training. We will not cut orders for anyone whose record does not show that his or her ID will be current through the end of training...It’s an insurance thing and there is no other way!

- **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 2004 summer training. This summer, the NSCTNG 001 (cadet), 002 (officer) goes to the COTC with a \$80.00 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 2004 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, as need dictates.
- **Federal Funding has been approved in support of NLCC/NSCC Summer Training in enclosures (2) and (3).** Generally, cadet cost will be only \$80 for TWT or \$40 for Orientation (and other one week) plus transportation to and from the training site.

There is no cost to escorts except cost of transportation to and from the training site that is in excess of this year’s travel allowance cap (15 cents a mile up to 800 miles per evolution).

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 TWT’s 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 except to ensure correct deposit.**
- **Second, All Coast Guard training** in enclosure (2) to this schedule and all other summer TWT training with the Coast Guard locally arranged and conducted using NSCTNG003/004's. Prior approval is not needed and cadet costs are reimbursable after training. **Unit CO's have to submit a NSCTNG 022 (with copy of orders and receipts) to get monies to reimburse cadets.** Re-imburements are always subject to funding availability.
- **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 re-imbursable. **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 if they become available. It is expected these formal opportunities will be minimal as has been the case in 2001 through 2003. The best way to obtain these opportunities is through local units working closely with locally home ported ships. Units not local to home ported ships must work and coordinate through local Regional Directors. Age guidelines for youth embarking on US Navy Ships is as contained in OPNAVINST 5720.2L CH-1 dtd 6 Aug 02. It says that embarkation of children under age 12 is not recommended.* As we receive additional information or additional opportunities, we will update enclosure (3) with changes and include additional guidelines as they might develop. Monitor the internet website for these changes and updates. 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 update the website. **DO NOT** submit Training Authority Requests for TWT's listed as "Pending" or "TBA" or with details left blank. Wait until they are confirmed on the website or via hard copy changes. Updates and/or changes will be posted first on the website.

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

6. NON REFUNDABLE AIRLINE FARES AND TRAINING CANCELLATIONS. Unit CO's once again, brief your cadets and parents on this. Please be reminded that non-refundable airline fares are just that! And that includes payment of penalties by NHQ. We strongly encourage everyone to consider carefully the purchase of non-refundable tickets. By far, most of the time, most of the summer training evolutions occur as scheduled in the summer training schedule. **But please understand that 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 to \$100. 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, as well as JAG and EOD/MDSU training, were added in prior years 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, and be cost effective. 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.

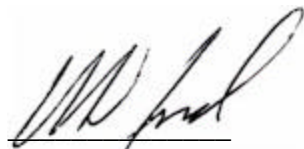
9. Some special notes/reminders:

- **Be wary of allowing cadets to travel commercially unaccompanied or unescorted.** We had instances in prior summers where commercial air travel arrangements were made for a cadet/cadets without consideration to the fact that the airline chosen would not allow under aged children to travel unescorted by an adult!!!! If parents or units arrange for unaccompanied commercial travel for cadets be sure to ask if the carrier will honor your arrangement.
- **For Local Training and other training not in this schedule.** Most bases where we do our training remain very sensitive to visitors, and very focused on their particular base security measures. Where we have 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.
- **Medical information sheet required for adults,** NSCC Action Letter 9-02 of 8 November 2002 refers. It reminds us that adults can have medical problems too, and unit CO's and COTC's need to have a place to go to find your record of medications, your unique health situation in case of emergency; a place to go for answers that any emergency room physician is likely to ask. The place to record this information is on the 5A, and the place to put it is in your own record that you bring to TWT and any other trainings. The 5A is to be completed upon enrollment, updated every five years or whenever a change occurs, **and 30 days prior to escort duty!** Once again, NSCC Action Letter 9-02 refers.
- **ASTHMA: Any history is STILL disqualifying.** See NSCC Action Letter 6-00, para 1.c.

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; resources.seacadets.org . Naval Reservists interested in providing support for NSCC Summer Training 2004 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 1 February 2005.



H.J. Nyland

Approved 
M.D. Ford
Executive Director

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

2004 GENERAL SUMMER TRAINING GUIDELINES

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 TRAINING SITES
 - SECTION 4: NSCC RECRUIT TRNG AND NLCC ORIENTATION
 - SECTION 5: NSCC ADVANCED, GENERAL COMMENTS
 - SECTION 6: INTERNATIONAL EXCHANGE PROGRAM
 - SECTION 7: SEAL AND SPECIAL BOATS
 - SECTION 8: POLA
 - SECTION 9: FAA GROUND SCHOOL
 - SECTION 10: SEABEE; PORT HUENEME, GULFPORT, AND MARSAILLES, IL
 - 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, PORT OPS, AND SAILING SCHOOLS
 - SECTION 16: AVIATION TRAINING NOTES; P-COLA, AND
JRB FORT WORTH
 - SECTION 17: WEB SITES
 - SECTION 18: MASTER AT ARMS/POLICE SCIENCE NOTES
 - SECTION 19: POLICY FOR STACKED TRAINING AND BANKING TRAINING
 - SECTION 20: LIMITED QUOTAS, SUBSTITUTES, AND WAIT LISTS
 - SECTION 21: MISCELLANEOUS NOTES
-
- TAB A: REQUESTS FOR TRAINNG AUTHORITY NSCTNG 001 and 002
 - TAB B: LOCALLY ARRANGED TRAINING FORM NSCTNG 003 and 004
 - TAB C: SEAL PT REQUIREMENTS NSCTNG 018
 - TAB D: MUSIC SCHOOL INFORMATION SHEET NSCTNG 019
-
- TAB E: RECRUIT TRAINING CHECKLIST NSCTNG 013
-
- TAB F: RELEASE FORM FOR CADETS TRAINING AT FORT STEWART, WA
(CAN BE USED AS SAMPLE FOR OTHER SITES REQUIRING IT)

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 and ABLE TO PASS THE NSCC PRT TEST.**

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. The new policy for passing the PRT is in NSCC Action Letter 9-02.

- 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 5-03, **which was newly implemented in 2003.**

SECTION 2

APPLICATION PROCEDURES

- **SUBMIT EARLY.** *YOU CAN NOT DO IT TOO EARLY.* All requests should be to the COTC at least 4 weeks before training. COTC's need to know you're coming so that they can provide you specific reporting instructions, and also so that they can request the money they need to pay for your training.
- **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 2004 will only be a \$80 deposit/quota reservation fee for TWT, or \$40 for one week evolution PLUS transportation to and from the training site.*
 - Use NSCTNG 001 for cadets and NSCTNG 002 for officers (copies at TAB A). NSC Form NSCTNG 003 and 004 (local orders), 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 re-imburement 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. **AN \$80.00 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 2004 NSCC/NLCC SUMMER TRAINING SCHEDULE.** **DO NOT** submit requests for training listed on this Training Schedule marked "Pending" or "TBD" until you receive notice from NHQ that those training sites have, in fact, been confirmed. The training schedule at encl (3) will be constantly updated on the NSCC Internet website with changes or amplifying information as it becomes available.

- Do not send the \$80.00 deposit to NHQ *unless the schedule says to do it (Canada East and West, and Young Marine (if there is any) training for example)*
- **Cadets applying for multiple summer training opportunities must write across the top of their NSCTNG 001 the training codes of the other TWT's 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. And remember, for 2004, one week or two week trainings that are the second or subsequent training for a cadet in summer 2004 require a deposit of \$90 or \$180 as appropriate!
- Deposits/quota reservation fees that go with the NCSTNG 001's, are to be cashier's checks, traveler's checks or money orders. **NO PERSONAL CHECKS or UNIT CHECKS.**
- ***ATTENTION TO DETAIL*** is a must. Fill out your NCSTNG 001's, or NSCTNG 002's correctly and legibly the first time! Incomplete/missing information wastes our time, wastes your time, causes additional mailing costs, sometimes results in late orders or "already filled" quotas, etc. **Please** follow the procedures. **AND MAKE SURE YOUR ID CARD IS CURRENT THROUGH THE LAST DAY OF TRAINING.**

SECTION 3

RTC TRAINING SITES

Recruit Training sites are as listed in encl (3). They are geographically spread across the entire United States. When approving training requests, COTC's will give preference to those units geographically local to the recruit training site. Attending recruit training at your local training site enhances same day ground transportation (parents can drive to the site for delivery and pickup). This is particularly important should a cadet have to be returned home early, or should the training be cancelled due to national emergency. **This does not preclude other personnel from training at a different location, but orders will only be provided if there is good justification and adequate space after geographically local unit personnel have been accommodated.**

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 2004** (for '04 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 and Action Letter 9-02, prior to reporting for training. Cadets found not capable of passing a physical fitness test at the training site will not be credited with completion of RT, and will have to attend RT again and successfully pass RT at their subsequent RT in order to progress in the program. They **will be allowed to participate** in graduation exercises, but **will not** be given **credit** for completing recruit training. Prepare your cadets to **pass PRT!!!**
- **For all cadets training at Fort Lewis, submit TAB F with NSCTNG 001 & 002's .**
- Remind cadets haircuts are part of the recruit training process. The same standards apply to both male and female cadets. Cadets objecting to this regulation should not attend RT.
- BMR: Cadets are required to complete (be trained in, don't have to complete the entire course) Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization and Chapters 5, 6, 9, and 10 prior to reporting to recruit training. These sections and these chapters will provide the cadet with the requisite knowledge needed to complete recruit training. BMR Course 14325 is the current BMR. While formal completion of the entire course is best (required for promotion, all lessons completed), a review and study of these specific chapters and sections at the unit level for new cadets is sufficient for meeting prerequisites for attending RT. The unit CO signature on the request for orders certifies that the cadet is ready for recruit training and that he or she is knowledgeable of these specific sections and chapters.

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.** And advanced training is all training other than RT ! **You have to complete RT first.**.....
 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 3-04 of 6 February addressing the 2004 International Exchange Program.

SECTION 7

SEAL AND SPECIAL BOATS

SEAL

- There are two SEAL training classes again this year, however, **only the traditional class in Norfolk, VA hosted by Naval Special Warfare Teams will be conducted over the summer months.** This class includes a one week participation in an adventure, motivational, Seal Orientation training class specifically developed for NSCC cadets by Odyssey Adventure Racing (OAR); an organization staffed by experienced ex-SEAL and special warfare personnel. See www.seacadetseal.org .
- The second class in Okeechobee, FL sponsored by the Okeechobee Sheriff's Department and the UDT-SEAL Association & the UDT-SEAL Museum Association will not be offered until December, dates are Dec 27 through 9 January. Applications will not be accepted for this Dec class until advertised in the winter training schedule. However, interested cadets are encouraged to advise their Unit CO's and Unit CO's are encouraged to contact LCDR Marshall Muros over the summer for details and additional information regarding this Dec class.
- Both classes use and cover the same basic curriculum. Details are as follow.
- **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.
- 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!!!

- Cadets accepted for this class should arrive Norfolk International Airport NLT 1600 on 7 July. Departure NET 1500 23 July and NLT 1200 24 July.
- **Seal At Okeechobee, Florida.** Same as above. 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 to advise of cadet interest.**
 - Must pass SEAL PT test.
 - Must submit test results appended to NSCTNG 001 to COTC, **after advertised in the Winter Training Schedule.**
 - **This information included here so all know in advance when this popular SL-FL class is being scheduled. It is being shifted to winter because, 1) winter in Florida allows for more successful training (and fewer bugs), and 2) also allows for the addition of the following new class.**

SPECIAL BOATS (New this year)

Dates: From 11 July 2004 through 24 July 2004, with tenants of NAVSPECWARCOM at Naval Amphibious Base, Little Creek, VA. Focus is on special boat operations. **Sound swimming competency is a must. Cadets who are not competent swimmers and not comfortable in the water will be sent home. Specific requirements are in the application package that LCDR Muros will provide.**

Quotas: 16 male cadets + 2 male instructors (no other escorts required). Cost: \$100
Contact: LCDR Muros; 863-357-1600 (8-4) or ocsosheriff1@okeechobee.com for information and student application;

Following are the guidelines for this new training.

- Must pass SWCC PT test (Form is included with information and application packet)
- Must have Standard First Aid & CPR (American Red Cross/ American Heart Association standards)
- Must be at least 15 years old. Must have school GPA of 2.0 (no F's)
- Must have safety/sport glasses (if student wears glasses)
- Must have current physical examination (less than 6 months old from date of application)
- Must sign a participation waiver (included with application packet)
- Must have completed the BMR (14325), SMN (14067), and have completed NSCC Recruit Training.
- Interested cadets must have their C/O, designated unit staff member, or parent **contact LCDR Marshall Muros**.
- This is the "pilot" or "test" course and due to very high interest in this course, unit C/O's are strongly encouraged to obtain the information and application packet as soon as possible.
- **Last date for submission of packet is 15 May.** Packets arriving after 15 May will be returned.
- Information and application packets are not available by email; they are available only by FAX or mail.
- Applicants accepted will be notified immediately and a course guide with uniform and equipment list sent by mail, FAX or email.
- Parents & unit C/O's: Do not send Form-1's or Form-3's. All required forms are included with application packet. Units must use application packet to obtain quota slot.
- Do not send money with application, or buy any airline tickets unless student is accepted.

SECTION 8

POLA

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

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 NSCTNG 001 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 \$80 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 CBC Port Hueneme must be eligible for advancement to **E-3** with completion of the CB course. Applicants for Advanced/Small Unit Integrity training must already be **E-3** and have completed either Basic or Advanced **or** drilled at least two years at Port Hueneme.
 3. All cadets/staff will need to bring combat boots or safety shoes and three sets of camouflage uniforms (cammies/BDUs/CCUs). **Dungarees for CBC Port Hueneme.**

Direct inquiries to:

GULFPORT APPLICANTS

LT Eddie DeWitt, NSCC
310 E. 56th Street
Brownsburg, IN 46112
Tel: (317) 852-8588

PORT HUENEME APPLICANTS

LCDR Don Quinlan, NSCC
PO Box 3760
Wofford Heights CA 93285
Tel: (760) 376-6358

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

- Cadets must be E-2 and have completed BMR. Service records must support completion of these pre-requisites.
- Parents and Units are responsible for arranging travel to and from the training site. COTC will provide map and detailed reporting directions. Contact LCDR Lee Van Der Hulst with questions, (847) 202-1590. Arrival not earlier than noon Saturday.
- Two sets of Cammies.

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 will 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 \$80 or \$40; 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, shoe shine material, bug repellents, etc.

Remember....only cadets who can pass the PT test can go to RT!

A checklist to assist in preparing cadets for training is provided at TAB E. It is NSCTNG 013. The NSCTNG 013 is also posted on the NSCC WEB site.

SECTION 14

ESCORT OFFICERS, VOLUNTEERS, ADULT HELP

- 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.
- 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.

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** and **Port Operations training with the USCG**, all cadets must have swimming competence at the third class level. While Navy certification is generally not possible, **the described level of competence is expected.** Shirt and trouser inflation experience desirable if possible. Bottom line is that cadets must be able to swim!
- For **Sailing Schools** training, the hosting sailing clubs establish a requirement that students should be able to swim at least 100 yards. Per Navy standards that is at the second class level although ability in all swimming styles may not be required. Check with the COTC to make sure as necessary.

SECTION 16

AVIATION TRAINING NOTES; P-COLA,

AND NAS JRB FORT WORTH

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

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:

NH-MA, Seamanship Academy at Mass Maritime: www.usnsc.org/Seamanship.htm

Aviation Ground School Information: Training@aviation.cc

SL-VA, www.seacadetseal.org

SECTION 18

MASTER AT ARMS/POLICE SCIENCE NOTES

- Badges: some schools award a badge upon the completion of training, and many do not. The award of a badge is a function of the particular school upon successful completion of the training at that school. If cadets attend a school that does not award a badge, then the cadets do not get a badge.....it can not be obtained elsewhere. Subsequent wear of the badge upon return to the unit is governed by the Awards Manual. NSCC official MAA school completion recognition is the MAA appurtenance device available through Dondero. Cadets who perform MAA duties at the unit level, but do not have a badge, can wear an armband. Again , see the Awards Manual for further guidance.
- Uniform wear at the unit level is as governed by the unit CO. Graduation from any of the MAA schools is not automatic entitlement to be the MAA upon return to the unit nor is it automatic authorization to wear BDU's upon return. Assignment as MAA and uniform for personnel in an MAA status are the responsibility of the unit CO.
- All hands are reminded that while any of our NSCC MAA schools are outstanding schools for equipping cadets to function as NSCC unit or event MAA's, their primary purpose is to expose cadets to the career field of police science both within the military services and in the civilian community as well.

SECTION 19

POLICIES FOR STACKED TRAINING AND BANKING

TRAINING

- Policy for stacked training is per NSCC Information Letter 9-02. It is:

STACKED TRAINING ENDORSED. Stacked training refers to the circumstance where multiple training evolutions are concurrently scheduled at a training site, and NSCC members have the opportunity to attend more than one training during a single evolution. Examples include OPD courses over the middle weekend of an RT, or the scheduling of a POLA at the same time an RT is happening. In these cases the officer gets to go to OPD during the RT, or the RT staff cadet gets to complete a POLA during the course of his stay as an RT staff cadet. NHQ has issued no policy statement regarding stacked training until now. NHQ policy is that because of limited resources, and because it makes sense to capitalize on training resources whenever they are available, and because it is more cost effective for participants, stacked training is endorsed and encouraged with the following caveats for cadets:

Advancement time credit cannot be given/accrued for more time than is actually spent at the evolution. For example, using POLA attendance by a staff cadet during the course of an RT; the cadet is there 10 (or more) days and needs 10 days credit towards advancement. He or she does the first week entirely as a staff cadet, and during the second week spends 5 days meeting the POLA 35-40 hour curriculum requirement and continues with staff cadet duties during the evening hours. The cadet can take ten days credit towards advancement, and receive POLA course credit only, no additional day credit for advancement. Or the cadet can take five days towards advancement, get course credit for POLA and bank his POLA days, go home and make up the remaining 5 days for the next advancement through multiple 2 or 3 day participations in other authorized events. He or she could even make up his next ten day advancement requirement by combining the banked POLA days with a couple more 2 or 3 day evolutions.

For officers there are no caveats at this time. OPD courses are to be conducted in accordance with the syllabus, and credit awarded.

- Policy for banking training is per NSCC Information Letter 9-02. It is:

CADETS CAN BANK UP TO THREE (3) TWT's PER YEAR.

SECTION 20

LIMITED QUOTAS, SUBSTITUTES AND WAIT LISTS

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

SECTION 21

MISCELLANEOUS NOTES

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

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) BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS						Member Initial Below
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-5728.2C (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 NSCADM 022 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	NSCC SEAL PHYSICAL FITNESS TEST	<i>To be completed prior to submission of training request (NSCTNG 001)</i>	
INSTRUCTIONS			
<ol style="list-style-type: none"> 1. This form must be used to certify physical fitness standards for attendance at NSCC SEAL Training. 2. Cadets are required to perform each task for the entire time. Do <u>NOT</u> stop when the minimum is achieved. The total number of repetitions or time completed will be recorded. 3. Include this completed form with NSCTNG 001 when applying for SEAL TWT. 4. The criteria listed are the minimum required standards for attendance at NSCC SEAL Training. Cadets should strive to exceed these minimum standards. 5. <u>ALL</u> requirements <u>MUST</u> be met to achieve eligibility to attend training. 6. The testing administrator should initial in the box provided when the Cadet achieves the performance criteria listed for each exercise. 7. Personnel interested in obtaining the Physical Fitness Ribbon should consult the NSCC Awards Manual for criteria. 8. Cadets interested in NSCC 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 knew 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 NSCC SEAL training requirements. I certify that the above listed Cadet has met or exceeded the minimum requirements and is qualified for NSCC 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	NSSC 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 NSSC 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 NSSC 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 NSSC School of Music Training."			
5a. Full Name and Rank for COTC (Print or Type)	5b. Signature	5c. Date (DD MMM YY)	

RECRUIT TRAINING CHECK-OFF LIST

INSTRUCTIONS

- This form must be used to ensure that Cadets are fully prepared for Recruit Training.
- Include this completed form in the Cadet's Service record.
- The COTC will review each item on this form when evaluating the home unit's preparation of Cadets for Recruit Training.
- 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 REQUIREMENTS (PRIOR TO REQUESTING TRAINING)	CO INITIALS
2a. Verify that each Cadet is physically qualified by reviewing the Report of Medical History (NSCADM 020) and Report of Medical Examination (NSCADM 021) to ensure no asthma, prescription medication, broken bones, serious allergies, or any other disqualifying physical condition.	
2b. Cadet must meet the guidelines contained on the Cadet Exercise Chart (NSCTNG 020), which provide minimum standards for attendance at Recruit Training. This will be annotated on the Request for Training Authority (NSCTNG 001) prior to submission.	
2c. Obtain parental certification in the Request for Training Authority (NSCTNG 001) that the Cadet is not under a physician's care and/or taking prescription medications.	
2d. Ensure that the Cadet has been enrolled in the NSCC for a minimum of six weeks prior to the start of recruit training. If Cadet is a prior NLCC Cadet with more than one year of service, this requirement is waived.	
2e. Ensure that the Cadet is 14 years old prior to 01 SEP of the year of recruit training. If Cadet is a prior NLCC Cadet with more than one year of service, this requirement is waived.	
2f. Verify each Cadet has completed the Basic Military Requirements (NAVEDTRA 14325) or has received training on Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization and Chapters 5, 6, 9, and 10 prior to reporting to Recruit Training.	
2g. Cadets must have all seabag items required on the list provided by the Recruit Training COTC.	
2h. Brief all Cadets and parents on Recruit Training. Include transportation policies, reasons that Cadets may be returned home early, transportation costs to the parents if a Cadet is returned home, training content, and the length and overall cost of the training.	
2i. Verify that the identification card will be current through the end of the training period.	
2j. Forward each Cadet's properly completed Request for Training Authority (NSCTNG 001) and any required deposits to the COTC listed in the training schedule.	

3. TRAINING REQUIREMENTS (PRIOR TO DEPARTURE FOR TRAINING)	CO INITIALS
3a. Sign the Training Authority (NSCTNG 005) certifying that the Cadet is physically qualified prior to issuing the Cadet orders for Recruit Training. Cadets will be returned home if any required item is missing from the service record.	
3b. Conduct a Seabag inspection. Be sure to confiscate, and return to the Cadet's parents or guardians, all contraband and unnecessary items.	
3c. Ensure that each Cadet's service record is complete and at a minimum includes the following forms on the right side:	
<ul style="list-style-type: none"> • Cadet Application and Agreement (NSCADM 001) with endorsed Standard Release on the reverse side. 	
<ul style="list-style-type: none"> • Record of Cadet Advancement (NSCADM 009) 	
<ul style="list-style-type: none"> • Report of Medical History (NSCADM 020) 	
<ul style="list-style-type: none"> • Report of Medical Examination (NSCADM 021) 	
<ul style="list-style-type: none"> • Request for Training Authorization (NSCTNG 001) [Original] 	
<ul style="list-style-type: none"> • Recruit Training Check-Off List (NSCTNG 013) 	

4. CERTIFICATIONS		
4a. Full Name and Rank of Commanding Officer (Print or Type)	4b. Signature	4c. Date (DD MMM YY)

DEPARTMENT OF THE ARMY
HEADQUARTERS, I CORPS AND FORT LEWIS
BOX 339500, MS 69
FORT LEWIS WASHINGTON 98498-9500

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for being allowed to use the facilities and property of Fort Lewis for the: Summer RTC of the U.S. Naval Sea Cadet Corps, I hereby release and hold harmless Fort Lewis, the United States Army, and the United States Government and any of its employees from any liabilities and claims arising from my participation. I agree that I will never prosecute or in any way aid in the prosecuting of any demand, claim or suit against the United States Government, the Department of the Army, and any officer, agency, or any employee acting officially or otherwise, for any loss, damage or injury to my person or property that may occur from their negligence as a result of me taking part in the military exercise. I accept full responsibility for the cost of treatment for any injury. I also understand and agree that I may be held liable for any damage or loss to the United States Government that is caused buy my own negligence, gross negligence, willful misconduct or fraud. I also understand and agree that I may be held liable for any damage or loss to any third party that is caused by my own negligence, gross negligence, willful misconduct or fraud. I understand that any event of this nature involves a level of risk.

I understand that the entire event is run, staffed and supervised by: The U.S. Naval Sea Cadet Corps personnel. Active duty soldiers of the United States Army will not participate in the event.

I further understand that USNSCC is fully insured and that any claims for any injuries must be made against: Cadet personal/family insurance and/or US Naval Sea Cadet Insurance.

Name of participant: _____

Name of Parent/Guardian (print): _____
(First) (MI) (Last)

Signature of
Parent/Guardian: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for being allowed to use the facilities and property of _____
_____ for the NSCC _____, I
hereby release and hold harmless _____, the United States
_____, and the United States Government and any of its employees
from any liabilities and claims arising from my participation. I agree that I will never
prosecute or in any way aid in the prosecuting of any demand, claim or suit against the
United States Government, the Department of the _____, and any officer,
agency, or any employee acting officially or otherwise, for any loss, damage or injury to
my person or property that may occur from their negligence as a result of me taking part
in the military exercise. I accept full responsibility for the cost of treatment for any
injury. I also understand and agree that I may be held liable for any damage or loss to the
United States Government that is caused buy my own negligence, gross negligence,
willful misconduct or fraud. I also understand and agree that I may be held liable for any
damage or loss to any third party that is caused by my own negligence, gross negligence,
willful misconduct or fraud. I understand that any event of this nature involves a level of
risk.

I further understand that USNSCC is fully insured and that any claims for any injuries
must be made against USNSCC Cadet personal/family insurance and/or US Naval Sea
Cadet Insurance.

Name of participant: _____

Name of Parent/Guardian (print): _____
(First) (MI) (Last)

Signature of
Parent/Guardian: _____ Date: _____

SAMPLE RELEASE AND HOLD HARMLESS AGREEMENT

(...HOST LETTER HEAD ADDRESS...)

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for being allowed to use the facilities and property of (...name of host activity...) for the (...name/title of the NSCC event...), I hereby release and hold harmless (...name of host activity...), the United States(...service component...), and the United States Government and any of its employees from any liabilities and claims arising from my participation. I agree that I will never prosecute or in any way aid in the prosecuting of any demand, claim or suit against the United States Government, the Department of the (...host service component...), and any officer, agency, or any employee acting officially or otherwise, for any loss, damage or injury to my person or property that may occur from their negligence as a result of me taking part in the military exercise. I accept full responsibility for the cost of treatment for any injury. I also understand and agree that I may be held liable for any damage or loss to the United States Government that is caused buy my own negligence, gross negligence, willful misconduct or fraud. I also understand and agree that I may be held liable for any damage or loss to any third party that is caused by my own negligence, gross negligence, willful misconduct or fraud. I understand that any event of this nature involves a level of risk.

I understand that the entire event is run, staffed and supervised by U.S. Naval Sea Cadet Corps personnel. Active duty service members of the United States (...host service component....) will not participate in the event.

(You may have to omit or tailor this second paragraph depending upon the level of participation of host/other service component active duty or reserve personnel)

I further understand that USNSCC is fully insured and that any claims for any injuries must be made against USNSCC Cadet personal/family insurance and/or US Naval Sea Cadet Insurance.

Name of participant: _____

Name of Parent/Guardian (print): _____
(First) (MI) (Last)

Signature of Parent/Guardian: _____ Date: _____



RELEASING LIABILITY AND WAIVER

NAVAL SPECIAL WARFARE CENTER DETACHMENT LITTLE CREEK

READ THE FOLLOWING CONTRACT CAREFULLY. IF YOU HAVE ANY QUESTIONS OR DO NOT UNDERSTAND ANY PORTION OF THIS FORM, DO NOT SIGN IT.

I, (PRINT NAME) _____, do hereby release from liability and agree to hold harmless the United States Government, the department of the Navy, the Naval Special Warfare Center, and any service member or civilian employed by any of the aforementioned organizations (hereinafter collectively referred to as "the government"), based upon any claim for injury or damage that either my person or my property may suffer resulting from my use of the Naval Special Warfare Center Detachment Little Creek's Combat Swimmer Training Facility (hereinafter referred to as the "CSTF").

In exchange for entering into this contract, I hereby acknowledge that I am receiving a benefit which is known as "consideration" in that I am being allowed to use the CSTF.

I acknowledge that I am not obligated to participate in this event and I recognize and accept the fact that the event includes a risk of injury to me. I have been informed and understand that the CSTF was built to train military personnel to be combat swimmers and therefore DOES NOT meet civilian safety requirements for swimming facilities. I understand that any medical treatment, if required, WILL NOT be provided or paid for by the U.S. Navy or any of its agencies.

I expressly desire to assume ALL RISKS for any death, injury to my person, or damage to my property which I may sustain while using the CSTF, even if caused by the negligence of any of the parties collectively referred to above as the government. I am knowingly and voluntarily executing this contract with the express intention of eliminating any liability, INCLUDING ANY LIABILITY FOR NEGLIGENT ACTS OR OMISSIONS on the part of any of the above listed parties, I expressly exhibit my intent to so bind myself, my spouse, heirs, legal representatives, assigns and anyone else who may claim under me.

I AM HEREBY EXECUTING THIS CONTRACT RELEASING LIABILITY AND WAIVER, FREELY AND VOLUNTARILY, AFTER HAVING READ AND UNDERSTOOD ALL OF THE ABOVE, ON THIS:

_____ DAY OF _____ 2004.

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____



EOD/DIVING OPERATIONS PRT TEST



REGION: _____ UNIT: _____

REQUIRED EXERCISES

1. SWIM CONTINUOUSLY FOR 500 YARDS UTILIZING ONLY THE SIDE STROKE AND OR BREAST STROKE. IF PERFORMED IN A POOL, APPLICANT MAY PUSH OFF POOL SIDES DURING TURNS.

REQUIRED TIME: 14 MINUTES 00 SECONDS.

PASSED: _____ (10 MINUTE REST PERIOD)

2. PERFORM MAXIMUM AMOUNT OF PUSH-UPS (MINIMUM 42). PERFORM THIS EXERCISE WITH 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.

REQUIRED TIME: 2 MINUTES.

PASSED: _____ (2 MINUTE REST PERIOD)

3. PERFORM MAXIMUM AMOUNT OF SIT-UPS (MINIMUM 50). 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 UPPER BODY TO AN UPRIGHT POSITION AND ATTEMPT TO TOUCH YOUR KNEES TO YOUR FOREHEAD PRIOR TO LOWERING YOUR UPPER BODY TO THE GROUND. COUNT REPETITIONS ALOUD (HOOYAH 1....) AS YOU REACH THE "UP" POSITION.

REQUIRED TIME: 2 MINUTES.

PASSED: _____ (2 MINUTE REST PERIOD)

4. PERFORM AT LEAST 6 DEAD HANG PULL-UPS. PERFORM THIS EXERCISE BY GRASPING THE PULL-UP BAR AND HANGING STRAIGHT DOWN, PALMS AWAY, AT SHOULDER WIDTH. COUNT REPETITIONS ALOUD (HOOYAH 1....) 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.

REQUIRED TIME: NO TIME LIMIT.

PASSED: _____ (10 MINUTE REST PERIOD)

5. RUN 1.5 MILES .

REQUIRED TIME: 12 MINUTES 45 SECONDS.

THIS TEST HAS BEEN PERFORMED MEETING THE ABOVE TIME STANDARDS.

I CERTIFY THAT CADET _____

NSCC ID # _____, HAS SUCCESSFULLY COMPLETED THE ABOVE REQUIREMENTS AND IS QUALIFIED FOR EOD/DIVING OPERATIONS TRAINING.

ACTIVE DUTY NAVY ADMINISTRATOR
(SIGNATURE/RANK)

DATE

UNIT COMMANDING OFFICER'S

DATE

2004 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 re-imbursed for their training expenses (minus an amount equivalent to the 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: 2004 COAST GUARD TRAINING SCHEDULE

TAB A: STATEMENT OF UNDERSTANDING FOR COAST GUARD TRAINING NSCTNG 017

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:

2004 NSCC/NLCC SUMMER TRAINING WITH THE UNITED STATES COAST GUARD

2004 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.

Also see PO-ME and PO-NC at encl (3) for additional opportunities to train with the USCG.

Opportunities to sail onboard USCG Barque Eagle are at the end of this section.

USCG opportunities are not yet available as of the posting date of this Training Schedule. We expect to have them the beginning of March. Look for them to be posted with this letter about the middle of March 2004.

SPECIAL OPPORTUNITY ABOARD USCG TRAINING SHIP EAGLE

Please note: action required by 14 May !!!!!

- Billets have been obtained aboard Eagle for opportunities as follow:

TRAINING CODE	EMBARK	DEBARK	BILLETS
CG-E1	New London, CT 25 July	New London, CT 20 Aug	2

(Port visits to Halifax, Rockland and St. John)

CG-E2	New London, CT 13 Sept	New London, CT 25 Sept	4
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(Port visit to be determined)

No escort is required, selected cadets will integrate with other USCG student cadet crew onboard and work right alongside their shipmates.

- **QUALIFICATIONS/ PRE-REQUISITES:**
- High school junior or senior, school year beginning Fall 2004.
- Strong academic record. Send a copy of high school grade record with request for training.
- Outstanding physical condition.
- PO2 or above, preference to more senior cadets.
- Unit CO recommendation confirming above pre-requisites.
- If the cadet is applying to the USCG Academy, Unit CO's are to so indicate in their letter of recommendation.
- Letter from the cadet indicating why he or she desires this opportunity.
- This is what we're looking for....However, applications from outstanding cadets not meeting all pre-requisites will be entertained.
- **QUOTAS:** This opportunity is for two cadets for the first leg and 4 cadets for the second leg (total 4 cadets), meeting the above pre-requisites for this once in a lifetime opportunity to sail aboard the Coast Guard Cutter Eagle, a 295 foot 3 masted barque; two cadets for opportunity CG-E1 and four cadets for opportunity CG-E2. **Male or Female.**

Eligible cadets are invited to apply for the 2 training opportunities listed above.

Note: CG-E2 falls during a time when school is normally in session for most students. Cadets and parents will have to make appropriate arrangements with their school officials.

- **LOGISTICS AND COSTS:** For everyone's planning purposes, travel to and from Eagle, and miscellaneous personal expenses are the responsibility of the cadet. Depending on the particular travel arrangements and costs to the cadet, and depending upon availability of federal funding...NHQ hopes to be able to offset a portion of cadet costs to get to Eagle. This would be dependant on the cadets situation as described in the Unit CO's letter of recommendation. Reporting instructions and any special uniform item requirements will be separately provided. Messing and berthing costs charged by Eagle will be re-imbursed by NSCC NHQ (last year there were no costs).
- **APPLICATION PROCEDURES:** LCDR Mike Campbell, Director for the NSCC International Exchange Program will chair the selection committee and make final selection recommendations to NSCC NHQ. NHQ will make final selections. Interested cadets are to contact their Unit CO's. **UNIT CO's NOTIFY LCDR MIKE CAMPBELL AT E-MAIL seacadet1@aol.com** **AND ADVISE OF PROSPECTIVE CANDIDATES**, then submit NSCTNG 001 with Unit CO letter of recommendation, cadet academic record, and cadet letter of interest to:

LCDR Mike Campbell
9 Pond Road
Canton, CT 06019

...no deposit required when submitting application. No USCG statement of understanding required either. NSCTNG 001's with Unit CO letter of recommendation, grade record and cadet letter of interest must be to LCDR Campbell **NOT LATER THAN 14 MAY.** Selection will be made as soon after that as possible.

Unit CO's include in their letter intended cadet transportation arrangements and approximate costs. Eagle is a ship and ship schedules can change, just like (or with) the weather! Flexibility in transportation arrangements and ability to accommodate last minute schedule changes will be considered in making selections.

Naval Sea Cadets List

California

USCG Activities San Diego, 2710 North Harbor Drive San Diego, CA 92101
POC: LT Dawn Sewade PAO
Telephone: (619) 683-6322
Billets Available: 3 (training available - berthing not available)
Dates Available: during the summer, call

Florida

USCG Station Destin, PO Box 1289 Destin, FL 32541
POC: BMC Kat McSweeney
Telephone: (850) 244-7147
Billets Available: 2 per training opportunity (Male or Female)
Dates Available: variable schedule, call

Hawaii

USCGC JARVIS (WHEC 725), 400 Sand Island Access Road, Honolulu, HI 96819
POC: LTJG Lauren Trocchio
Telephone: (808) 541-3244
Billets Available: 2
Dates Available: 05 June 04 – 05 August 04

USCGC KUKUI (WLB 203), 400 Sand Island Access Road, Honolulu, HI 96819
POC: ENS Ian Brosnan
Telephone: (808) 541-2420
Billets Available: 1
Dates Available: Two days during the period 31 May and 11 June, call

USCGC RUSH (WHEC 723), 400 Sand Island Parkway, Honolulu, HI 96819
POC: ENS Atone Alongi
Telephone: (808) 541-2400
Billets Available: depends on operational commitments, call
Dates Available: Call

Iowa

USCGC SCIOTO (WLR 65504), 221 Mississippi Drive, Keokuk, IA 52632
POC: BM1 Robert A. Wooten, XPO
Telephone: (319) 524-1657
Billets Available: (1) if underway, (2) if in port
Dates Available: 7 –18 June 2004 12-23 July 2004

USCGC WYACONDA (WLR 75403), 60 East 1st Street, Dubuque, IA 52001
POC: BM1 Greg Durstine
Telephone: (563) 582-1965
Billets Available: 2
Dates Available: Varies, according to operational commitments, call

USCGC GASCONADE (WLR 75401), PO Box 12337 Omaha, NE 68112
POC: BMCM Pickering
Telephone: (402) 451-7681
Billets Available: 2
Dates Available: May – September 2004

Kentucky

USCGC OBION (WLR 65503), 3301 HWY 60 East, Owensboro, KY 42303
POC: BMCS Steven Hearn, OIC
Telephone: (270) 685-0650
Billets Available: 1 Male only
Dates Available: Any dates, call

Group Ohio Valley, 600 Martin Luther King Jr. Place, Room 421, Louisville, KY 40202
POC: LT Mercado, XO
Telephone: (502) 582-6439, ext. 212
Billets Available: None
Dates Available: None

Louisiana

USCG Station Grand Isle, LA 70358 Commanding Officer, USCG Station Grand Isle PO
Box 158/end of LA HWY 1,
Grand Isle, LA 70358
POC: XPO
Telephone: (985) 787-2136, ext. 225
Billets Available: varies according to schedule, call
Dates Available: year round according to schedule, call

USCGC STURGEON (WPB 87336), PO Box 400 Grand Isle, LA 70358
POC: LTJG Shannon Harelson
Telephone: (985) 787-2137
Billets Available: None available
Dates Available: None

Marianas Section

USCG Marianas Section, PSC 455 Box 176, FPO AP 96540-1056

POC: ENS Sue Burgett AOP Assistant Operations Officer

Telephone: (671) 339-2001 ext. 117

Billets Available: 2

Dates Available: July or August, call

Mississippi

USCG Station Gulfport, PO Box 1056, Gulfport, MS 39502

POC: BMC Richard Cheyney

Telephone: (228) 868-3743

Billets Available: Call

Dates Available: Call

Pennsylvania

USCGC OSAGE (WLR 65505), 300 McKown Lane, Sewickley, PA 15143

POC: XPO

Telephone: (412) 741-1180

Billets Available: 2 Male only

Dates Available: during the summer, call

Rhode Island

USCGC WILLOW (WLB 202), Pier 2 Naval Station Newport, Newport, RI 02840

POC: ENS Amy Mousaw

Telephone: (401) 841-2944

Billets Available: 1 Male or Female

Dates Available: Operations permitting, call

Texas

USCG Station Port O'Connor, PO Box 57, Port O'Connor, TX 77982

POC: BMC Dave Carrig

Telephone: (361) 983-2617

Billets Available: 1 Male 1 Female

Dates Available: June – August 2004

Group Galveston, PO Box 1912, Galveston, TX 77553-1912

POC: LCDR Regina McNamara

Telephone: (409) 766-5602

Billets Available: None (Can accommodate if Sea Cadets do not berth on board)

Dates Available: Call

USCGC BRANT (WPB 87348), 1201 E. Navigation Blvd., Corpus Christi, TX 78402
POC: BM1 Steve Wintrobe, XPO
Telephone: (361) 888-3329, ext. 231
Billets Available: 1 Male, possibly 1 Female
Dates Available: Call

USCG Air Station Houston Texas, 1178 Ellington Field, Houston, TX 77034
POC: AETCS Marcus
Telephone: (281) 481-0025, ext. 275
Billets Available: None, (training opportunities available, depends on ops commitments)
Dates Available: During summer, call

Virginia

USCG TRACEN Yorktown, Commanding Officer, U.S. Coast Guard Training Center,
Yorktown, VA 23690-5000
POC: LT Jennifer Grzelak
Telephone: (757) 856-2271
Billets Available: None, due to operational commitments
Dates Available: None, due to operational commitments

Wisconsin

USCG Station Two Rivers, 13 East Street, Two Rivers, WI 54220
POC: BM1 Rod Roslak, XPO
Telephone: (920) 793-1305
Billets Available: 2 Male 1 Female
Dates Available: During the summer, call

The following information pertains to the stations/vessels under operational cognizance of USCG Group Woods Hole, MA.

The Stations are:

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

The Vessels (Cutters) are:

- SANIBEL
- MONOMOY

HAMMERHEAD
JUNIPER
IDA LEWIS
WILLOW

Point of contact for USCG Group Woods Hole is:

LCDR Jim McLoughlin
6 Shamrock Lane
Buzzards Bay, MA 02532
Phone: (508) 759-8606

2004 NSCC/NLCC SUMMER TRAINING SCHEDULE

27-Feb-04

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>F</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
AIR TRAFFIC CONTROL											
AC-TX	NAS KINGVILLE	TX	\$80.00						LCDR Babe Crouch 2301 Harbor Dr. Rockport, Tx 78382 Email: wlbabecrouch@aol.c	(361) 729-2826	NSCTNG 001 w/\$80 to COTC. Call COTC first for quota.

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BASIC AIRMAN													
AN-WA	NAS WHIDBEY ISLAND	WA	\$80.00			14	10	6	1	1	Need COTC		NSCTNG 001 w/\$80 to CAPT John Payne 23751 Clear Creek Road, Poulsbo, WA
AN-PA	NAS WILLOW	PA	\$80.00			13	10	5	2	1	LT Michael Mooney 547 Hummel Ave. Lemoyne, PA 17043	(717) 737-4627	NSCTNG 001 w/\$80 to COTC. Subject to availability of berthing. Check w/COTC.
AN-PR	NS ROOSEVELT ROADS	PR	\$80.00			14					TBD		NSCTNG 001 w/\$80 to COTC. Restricted to Puerto Rico Cadets "Only". Contact COTC for details
AN-TX	NAS JRB FT.	TX	\$80.00			14	15	10	2	2	LT John Pawlus 1805 Scouts Vis, Apt 324 Arlington, TX 76006-2691 Email: jpmtnman@sbcglobo l.net	(817) 642-0003	NSCTNG 001 w/\$80 to COTC. See guidelines Section 16. Three Staff Cadets Needed. Includes F-18

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							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
AN-F1	NAS PENSACOLA	FL	\$80.00	7/4/2004	7/25/200	21	32	16	3	2	LTJG Susan Dane 2511 NW 83rd Way Coral Springs, FL 33065	(954) 501-3932	NSCTNG 001 w/\$80 to COTC. 3week course, 1st half Basic Air, 2nd half Search & Rescue w/Lower Alabama SAR
AN-VA	NAS NORFOLK	VA	\$80.00	7/4/2004	7/17/200	14	24	6	3	2	Need COTC		NSCTNG 001 w/\$80 to COTC.
AN-CA	NAS LEMOORE	CA	\$80.00	7/11/2004	7/24/200	14	6	6	2	2	LTJG Eric Thiessen 729 N. Atwood St Visalia, CA 93291	(559) 733-7137	NSCTNG 001 w/\$80 to COTC. Must be E2 and Age 15.
AN-FL	NAS JACKSONVILLE	FL	\$80.00	7/11/2004	7/23/200	13	12	10	1	1	LCDR June Tillett 2165 Oak St. Jacksonville, FL 32204-4410 Email: tillett@fdn.com	(904) 338-6139	NSCTNG 001w/\$80 to COTC prior to 7 May to manifest orientation fits.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
AMPHIBIOUS TRNG													
AO-VA	NAB LITTLE CREEK	VA	\$80.00	6/13/2004	7/3/2004	18	25	15	2	2	LCDR Cynthia Banks 1212 Speer Ln Austin, TX	(512) 462-3120	NSCTNG 001 w/\$80 to COTC. Must be 3rd Class Swimmer and be able to pass NSCC PRT. E3 & Above ONLY! See Guidelines

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ADVANCED AIRMAN													
AV-PR	PUERTO RICO	PR	\$80.00								TBD		NSCTNG 001 w/\$80 to COTC. Restricted to Puerto Rico Cadets "Only". Contact COTC for details.
AV-TX	NAS JRB FT.	TX	\$80.00								LT John Pawlus (See AN-TX)	(817) 642-0003	NSCTNG 001 w/\$80 to COTC. Must have completed Basic Airman. See guidelines Section 16. Includes F-18
AV-VA	NAS NORFOLK	VA	\$80.00	7/4/2004	7/17/200	14	10	5	2	1	Need COTC		NSCTNG 001 w/\$80 to COTC.
AV-CA	NAS LEMOORE	CA	\$80.00	7/11/2004	7/24/200	14	4	4	1	1	LTJG Eric Thiessen (See AN-CA)	(559) 733-7137	NSCTNG 001 w/\$80 to COTC. Must have completed Basic Airman. Contact COTC for quota.
AV-FL	NAS JACKSONVILLE	FL	\$80.00	7/25/2004	8/7/2004	14	8	4	2	1	LCDR Brammer 2861 Cedarcrest Dr. Orange Park, FL 32073 Email:	(904) 269-4316	NSCTNG 001 w/\$80 to COTC. Focus will be S3 Vaking Plane Captain Training. Need Female Escort.

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						<u>S</u>	<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
							22	13	5	3			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
SEABEE BASIC TRNG											
CB-PR	NS ROOSEVELT ROADS	PR	\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. Puerto Rico Cadets "Only". Contact COTC for details.
CB-GP	CBC GULFPORT	MS	\$80.00			14	20 10	2	1 LT Eddie DeWitt 310 East 56th Street Brownsburg, IN	(317) 852-8588	NSCTNG 001 w/\$80 to COTC. See Trng Schedule Guidelines Section 10.
CB-IL	NATIONAL GUARD TRNG CENTER MARSAILLES	IL	\$80.00	7/10/2004	7/23/200	13	50 10	5	2 LCDR Van Der Hulst 1 Renaissance PL GF-3 Palatine, IL	(847) 202-1590	NSCTNG 001 w/\$80 to COTC. See Trng Schedule Guidelines Section 10.
CB-WA	CAMP RILEA ASTORIA	OR	\$80.00	7/14/2004	7/29/200	14	70 30	7	3 LTJG John Jones 1848 S. Abernathy Lane @28 Milwaukie, OR 97267 Email: jonesuscgacc@yahoo o.com	(503) 786-2505	NSCTNG 001 w/\$80 to COTC. Must be E2; Age 14 and Above; Completed CB Courses 1&2.

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							<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>			
CB-CA	CBC PT HUENEME	CA	\$80.00	8/15/2004	8/28/200	14	35	15	2	2	LCDR Don Quinlan PO Box 3760 Wofford Heights, CA 93285	(760) 376-6358	NSCTNG 001 w/\$80 to COTC. See Trng Guidelines Section 10. Must be Age 15. 2M/1F Staff Cadets Needed. NO BDU's
							175	65	16	8			
COAST GUARD SHIPBOARD TRNG													
CS-E1	USCG BARQUE EAGLE			7/25/2004	8/20/200	26	2	0	0	0	NONE		Embark New London, CT. Debark New London, CT. See guidelines Section 3 to Encl
CS-E2	USCG BARQUE EAGLE			9/13/2004	9/25/200	13	4	0	0	0	NONE		Embark New London, CT. Debark New London, CT. See guidelines Section 3 to Encl
							6	0	0	0			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
AVIATION GRD PROGRAM											
FA-IL	SCOTT AFB	IL	\$80.00						Judge T.S. Colby	(703) 549-7722	See Trng Schedule Guidelines Section 9.
FA-NC	CALDWELL COMMUNITY COLLEGE	NC	\$80.00						Judge T.S. Colby	(703) 549-7722	See Trng Schedule Guidelines Section 9.
FA-MD	NAS PAX RIVER	MD	\$80.00	6/27/2004	7/9/2004	13	20	15	2	2	Judge T.S. Colby See Trng Schedule Guidelines Section 9.
FA-FL	ELGIN AFB	FL	\$80.00	7/18/2004	7/30/200	13	20	15	2	2	Judge T.S. Colby See Trng Schedule Guidelines Section 9.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
FIRE FIGHTING													
FF-TX	NAS JRB FT.	TX	\$40.00			11	8	4	2	1	LT John Pawlus 1805 Scouts Vis, Apt 324 Arlington, TX 76006-2691 Email: jpmtnman@sbcgloba l.net	(817) 642-0003	NSCTNG 001 w/\$80 to COTC. Local Cadet "Only". Day Training "Only". No Berthing.
FF-PR	NS ROOSEVELT ROADS	PR	\$80.00								TBD		NSCTNG 001 w/\$80 to COTC. Puerto Rico Cadets "Only". Contact COTC for details.
							8	4	2	1			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
INTERNATIONAL EXCHANGE													
FX-HK	HONK KONG	HK	\$200.00								TBD Need SEO		See Info Ltr.
FX-UI	UNITED KINGDOM (LCDR FARROW)	UK		6/27/2004	7/10/200	13	25	15	6	4	LCDR Dave Farrow		See Info Ltr.
FX-BM	BERMUDA	BM	\$200.00	7/7/2004	7/21/200	15	3	2	1	1	Need SEO		See Info Ltr.
FX-NE	NETHERLANDS	NE	\$200.00	7/16/2004	7/31/200	15	2	2	1	1	Need SEO		See Info Ltr.
FX-US	NORFOLK (INTERNATIONAL EXC)	VA	\$80.00	7/17/2004	7/31/200	16	3	3	2	2	LT Bill Gallegher 9512B 18th Bay Street Norfolk, VA 23518-6224	(757) 362-4797	See Info Ltr.
FX-CW	CANADA WEST		\$80.00	7/17/2004	7/31/200	14	3	2	1	1	LCDR Phil Marlowe 1241 Embarcadero Circle Coos Bay, OR 97420-8681 Email: flipmar@coosnet.co	(541) 888-9309	See Info Ltr.
FX-UK	UNITED KINGDOM (HMS BRISTOL)	UK	\$200.00	7/22/2004	8/1/2004	11	2	1	1	1	Need SEO		See Info Ltr.
FX-CE	CANADA EAST		\$80.00	7/25/2004	8/7/2004	16	6	6	2	2	LCDR Edith O'Brien 1048 Wagoner Dr. Wilmington, DE 19805-1033 Email: cpobrion@aol.com	(302) 633-0502	See Info Ltr.
FX-KO	SEOUL, KOREA	KO	\$200.00	7/27/2004	8/5/2004	10	2	1	1	1	Need SEO		See Info Ltr.
FX-C1	CANADA WEST (FT LEWIS)	WA	\$80.00	8/15/2004	8/28/200	13	2	2	1	1	Need SEO		See Info Ltr.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
FX-AU	PERTH, AUSTRALIA		\$200.00	4/15/2004	4/4/2004	20	1	2	1	0	LCDR Keith Larson	(952) 820-0540	
							49	36	17	14			
CEREMONIAL/HONOR GUARD													
HG-NJ	NAES LAKEHURST	NJ	\$80.00	7/25/2004	8/7/2004	13	10	20	2	4	LCDR Cathy Esposito 3452 Richmond Ave. Staten Island, NY 10302 Email: slvrcomet@aol.com	(718) 967-7642	NSCTNG 001 w/\$80 to COTC. Must be E3 & above.
HG-TX	NAS KINGSVILLE	TX	\$80.00			14	30	0	4	1	LCDR W.L. Crouch 2301 Harbor Dr. Rockport, TX 78382 Email: wlbabecrouch@aol.c	(361) 729-2826	NSCTNG 001 w/\$80 to COTC. Emphasis on Silent Drill. Ceremonial Guard to Instruct.
							40	20	6	5			
JAG LEGAL TRAINING													
JG-RI	NAVAL STATION NEWPORT	RI	\$80.00				5	5	1	1	LT David Hull 115 Revere St. Unit J Canton, MA 02021-2945 Email: dihull@yahoo.com		NSCTNG 001 w/\$80 to COTC.
JG-FL	NAS JACKSONVILLE	FL	\$80.00	7/11/2004	7/23/200	13	3	2	1	1	INST Joseph Elliot 1848 Broad Haven Dr. Middleburg, FL	(904) 278-6581	NSCTNG 001 w/\$80 to COTC. Local Cadets "Only".
							8	7	2	2			

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LEADERSHIP ACADEMY (POLA)													
LC-MI	FORT CUSTER BATTLE CREEK	MI	\$80.00			14	25	15	5	3	ENS Jerry Works 735 East Shore Drive Battle Creek, MI	(616) 721-3577	NSCTNG 001 w/\$80 to COTC. Advanced POLA for PO1 & CPO's & PO2's who are LPO's. Call COTC for details.
LC-PR	CAMP SANTIAGO	PR	\$40.00								TBD		Must be E3 or Above. NSCTNG 001 w/\$40 to COTC. Restricted to Puerto Rico Cadets. Contact COTC for details.
LC-LA	NAS JRB BELLE CHASSE NOLA	LA	\$40.00	6/12/2004	6/19/200	7	25	15	3	3	LCDR James Dodd 414 Jefferson Dr. Lake Charles, LA 70605 Email: lcmdodd@hotmail.co	(337) 747-1439	Must be E3 or Above. NSCTNG 001w/\$40 to COTC. Report NLT 1600 and depart NET 1300. Need 4 Staff Cadets.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
LC-CO	USAF ACADEMY	CO	\$80.00	6/19/2004	7/1/2004	13	24	24	2	2	LCDR Wanda Sartain	(623) 465-7749	Must be E3 or Above. NSCTNG 001 w/\$80 to POC: ENS Lorraine Miller 541 S. Fifth Street Santa Rosa, NM 88435. Phone: (505) 472-0201. Email: lorrainea@platea utel.net
LC-PA	NAS WILLOW	PA	\$40.00	6/20/2004	6/26/200	7	30	20	3	2	LCDR Pat O'Brion 1048 Wagoner Dr. Wilmington, DE 19805-1003 Email: cpobrion@aol.com	(302) 633-0502	Must be E3 or Above. NSCTNG 001 w/\$40 to COTC. Check w/COTC for
LC-OH	CAMP PERRY	OH	\$40.00	6/20/2004	6/26/200	6	30	20	3	2	LCDR Lee Ashton 11853 North David Dr. Camby, IN 46113	(317) 831-4987	Must be E3 or Above. NSCTNG 001 w/\$40 to COTC.
LC-IA	CAMP DODGE	IA	\$40.00	6/27/2004	7/3/2004	7	25	25	3	3	LCDR Hank Voss 1704 Michael St. Leavenworth, KS 66048-1616	(913) 772-8084	Must be E3 or Above. NSCTNG 001 w/\$40 to LCDR Voss. COTC will be LT Clayton Hanks.
LC-CA	FLEET ASWTRACEN SAN	CA	\$40.00	7/3/2004	7/10/2004	7	25	15	3	2	LCDR Fred Estano PO Box 14829 Belmont Shore, CA 90853 Email: festano@aol.com	(562) 590-9423	Must be E3 or Above. NSCTNG 001 w/\$40 to COTC. Need 6 Staff Cadets.

CODE	TRAINING SITE	STATE	COST	START	END	DAY S	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	E	M	F			
LC-C1	CAMP PARKS(TENTATIVE)	CA	\$40.00	7/4/2004	7/11/200	7	15	15	3	3	CAPT Stuart McCullough 2313 Coddling Dr. Modesto, CA 95350-3349	(209) 523-0260	Must be E3 or Above. NSCTNG 001 w/\$40 to COTC. Need 1M/1F CPO; 1M/1F PO1/PO2 for Admin Support. Must be computer literate. Prefer E4 or Above. E3 if age 16. Adult Staff report 3 Jul.
LC-WA	NSB BANGOR	WA	\$40.00	7/11/2004	7/16/200	6	10	10	2	2	Need COTC		Must be E3 or Above. NSCTNG 001 w/\$40 to CAPT John Payne 23751 Clear Creek Rd. Poulsbo, WA 98370. Priority to Reg 13 Cadets.
LC-FL	NAS WHITING MILTON	FL	\$40.00	7/25/2004	7/31/200	7	25	15	3	2	ATC Dan Frisbie 322 Merrill Drive Milton, FL 32570	(850) 626-1017	Must be E3 or Above. NSCTNG 001 w/\$40 to COTC.
LC-IL	TSC GREAT LAKES	IL	\$40.00	8/1/2004	8/9/2004	9	15	10	3	2	LCDR Rich Cox 2630 Boxwood Dr. Elgin, IL 60123-5500 Email: LcdrCox91@ameritec h.net	(847) 429-0452	Must be E3 or Above & Age 15 prior to start date. NSCTNG 001 w/\$40 to COTC. No Staff Cadets.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
MAA TRAINING													
MA-PA	NAS WILLOW	PA	\$80.00			13	10	5	2	1	LT Michael Mooney (See AN-PA)	(717) 737-4627	Must be E3 & Age 15. NSCTNG 001 w/\$80 to
MA-GA	NSB KINGS BAY	GA	\$80.00	6/5/2004	6/26/200	22	14	6	3	2	LCDR Carolann Hooker 900 Dilworth St. Saint Mary, GA 31558	(912) 729-7041	Must be E2 & Age 14. NSCTNG 001 w/\$80 to COTC. Need 2M/1F Staff Cadets. Must be able to pass SEAL PT Test minus Pull-ups. PT Test will given on 3rd day. ALL cadets must arrive NLT 3pm 5 June. Flights arriving must be prior to 3pm on 5 June and flights leaving after 2pm
MA-WA	NAVSTA EVERETT	WA	\$80.00	6/21/2004	7/5/2004	15	15	10	2	1	ENS Eric Goslinga 2008 Bailey Drive Marshalltown, IA 50158 Email: egoslinga@mchsi.co	(641) 752-0861	NSCTNG 001 w/\$80 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

CODE	TRAINING SITE	STATE	COST	START	END	DAY S	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	E	M	F			
MA-N2	CAMP SMITH	NY	\$80.00	6/29/2004	7/12/200	13	25	15	3	2	LJTG Philip Forzaglia 53 Beekman Ave Croton On Hudson, NY 10520-2557 Email:	(914) 271-2967	NSCTNG 001 w/\$80 to COTC.
MA-NY	FORT DRUM	NY	\$80.00	7/11/2004	7/23/200	13	30	20	3	2	LCDR Paul Hill 168 Argonne Dr. Kenmore, NY 14217 Email:	(716) 877-5927	NSCTNG 001 w/\$80 to COTC.
MA-VA	FCTC DAM CREEK	VA	\$80.00	7/24/2004	8/6/2004	14	23	2	4	4	LCDR Vernon Crumpler Jr. 4311 Windsor Lake Dr. Louisa,VA 23093	(804) 598-7042	NSCTNG 001 w/\$80 to COTC. Need 3 SC's w/prior MAA Trng. Unit CO's must contact COTC for female quotas. Bring additional \$50 for MAA Badge if wanted.
MA-RI	NS NEWPORT	RI	\$80.00	7/25/2004	7/31/200	7	25	15	3	2	COTC LTJG David Hull 115 Revere Street Unit J Canton, MA 02021-2954 Email: dhull@freedomdivisio	(781) 828-2138	NSCTNG 001 w/\$80 to COTC. Must be E3 & Age 15. Contact COTC for confirmation of dates & quotas.
MA-NJ	NAES LAKEHURST	NJ	\$80.00	7/25/2004	8/7/2004	14	15	0	2	0	LCDR Dick Ashbey 2085 Holly Hill Rd. Manchester, NJ	(732) 657-6545	Must be PO3 and Age 15. NSCTNG 001 w/\$80 to COTC.
MA-NI	FORT DIX	NJ	\$80.00	7/26/2004	8/7/2004	13	25	15	3	2	LT Don Starr 822 Warren St. Toms River, NJ 08753-7818	(732) 506-6325	NSCTNG 001 w/\$80 to COTC.
							182	88	25	16			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
MEDICAL TRAINING													
MD-PR	NH ROOSEVELT ROADS	PR	\$80.00								TBD		NSCTNG 001 w/\$80 to COTC. Local Cadets "Only". Call COTC for details.
MD-IL	NH NTC GREAT LAKES	IL	\$80.00			13	15	10	2	3	Need COTC		Must be Age 14. NSCTNG 001 w/\$80 to COTC. Contact COTC for quota.
MD-CA	NH SAN DIEGO	CA	\$80.00			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/\$80 to COTC. May need sleeping bags if berthing on barges. Call
MD-I2	NH NTC GREAT LAKES	IL	\$80.00			13	8	7	2	3	Need COTC		Must be Age 15. NSCTNG 001 w/\$80 to COTC. This is Advanced Medical Trng. Must have completed Basic Medical & be CPR Certified. Must have own Stethoscope.

CODE	TRAINING SITE	STATE	COST	START	END	DAY S	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
MD-FL	NH JACKSONVILLE	FL	\$80.00	6/6/2004	6/19/200	13	8	8	2	1	ENS James Nelms 6098 Apt B Batman Lane Jacksonville, FL 32212-1161	(904) 777-8118	Must be E3 & Age 15. NSCTNG 001 w/\$80 to COTC. Need 1M/1F Staff
MD-MD	NHMC BETHESDA	MD	\$80.00	7/18/2004	7/30/200	13	6	4	1	1	LCDR Jeanette Brice 500 Palmer Walker Road Broadway, NC 27505 Email: JTBrice@aol.com	(919) 498-3565	NSCTNG 001 w/\$80 to COTC. Repeat Attendees Not
MD-M2	NHMC BETHESDA	MD	\$80.00	7/18/2004	7/30/200	13	6	4	1	1	LCDR Jeanette Brice (See MD- MD)	(919) 498-3565	NSCTNG 001 w/\$80 to COTC. This is Dental Training w/Dental School at Bethesda.
							59	49	9	10			
MINE WARFARE OPS													
MN-TX	NAVSTA INGLESIDE	TX	\$80.00	6/13/2004	6/26/200	14	20	0	4	0	LCDR Gary Williamson 6338 Oakhill Lane Richards, TX 77873 Email:	(832) 457-5694	Must be E3 & Age 15 prior to start of training. NSCTNG 001 w/\$80 to COTC. No Repeats; No Staff Cadets.
							20	0	4	0			

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MUSIC SCHOOL											
MU-HI	NAS BARBERS	HI	\$80.00			14	10 10	1 1	TBD Need COTC		NSCTNG 001 w/\$80 to COTC. This is NOT a school. Cadets participate in band activities. Note from Band Teacher Required!! Must read 2nd/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 (NSCTNG 019) to submit w/NSCTNG 001.

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							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
MU-VA	LITTLE CREEK	VA	\$80.00			13	10	10	2	1	Need COTC		NSCTNG 001 w/\$80 to COTC. Same musical requirements as Hawaii; Cadets report to Music School QRT Deck; Transportation to QTR Deck is cadet/parent responsibility. See encl (1), SectionII, Tab D for form (NSCTNG 019) to submit w/NSCTNG 001. Forms due NLT 2 July.
MU-FL	NAS JACKSONVILLE	FL	\$80.00	7/11/2004	7/23/200	13	3	3	1	1	INST Bonnie Koeplin 595 Crossbridge Alley Alphaetta, GA	(770) 343-9498	NSCTNG 001 w/\$80 to COTC. Same musical requirements as Hawaii.
							23	23	4	3			

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NLCC ADVANCED ORIENTATION													
ND-GF	USNSCC GRAYFOX	MI	\$40.00	6/21/2004	6/27/200	6	16	12	3	2	ENS Marshall Fugate 291 Brown St Apt 4 St. Clair, MI 48079	(810) 293-9200	NSCTNG 001 w/\$40 to COTC. Need 2M/1F Sea Cadets for Staff Cadets. Need Escorts.
ND-IA	CAMP DODGE	IA	\$40.00	6/27/2004	7/3/2004	7	25	25	3	2	LCDR Hank Voss 1704 Michael St Leavenworth, KS 66048-1616 Email: xusnatc@aol.com	(913) 772-8084	NSCTNG 001 w/\$40 to COTC.
ND-TX	TANG CAMP MAXCY, POWDERLY	TX	\$40.00	7/4/2004	7/10/200	7	20	10	2	1	POC is LCDR Dave Nelson (See RT-TX)	(972) 766-2949	NSCTNG 001 w/\$40 to COTC. Need 3M/2F Staff Cadets.
ND-FL	NAS JACKSONVILLE	FL	\$40.00	7/18/2004	7/23/200	6	10	6	1	1	ENS Erika Clausen 1891 East Piedmont Rd Marietta, GA 30062 Email: epclausen1@comca st.net	(770) 565-6177	NSCTNG 001 w/\$40 to COTC.
ND-C3	FT. HUNTER LIGGETT	CA	\$40.00	7/24/2004	7/31/200	7	30	15	3	2	Need COTC		NSCTNG 001 w/\$40 to COTC.
ND-LH	NAES LAKEHURST	NJ	\$40.00	7/25/2004	7/31/200	7	20	10	2	1	LCDR Dick Ashbey (See MA -NJ)	(732) 657-6545	NSCTNG 001 w/\$40 to COTC. Need 1M/1F Staff Cadet.

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							<u>S</u>	<u>M</u>	<u>E</u>	<u>M</u>			
ND-C1	CBC PT HUENEME	CA	\$40.00	7/25/2004	7/31/200	7	20	15	3	1	LCDR Rose Finnegan 1002 S. Shelton Ave. Santa Anna, CA 92703-4935	(714) 542-8189	NSCTNG 001 w/\$40 to COTC. Call for packet. Bring Towel & Lock. Advanced
ND-CA	CBC PT HUENEME	CA	\$40.00	7/25/2004	7/31/200	7	20	15	3	1	LCDR Rose Finnegan 1002 S. Shelton Ave. Santa Anna, CA 92703-4935	(714) 542-8189	NSCTNG 001 w/\$40 to COTC. Call for packet. Bring Towel & Lock. Advanced.
ND-C2	USCGS GOLDEN GATE	CA	\$40.00	7/25/2004	8/1/2004	8	15	10	3	2	LCDR Steve Nash 521 Kings Canyon Ct. Petaluma, CA 94954-1567 Email: snash707@yahoo.co	(707) 778-6093	NSCTNG 001 w/\$40 to COTC. Need 3M/2F Staff Cadets. Must bring Sleeping Bag. Staff meet 7/24.
ND-VA	NAVSTA NORFOLK	VA	\$40.00	7/31/2004	8/7/2004	8	45	30	3	2	LT Ronald Sanders PO Box 1051 Bowie, MD 20718-1051 Email:	(301) 805-1392	NSCTNG 001 w/\$40 to COTC. Focus on Leadership Training. Cadets to arrive on Saturday.

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USN SEAMANSHIP TRNG											
NH-GF	GRAYFOX (LAKE ERIE/ONTARIO)		\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. POC is LCDR Jack Madsen @ (231) 845-7265. Must be E3 or Above. Need 1M/1F E5 or Above Staff Cadet w/prior Shipboard
NH-CA	ALAMEDA	CA							LCDR David M. Burden 1502 Ebener St Apt D Redwood City, CA 94061	(650) 366-5331	NSCTNG 001 w/\$80 to COTC. Closing Date for Apps to COTC is 13 June. Must be E3 & Age 15. Need 4M/4F Staff Cadets. Uniform: USN Coveralls. Contact COTC for Info. Fax (650) 364-8271.
NH-G1	GRAYFOX BAY CITY	MI	\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. POC is LCDR Jack Madsen @ (231) 845-7265.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
NH-G2	GRAYFOX (Traverse City/MacInaw/Chiago)		\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. POC is LCDR Jack Madsen @ (231) 845-7265.
NH-NY	STATE UNIVERSITY MARITIME SCH	NY	\$80.00			8	30 20	3	2 LT Rick Aimetti One Universe Way Mt. Sinai, NY	(631) 473-5794	NSCTNG 001 w/\$80 to COTC. Contact COTC for approval to attend and Info. Tmg at Ft
NH-G3	GRAYFOX (GREAT LAKES CRUISE)	MI	\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. POC is LCDR Jack Madsen @ (231) 845-7265.
NH-M1	MASS MARITIME SEAMANSHIP ACAD 201	MA	\$40.00	6/27/2004	7/4/2004	8	6 6	1	1 LCDR James McLoughlin (See NH-MA)	(508) 757-8606	NSCTNG 001 w/\$40 to COTC. This is advanced class. Prior attendance at Maritime Basic 101 is required.
NH-MA	MASS MARITIME SEAMANSHIP ACAD 101	MA	\$40.00	6/27/2004	7/4/2004	8	15 10	0	0 LCDR James McLoughlin 6 Shamrock Lane Buzzards, Bay, MA 02532	(508) 759-8606	NSCTNG 001 w/\$40 to COTC. Contact COTC for Approval to Attend and Info.

CODE	TRAINING SITE	STATE	COST	START	END	DAY S	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	E	M	F			
NH-YP	CHICAGO	IL	\$80.00	7/15/2004	7/25/200	10	14	0	1	1	LCDR Keith Kohanzo 1301 Audrey Lane Charleston, IL 61920 Email:	(217) 348-5860	MALE ONLY!! NSCTNG 001 w/\$80 to COTC. Restricted to Local Cadets Only. Call COTC
NH-C1	CAMP PENDLETON	CA	\$80.00	7/18/2004	7/31/200	13	20	10	1	1	LCDR Bob Hoxsie 8662 Mossford Drive Huntington Beach, CA 92646-3947 Email:	(714) 968-8149	NSCTNG 001 w/\$80 to COTC. Contact COTC for Approval to Attend. Training w/LCAC's.
NH-Y1	CHICAGO	IL	\$40.00	8/10/2004	8/15/200	5	0	12	1	1	LCDR Keith Kohanzo (See NH-YP)	(217) 348-5860	FEMALE ONLY!! NSCTNG 001 w/\$40 to COTC. Call COTC first for quota & prerequisites. Preference to Local Cadets. Must have Female Escort.

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<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
NLCC ORIENTATION													
NT-T2	NAS KINGSVILLE	TX	\$40.00								LCDR Babe Crouch (See HG-TX)	(361) 729-2826	NSCTNG 001 w/\$40 to COTC.
NT-PR	CAMP SANTIAGO	PR	\$40.00	6/13/2004	6/19/200	7					LCDR Elvin Barreto PO Box 142545 Arecibo, PR 00614 Email: ebarreto@coqui.net	(787) 262-6543	NSCTNG 001 w/\$40 to COTC. Alt Email: seacadet@cente nnialpr.net
NT-CO	USAF ACADEMY	CO	\$80.00	6/19/2004	7/1/2004	13	25	24	2	3	LTJG Richard	(505) 891-6106	NSCTNG 001 w/\$80 to POC: ENS Lorraine Miller 541 S. Fifth St Santa Rosa, NM 88435. Phone# (505) 472-0291. Email: lorrainea@platea utel.net
NT-LA	NAS JRB BELLE CHASSE	LA	\$40.00	6/20/2004	6/26/200	7	25	15	4	2	LCDR Marshall Fisher 3201 Rue Parc Fontaine #2809 New Orleans, LA 70131-6979	(504) 394-3744	NSCTNG 001 w/\$40 to COTC. Need 3M/2F Staff Cadets, Must be POLA Grad!!
NT-FL	NAS WHITING MILTON	FL	\$40.00	6/20/2004	6/26/200	7	25	15	4	2	LT Tony Chandler 5845 Hermitage Circle Milton, FL	(850) 626-2116	NSCTNG 001 w/\$40 to COTC.
NT-NJ	NAES LAKEHURST	NJ	\$40.00	6/25/2004	7/1/2004	7	80	40	5	2	LCDR Dick Ashbey 2085 Holly Hill Rd Manchester, NJ 08759-6007	(732) 657-6545	NSCTNG 001 w/\$40 to COTC. Need 5M/2F Staff Cadets.

CODE	TRAINING SITE	STATE	COST	START	END	DAY	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							S	M	E	M			
NT-IA	CAMP DODGE	IA	\$40.00	6/27/2004	7/3/2004	7	25	25	3	2	LCDR Hank Voss 1704 Michael St. Leavenworth, KS 66048-1616	(913) 772-8084	NSCTNG 001 w/\$40 to COTC. Need 10M/6F Staff Cadets
NT-OH	CAMP PERRY	OH	\$40.00	6/27/2004	7/3/2004	7	75	50	7	5	LCDR Jim Lukasiewicz 4877 Algonquin Trail Stow,	(330) 686-0207	NSCTNG 001 w/\$40 to COTC.
NT-TX	TANG CAMP MAXEY, POWDERLY	TX	\$40.00	6/28/2004	7/3/2004	6	50	30	10	5	Need COTC. POC is LCDR Dave Nelson (See RT-TX)	(972) 766-2949	NSCTNG 001 w/\$40 to COTC. Need 7M/3F Staff Cadets.
NT-F2	ADM FARRAGUT MILITARY ACADEMY	FL	\$40.00	7/4/2004	7/10/200	7	70	30	10	6	Need COTC		NSCTNG 001 w/\$40 to COTC.
NT-WI	VOLK FIELD ANGB	WI	\$40.00	7/18/2004	7/24/200	7	40	20	3	1	LT Eric Mims 710 Porcier St. Green Bay, WI 54304	(920) 217-0709	NSCTNG 001 w/\$40 to COTC. Need 4M/2F Staff Cadets Must be POLA Grads.
NT-C1	FT HUNTER	CA	\$40.00	7/24/2004	7/31/200	7	75	25	7	3	TBD Need COTC		NSCTNG 001 w/\$40 to COTC. Need 10 M/F Staff Cadets.
NT-CA	CBC PT HUENEME	CA	\$40.00	7/25/2004	7/31/200	7	120	80	12	8	LCDR Rose Finnegan 1002 S. Shelton Ave. Santa Anna, CA 92703-4935	(714) 542-8189	NSCTNG 001 w/\$40 to COTC. Call COTC for Info Packet.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>S</u>	<u>M</u>	<u>E</u>	<u>M</u>			
NT-MI	BETHEL YOUTH CAMP HAWKS, MI	MI	\$40.00	8/1/2004	8/7/2004	6	50	30	6	4	LTJG Lisa Stoyanovich 52488 Charing Way Shelby	(586) 247-7831	NSCTNG 001 w/\$40 to LCDR Jack Madsen 918 Woodlawn St. Ludington, MI 49431. Email: jmads38@copper .net
NT-VA	NAVSTA, NORFOLK	VA	\$40.00	8/8/2004	8/14/200	7	50	30	3	2	LTJG Greg Solloway 202 Clipper Creek Lane Smithfield, VA 23430-5633	(757) 357-4578	NSCTNG 001 w/\$40 to COTC.
NT-MA	CAMP EDWARDS OTIS AFB CAPE	MA	\$40.00	8/11/2004	8/18/200	7	50	30	4	4	LCDR Dave Carchia 110 Somerville St. Marshfield, MA 02050-4629	(781) 834-7784	NSCTNG 001 w/\$40 to COTC.
NT-NY	CAMP SMITH	NY	\$40.00	8/15/2004	8/23/200	7	50	25	5	3	LCDR Edith O'Brion 1048 Wagoner Dr Wilmington, DE 19805-1033 Email: emobrion@aol.com	(302) 633-0502	NSCTNG 001 w/\$40 to COTC. POC is LTJG Tonette Pray @ (610) 586-2312.
NT-WA	FORT LEWIS	WA	\$40.00	8/22/2004	8/29/200	7	50	25	3	2	LT Lorna Smith PO Box 399 Springdale, WA 99173 Email: tsmith@icehouse.ne	(509) 258-4213	NSCTNG 001 w/\$40 to CAPT John Payne 23751 Clear Creek Rd. Poulsbo, WA 98370. ALL cadets must complete & forwarded w/NSCTNG 001 "Hold Harmless Agreement". See TAB F to General Guidelines.

CODE	TRAINING SITE	STATE	COST	START	END	DAY S	CADET		OFFICER		COTC/POC	PHONE	REMARKS
							M	F	M	F			
PORT OPERATIONS													
PO-PR	NS ROOSEVELT ROADS (TBD)	PR	\$80.00				860	494	88	54	TBD		NSCTNG 001 w/\$80 to COTC. Local cadets "Only". Call COTC for details.
PO-ME	USCG STATION PORTLAND, ME	ME	\$80.00			14	20	10	4	2	LT Roger Sabourin 111 Jordan Ave. South Portland, ME 04106 Email: rsabouri@main.rr.co	(207) 799-0532	NSCTNG 001 w/\$80 to COTC. PO Training w/USCG in Portland, ME. Need 2M/2F Staff Cadets. Check in at American Legion Post.
PO-NC	USCG STATION FT MACON ATLANTIC BEACH	NC	\$80.00			14	6	4	1	1	Need COTC		NSCTNG 001 w/\$80 to COTC. No local airport!! Must report by car. Must be 3rd class swimmer. PO Training w/USCG in Wilmington, NC
PO-GA	NAVSTA KINGS BAY	GA	\$80.00	7/11/2004	7/24/200	14	10	6	2	2	LTJG Scott A. Pellerito COTC Port Operations Kings Bay 1104 Powderhorn Dr. Lansing, MI 48917 Email: MINAVYCDR@aol.co	(617) 321-1817	NSCTNG 001 w/\$80 to COTC. Need 2M/2F Staff Cadets.
							36	20	7	5			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
NSCC RECRUIT TRNG											
RT-AZ	FORT HUACHUCA	AZ	\$80.00							TBD	NSCTNG 001 w/\$80 to COTC.
RT-GM	NAVCOMTELSTA	GU	\$80.00							LTJG Cecilio Gonzales PSC 490 Box 7746 FPO, AP 96538 Email: medic_cag@hotmail.	(671) 466-0258 NSCTNG 001 w/\$80 to COTC. Contact COTC for details.
RT-HI	MCB KANEOHE	HI	\$80.00							TBD	NSCTNG 001 w/\$80 to COTC.
RT-PR	PR NATIONAL GUARD, CAMP SANTIAGO	PR	\$80.00	6/6/2004	6/19/200	14	80	40	10	7 LCDR Elvin Barreto PO Box 142545 Arecibo, PR 00614 Email: ebarreto@coqui.net	(787) 262-6543 NSCTNG 001 w/\$80 to COTC. Local cadets "Only". Alt. Email: seacadet@cente nnialpr.net
RT-F3	NAS WHITING MILTON	FL	\$80.00	6/8/2004	6/19/200	12	70	30	10	5 LCDR Richard Perez 313 Edgview Drive Nashville, TN 37211-4405 Email: cdrperez@belsouth.n	(615) 833-0409 NSCTNG 001 w/\$80 to COTC.
RT-IL	RTC GREAT LAKES	IL	\$80.00	6/13/2004	6/26/200	14	250	100	25	10 LCDR Rich Cox 11 Big Oak Streamwood, IL 60107 Email: lcdrcox91@ameritech .net	(847) 429-0452 NSCTNG 001 w/\$80 to COTC prior to 22 May. Need 7M/3F Staff Cadets. COTC to provide special reporting instructions. NO unaccompanied cadets via commerical air carrier!!!

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
RT-CO	USAF ACADEMY	CO	\$80.00	6/19/2004	7/1/2004	13	40	20	4	3	LTJG Richard	(505) 891-6106	NSCTNG 001 w/\$80 Money Order to POC: ENS Lorraine Miller 541 S Fifth St Santa Rosa, NM 88453. Phone# (505) 472-0201. Email: lorrainea@platear tel.net
RT-CA	CAMP PARKS	CA	\$80.00	6/20/2004	7/3/2004	14	150	100	10	10	LCDR Laneya Littrell 1831 Saratoga Ave. Modesto, CA 95350	(209) 537-5057	NSCTNG 001 w/\$80 to COTC. Need 14M/10F Staff Cadets. Perference to Region 11 & 12.
RT-OH	ANG, CAMP PERRY	OH	\$80.00	6/20/2004	7/3/2004	14	200	100	25	15	LCDR Jim Lukasiewicz 4877 Algonquin Trail Stow, OH 44224 Email: nscrtc@hotmail.co	(330) 686-0207	NSCTNG 001 w/\$80 to COTC. Need 7M/5F Staff Cadets.
RT-FL	ADM FARRAGUT MILITARY ACADEMY ST. PETERSBURG	FL	\$80.00	6/20/2004	7/3/2004	14	80	20	10	4	TBD		NSCTNG 001 w/\$80 to COTC.
RT-N2	CAMP SMITH	NY	\$80.00	6/27/2004	7/10/200	14	120	30	10	6	LT Joseph Palazzo Armed Forces Reserve Center 600 Albany Ave. Amityvill, NY 11701	(631) 974-4779	NSCTNG 001 w/\$80 to COTC.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
RT-IA	CAMP DODGE	IA	\$80.00	6/27/2004	7/9/2004	14	50	50	15	5	LCDR Hank Voss 1704 Michael St. Levenworth, KS 66048-1616 Email: xusnatc@aol.com	(913) 772-8084	NSCTNG 001 w/\$80 to LCDR Voss. COTC will be LCDR Ken Womack. Graduation on Friday.
RT-TN	ANG VOLUNTEER TRNG CTR MILAN,	TN	\$80.00	6/27/2004	7/10/200	13	140	60	14	6	ITCS Andrew Bond 7477 Talos Dr. Millington, TN 38053	(901) 874-4902	NSCTNG 001 w/\$80 to COTC.
RT-VA	ANG CAMP PENDLETON	VA	\$80.00	6/27/2004	7/10/200	13	150	75	15	10	LCDR John Brice 500 Palmer Walker Rd. Broadway, NC 27505-8515 Email: jtbriceii@aol.com	(919) 498-3565	NSCTNG 001 w/\$80 to COTC.
RT-TX	TANG CAMP MAXEY TRNG CTR POWDERLY	TX	\$80.00	6/28/2004	7/10/200	14	100	50	10	5	LCDR Dave Nelson 1001 Edenburg Lane Denton, Tx 76201-1248 Email: david_nelson@bcbst x.com	(972) 766-2949	NSCTNG 001 w/\$80 to COTC. Staff arrive 27 June.
RT-GA	FT. STEWART (NCOA)	GA	\$80.00	7/7/2004	7/18/200	12	70	30	10	5	LT David Hill 108 High Street Canton, NC 28716 Email: hillnscc@juno.com	(828) 665-0258	NSCTNG 001 w/\$80 to COTC prior to 4 June. Need 10M/4F Staff Cadets. Need 3 Sets Dungarees.
RT-MA	CAMP EDWARDS OTIS AFB CAPE	MA	\$80.00	7/8/2004	7/18/200	11	160	90	10	6	LCDR Dave Carchia 110 Somerville St Marshfield, MA 02050-4629	(781) 834-7784	NSCTNG 001 w/\$80 to COTC. Need 25M/15F Staff Cadets.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u>		<u>OFFICER</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
							<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>			
RT-F2	ADM FARRAGUT MILITARY ACADEMY ST. PETERSBURG	FL	\$80.00	7/11/2004	7/24/200	14	80	20	10	4	LT Keith Yarborough 1968 Willow Wood Dr. Kissemmee, FL 34746 Email: yarbro2@aol.com	(407) 348-2644	NSCTNG 001 w/\$80 to COTC. POC is LCDR Dave Farrow @ (561) 368-3517
RT-NY	FORT DRUM	NY	\$80.00	7/17/2004	7/30/200	14	175	75	17	8	LCDR Paul Hill 186 Argonne Dr. Kenmore, Ny 14217 Email:	(716) 877-5927	NSCTNG 001 w/\$80 to COTC.
RT-C2	CBC PT. HUENEME	CA	\$80.00	8/1/2004	8/14/200	14	190	60	20	10	LCDR Manoogian 931 N. Hollywood Way Burbank, CA 91505-2816	(661) 250-7507	NSCTNG 001 w/\$80 to COTC.
RT-WA	FORT LEWIS	WA	\$80.00	8/18/2004	8/29/200	12	100	50	10	5	LCDR Ted Smith PO Box 399 Springdale, WA 99173 Email: tsmith@icehouse.ne	(509) 258-4213	NSCTNG 001 w/\$80 to CAPT John Payne 23751 Clear Creek Rd Poulsbo, WA 98370 prior to 2 July. ALL Cadets must complete and forward "Hold Harmless Agreement" w/NSCTNG 001. See TAB F to general

2205 1000 235 124

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
SAILING SCHOOL											
SA-C2	FIDDLERS COVE NAB CORONADO	CA	\$40.00			5	12 6	2 1	Need COTC		NSCTNG 001 w/\$40 to COTC. 5 day Sailing School @NAB Coronado Sailing Club. Must be Class 2 Swimmer. See Guidelines Section 15. Call COTC for
SA-CA	FIDDLERS COVE NAB CORONADO	CA	\$40.00	6/13/2004	6/18/200	5	12 6	2 1	Need COTC		NSCTNG 001 w/\$40 to COTC. 5 day Sailing School @NAB Coronado Sailing Club. Must be Class 2 Swimmer. See Guidelines Section 15. Call COTC for
SA-FL	NAS PENSACOLA	FL	\$40.00	6/20/2004	6/25/200	6	15 10	2 2	LCDR Terry Krchov 2589 Hope Lane W. Palm Beach Gardens, FL	(561) 281-1812	NSCTNG 001 w/Deposit to COTC. Need Escorts. Contact COTC. Basic Sailing For Sea/League Cadets. Must be Class 2 Swimmer. See Guidelines

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</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>			
							39	22	6	4			
SPECIAL BOATS													
SB-VA	NAB LITTLE CREEK	VA	\$80.00	7/11/2004	7/24/200	13	16	0	1	1	LCDR M. W. Muros Okeechobee County Sheriff's Office NSCC Liason Officer 504 NW 4th St Okeechobee, FL	(863) 357-1600	UNIT CO's call COTC NLT 15 May for quota, prerequisites and application details. See guidelines
							16	0	1	1			
SCUBA SCHOOL													
SC-C2	NAVSTA SAN DIEGO	CA	\$80.00								Dates TBD. Need COTC		NSCTNG 001 w/\$80 to COTC. Call COTC for prerequisites.
SC-CA	NAVSTA SAN DIEGO	CA	\$80.00	7/3/2004	7/10/200	8					Need COTC		NSCTNG 001 w/\$80 to COTC. Call COTC for prerequisites.

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
DIVING SCHOOL											
SD-CA	EOD SAN DIEGO	CA	\$80.00	6/12/2004	6/25/200	14			LTJG John Ortiz (See SD-VA)	(651) 766-8723	NSCTNG 001 w/\$80 to COTC. Call COTC for prerequisites. Arrive 12 June Depart either PM 25 June or AM 26 June.
SD-VA	EOD/MDSU2 NORFOLK	VA	\$80.00	7/10/2004	7/23/200	14			LTJG John Ortiz 3581 Owasso Street #102 Shoreview, MN 55126 Email: coderedgraphics@earthlink.net	(651) 766-8723	NSCTNG 001 w/\$80 to COTC. Call COTC for prerequisites. Arrive 10 July Depart either PM 23 July or AM 24 July

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>	<u>OFFICER</u> <u>M</u> <u>F</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
SEAL TRAINING											
SL-VA	NAB LITTLE CREEK and/or Ft AP Hill, VA	VA	\$80.00	7/7/2004	7/23/200	14	32 0	2 0	LT Chuck Howard PO Box 832074 Richardson, TX 75083 Email: shavking@ev1.net	(972) 680-9663	NSCTNG 001 w/\$80 to COTC. See Encl (1) Section 7, Tab C. Applications due 11 June. Some training may be at Ft AP Hill, VA. Check w/COTC for reporting details. See www.seacadetse al.org.
SL-FL	NSW/UDT/SEAL ASSOC. TRNG SITE OKEECHOBEE	FL	\$80.00	12/27/200	1/9/2005				LCDR M.W. Muros	(863) 357-1600	Unit CO's call COTC for quota, prerequisites and application details. See guidelines

32 0 2 0

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u> <u>S</u>	<u>CADET</u> <u>M</u> <u>E</u>		<u>OFFICER</u> <u>M</u> <u>F</u>		<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
SUBMARINE SEMINARS													
SS-C2	NSB GROTON	CT	\$40.00								LCDT Tom Desrosier 18 Deebee Dr. Norwich, CT 06360	(860) 376-8044	NSCTNG 001 w/\$40 to COTC. ONLY for graduates of Sub Seminars. This is advanced SS one week schoo, with intense focus on navigation. Contact COTC for
SS-CT	NSB GROTON	CT	\$80.00			12	22	0	2	0	LCDR Denis Thiede 72 Robertson St. Forestville, CT 06010	(860) 863-5287	NSCTNG 001 w/\$80 to COTC. Must be Age 16.
SS-GA	NSB KINGS BAY	GA	\$80.00	7/11/2004	7/24/200	13	10	6	2	2	LTJG Thomas Meyers 2531 Raintree Way, NE. Marietta, GA 30068 Email: usnsc233@aol.com	(404) 642-1153	NSCTNG 001 w/\$80 to COTC. Need 2M/2F Staff Cadets. Staff report 10 July NLT 1800.
SS-WA	NAS BANGOR	WA	\$80.00	7/18/2004	7/31/200	12	20	0	2	0	LT Charles Murphy 820 17th St. Puyallup, WA 98372 Email:	(253) 848-6211	NSCTNG 001 w/\$80 to COTC. Must be Age 15 & E3. NO Exceptions.
							52	6	6	2			

<u>CODE</u>	<u>TRAINING SITE</u>	<u>STATE</u>	<u>COST</u>	<u>START</u>	<u>END</u>	<u>DAY</u>	<u>CADET</u>	<u>OFFICER</u>	<u>COTC/POC</u>	<u>PHONE</u>	<u>REMARKS</u>
						<u>S</u>	<u>M</u>	<u>E</u>	<u>M</u>	<u>F</u>	
SECURITY TRAINING											
ST-PR	NS ROOSEVELT ROADS	PR	\$80.00						TBD		NSCTNG 001 w/\$80 to COTC. Local cadets "Only". Contact COTC for details.

Grand Total:

4561 2341 521 316

ENCL (4)

To: NSCC Information Letter 4-04
Subj: 2004 NSCC/NLCC Summer Training Schedule

GENERAL GUIDANCE AND FORMS TO BE USED TO GET FEDERAL
FUNDING IN SUPPORT OF SUMMER TRAINING 2004

THREE (3) FORMS AND THE ADULT ESCORT TRAVEL
ALLOWANCE WORKSHEET

COTC's use NSCTNG 021, TAB A
Unit CO's use NSCTNG 022 and/or 023, TABs B & C
COTC's use adult escort travel allowance worksheet at TAB D and submit
with NSCTNG 021 at TAB A

- **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 4-04. COTC's submit as soon as reasonable estimate of expenses is known; not later than 16 April if training in June and 2 June for all others. **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. Reimbursement will be only for expenses in excess of \$80 (the deposit fee) and is subject to availability of funds. **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 **locally arranged 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.**
- **Adult escort travel allowance worksheet**; COTC's use this worksheet and submit with NSCTNG 021. **Only COTC's** use this worksheet. **This worksheet is at TAB D.**

NSCTNG 021 (Rev 02/03)

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 4-04 (except Coast Guard), and all training is pre-approved because it's posted in the summer training schedule.
- COTCs need to submit this form as soon as they have a reasonable estimate of anticipated training expenses; if training in June then NLT 16 April, 2 June for all the rest. 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. **New for 2004 is the adult escort travel allowance. Complete the worksheet at TAB D and send it along with this funding request. Follow directions on the worksheet itself.**
- 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, and be able to show, 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

REMINDERS

- All cadets and staff cadets pay the same deposit; \$80 for two week evolution and \$40 for one week evolutions.
- Cadets participating in evolutions that are their second or more training evolution for the summer pay a deposit of \$180 if two week and \$90 if one week. COTC's can not predict this revenue so it is not shown on the NSCTNG 021. However, COTC's need to show revenue from \$180 and \$90 deposits on their audit reports, NSCTNG 010. The NSCTNG 010 has been adjusted to reflect this change.
- Receipts, Receipts, Receipts.....Keep track of them for inclusion with the audit report.

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:	\$
Next Year's Carryover:	\$
TRAINING AND OPERATIONS SUBTOTAL (+)	
\$	
2f. TOTAL OF ANTICIPATED EXPENSES / COSTS (before revenue deductions) (+)	
\$	
3. REVENUE DEDUCTIONS	
Last Year's Carryover (Should equal next year's carryover):	\$
Cadet Training Deposits: <input type="checkbox"/> X \$	= \$
Staff Cadet Training Deposits: <input type="checkbox"/> 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. • Estimates should include no-shows, last minute registrants, and late applicants. • Refer any additional questions to NHQ at (703) 243-6910. 	
5a. Make Check Payable To:	
5b. Mailing Address	
5c. City	5d. State
5e. Zip Code + 4	
6. BUDGET SUBMITTED BY:	
6a. COTC, Full Name & Rank (Print or Type)	6b. Signature
6c. Date (DD MMM YY)	
7. BUDGET ENDORSED BY:	
7a. XOTC or Designated Other, Full Name & Rank (Print or Type)	7b. Signature
7c. Date (DD MMM YY)	
8. FUNDING APPROVED	
8a. Full Name and Rank of NHQ 1st Endorsement (Print or Type)	8b. Signature
8d. Date (DD MMM YY)	
8e. Full Name and Rank of NHQ 2nd Endorsement (Print or Type)	8f. Signature
8g. Date (DD MMM YY)	

NSCTNG 022 (Rev 02/03)

**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 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. While **re-imbursement is always subject to funding availability**, we want CO's to submit this form for their cadets and NHQ will do it's best to ensure all requests are honored within the guidelines prescribed. We have been able to do this in prior years and fully expect to be able to do again in 2004.
- 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 \$80 deposit that all other cadets are paying.** If the equivalent of the \$80 deposit has not been subtracted for each cadet, we will subtract it for you.
- While adults don't normally accompany cadets for USCG training, if they do accompany as escorts, detail and cover adult expenses as well.
- 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.
- **RECEIPTS! RECEIPTS! RECEIPTS!** 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.

TAB B

- That's why receipts are required; if lost or miss-placed, a letter of explanation will be required. Again, please remember, these are taxpayer dollars entrusted to us to pay for cadet training expenses.
- Keep them and include them with the NSCTNG 003 or 004's in your request for reimbursement.
- Please understand that for this reimbursable training, reimbursement will be after completion of training. When cadets complete a USCG training evolution, Unit CO's submit this form per directions. 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.

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	<h1 style="margin: 0;">COAST GUARD TRAINING FUNDING REQUEST</h1>	<i>Submit upon completion of training</i>
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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 the deposit fee. Use the Miscellaneous section for any unique additional expenses beyond what the 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;">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			
<ul style="list-style-type: none"> 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. <u>Checks must be made payable to an NSCC/NLCC Unit, 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). 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			
<ul style="list-style-type: none"> Copy to Field Representative 			

NSCTNG 023 (Rev 02/03)

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 CO's 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). **Receipts must be included!**
- 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 \$80 deposit that all other cadets are paying.*
- Detail and cover adult expenses as well. **New for 2004 is the adult escort travel allowance. Complete the worksheet at TAB D and send it along with this funding request. Follow directions on the worksheet itself.**
- 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). **Don't forget the adult travel allowance worksheet, just follow directions on the worksheet at TAB D.** 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.

LOCAL TRAINING FUNDING REQUEST

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)
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1d. Training Location

1e. COTC Name	1f. COTC Phone	1g. COTC E-Mail
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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 REIMBURSEMENT 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	6e. Zip Code + 4
<ul style="list-style-type: none"> • Copy to Field Representative 			

**NSCC 2004 ADULT ESCORT SUMMER TRAINING
TRAVEL ALLOWANCE COMPUTATION WORKSHEET**

1. Capped at 400 miles each way for a total of 800 miles X \$00.15 = \$120. (**Maximum allowable claim is \$120...nobody gets more than \$120 per training evolution, rate is 15 cents a mile up to 800 miles**).
2. Mileage from home to training site not to exceed mileage computation using "Mapquest". Escorts responsible for informing COTC's of their mileage computation. Midshipmen who escort are eligible.
3. For training in Summer Training Schedule or otherwise approved by NHQ. Escorts must be enrolled, under orders, and **at training for the duration of the training or at least 1 full week of a 2 week TWT**.
4. Each and every adult escort is eligible for this allowance regardless of method of travel, and regardless if a passenger or driver. Reserve and active military under military cost orders are not eligible. No-cost OK.
5. **COTC's complete this form and submit with funding request**. Best guess is OK if all escorts not yet known. Enter total amount needed on NSCTNG 021 (or 023 for local training) Section 2e, Training and Operations. Just write it in any space not used and label "Escort Allowance". Figure this in right with other estimated expenses. **Keep a copy. This allowance will be included in your funding**.
6. At end of training, COTC mark up copy of this form again, cross out those who didn't show, and add those who did. Re-compute the actual expenses and enter new totals in the spaces provided. COTC make payment to escorts prior to end of training. Have escorts certify allowance receipt by signing in the space provided. After training, list total spent on the Audit Report, NSCTNG 010, Section 2e, Training and Operations. Just write it in any space not used and label "Escort Allowance". **Then attach this form to your audit report**. If using NSCTNG023 submit with other receipts. **NO RECIEPTS NEEDED OR WANTED FOR THIS ESCORT ALLOWANCE. THIS FORM WITH SIGNATURES IS THE RECIEPT.**

Escort Name with rank.	Starting from (Enter normal residence, start point)	Round Trip Mileage to and from Trng Site	X \$00.15 a mile. Enter total escort allowance, not to exceed \$120	Escort signature certifying, " I have received my allowance"

Add allowance for additional escorts *listed on the reverse*

Estimated Expense Before Training	
Actual Expense After Training	

*Compute total expenses...*Enter estimate on your funding request, and attach copy of this form to your request. After training re-figure actual expenses. Enter here and on the audit report. Attach this to the audit report)

Estimated Expense Before Training	
Actual Expense After Training	

Escort allowances are certified as true.

COTC signature _____ XO/Other officer signature _____

**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 202/307-7936
Drug Enforcement Administration Fax 202/307-4559

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

S/A Chuvalo Truesdell 404/893-7124
Harry Thornton 404/893-7123
Drug Enforcement Administration Fax 404/893-7115
75 Spring Street , S.W--Room 740
Atlanta, GA 30303

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

Diane Norwood 817/837-2028
USDEA Aviation Operations Center Fax 817/837-2186
2300 Horizon Road
Ft. Worth, TX 76177-5300

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

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