

# *U.S. NAVAL SEA CADET CORPS*

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25 February 2005

## **NSCC INFORMATION LETTER 04-05**

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

To: Distribution

Subj: **2005 NSCC/NLCC SUMMER TRAINING SCHEDULE**

Ref: (a) NSCC/NLCC Advancement and Training Manual (ATM)

(b) NSCC/NLCC Escort Officer Handbook

(c) COMNAVRESFOR message CNRF R 041712Z FEB 05

Encl: (1) 2005 NSCC/NLCC Summer Training Schedule

(2) 2005 Coast Guard Training Opportunities, including USCG Eagle billets

(3) 2005 NLCC/NSCC Summer Training Federal Funding Support Request Forms and Guidelines, NSCTNG 021 (COTC), 022 (USCG), 023 (Local) and Escort Allowance Worksheet

**1. This is the NSCC information letter announcing 2005 NSCC/NLCC summer training opportunities.** It is promulgated IAW ref (a). Submit applications for summer training in accordance with the guidance provided in this letter.

**2. CONTENTS.** This letter is organized in a series of parts and sections followed by the appendixes. They are listed below. Enclosures (1) through (3) follow the appendixes. General Training Guidelines are in Parts 1 and 2. Guidelines are arranged in sections by general topic or type training for your quick reference. Part 2 includes procedures for submitting for 2005 summer training. The traditional NSCC/NLCC training schedule for 2005 is at encl (1). As additions, deletions, changes occur they will be immediately posted to the NSCC web site. All hands must review this letter in its' entirety, and pay particular attention to those parts and sections relevant to their training. Coast Guard training opportunities are at encl (2). Specific guidelines for arranging this training are as provided in encl (2). Funding request forms and the Escort Allowance Worksheet for COTC's are at encl (3)

- **Part 1:** Federal Funding Support for 2005, New Things and Important Reminders

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Sec 2: New Things This Year

- NOAA Shipboard Opportunities
- RT Short Course
- Firefighting
- Marksmanship
- EMT National Registry Certification for cadets 18 and older and Midshipmen at Great Lakes, IL and training to prepare cadets to take the exam when they turn 18 at Camp San Louis Obispo, CA.

***THE ADVENTURE OF A LIFETIME***

***WWW.SEACADETS.ORG***

- Photojournalism and Aviation Airframe and Power Plants
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- Sec 3: Important Reminders
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- Sec 4: NSCC Recruit Training
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- Sec 6: Aviation Ground School
- Sec 7: Aviation Training Notes
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- Sec 9: Seabee Training Notes
- Sec 10: Culinary Arts

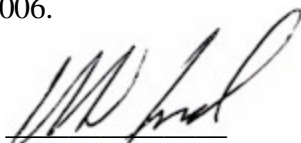
- Sec 11: Fire Fighting
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- Sec 13: JAG/Legal Training
- Sec 14: Junior Petty Officer Development (JPD)
- Sec 15: POLA
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- Sec 25: EOD/MDSU
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- Sec 27: Submarine Seminars
- Sec 28: Marksmanship Training
- Sec 29: DEA Agents List
- Sec 30: Additional Opportunities Wanted

- **Appendixes** are:

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

3. This letter along with updates promulgated as changes to this letter will be posted at Sea Cadet Resources Web Page; [resources.seacadets.org](http://resources.seacadets.org) and/or [compass.seacadets.org](http://compass.seacadets.org) . Naval Reservists interested in providing support for NSCC Summer Training 2005 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 1 February 2006.

Approved



M.D. Ford  
Executive Director



H.J. Nyland

Distribution:

National Chairman, and National President, NSCC/NLCC Unit Commanding Officers  
Regional/Associate Regional Directors, NHQ Representatives

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

**Sec 1: Funding.** Federal funding has been approved by Congress in support of Naval Sea Cadet Training in encls (1) and (2) for 2005. Funding includes additional USCG training not contained in enclosure (2) and for local training of at least 4 nights or more. Forms to be used by COTC's and general guidelines for applying for funding support are at encl (3). Reproduce forms locally, download from the NSCC WEB site, or call NHQ for additional copies.

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

- **NOAA Shipboard Opportunities.** The NSCC is aggressively working with NOAA to identify placement opportunities for NSCC cadets on NOAA ships for one to two week periods during the summer months. These are scientific research ships, most of which have a billet or two available for youth assignment. Once opportunities are identified along with placement procedures, guidelines will be posted to Compass under a separate section for NOAA ships. Look for it in the near future.
- **RT Short Course.** See Part 1, Sec 8 for description and cadet pre-requisites
- **Firefighting.** See Part 3, Sec 11 for comments on this new course
- **Marksmanship.** See Part 3, Sec 28
- **EMT National Registry Certification for Cadets 18 Years and Older and Midshipmen, NAVHOSP GLAKES.** See Part 3, Sec 17. Training to prepare cadets who are 16-18 to take this test when they turn 18 is being offered at **Camp San Louis Obispo, CA.** See Part 3, Sec 17.
- **Photojournalism OJT as well as Aviation airframe and power plant training** is being offered at NAS, Jacksonville, FL. See encl (3).
- **NASS and AIM counts as advanced training with tuition to be paid for by NSCC.** For high school juniors interested in Naval or USCG academy, NSCC NHQ will reimburse tuition fees to any cadet who gets accepted to and attends either:

US Naval Academy 2005 Summer Seminar (NASS), any of the following classes:

4-9 JUNE  
11-16 JUNE  
18-23 JUNE

US Coast Guard Academy 2005 Academy Introduction Mission (AIM), any of the following classes:

2-8 JULY  
9-15 JULY  
16-22 JULY

Both programs are for high school students in their junior year and interested in attending these academies. Both are designed to give prospective applicants a close, up front look, and experience, at the Academies and at Academy life. Both are one week and the tuition cost of NASS is \$300, while the tuition cost of AIM is \$325. Both programs are competitive with pre-requisites, application process, and details to be found at their websites:

NASS is [www.usna.edu/admissions/nass](http://www.usna.edu/admissions/nass)

AIM is [www.cga.edu/admissions/summerprogramsforjuniors](http://www.cga.edu/admissions/summerprogramsforjuniors)

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

Applications are being accepted now for both programs. Deadline for apps for NASS is 1 April and the deadline for AIM is 15 April.

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

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

- **Internet Postings and finding training opportunities.** The NSCC Summer Training Schedule Information Letter 4-05 (this letter) is posted on the NSCC WEB Site at **resources.seacadets.org** and/or **compass.seacadets.org** . At this site is the ORIGINAL information letter itself with all the enclosures. Enclosure (1) 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 (1) 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 04-05 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. 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** and on to the compass portal or straight to **compass.seacadets.org** .

-You click on, "Current Updated Schedule" right next to Info Letter 04-05 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.

- **TBD or TBA.** Every effort is being made to obtain confirmation for those training sites or details listed as "Pending", "TBA" (to be announced), "TBD" (to be determined) or simply left blank. As confirmation/availability is obtained, NHQ will update the website. **DO NOT** submit Training Authority Requests for 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.
- **Cancellation Warning.** Another very important thing to remember for summer 2005 is that most training is scheduled onboard our national military service component bases and stations. And as all of you are more than well aware the international situation can change at a moment's notice and so can security regulations affecting NSCC access to bases and stations. Availability of berthing can also change very quickly. All training evolutions are subject to last minute cancellation and all need to plan accordingly.
- **Non Refundable Air Fares.** Unit CO's once again, brief your cadets and parents on this. Please be reminded that non-refundable airline fares are just that! And that includes payment of penalties by NHQ. We strongly encourage everyone to consider carefully the purchase of non-refundable tickets. By far, most of the time, most of the summer training evolutions occur as scheduled in the summer training schedule. *But please understand that all training is dependent upon escort availability, host site accommodations, and host training site security measures in effect at the time of training. 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.
- **Adult Help, Escort Officers and Other Volunteers Needed**

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

COTCs, Escort Officers, and Instructors will be provided with specific COTC guidance that compliments the NSCC/NLCC Escort Officer Handbook. Each unit has been provided copies of the Handbook. COTC guidance is available from NHQ. If you are contemplating volunteering as a COTC, Escort Officer, or Instructor, we strongly encourage you ask NHQ

for a copy of the COTC guidance and read through the Handbook prior to pursuing this assignment.

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

- **COTC Pre-requisites.**

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

## **PART 2: GENERAL ADMINISTRATION**

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

The NSCC training program is supported by The Advancement and Training Manual (ATM), the Escort Officers Handbook, this Summer Training Schedule promulgated annually each spring, and the COTC guidance letter also promulgated annually each spring to all COTCs for that year. The ATM has been updated and the updated edition will be promulgated this spring. The Advancement and Training Manual and the Escort Officers Handbook provide general (although detailed) guidance considered non-perishable, while the Summer Training Schedule and COTC letter's provide guidance and policy unique to the particular training year. Guidance for administration and completion of correspondence courses is as separately promulgated in the Correspondence Course Manual. NSCC training is also supported at the NSCC internet website, resources.seacadets.org , go to the "Compass portal" for NSCC Training support.

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

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

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

**Third**, locally arranged 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. **Unit CO's have to submit NSCTNG023 to get prior approval and funding in support of the Training.** Locally arranged training will not be considered advanced training for cadet advancement unless approved by NHQ.

Funding request forms are at encl (3).

**Sec 3: Check with local NSCC Chain of Command before arranging Locally Arranged Training, for local training and other training not in this schedule.** Most bases where we do our training remain very sensitive to visitors, and very focused on their particular base security measures. Where we have 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 (and/or revised ATM) 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. Refer to the Advancement and Training Manual for the COTC Administrative and Operational Chain of Command.

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

**Sec 4: Cadet Deposit Costs.** The general training deposit for 2005 is \$80 for 2 week training, and \$40 for 1 week training evolutions. Short course RT training is \$60.

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

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

**Sec 5: Deposit Costs for Cadets doing Multiple Summer Trainings.** For cadets performing more than one training over the summer, the 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). **Winter and Spring training don't count.** Unit CO's are responsible for monitoring cadet performance of Advanced Training and ensuring the correct deposit is sent to the COTC. **Cadets applying for multiple summer training opportunities must write across the top of their NSCTNG 001 the training codes of the other advanced trainings they are also requesting.** A separate request for orders must still be submitted for each training desired.

Examples:

-Cadet does one week POLA, pays \$40...wants to do a second 2 week advanced training, pays \$180.

-Cadet does 2 week RT or advanced training, pays \$80... wants to do a second 2 week advanced training, pays \$180 (or a second one week advanced training, pays \$90).

-Cadet does 2 week RT or advanced training , pays \$80...wants to do 2 additional 2 week advanced trainings, pays \$180 each.....and if he or she wants to add an end summer POLA or one week advanced training, 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.***

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

**Sec 7: Escort Officer Allowance.** There is no cost to escorts except cost of transportation to and from the training site that is in excess of this year's travel allowance cap (15 cents a mile up to 800 miles per evolution). For adult escorts, this mileage allowance is to offset out of pocket expenses for travel to and from training sites. COTC's control and administer this allowance program, see encl (3).

### **Sec 8: Training Prerequisites**

#### **NSCC RT and NLCC Orientation**

- **Cadets must be enrolled no later than six weeks prior to the start date of NLCC Orientation or NSCC Recruit Training.** New enrollees will not be permitted to attend training at a Sea Cadet Recruit Training Camp unless: the cadet will be **14 prior to 1 September 2005** (for '05 summer training) **OR** he/she is a **former** League Cadet who is 13, who has successfully completed League Cadet Orientation Training scheduled by NSCC NHQ, and is considered "mature" enough by his/her CO to be accepted into the Sea Cadet Training Program. (This appropriately recognizes prior League Cadet training and experience.) Unit Commanding Officers must ensure that each newly enrolled cadet and parent clearly understands what to expect at either Recruit or Orientation Training. They must also understand that our insurance policy is **an accident "only" insurance policy and does not cover pre-existing conditions.** Note: The six week time limit is established to ensure proper enrollment, opportunity to get required uniforms and opportunity to complete BMR requirements. If a new cadet can meet all these requirements in under 6 weeks, he or she can go. If the newly enrolled cadet is attending the 9 day RT model described below, that cadets must also have been trained in and passed a test for the subject areas listed below for the 9 day RT model.
- Cadets must have successfully completed their physical fitness test per NSCC Action Letter 4-98 and Action Letter 9-02 (and/or revised ATM), 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 a liability release form with NSCTNG 001 & 002's . This form is at Appendix 2.**
- Remind cadets haircuts are part of the recruit training process. The same standards apply to both male and female cadets. Cadets objecting to this regulation should not attend RT.
- BMR: Cadets are required to complete (be trained in, don't have to complete the entire course) Chapter 1, sections on Hazing, Sexual Harassment, and Fraternalization and Chapters 5, 6, 9, and 10 prior to reporting to recruit training. These sections and these chapters will provide the cadet with the requisite knowledge needed to complete recruit training. BMR Course 14325 is the current BMR. While formal completion of the entire course is best (required for promotion, all lessons completed), a review and study of these specific chapters and sections at the unit level for new cadets is sufficient for meeting prerequisites for attending RT. The unit CO signature on the request

for orders certifies that the cadet is ready for recruit training and that he or she is knowledgeable of these specific sections and chapters.

- **Recruit Training (Nine Day Module)**. Navy Recruiting Command has approved a nine day Recruit Training Module for the NSCC Program. The 14 day model remains as it has been and cadets will have the opportunity to attend either model. The 9 day model parallels the Navy's Delayed Entry Program. Cadets wishing to attend the nine day recruit training will be required to pass a test at the unit level to certify knowledge on the subjects listed below. Lesson plans are available for downloading from the Sea Cadet Training website [compass.seacadets.org](http://compass.seacadets.org). The unit CO's signature on the Request for training and the attachment of the cadet corrected answer sheet (annotated to show he or she passed) to the request for training are verification that the cadet has successfully completed the pre-requisite training, unless otherwise directed by NHQ. As with the fourteen-day module, while attending Recruit Training cadets must pass a Physical Fitness Test in order to receive credit for completing Recruit Training. To qualify for the 9 day model, cadets must meet all pre-requisites for the 14 day model above plus pass a test on the following subjects. Unit CO's will be provided a test, answer key, and specific directions for testing. It is being separately forwarded with this training schedule "For Unit CO's Eyes Only".

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

### **Advanced Training**

- Unit Commanding Officers will ensure that all cadet applicants are fully qualified and meet prerequisite requirements, i.e.:
  1. Successfully completed required courses/exams (BMR, Airman, etc.) and are graduates of Recruit Training. **No cadets can go to any advanced training without having first successfully graduated from Recruit Training.** And advanced training is all training other than RT ! **You have to complete RT first.....**
  2. Meet age/rank/cadet citation requirements (international exchange and shipboard training).
  3. Meet any other requirements as specified in encl (1) and/or Part 3 of this letter.

**Sec 9: RT Training Site selection.** Recruit Training sites are as listed in encl (1). They are geographically spread across the entire United States. When approving training requests, COTC's will give preference to those units geographically local to the recruit training site. Attending recruit training at

your local training site enhances same day ground transportation (parents can drive to the site for delivery and pickup). This is particularly important should a cadet have to be returned home early, or should the training be cancelled due to national emergency. **This does not preclude other personnel from training at a different location, but orders will only be provided if there is good justification and adequate space after geographically local unit personnel have been accommodated.**

**Sec 10: RT 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. A checklist to assist in preparing cadets for training is provided at Appendix 3. It is NSCTNG 013 and is also posted on the NSCC WEB site.

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

**Remember....only cadets who can pass the PT test at the Unit level can go to RT!**

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

- **SUBMIT EARLY. YOU CAN NOT DO IT TOO EARLY.** All requests should be to the COTC at least 4 weeks before training. COTC’s need to know you’re coming so that they can provide you specific reporting instructions, and also so that they can request the money they need to pay for your training.
- **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 2005 will only be a \$80 deposit/quota reservation fee for a two week training, or \$40 for a one week training PLUS transportation to and from the training site. The deposit for the 9 day RT model is \$60.

**Use Request for Training Authority NSCTNG 001 for cadets and NSCTNG 002 for officers** Copies at Appendix 4. NSC Form NSCTNG 003 and 004 (local orders), copies at Appendix 5, are to be used for any unit arranged training, such as with the Coast Guard, and if over five (5) days long, a copy is to be submitted to NHQ for our records and/or training expense reimbursement upon completion.

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

All NSCTNG 001’s, and NSCTNG 002’s requesting **escort officer orders and staff cadet orders must be approved by the Commanding Officer of the Training Contingent (COTC) prior to NHQ issuing orders.** This requirement is particularly important for training sites where large numbers of escort officers and staff cadets are required, such as RTCs, POLAs, NLCC

Orientation, etc. It is important that COTCs have the opportunity to select their staffs. COTC’s are asked to initial the front side of these forms to confirm cognizance and approval.

NCSTNG 001's, and NSCTNG 002's must reach COTC'S no later than four weeks prior to the start date of the desired training. A copy of the cadets ID card is to be attached to the application showing that the ID card is current through the end of training. AN \$80.00 TRAINING DEPOSIT/QUOTA RESERVATION FEE IS REQUIRED FOR ALL TRAINING UNLESS OTHERWISE PROVIDED FOR IN THE TRAINING SCHEDULE AT ENCL (1). 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 2005 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 Advanced Trainings they are also requesting.** This is for NHQ information only, and will not generate additional orders. A separate NSCTNG 001 is required for each training evolution desired. And remember, for 2004, one week or two week trainings that are the second or subsequent training for a cadet in summer 2005 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.**

## **Sec12: Medical Information**

- **ALL CADETS MUST BE MEDICALLY OK, WITH NO MEDICAL PROBLEMS and ABLE TO PASS THE NSCC PRT TEST.**
- Commanding Officers must **ensure that the pre-training medical screening is accomplished** per NSCC Advancement and Training Manual. When cadets report for training, 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 or the revised ATM), **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 or the revised ATM 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**, and /or the revised ATM.
- **ASTHMA: Any history is STILL disqualifying. See NSCC Action Letter 6-00, para 1.c. and/or the revised ATM. It says asthma, and any history of, is disqualifying; no exceptions.**

- **Physical Readiness, PT** 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 (and/or the revised ATM). 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 50<sup>th</sup> percentile of the President's Challenge, and that cadets are only required to meet a standard that is less arduous than that currently being met by at least half of all middle and high school youth of their age. What this change does is remove Unit CO authority to award RT credit to cadets at the unit level after having failed to pass the PT test at RT. This change reinforces Unit CO responsibility to approve training requests only for those cadets who pass the NSCC PT test and stay fit, and requires cadets who might fail the test at RT, to repeat RT until he or she passes the test and receives credit. Cadets can advance in the NSCC and participate in other trainings only with RT credit.

- **Medical information sheet required for adults**, NSCC Action Letter 9-02 of 8 November 2002 refers (and/or revised ATM). 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 NSCADM20 Record of Medical History, and the place to put it is in your own record that you bring to TWT and any other trainings. The NSCADM 20 is to be completed upon enrollment, updated every five years or whenever a change occurs, **and 30 days prior to escort duty!** Once again, NSCC Action Letter 9-02 refers (and/or revised ATM).

**Sec 13: ID Cards. ALSO BE REMINDED: ID cards must be current through the end of training.**

So pull out your ID and **look at it now!** If your ID card is expiring between now and the last day of your desired training, re-new it first thing, then put in your request for training. Remember, a copy of the ID card is to go with your application. We will not cut orders for anyone whose record does not show that his or her ID will be current through the end of training...It's an insurance thing and there is no other way! **And don't issue local orders either unless ID cards are current!**

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

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

well qualified and waiting for a quota.....Quotas belong to the COTC, they are quota control for their training evolutions and all are doing the best job possible for the most cadets possible. Bottom line: check with the COTC for all substitute placement.

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

- **Age Restrictions. Be wary of allowing cadets to travel commercially unaccompanied or unescorted.** We had instances in prior summers where commercial air travel arrangements were made for a cadet/cadets without consideration to the fact that the airline chosen would not allow under aged children to travel unescorted by an adult!!!! If parents or units arrange for unaccompanied commercial travel for cadets be sure to ask if the carrier will honor your arrangement.
- **Uniform or Not ?** The NSCC follows the guidance that the Navy Reserve gives to its personnel reporting each year for Annual Training. For 2005 cadets using commercial carriers to get to their training site are to travel in civilian clothes. Cadets being personally delivered by parents or parental or unit arranged car, van or bus may travel in uniform if advantageous to reporting in for training. Once at the site, cadets may change into uniform for reporting purposes as required or directed by the COTC.

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

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

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

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

- Policy for stacked training is per NSCC Information Letter 9-02 (and/or revised ATM). It is:

**STACKED TRAINING ENDORSED.** Stacked training refers to the circumstance where multiple training evolutions are concurrently scheduled at a training site, and NSCC members have the opportunity to attend more than one training during a single evolution. Examples include OPD courses over the middle weekend of an RT, or the scheduling of a POLA at the same time an RT is happening. In these cases the officer gets to go to OPD during the RT, or the RT staff cadet gets to complete a POLA during the course of his stay as an RT staff cadet. NHQ 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 credit cannot be given/accrued for more time (or evolutions) 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 attending 2 evolutions either of which is creditable towards advancement. He or she does the first week entirely as a staff cadet, and during the second week attends POLA but continues with staff cadet duties during the evening hours. The cadet can take only one evolution for credit towards advancement.

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 (and/or the ATM). It is:

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

**Sec 19: WEB Sites** The NSCC WEB site is: <http://resources.seacadets.org> .

Compass.seacadets.org also gets you to the website. Resources permitting, some training evolutions/programs have their own WEB sites. As appropriate, they are posted in the training schedule at encl (1).

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

**PART 3: SPECIFIC NOTES FOR THE DIFFERENT TYPES OF TRAINING.** If there are no specific notes for the type training listed, it will be annotated, "None".

**Sec 1: International Exchange Program IEP** Details regarding International Exchange Program opportunities are in NSCC Information Letter 3-05 of 11 February addressing the 2005 International Exchange Program.

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

**Sec 3: NOAA Ships.** The NSCC is aggressively working with NOAA to identify placement opportunities for NSCC cadets on NOAA ships for one to two week periods during the summer months. These are scientific research ships, most of which have a billet or two available for youth assignment. Once opportunities are identified along with placement procedures, guidelines will be posted to Compass under a separate section for NOAA ships. Look for it on Compass in the near future.

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

- **The RT traditional 14 day model.** Recruit training is the cadet's introduction to military routine and discipline and is the cadets first step towards advancing in the Sea Cadet Program. Cadets spend two weeks learning basic Navy subjects, elementary seamanship, basic damage control, and quarter's maintenance. Additionally, cadets participate in Physical Fitness Training. While attending Recruit Training a cadet must pass a Physical Fitness Test in order to receive credit for completing Recruit Training. Successful completion of Recruit Training is required before attending Advanced Training. It is the unit Commanding Officers responsibility to ensure cadets are prepared medically, physically and psychologically prior to attending Recruit Training. See pre-requisites Part 1, Sec 8.
- The RT short course 9 day model with home unit prerequisites are also at Part 1, Sec 8.

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

**Sec 6: Aviation Ground School**

- Requests for Training Authority for **FAA Ground Schools onboard Midway, at NAS PAX River, and NAS Belle Chase** must be submitted via Judge Colby, who is quota control 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 for the two week course or \$40 if the one week course is requested, plus transportation to training site. This is the FAA entry level ground school course required before getting your sport pilot's license. The format has been changed by the FAA and in selected locations a one week course is offered.

- Requests for Training Authority for the **FAA Ground School at NAS Fallon, Nevada** should be sent to the COTC listed for that training.

**Sec 7: Aviation Training Notes**

- For **P-Cola Basic Aviation** instruction, if it is scheduled, it 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.

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

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

- Safety shoes for all.
- In addition to NHQ training requirements, applicants for Construction Training (Seabee) must meet the following additional requirements.
  1. Cadets must have been advanced to **E-2** for both Basic and Advanced courses.
  2. Those going to CBC Port Hueneme must be eligible for advancement to **E-3** with completion of the CB course. Applicants for Advanced/Small Unit Integrity training must already be **E-3** and have completed either Basic or Advanced **or** drilled at least two years at Port Hueneme.
  3. All cadets/staff will need to bring combat boots or safety shoes and three sets of camouflage uniforms (cammies/BDUs/CCUs). **Dungarees for CBC Port Hueneme.**

Direct inquiries to:

### **GULFPORT APPLICANTS**

LT Eddie DeWitt, NSCC  
310 E. 56<sup>th</sup> 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.
- All cadets, Unit CO's call COTC first for quota's.
- Parents and Units are responsible for arranging travel to and from the training site. COTC will provide map and detailed reporting directions. Contact LCDR Lee Van Der Hulst with questions, (847) 202-1590. Training for 2005 is scheduled 10-23 July. If family circumstances dictate earlier arrival, contact COTC.
- Two sets of cammies.

**Sec 10: Culinary Arts.** None.

**Sec 11: Fire Fighting.** A new course this year specifically for Firefighting and Disaster Training in Mt Pleasant, MI. sponsored by regional fire departments and the American Red Cross.

A second course is being offered by the Burlington County Fire Academy. COTC is LT Jeff Gore, a retired Battalion Chief with the Trenton Fire Department currently employed by the N.J. Div of Fire Safety/Dept of Homeland Security. He teaches college and has a Masters in Fire Science.

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

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

**Sec 14: Junior Petty Officer Development (JPD).** The JPD is a new course being developed for E-3 and PO-3 Sea Cadets. The first pilot course, 1 class, will be run during summer 2005.

**Sec 15: POLA.** Cadets are not to go from RT straight to POLA in the same summer. Remember, Advancement and Training Manual establishes that upon graduation from RT the cadet puts on E-2 and then has a 6 month time in grade requirement before putting on E-3. POLA may be completed by any cadet from E-3 to CPO.

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

- 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 PROMO. 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.

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

- Cadets attending Hospital Corpsman training must have at least two white uniforms.
- **For EMT at Great Lakes, 5 quotas (M/F) per class. One must be NSCC Officer age 21+** (Note: If we do not have at least one officer age 21+ attending the class, course may be cancelled) Each course has 4 quotas for cadets/midshipmen and 1 quota for an NSCC officer (no age restriction, but must be physically fit). **WE NEED AN OFFICER TO BE COTC FOR EACH COURSE.** If interested call NHQ Capt Nyland 703 312-1544. The officer
- COTC will participate in the course just like the cadet/midshipman and take the National Registry Exam too.....So if you're looking to be an EMT....please call.

This EMT-Basic is an intensive quick-paced course of instruction. There will be numerous written and practical tests given during the course, as well as extensive homework each night. Due to the standards required by the Navy, all students who do not maintain an 80% average and/or fail any two written exams during the entire course of instruction will be dropped and sent home. There are absolutely no waivers, or '2nd chance'. All students must be fully financially prepared to depart early if they are dropped. A written certification (a short signed letter) of financial ability to leave early will be required prior to a quota being issued by COTC.

- All students must be age 18 by graduation date of class. Age waivers of up to 3 months will be considered, but only if insufficient age 18+ students apply. Underage students will not be eligible to take the 'final exam' for National Registry until age 18, which can be taken locally at many college/junior colleges for a fee.

- All students must be physically fit and able to lift a minimum of 25 pounds.

- All students must have a current CPR certification Card - a copy of which must be faxed to

COTC upon acceptance of quota.

- Previous experience in medical field \*highly\* desired. In particular, having attended the '1st Responder' course will greatly increase ability to pass course.
- The USN will not have classes on weekends. Students should have access to sufficient funds for any recreation activities desired (tours, shopping, etc). Amount is up to student.
- Students should have sufficient uniforms for a 5-week course. Laundry facilities are available for free in barracks, Dry Cleaning is available on base at student expense.
- All students must procure their own stethoscope for use during the class. They are available at any medical supply store or over the internet.

Completing the EMT-Basic course and passing the final exam will enable students to be registered on the "National Registry" of EMT (Paramedic) graduates. Once you are on the National Registry, you must still attend additional training in your state to be certified to be able to work as a paramedic/emt. You should contact your local Hospital/Fire Department or Ambulance service to determine any additional requirements needed after passing this course. **Of note, the EMT-Basic course costs well over \$1000 in most junior colleges.**

- **The EMT 2 week course at Camp San Louis Obispo, CA** is similar subject matter and prepares cadets to take the National Registry Exam when they turn 18. There is no national exam as part of this program.

**Sec 18: Mine Warfare.** None

**Sec 19: Music School.**

- **At Appendix 7 is the Music School Information Sheet.** Submit this sheet with your Request for Training Authority to the COTC. COTC's will use this to set up training with the music school. **Cadets requesting Music School must have at least three years musical experience.**
- For School of Music Little Creek
  - Cadets will get music theory and ear training, perform daily in concert band ensembles, and receive drill band instruction.
  - One or two private lessons per week provided, cadets must expect 14 hours per week individual practice.
  - Must be able to sight read Grade 3 standard band literature.
  - Berthing in Scott Hall with SOM, 2 to a room, girls and boys on separate floors.
  - Chow hall within walking distance.
  - PRT three days a week, cadets must be able to pass NSCC PT test.
  - Uniform inspections daily, dungarees Monday through Thursday, dress whites on Friday, summer whites during week OK but must have at least one set of dungarees.

**Sec 20: Seamanship Academy.** Both Basic and Advanced training will be available at Mass Maritime Academy.

**Sec 21: Seamanship Training.** None

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

### **Sec 23: Sailing Schools.**

- For Sailing Schools training, the hosting sailing clubs establish a requirement that students should be able to swim at least 100 yards. Per Navy standards that is at the second class level although ability in all swimming styles may not be required. Check with the COTC to make sure as necessary. See appendix 8 for Navy swim quals.
- For the Sailing School at Newport, RI, must be PO-2 or above and have previously completed a Seamanship Academy or a qualifying sail training course. Contact the COTC for specifics at [kerwooddr@riseacadets.org](mailto:kerwooddr@riseacadets.org) .Must be second class swimmer or equivalent. Sail training in Narragansett Bay offers fast paced experience aboard small sailing craft, tall ships, and sailing yachts, and includes the tall ships adventures and hands-on operations aboard power vessels. Training will be conducted in association with the American Sail Training Association (ASTA), and will include ports of call exploring maritime heritage, remote islands, and naval historic installations. Sail training is physically demanding and rigorous – to qualify cadets must be in excellent physical condition and exhibit a high degree of self discipline. See <http://www.riseacadets.org/sailtraining/> .

### **Sec 24: SEAL and SWCC (Special Warfare Combat Craft)**

- There are two SEAL training classes this year and one Special Warfare Combat Craft Course (Special Boats). The first is a combined SEAL and SWCC offered 12-23 June. COTC is LCDR Marshall Muros. The second SEAL class will be offered 5-22 July and the COTC is LCDR Chuck Howard. Both SEAL classes use and cover the same basic curriculum. Further details for both SEAL classes and SWCC are as follow.
- For the 12-23 June SEAL and SWCC Class:

Training is with NAVSPECWARCOM at Naval Amphibious Base, Little Creek, VA. UnitCO's or designated representatives (not cadets) must call LCDR Muros to request quota and obtain application packet. 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. Applicants accepted will be notified immediately and a course guide with uniform and equipment list sent by mail, FAX or email.

Quotas for 12-23 June SEAL & SWCC Class will be generally limited to one (1) per unit to allow maximum participation by units nationwide. The deadline for quota requests is 31 March; the deadline for submission of the application packet is 30 April. These courses fill the quotas rapidly, and it is strongly suggested that Unit representatives contact LCDR Muros as soon as possible.

Following are the guidelines for 12-23 June SEAL & SWCC training:

1. Must pass course specific PT test (Form included with application packet)
2. Must be at least 15 years old and completed NSCC Recruit Training.
3. Must have safety/sport glasses (if student wears glasses)
4. Must have DIVE physical examination (Form included with application packet)

Contact: LCDR Muros; 863-357-1600 (8-4) or [ocsosheriff1@okeechobee.com](mailto:ocsosheriff1@okeechobee.com) for information and student application for 11-23 June SEAL & SWCC class.

- For the 5-22 July SEAL Class:

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](http://www.seacadetseal.org) or <http://www.seacadetseal.org> .

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.

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

Cadets must meet the height/weight limits and medical standards and pass the physical fitness test as prescribed in the Seal Physical Fitness Test at Appendix 9 prior to submitting their Request for Training Authority. Cadets must be able to perform the MINIMUM requirements of the Physical Fitness Test (PT) on the first day of training. Any additional requirements will be as directed by the COTC. Inability to meet these requirements will result in an immediate return home. It is extremely important that cadets continue to work out on a daily basis after passing the initial PT test. There is a "zero tolerance" policy with regard to required physical conditioning. Unit CO's must ensure that all Requests for Training Authority for the 5-22 July SEAL Course are accompanied by a completed Physical Fitness Test form witnessed by an armed forces active duty person (See Appendix 7). The PT Test form must be submitted with the Request for Training Authority for cadets requesting this SEAL training - NO EXCEPTIONS.

- FOR ALL CADETS APPLYING FOR SEAL AND SWCC TRAINING, after passing the PT test, stay in shape and work out every day! You will be tested again UPON ARRIVAL AND DURING THE training. You will not make it if not in shape!!! ALL CADETS MUST BE medically fit, not recovering from any broken bones, concussions, sprains, etc. within the recent past. Your body will be 110% stressed and you must be 110% healed and ready! If you are still recovering from any medical injury, or concern, do not apply!!

Per the supporting Naval Special Warfare commands at 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 must be met. Sound swimming competency is a must. Cadets who are not competent swimmers and not comfortable in the water will be sent home.

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

**Sec 25: EOD/MDSU.** This is a three week course this year with emphasis as follows; focus on EOD 11-15 July, focus on MDSU 18-22 July, and focus on SCUBA 25-28 July. Call COTC first for quota.

**Sec 26: SCUBA.** None

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

**Sec 28: Marksmanship Training.** This new course is modeled after and uses the resources of the Civilian Marksmanship Program. The Civilian Marksmanship Program is a non-profit organization chartered by the U.S. Congress to promote marksmanship training and firearm safety, with primary emphasis on youth. The program website is [www.odcmp.com](http://www.odcmp.com) . NSCC policy and guidelines for marksmanship training are posted on Compass.

**Sec 29: DEA Agent Training.** Please find at Appendix (10) the national list of **DEA agents** who are available to give drug prevention lectures and presentations to your cadets. There is no fee, and these agents are trained, ready and responsible for these presentations. Call them.

**Sec 30: Additional Opportunities Wanted.** 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.

#### **APPENDIXES THAT FOLLOW:**

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

# **2005 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 advanced training. 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. Cadets will be reimbursed 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

## SECTION 1

### APPLICATION PROCEDURES

- As per UNIT CO's MUST READ above.
- Unit Locally 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 (3). 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 Appendix 6 to the basic Information Letter 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:

### 2005 NSCC/NLCC SUMMER TRAINING WITH THE UNITED STATES COAST GUARD

#### 2005 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 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 2005.**

## SPECIAL OPPORTUNITY ABOARD USCG TRAINING SHIP EAGLE

### Please note: action required by 29April !!!!!

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

TRAINING CODE	EMBARK	DEBARK	BILLETS
CG-E1	Lisbon, Portugal 24 July	Bermuda 3 Sept	2
		or	
		New London, CT 9 Sept	

( Port visits to Rota, Spain; Madiera, Portugal; and Canary Islands )

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 2005.
- 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 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; **Male or Female**.

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

Note: Return New London 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 or if desired cadets may debark in Bermuda and fly home to make school startup.

- **LOGISTICS AND COSTS:** For everyone's planning purposes, travel to and from Eagle, and miscellaneous personal expenses are the responsibility of the cadet. However, depending upon availability of federal funding....NHQ hopes to be able to offset a portion of cadet costs, and fly both cadets from the same point of departure from US to Eagle so that cadets will travel together from the US, to and thru Lisbon and onto Eagle. Return from point of debarkation (Bermuda or New London) will be the cadet responsibility. NSCC's IEP travel agent, Mr. Andy Stern of Sanditz, will assist in making outbound flight arrangements for selected cadets. Reporting instructions and any special uniform item requirements will be separately provided. Messing and berthing costs charged by Eagle will be reimbursed 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 29 APRIL.** Selection will be made as soon after that as possible.

Unit CO's include in their letter intended cadet transportation arrangements and approximate costs.

**ENCL (3)**

To: NSCC Information Letter 4-05  
Subj: 2005 NSCC/NLCC Summer Training Schedule

GENERAL GUIDANCE AND FORMS TO BE USED TO GET FEDERAL  
FUNDING IN SUPPORT OF SUMMER TRAINING 2005

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 this summer training schedule, NSCC Info Letter 4-05. COTC's submit as soon as reasonable estimate of expenses is known; not later than 17 June for all training.  
**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 advanced training with the **US Coast Guard**. Submit after training, prior approval is not required. Reimbursement will be only for expenses in excess of the general training deposit for all cadets 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 advanced training, **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 this NSCC NHQ Summer Training Schedule NSCC Information Letter 4-05 (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; and NLT 17 June.** Obviously **the sooner the better.**
- It is OK to use best guess possible where you can't come up with a firm expense.
- Don't forget to include best guess cost estimates for last minute arrivals of unexpected cadets (more likely to happen with the larger evolutions).
- Please note that this form is designed to address expenses from large RTCs having hundreds of cadets (with major expenses in a wide variety of categories), down to the smallest of Advanced Training evolutions which may only be several cadets. **Not every category is for everyone; simply fill out the expenses that apply.**
- Detail and cover adult expenses as well. **For 2005 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.

<b>U.S. NAVAL SEA CADET CORPS</b> <b>U.S. NAVY LEAGUE CADET CORPS</b>	<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.

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

**2. PROJECTED EXPENSES/COSTS**

<b>2a. BILLETING</b> (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:						\$
<b>BILLETING SUBTOTAL (+)</b>						\$

<b>2b. MESSING</b> (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:						\$
<b>MESSING SUBTOTAL (+)</b>						\$

<b>2c. UTILITIES</b>						
Phone:		\$				
Electricity:		\$				
Water/Sewer:		\$				
Other – Specify:		\$				
<b>UTILITIES SUBTOTAL (+)</b>						\$

<b>2d. LOGISTICS</b>						
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):		\$				
<b>LOGISTICS SUBTOTAL (+)</b>						\$

		FUNDING REQUEST					
<b>2e. TRAINING AND OPERATIONS</b>							
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) (+)					\$		
<b>3. REVENUE DEDUCTIONS</b>							
Last Year's Carryover (Should equal next year's carryover):				\$			
Cadet Training Deposits:		X	\$	=			\$
Staff Cadet Training Deposits:		X	\$	=			\$
Other Revenue – Specify:				\$			
REVENUE DEDUCTIONS SUBTOTAL (-)					\$		
4. TOTAL AMOUNT REQUIRED FOR THE OPERATION OF THE TRAINING CONTINGENT (Expenses minus Revenues)					\$		
<b>5. PAYMENT INFORMATION</b>							
<ul style="list-style-type: none"> <li>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.</li> <li><u>Payment from NHQ must be made payable to an organization (i.e. NSCC Recruiting Training Contingent) and not a person.</u></li> <li>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.</li> <li>Funds in excess of last year's carryover will be returned to NHQ with the COTC's report.</li> <li>Submit this form to NHQ at least four (4) weeks prior to commencement of training.</li> <li>Estimates should include no-shows, last minute registrants, and late applicants.</li> <li>Refer any additional questions to NHQ at (703) 243-6910.</li> </ul>							
5a. Make Check Payable To:							
5b. Mailing Address							
5c. City				5d. State	5e. Zip Code + 4		
<b>6. BUDGET SUBMITTED BY:</b>							
6a. COTC, Full Name & Rank (Print or Type)			6b. Signature		6c. Date (DD MMM YY)		
<b>7. BUDGET ENDORSED BY:</b>							
7a. XOTC or Designated Other, Full Name & Rank (Print or Type)			7b. Signature		7c. Date (DD MMM YY)		
<b>8. FUNDING APPROVED</b>							
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 PROMOTION AS ADVANCED 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-imburement 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.
- 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.

**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**

<b>1a.</b> Training Type	<b>1b.</b> Training Code <b style="font-size: 1.2em;">USCG</b>	<b>1c.</b> Dates of Training (DD MMM YY – DD MMM YY)
<b>1d.</b> Training Location		
<b>1e.</b> COTC Name	<b>1f.</b> COTC Phone	<b>1g.</b> 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						\$		
<b>BILLETING SUBTOTAL</b>							\$	

**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:						\$		
<b>MESSING SUBTOTAL</b>							\$	

FUNDING REQUEST			
<b>2c. MISCELLANEOUS</b>			
Other Expenses – Specify:	\$		
Other Expenses – Specify:	\$		
Other Expenses – Specify:	\$		
Other Expenses – Specify:	\$		
Other Expenses – Specify:	\$		
MISCELLANEOUS SUBTOTAL			\$
<b>2d. TOTAL OF EXPENSES / COSTS</b>		\$	
<b>3. PAYMENT INFORMATION</b>			
<ul style="list-style-type: none"> <li>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.</li> <li><u>Checks must be made payable to an NSCC/NLCC Unit, not a person.</u></li> <li>The unit CO / COTC is not required to submit a COTC Training Report (NSCTNG 009) or a TWT Audit Report (NSCTNG 010).</li> <li>Refer any additional questions to NHQ at (703) 243-6910.</li> </ul>			
<b>3a. Make check payable to</b>			
<b>3b. Mailing Address</b>			
<b>3c. City</b>	<b>3d. State</b>	<b>3e. Zip Code + 4</b>	
<b>4. SUBMITTED BY UNIT CO / COTC</b>			
<b>5a. Full Name &amp; Rank (Print or Type)</b>	<b>5b. Signature</b>	<b>5c. Date (DD MMM YY)</b>	
<b>5d. XO or Designated Other, Full Name &amp; Rank (Print or Type)</b>	<b>5e. Signature</b>	<b>5f. Date (DD MMM YY)</b>	
<b>6. FUNDING APPROVED (NHQ ACTION)</b>			
<b>6a. NHQ Control Number</b>	<b>6b. Amount Approved</b> \$	<b>6c. Amount Disapproved</b> \$	<b>6d. Date (DD MMM YY)</b>
<b>6e. Full Name and Rank of NHQ 1st Endorsement (Print or Type)</b>	<b>6f. Signature</b>		<b>6g. Date (DD MMM YY)</b>
<b>6h. Full Name and Rank of NHQ 2nd Endorsement (Print or Type)</b>	<b>6i. Signature</b>		<b>6j. Date (DD MMM YY)</b>
<b>6k. NHQ Comments</b>			
<ul style="list-style-type: none"> <li>Copy to Field Representative</li> </ul>			

## ***NSCTNG 023 (Rev 02/05)***

**NSCC LOCALLY ARRANGED SUMMER TRAINING NOT IN THE SUMMER  
TRAINING SCHEDULE  
AT LEAST 5 DAYS, 4 NIGHTS OR MORE CONTINUOUS**

### ***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 funding support 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.*** The earlier the better, please!
- Just follow the directions on the form. Submit for approval with estimated expenses, NHQ will approve or disapprove. If approved NHQ will send back a check covering estimated costs.
- After training, Unit CO's need to submit an audit report, NSCTNG010, a COTC training report NSCTNG 009, with attached NSCTNG 003 or 004's ***and receipts*** to NHQ. **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 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.
- 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 and your NSCTNG 010 audit report.

**TAB C**

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

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

**1. TRAINING SITE INFORMATION**

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

**1h. Brief Description of Desired Training**

**2. PROJECTED EXPENSES/COSTS**

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

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

**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:						\$	
<b>MESSING SUBTOTAL (+)</b>						\$	

**2c. LOGISTICS**

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

# FUNDING REQUEST

**2d. UTILITIES**

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

**2e. TRAINING AND OPERATIONS**

Pool Charges:	\$	
Canteen / Web Belt / Gear Rental Charges:	\$	
First Aid / Drinking Water Safety Supplies:	\$	
Radios / Walkie-Talkies:	\$	
Uniform Items / PT Gear / T-Shirt / Ball Cap:	\$	
Team Building – Specify:	\$	
Personal and Hygiene:	\$	
Other – Please Specify:	\$	
TRAINING AND OPERATIONS SUBTOTAL (+)		

2f. TOTAL OF ANTICIPATED EXPENSES / COSTS (before revenue deductions) (+)	\$
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**3. REVENUE DEDUCTIONS (Cadets must submit deposits for Locally Arranged Training. Fee Schedule is located in the Summer Training Schedule)**

Cadet Training Deposits:		X		=	\$	
Other Revenue – Specify:					\$	
REVENUE DEDUCTIONS SUBTOTAL (-)						\$

4. TOTAL AMOUNT REQUIRED FOR LOCALLY ARRANGED TRAINING (Expenses minus Revenues)	\$
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**5. PAYMENT INFORMATION**

- 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.
- Payment from NHQ must be made payable to an organization (i.e. NSCC Recruiting Training Contingent) and not a person.
- A post training reconciliation using the TWT Audit Report (NSCTNG 010) is required. The audit report is to be submitted with the COTC Training Report (NSCTNG 009) within 30 days of the completion of the training evolution.
- Receipts are required covering all expenses.
- Estimates should include no-shows, last minute registrants, and late applicants.
- Refer any additional questions to NHQ at (703) 243-6910.

5a. Make Check Payable To:		
5b. Mailing Address		
5c. City	5d. State	5e. Zip Code + 4

**6. BUDGET SUBMITTED BY:**

6a. COTC, Full Name & Rank (Print or Type)	6b. Signature	6c. Date (DD MMM YY)
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**7. BUDGET ENDORSED BY:**

7a. XOTC or Designated Other, Full Name & Rank (Print or Type)	7b. Signature	7c. Date (DD MMM YY)
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**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)

**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*

<b>Estimated</b> Expense Before Training	
<b>Actual</b> 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)

<b>Estimated</b> Expense Before Training	
<b>Actual</b> Expense After Training	

**Escort allowances are certified as true.**

COTC signature \_\_\_\_\_ XO/Other officer signature \_\_\_\_\_

