

**NSCC INFORMATION LETTER 04-07**

23 February 2007

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

Subj: **2007 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 222033Z FEB 07

Encl: (1) 2007 NSCC/NLCC Summer Training Schedule  
(2) 2007 Coast Guard Training Opportunities, including USCG Eagle billets  
(3) 2007 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 2007 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 2007 summer training. The traditional NSCC/NLCC training schedule for 2007 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 2007, New Things and Important Reminders

Sec 1: Funding for 2007

Sec 2: New Things This Year

- 2007 training deposit costs generally \$75 for 1 week, \$150 for 2 weeks and \$100 for the short course RT. Check costs in encl (1).
- Increased deposit costs for cadets doing multiple summer trainings suspended.
- NASS and AIM new dates! NASS and AIM counts as advanced training, NSCC to pay tuition.
- Medical friendly recruit trainings being introduced in 2007, staff and resources permitting.

Sec 3: Important Reminders

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Sec 11: Homeland Security, Master Course, Firefighting and SAR  
Sec 12: Ceremonial Honor Guard  
Sec 13: JAG/Legal Training  
Sec 14: Junior Petty Officer Development (JPD)  
Sec 15: POLA  
Sec 16: MAA and Police Science  
Sec 17: Medical Training  
Sec 18: Mine Warfare  
Sec 19: Music School  
Sec 20: Seamanship Academy  
Sec 21: Seamanship Training  
Sec 22: Port Operations  
Sec 23: Sailing Schools  
Sec 24: SEAL and SWCC (Special Warfare Combat Craft)  
Sec 25: EOD/MDSU  
Sec 26: SCUBA  
Sec 27: Submarine Seminars  
Sec 28: Marksmanship Training  
Sec 29: Lifeguard Training

- **Appendixes** are:

- Appendix 1: Escort Officer Questionnaire NSCTNG 024
- Appendix 2: Release Forms
- Appendix 3: NLCC/NSCC Check Off List 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** and/or **compass.seacadets.org** . Naval Reservists interested in providing support for NSCC Summer Training 2007 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 1 February 2008.

Approved \_\_\_\_\_  
M.D. Ford  
Executive Director

H.J. Nyland

Distribution: COMPASS and 1 MC  
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 2007. Funding includes additional USCG training not contained in enclosure (2) and for local or locally arranged training of at least 4 nights/5 days 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**

- **2007 training deposit costs.** For 2007 deposit costs are generally \$75 for one week, \$150 for two weeks and \$100 for the 9 day short course RT. Some are more due to higher costs to sponsor the training. Check the Training Schedule itself at encl (1) for the cost of your training.
- **Increased deposit costs for cadets doing multiple summer trainings suspended.** For cadets performing more than one training over the summer, the deposit for successive trainings will be the same as for cadets doing only one training. The increased deposit requirement for cadets doing multiple trainings has been suspended!
- **NASS and AIM new dates! Not really new but again for 2007, NASS and AIM count 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 2007 Summer Seminar (NASS), any of the following classes:

2-7 JUNE  
9-14 JUNE  
16-21 JUNE

US Coast Guard Academy 2007 Academy Introduction Mission (AIM), any of the following classes:

7-13 JULY  
14-20 JULY  
21-27 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.admissions.uscga.edu/i2e/aimapp/index.asp](http://www.admissions.uscga.edu/i2e/aimapp/index.asp)

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 1 April. Don't wait, apply now.

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.

- **Medical friendly Recruit Training (RT's) being introduced in 2007.** This is not a change to medical requirements for enrollment; cadets must still be properly enrolled and medically qualified for NSCC participation as per established guidelines. And this will only apply to a few (if any) RT's in 2007. Prerequisites for attending NSCC Recruit Training include that cadets are not to be on medications in order to attend training. However, we all know cadets can be on medications while in the NSCC. Where COTC's have the staff personnel and resources necessary to afford cadets on medications the opportunity to attend RT while remaining on medications, the NSCC will allow cadets on medications to attend. These RT's will be identified in the training schedule as "Medical Friendly" along with clear definition of exactly how medical friendly they are, ie what they can handle and what they can't. If the training evolution is not clearly identified as medical friendly, then it is not and existing regulations continue to apply. Parents sending cadets to these trainings may expect to be required to complete an additional medical screening and/or release and consent forms specific for their child, the medications they are taking, and the training they wish to attend. This new form, once developed, will be posted on compass with other training forms for immediate availability to all (or at the training specific website). NHQ and COTC's are the final authority regarding cadet participation and whether training can be medical friendly or not.

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

- **Internet postings and finding training opportunities.** The NSCC Summer Training Schedule Information Letter 4-07 is posted on the NSCC WEB Site at **resources.seacadets.org** and/or **compass.seacadets.org**. **The schedule itself is at compass.seacadets.org.** All changes or updates get immediately posted to this schedule the day they are received.

This is where you should go to fill out your application. What you see here is the most

current information available.

Here's how it works for you:

- You want to do summer training.
- You go to the Internet to **compass.seacadets.org**.
- Find the training you're interested in and submit your application IAW the latest guidelines.

Changes will be promulgated on the Internet as described above. We will also compliment important/critical changes with 1 MC postings when appropriate.

- **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.
- **Cell phone policy.** For all training, cadets will turn their cell phones over to the COTC immediately after reporting. COTC's will retain custody until after training is completed. COTC's will return cell phones as part of checkout.
- **NOAA Shipboard Opportunities.** The NSCC has aggressively worked 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. Opportunities are limited and subject to change due to ships schedules. Cadets interested in serving onboard NOAA ships should contact their NHQ Representative via the chain of command for placement.
- **RT Short Course.** See Part 2, Sec 8 for description and cadet pre-requisites
- **Cancellation Warning.** Another very important thing to remember for summer 2007 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.

- **Cadet Travel.** Go to Part 2, Sec 15, lots of important information here!
- **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.

- **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.

- **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.

## **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 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](http://resources.seacadets.org), go to the "Compass portal" [compass.seacadets.org](http://compass.seacadets.org) for NSCC Training schedules and opportunities.

**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-imburements 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. 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 2007 is \$150 for 2 week training, and \$75 for 1 week training evolutions. Short course RT training is \$100.

**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 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 deposit for successive trainings will be the same as for cadets doing only one training. The increased deposit requirement for cadets doing multiple trainings has been suspended!

**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 2007** (for '07 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 and any other 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 cadet 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 prior to reporting for training. Cadets found not capable of passing a physical fitness test at the RT 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!!!**
- “Medical Friendly” training will be as identified, described and defined in the encl (1) training schedule itself under remarks for that particular training.
- **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 is 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 have been provided a test, answer key, and specific directions for testing. Any CO needing another copy should call NHQ Capt Nyland at 703 312 1544 or e-mail [hnyland@navyleague.org](mailto:hnyland@navyleague.org).

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. Have passed/be able to pass the NSCC PT test.
  4. 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: NLCC/NSCC Training Check Off List.** 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, arrange messing, arrange berthing, arrange transportation, etc. etc. COTC's have a big job! Help them help you by submitting early.
- **FOLLOW DIRECTIONS IN THE TRAINING SCHEDULE (Encl 1).**

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 2007 will only be a \$150 deposit/quota reservation fee for a two week training, or \$75 for a one week training PLUS transportation to and from the training site. The deposit for the 9 day RT model is \$100.

**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 re-imbursement 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 \$150.00 TRAINING DEPOSIT/QUOTA RESERVATION FEE IS REQUIRED FOR ALL TRAINING UNLESS OTHERWISE PROVIDED FOR IN THE TRAINING SCHEDULE AT ENCL (1) (\$75 FOR ONE WEEK).** 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. Unit CO and cadet e-mail addresses should be included as most "welcome aboard" letters will be forwarded by e-mail. AND emergency contact numbers should be just that! Who to contact if home or next of kin contact info won't work!**

Also ensure that you enter correctly the type of training and location **utilizing the four (4) character codes shown on the 2007 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 (1) will be constantly updated on the NSCC Internet Website with changes or amplifying information as it becomes available.

Do not send the \$150.00 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 2007, one week or two week trainings that are the second or subsequent training for a cadet in summer 2007 do not carry the burden of an increased deposit amount as in 2006 and prior years.

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) (ATM refers), **WILL BE SENT HOME.** The only exception may for those evolutions identified as medical friendly in the encl (1) training schedule. Medical friendly is as discussed in the next paragraph. Parents and/or guardians may expect to have to complete an additional medical release and consent forms if their cadets is attending an evolution identified as medical friendly. Cadets who are immature or who present disciplinary problems **WILL BE SENT HOME.**
- **Medical Friendly Recruit Training (RT's) being introduced in 2007.** This is not a change to medical requirements for enrollment; cadets must still be properly enrolled and medically qualified for NSCC participation as per established guidelines. And this will only apply to a few (if any) RT's in 2007. Prerequisites for attending NSCC Recruit Training include that cadets are not to be on medications in order to attend training. However, we all know cadets can be on medications while in the NSCC. Where COTC's have the staff personnel and resources necessary to afford cadets on medications the opportunity to attend RT while remaining on medications, the NSCC will allow cadets on medications to attend. These RT's will be identified in the training schedule as "Medical Friendly" along with clear definition of exactly how medical friendly they are, ie what they can handle and what they can't. If the training evolution is not clearly identified as medical friendly, then it is not and existing regulations continue to apply. Parents sending cadets to these trainings may expect to be required to complete an additional medical screening and/or release and consent forms specific for their child, the medications they are taking, and the training they wish to attend. This new form, once developed, will be posted on compass with other training forms for immediate availability to all. NHQ and COTC's are the final authority regarding whether training can be medical friendly or not.

- Ensure you read and fully understand the 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 in the ATM.
- **ASTHMA: Any history is STILL disqualifying. 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.

**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". 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 and the ATM refer). 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 and the ATM refer.

**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. And, check with the airlines regarding boarding and deplaning regulations. While some airlines may allow the cadet to travel they might not allow the under aged cadet to wait unescorted in the boarding area before boarding the plane. Who then, on the return flight, will wait with your cadet to get them on the plane....COTC's can't do it because 1) they're taking care of many, many other cadets and 2) they have no ticket and so can't get beyond security to the boarding gate waiting area!!!! **THIS HAS HAPPENED AND IT IS THE CO AND PARENT RESPONSIBILITY (PARENTS FIRST) TO ENSURE THEIR CADET CAN PERFORM THE TRAVEL DESIRED.**
- **Uniform or Not ?** The NSCC follows the guidance that the Navy Reserve gives to its personnel reporting each year for Annual Training. For 2007 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.

**HAZING AND STAFF CADETS.** All hands are reminded of NSCC's Standards of Conduct which apply at all times to include at all training evolutions. They are at Appendix 1 in the Advancement and Training Manual. A one day course that specifically addresses this area is being developed for use in conjunction with POLA training and for use by COTC's at individual trainings. COTC's are encouraged to use this course when it becomes available. Regardless of availability, COTC's are still encouraged to require their staff cadets to report one day early for staff cadet training and to ensure they understand that any and all forms of hazing and/or other demeaning behaviors are reason for immediate dismissal from the NSCC. IT WILL NOT BE TOLERATED!

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 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 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> . The training portal is [compass.seacadets.org](http://compass.seacadets.org) which also links 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) and on compass.seacadets.org.

**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. **BUT MOST IMPORTANTLY, UNDERSTAND THAT COTC'S ARE ALWAYS AUTHORIZED TO SEND UNPREPARED CADETS HOME. IT IS UNFAIR TO THE OTHER CADETS AND TO THE TRAINING ITSELF TO HAVE UNPREPARED CADETS DOMINATE COTC TIME AND RESOURCES !!!!**

**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 3-07 where the 2007 International Exchange Program opportunities are listed. Direct access is via the website [iep.seacadets.org](http://iep.seacadets.org).

**Sec 2: Navy Shipboard Opportunities.** 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 has aggressively worked 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. Opportunities are limited and subject to change due to ships schedules. Cadets interested in serving onboard NOAA ships should contact their NHQ Representative via the chain of command for placement.

**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 2, Sec 8.
- The RT short course 9 day model with home unit prerequisites are also at Part 2, Sec 8.

**Sec 5: NLCC Orientation & Advanced.** See training prerequisites in Part 2, Sec 8.

**Sec 6: Aviation Ground School**

- Requests for Training Authority for **FAA Ground School Southern Polytechnic State University, in Marietta, Georgia** must be submitted via Judge Colby, who is quota control for those training opportunities. Forward your NSCTNG 001 with deposit and medical release form to:

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

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

**Registration forms, information and training schedules can be found at [www.AVIATION.CC](http://www.AVIATION.CC).**

Questions should be directed to Judge Colby at (703) 549-7722.

NSCC Sea Cadet fee will be only \$150 for the two week course plus transportation to and from training site. This is the FAA entry level ground school course required before getting your sport pilot's license. Non NSCC attendee fee is \$472.

- 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. **NOT SCHEDULED IN 2006 and 2007 DUE TO HURRICANE DAMAGE!**
- 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. Cadets may be able to embark local squadron aircraft for orientation flights, and/or flights to varying destinations depending upon Space A availability. Check with the COTC.

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

#### **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.**

FOR **PORT HUENEME APPLICANTS:** direct inquiries to: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. If family circumstances dictate earlier arrival, contact COTC.
- Two sets of cammies.

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

**Sec 11: Homeland Security.** This category focuses on Homeland Security Training. Within this category three different courses, each with a different focus, are housed.

Homeland Security Master Courses. This course is the model and 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. This course presents an in depth overview with practical experiences and exercises covering all the different facets of Homeland Security.

Homeland Security Firefighting Courses. These courses focus on the more traditional firefighting disciplines ashore and onboard shipboard using many of the firefighting resources available to the NSCC, to include Navy, USCG, and civilian assets. They more closely model traditional Navy firefighting.

Homeland Security Search and Rescue courses. These courses focus on the traditional search and rescue disciplines presented to deal with natural disasters.

**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, was run during summer 2005. Additional pilots with final course development is planned for summer 2007.

**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.
- **The EMT 2 week course at Camp San Louis Obispo, CA** prepares cadets to take the National Registry Exam when they turn 18. There is no national exam as part of this program.
- **Medical Technical Training.** This training will be modeled after the surgical technical training previously conducted over several past years. Squeamish need not apply! This course really targets those cadets seriously interested in medical careers. Call the COTC for further details and quota.

### **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 is available at Mass Maritime Academy. Additionally for 2007, check the encl (1) training schedule for new Maritime Engineering class.

**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, SWCC (Special Warfare Combat Craft), and JSOCO (Joint Special Operations Command Orientation)**

- The traditional SEAL class at NAB Little Creek will not be held this summer. This SEAL course will be rescheduled and conducted as winter training 2006-2007 in Okeechobee, FL. COTC is expected to be LCDR Marshall Muros and the class will be in December.
- For the SWCC Class, LT Dave Boucher will be COTC. Training will be at Okeechobee, FL Unit CO's or designated representatives (not cadets) must call LT Boucher 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 SWCC Class will be generally limited to one (1) per unit to allow maximum participation by units nationwide. The deadline for quota requests is 27 April; the deadline for submission of the application packet is 30 May. These courses fill the quotas rapidly, and it is strongly suggested that Unit representatives contact LT Boucher as soon as possible.

Following are the guidelines for the winter SEAL & summer 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)
- For the JSOCO class:

This three week class is a participation in an adventure, motivational, and SEAL Orientation training class specifically developed for NSCC cadets staffed by experienced ex-SEAL and special warfare qualified personnel. The SEAL portion follows the curriculum used in the traditional SEAL class, while the diving portion is conducted by the diving company "Dive Quarters" headquartered at Lynnhaven, VA. under contract for delivery of the dive instruction to the NSCC. Cadets successfully completing this course will be awarded the newly developed JSOCO badge.

1. Cadets must be enrolled in the NSCC for 15 months or longer;
2. Cadets must be NSCC PO3 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 and have passed the SEAL PT test.
5. Cadets must be first level PADI dive qualified with current medical dive qualification, and graduate of SEAL, SWCC, EOD, or AO-VA 2006. Graduates of MAA and Field Training will also be considered but must be first level open water dive certified.
6. Copy of NSCADM 09, Dive and medical qualifications, and PRT with application.

### **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 this 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 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!!

**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 with emphasis on EOD and MDSU organization and operations. SCUBA training is included. Call COTC first for quota.

**Sec 26: SCUBA.** NSCC Great Lakes Division is committed to offer three separate nationwide training programs during the summer of 2007. Each program continues to offer a unique experience for our country's U.S. Naval Sea Cadets. These national training exercises will provide the cadet with the opportunity to become experienced in all phases of ship operations, achieve advancement in dive training certifications and participate in scientific research in the Great Lakes.

These national trainings will continue to build on the training offered last year. Training will provide ship-based leadership and seamanship training, SCUBA certifications, and provide cadets with the opportunity to assist with scientific research in the Great Lakes. In addition, some training experiences will include training with NOAA officers, divers and archeologists on-board the Pride of Michigan. These "hands-on" training opportunities will be provided on-board the ship Pride of Michigan under the supervision of professional adult officers and instructors. Cadets will also attend presentations by NOAA personnel (officers and civilians). Research techniques and participation in archeological research and recording data will be taught by both NOAA archeologists and certified PADI instructors. In addition cadets will be trained in shipboard watches and various damage control exercises during passage from lower to upper Lake Huron. SCUBA training will be conducted throughout the Lake Huron and Michigan areas.

Two of the training exercises will have a primary base of operations within the NOAA Thunder Bay National Maritime Sanctuary and Marine Preserve located at Alpena, Michigan, on Lake Huron. Sea Cadets will assist Michigan scientists with underwater research during the June and August training periods. A second dive boat will be used again during that training period with the COTC.

Cadets will be bussed from the Detroit Metro Airport to the Clinton River (homeport) and back to the airport.

Before the Pride of Michigan gets underway the U.S. Coast Guard will conduct its' annual

inspection of the emergency life raft system onboard the Pride of Michigan.  
A brief description of each training program is as follows:

- May 25-29, 2007:                   Open to male cadets only  
Shipboard experience in lower Lake Huron  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills  
Ship Handling  
Shipboard Navigation  
Training with underwater communication systems  
Train and receive D.A.N. certification in:  
    1. Oxygen First Aid for SCUBA Diver Injuries  
    2. Automated External Defibrillator for SCUBA diving  
       (A.E.D. for SCUBA)
- June 29 – July 8, 2007           Open to male cadets only  
Shipboard experience in upper Lake Huron  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills  
Ship Handling  
**SCUBA Certification in PADI Great Lakes Research Diver  
Specialty, or  
SCUBA Certification in PADI Advanced Open Water  
Introduction to Scientific Diving through A.A.U.S.**  
*(American Academy of Underwater Scientists)*  
NOAA Officer, Diver, Archeologist participation  
Port of Call: Alpena
- Aug 10-Aug 19, 2007           Open to male cadets only  
Shipboard experience in upper Lake Huron and Lake Michigan  
Man overboard drills  
Damage Control (collision) drills  
Fire fighting drills  
Ship Handling  
**SCUBA Certification in PADI Great Lakes Research Diver  
Specialty, or  
SCUBA Certification in PADI Advanced Open Water  
Introduction to Scientific Diving through A.A.U.S.**  
*(American Academy of Underwater Scientists)*  
NOAA Officer, Diver, Archeologist participation  
Port of Call: Alpena and Mackinaw Island

For the **Advanced Diver Certification**, the following training dives are required:

- Deep Dive Training
- Wreck Dive Training

- Peak Performance Buoyancy Training
- Boat Dive Training
- Underwater and Land Navigation Training

**Note: Cadets already certified in Great Lakes Research Diving or Advance Open Water, will be offered an alternate PADI SCUBA specialty course.**

(Schedule sequence may be revised according to weather and lake conditions).

If you have any questions regarding these three training opportunities please call LCDR Luke Clyburn (COTC) at 248.666.9359 or email at [lclyburn@comcast.net](mailto:lclyburn@comcast.net).

#### QUALIFICATIONS/PRE-REQUISITES:

- Open Water Diver Certification through PADI or equivalent certification
- E-2 or above and minimum 14 years of age
- Very good physical condition
- Must fit within normal height to weight ratios
- Unit CO recommendation confirming the above.

#### QUOTAS:

- Sixteen (16) cadets for May, June and August training exercises

#### APPLICATION PROCEDURES:

- Copy of Diver Certification Card
- Copy of School Grades
- Copy of Dive Log Book showing past 1-2 years dive experience
- Must have current DAN Insurance proof (copy of DAN card)
- Contact information for the Editor of cadet's local newspaper: Name of publication, editor's name for local news, e-mail address, fax
- Liability forms and medical forms will be sent to accepted applicants and must be signed by cadet and parent or guardian and returned by mail prior to departure to:

LCDR Luke Clyburn, NSCC  
9000 Gale Road  
White lake, Michigan 48386

Questions can be directed to LCDR Luke Clyburn at 248.666.9359 or by email to [lclyburn@comcast.net](mailto:lclyburn@comcast.net)

**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.**

Basic. When offered, this 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.

Advanced. A continuation of skill development following the basic course. Cadets must be graduates of the basic course.

**Sec 29: Lifeguard Training.** To be able to attend the training and receive the Red Cross certification, cadets must be 15 years old, able to pass the Navy first class swimmer requirements and be able to swim 500 yards continuously. Age is a Red Cross driven requirement Call COTC for further details and a quota.

**APPENDIXES THAT FOLLOW:**  
**(ON COMPASS, SEE LINKS AT COMPASS WEBSITE)**

- Appendix 1: Escort Officer Questionnaire
- Appendix 2: Release Forms
- Appendix 3: NLCC/NSCC Check Off List
- 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

**ON COMPASS**

**Encl (1) 2007 Summer Training Schedule**

**SEE LINK TO 2007 SUMMER TRAINING SCHEDULE AT COMPASS WEBSITE**

**Encl (2) USCG and Eagle Opportunities**

**SEE LINK TO USCG AND EAGLE AT COMPASS WEBSITE**

**Encl (3) Funding Forms Guidance**

**SEE LINKS TO NSCC TRAINING FORMS AND GUIDANCE AT COMPASS WEBSITE**

