



U.S. NAVAL SEA CADET CORPS

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7 March 2014

NSCC INFORMATION LETTER 05-14

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

Subj: **2014 NSCC/NLCC SUMMER TRAINING SCHEDULE**

Ref: (a) NSCC/NLCC Training Manual
(b) NSCC Medical Reference Policies and Procedures Manual
(c) COMNAVRESFOR message CNRFC XXXXXX MAR 14
(Will be posted to homeport upon release)

Encl: (1) 2014 NSCC & NLCC Summer Training Schedules (two schedules)
(2) 2014 Coast Guard Training Opportunities, including USCG Eagle billets
(3) 2014 NLCC/NSCC Summer Training Federal Funding Support Request Forms, NSCTNG 021 (COTC), 022 (USCG), 023 (Local) and Escort Allowance Worksheet
(4) Allowable and Unallowable Federal Funding Expenses

1. This is the NSCC information letter announcing 2014 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 (4) follow the appendixes but are not contained here: they are posted at **homeport.seacadets.org**. Training guidelines unique to the current training year are in Parts 1 and 2 of this letter. General Training guidelines for all training regardless of training year are as contained in ref (a). Guidelines are arranged in sections by general topic or type training for your quick reference. Part 2 includes procedures for submitting for 2014 training. The traditional NSCC/NLCC training schedule for 2014 is at encl (1). **As additions, deletions, changes occur they will be immediately posted to the NSCC training web site at homeport .seacadets.org.** All hands must review this letter in its entirety, and pay particular attention to those parts and sections relevant to their training.

Special note: Regarding the Summer Training Schedule at encl (1), the training code identifies the particular type training i.e. RT is for Recruit Training, NP is for POLA training, ON is for seamanship training, AV is for aviation training etc. etc. As you search for training on HOMEPORT you will start by clicking on the particular "coded" training you are looking for from the chart of all trainings offered. The data base is structured such that for each training, key words in the remarks section may result in a particular training being posted in several places under different training categories, so please remember it is the code that identifies the training and not necessarily it's posted location. For example: for an RT; if the COTC specifies in remarks that staff cadets must be POLA graduates, that RT posting may also appear under NP for all POLA's because of this particular reference where the database has "keyed" on POLA and posted it to a second location under NP. It appears identically in both places, under RT as intended, and also under POLA as an RT. Remember again, it is the training code that governs and identifies the training!

Coast Guard training opportunities are at encl (2) to be posted in late April/early May when known. Specific guidelines for arranging this training are as provided in encl (2). Funding request forms and the Escort Allowance Worksheet for COTCs are at encl (3)

- **Part 1:** Federal Funding Support for 2014, New Things, Updates and Important Reminders

Sec 1: Funding for 2014. Last year, Sequestration caused a 60% funding reduction for the NSCC. This year, 2014 funding support has been restored.

Background: The 2014 Omnibus spending bill most recently signed by the President contained a congressionally mandated \$1.1M specifically in support of the NSCC. Complimenting that requirement, NSCC was advised on 3 Feb by Navy Recruiting that the additional \$1.7M CNRC budget line requirement has been approved in support of the NSCC for 2014, bringing NSCC to the full funding level previously requested for 2014.

What does this mean for NSCC training in 2014: All NSCC training will be eligible for funding support and cadet deposits will be reduced from 2013 levels to prior year levels. Generally deposit costs to cadets will be \$120 for one week trainings; \$170 for 9/10 day trainings; and \$240 for full two week trainings, plus or minus depending upon actual host resource and other costs. See encl (1) for specific deposit costs.

- Escort allowance at \$00.50 a mile, capped at \$400 per evolution will be supported for nationally advertised training (encl (1)).
- NSCC International Exchange Program is being restored
- Funding of locally arranged training as previously exercised 2012 and prior years will be restored.
- Funding of OPD training will be restored to 2012 levels; general per diem rate of \$45 a day.
- Tuition re-imbursement for NASS (\$400)/AIM (\$400)/ and USNA STEM (\$350) training will be restored.
- Three for Free will be honored.
- Tuition and class material re-imbursement for cadets attending USCG Auxiliary sponsored Small Boat Safety courses will be restored.

Sec 2: New Things This Year “At-A-Glance” summary here, details below.

- Training deposits generally will be \$120 for 1 week, \$240 for 2 weeks and \$170 for the short course 9/10 day RT.
- NASS, AIM and USNA STEM dates for 2014.
- Federal funding again available for support of locally arranged unit training activities and events.
- OPD per diem rate restored to \$45 a day to offset travel and individual expenses incurred by attendees to OPD training.
- Escort allowance rate as computed and administered by COTC’s for nationally advertised trainings (encl (1)), restored to \$00.50 a mile with a new cap of \$400 per person per evolution.
- For any unit participating as a unit in attending the US Coast Guard Auxiliary sponsored Small Boat/Safe Boating class, NHQ will cover the cost of the text for the class (usually \$25 to \$40 per cadet).

Sec 3: Important Reminders

- Internet Postings
- TBD or TBA
- Cancellation Warning
- Non Refundable Air Fares
- “Three Friends – Free Training” recruiting incentive program continues. See description below.

- **Part 2:** General Administration

- Sec 1: Other NSCC Training References and Manuals

- Sec 2: Training and Funding Support Categories

- Sec 3: Applying for Training

- Sec 4: Medical Information

- Sec 5: Staff Cadets, Hazing and Harassment

- **Part 3:** Specific notes for the different types of training

- Sec 1: General

- Sec 2: Aviation Ground School

- Sec 3: Music School

- Sec 4: SEAL and SWCC (Special Warfare Combat Craft)

- Sec 5: EOD/MDSU

- Sec 6: SCUBA Great Lakes onboard Pride of Michigan

- **Appendixes** are:

- Appendix 1: Escort Officer Questionnaire (NSCTNG 024)

- Appendix 2: Miscellaneous Forms

- Appendix 3: NLCC/NSCC Check-Off List sheet (NSCTNG 013)

- Appendix 4: Request for Training (NSCTNG 001 and NSCTNG 002)

- Appendix 5: Local Training Authorization (NSCTNG 003 and NSCTNG 004)

- Appendix 6: USCG Statement of Understanding (NSCTNG 017)

- Appendix 7: MUSIC Competency worksheet (NSCTNG 019)

- Appendix 8: Swim Qualification (NSCTNG 015)

- Appendix 9: SEAL PRT (NSCTNG 018)

3. This letter along with updates promulgated as changes to this letter will be posted at homeport.seacadets.org. Naval Reservists interested in providing support for NSCC Summer Training 2014 are authorized to submit requests for paid annual training orders IAW ref (c). This information letter is canceled effective 28 February 2015.

Approved _____
J. Monahan
Executive Director

H.J. Nyland

Distribution:

NSCC Homeport and USNSCC-1MC

National Chairman and National President

NSCC/NLCC Unit Commanding Officers

Regional/Associate Regional Directors and NHQ Representatives

PART 1: FUNDING, NEW THINGS/UPDATES 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 2014. Funding in support of training includes additional USCG training not contained in enclosure (2) and local or locally arranged training as approved by NHQ as well as OPD training. 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

- **Training deposit costs;** For 2014 deposit costs HAVE BEEN RETURNED TO THE 2009 AND 2010 LEVELS as a direct result of everyone's continuing outstanding performance and the outstanding reputations the NSCC has established with its hosts, all of which have influenced Navy and NSCC's congressional advocates to continue support of the NSCC. This action is also the direct result of everyone's outstanding recruiting effort. Deposit costs for 2014 will be generally \$120 for one week, \$240 for two weeks and \$170 for the 9/10 day short course RT or trainings. Some trainings may cost more due to higher costs to sponsor the training. Check the Training Schedule itself at encl (1) for the cost of your particular training.
- **NASS AND AIM FOR 2014**

FOR THE ATTENTION OF ALL NSCC HIGH SCHOOL JUNIORS ...

NAVAL ACADEMY SUMMER SEMINAR....NASS....SUMMER 2014 APPLICATIONS ARE BEING ACCEPTED NOW.

USCG ACADEMY INFORMATION MISSION... AIM... SUMMER 2014APPLICATIONS ARE BEING ACCEPTED STARTING 5 FEBRUARY.

AND YOU CAN APPLY **ONLINE!**

The United States Naval Academy has opened its' online application for current high school juniors (going into senior year fall 2014) to apply for the Naval Academy Summer Seminar (NASS) Program. If not familiar with the NASS Program, it is a six day immersion program that runs throughout June in three sessions:

Session 1 5/31-6/5

Session 2 6/7-6/12

Session 3 6/14-6/19

If you're thinking about the Naval Academy, this is a great opportunity to visit and participate in academy activities and find out if it's really what you want...and hopefully become a midshipman at USNA. **Deadline for application submission is 31 March 2014; midnight!**

Interested cadets can find the online application for NASS at <http://www.usna.edu/admissions/nass.htm>

AND, NHQ will reimburse the current year 2014 tuition of \$400 to each Sea Cadet who is accepted to and successfully completes NASS. Unit CO's are to issue local orders for cadets attending, NSCTNG 003. Travel should be into and out of BWI Airport, Baltimore, where the Academy runs a pick up and drop off shuttle. After NASS, submit to NHQ a copy of the local orders and a receipt for the tuition expense and NHQ will reimburse each cadet via his or her unit. We have done this since 2005 with the exception of last year 2013 due to sequestration and lack of funding. However, NSCC has been fully funded in 2014 and we are able to reinstitute this program for 2014.

A complete power point briefing on NASS has been posted to Homeport under advanced training and remember, NASS and AIM attendance does count as advanced training. You can go there, as well as to the website, for more detailed information.

When you apply, **BE SURE AND CHECK THE SEA CADET BOX ON THE APPLICATION!**

US COAST GUARD ACADEMY SUMMER SEMINAR....AIM WHICH STANDS FOR ACADEMY INFORMATION MISSION....SUMMER 2014 APPLICATIONS WILL BE ACCEPTED STARTING 5 FEBRUARY, WITH AN APPLICATION DEADLINE OF 15 APRIL 2014.

The United States Coast Guard Academy has posted its' application for current juniors (entering senior year this fall 2014) to apply for the US Coast Guard Academy Summer Seminar (AIM) Program. If not familiar with the AIM Program, it is a six day immersion program that runs for three weeks in July. There are three sessions:

Session 1 7/6-7/11
Session 2 7/13-7/18
Session 3 7/20-7/25

Interested cadets can find information on AIM and the online application for AIM at <http://www.cga.edu/AIM/>. **Deadline for application submission is 15 April 2014.**

AND, NHQ will reimburse the current year 2014 tuition of \$400 to each Sea Cadet who is accepted to and successfully completes AIM. Unit CO's are to issue local orders for cadets attending, NSCTNG 003. After AIM, submit to NHQ a copy of the local orders and a receipt for the tuition expense and NHQ will reimburse each cadet via his or her unit. We have done this since 2005 with the exception of last year 2013 due to sequestration and lack of funding. However, NSCC has been fully funded in 2014 and we are able to reinstitute this program for 2014.

- **United States Naval Academy Summer 2014 STEM Program.**

STEM stands for Science, Technology, Engineering and Math and the USNA is sponsoring three one week classes for each of three different grade levels focusing on projects in forensics, robotics, mechanics, 3-D simulation, and fabrication along with tours of labs and research areas, hands on activities, design challenges, and exciting competitions.

- **NHQ will reimburse the tuition fee of \$350 covering messing and berthing.**
- **NO training deposit.**
- **Counts as advanced training.**
- **All you have to do is apply, get accepted, and provide your own transportation to and from the Academy; if flying you will be picked up and returned to BWI airport.**
- **Personal spending money only!**

Classes are:

<u>DATES</u>	<u>GRADE LEVEL</u>
June 2 – 7	Rising 8 th and 9 th graders
June 9 – 14	Rising 10 th graders
June 16 – 20	Rising 11 th graders

Prerequisites are: From the brochure; a strong, college bound, academic record with lots of extra curricula activity is what they're looking for!

See the Academy brochure at:

www.usna.edu/Admissions/stem

Application to be completed on the USNA website:

www.usna.edu/Admissions/stemapp

Last day to apply is 15 April !

Here's how it works:

- Go to the website and apply. Follow directions closely. **ALL APPLICANTS WILL BE NOTIFIED OF THEIR STATUS BY MAY 1ST.**
- Be sure and check the Sea Cadet Block when identifying extracurricular activities you have participated in. **This is very important as the Academy is looking for Sea Cadets !!!!!** But not to the exclusion of all your other activities. So include every thing else you're doing too.
- Advise NSCC NHQ that you have applied at hnyland@navyleague.org.
- If accepted, notify NHQ that you have been accepted.
- When you attend STEM, Unit CO issue, and cadet take with them a set of local orders.
- At the USNA, have the Academy endorse your orders confirming attendance.
- Upon return, submit a copy of your endorsed local orders to NHQ along with evidence of payment of the \$350 tuition fee, and you will be credited with an advanced training and your tuition fee will be reimbursed to you via your Unit CO. Fax (703) 243-3985 or e-mail hnyland@navyleague.org or sbunting@navyleague.org If you are a new League/Sea Cadet and haven't attended Orientation or RT, but get accepted and attend this STEM, you may be credited with an advanced training immediately upon subsequent completion of NSCC RT. Make appropriate entries in your service record.

- **VERY IMPORTANT NOTE FOR ALL UNITS:** Federal funding again available in 2014 for support of locally arranged unit training activities and events. If a unit wishes to schedule a training event, that they would otherwise not schedule due to costs, they are encouraged to: 1) briefly outline what they want to do with anticipated cost (can do this by completely filling out your request for funding to include the description of your desired training) , 2) submit a completed NSCTNG 023 to NHQ showing costs and cadet deposits that the unit and cadets can afford. NHQ will fund the proposed training as a locally arranged training subject to continued funding availability. If there are any questions, RD's and Reps will be asked for their comment/recommendation. Following the training, an audit report is required along with all receipts covering all expenses. This audit report is required for all evolutions where federal funding is used and is reviewed as part of NHQ's annual audit process. **As a general guideline, cadet deposit cost should be about \$35 for a Saturday, Sunday event. A full 3 day weekend event cadet deposit cost should be in the \$45 range.** Again, please note, this has to be for cadet **training** (tours, recreational events, etc. don't meet the criteria for expenditure of federal funds).
- **OPD per diem rate restored to \$45 a day to offset travel and individual expenses incurred by attendees attending OPD training.**
- **Escort allowance rate as computed and administered by COTC's for nationally advertised training (encl (1)), restored to \$00.50 a mile with a new cap of \$400 per person per evolution.**
- **For any unit participating as a unit in attending the US Coast Guard Auxiliary sponsored Small Boat/Safe Boating class, NHQ will cover the cost of the text for the class (usually \$25 to \$40 per cadet).** Again, this is not for individual cadets, but for units where the entire unit or most of the unit elects to take the course as a unit training evolution. Sponsored by the USCG Auxiliary, these courses are offered nationwide in the interest of boating safety. If interested, contact your local us Coast Guard Auxiliary Flotilla for opportunities. To cover cost of the text, submit NSC TNG 023, locally arranged training funding request, to NHQ as with any other locally arranged training.

Sec 3: Important Reminders

- **Internet postings and finding training opportunities.** The NSCC Summer Training Schedule Information Letter 3-14 and the schedule itself are posted at the NSCC WEB Site at homeport.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 for training. 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 **homeport.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 Trainings listed as “**Pending**” or “**TBA**” or with details left blank. Wait until they are confirmed on the website. Updates and/or changes will be posted on the website.
- **Cancellation Warning.** Another very important thing to remember for summer 2014 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 and also subject to weather (like hurricanes!).* **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 \$150. NSCC National Headquarters cannot reimburse for these penalties, regardless of reason.
- **Three Friends – Free Training recruiting incentive program.** This program is restored for 2014.

Cadets who may have received credit over 2013, or any prior year since program inception, but were unable to apply that credit due to fiscal constraints in place due to sequestration, may use those credits in 2014. Note: deposit certificates do not expire.

“THREE FRIENDS – FREE TRAINING” Recruiting Incentive Program Description

Background: Creative methods for recruiting new members are required to keep cadet enrollment on the upswing!

Mission: To create a recruiting incentive program that will reward cadets/adult staff who actively strive to increase cadet enrollment in the program (not necessarily their own unit).

Execution: Program is executed as follows:

1. Cadet/adult staff recruits three (3) new cadets who enroll in NLCC or NSCC program under following conditions:

- a. Must be new enrollments
 - b. NSCADM001 must reflect regular enrollment for at least one year into the future (not partial year or pro-rated for less than a year). This does not mean they have to have been in the NSCC for at least a year, only that the 001 reflects full year enrollment into the following year.
2. Unit CO submits partially completed “Deposit Certificate” (NSCTNG 026, posted on HOMEPOR) with copies of the 3 cadet application forms to RD. (NSCADM 001, front side only, clearly showing cadet or adult staff recruiters name on the application in block # 1s). Partially completed means the Deposit Certificate with the unit name, names of the 3 cadets recruited and their recruiter filled in, and unit CO signature. Deposit Certificates are non-replaceable (if lost, no replacements will be issued).
 3. RD signs the Deposit Certificate (this completes the certificate) and returns to the unit for cadet use in lieu of any deposit for any training of the cadets choice. RD may spot check with units to ensure maintenance of program integrity.
 4. Cadet attaches Deposit Certificate to Request for Training/Local Training Authority in place of monetary payment.

Administration: Incentive program is administered at the following levels:

1. Cadets/Adult staff – insure that the individual they have recruited identifies them (the recruiter) as the recruiter in space #1s on the Cadet Application (NSCADM001) by entering the recruiters rank and name. Newly recruited cadets can join any unit.
2. Unit – when a cadet/adult staff recruits three (3) qualified individuals and enrollment is completed (application and enrollment fee sent to NHQ), unit CO will copy the front side of the 3 Cadet Applications and submit to RD with partially completed Deposit Certificate (NSCTNG026) for signature and return to the unit.
3. RD – RD reviews the 3 applications and the partially completed Deposit Certificate, then completes the Deposit Certificate by signing, makes a copy and returns the original Deposit Certificate to back to the unit. Unit CO issues the Deposit Certificate to the cadet who did the recruiting (or was credited with the recruiting). NHQ will spot check enrollments upon receipt of the Deposit Certificate from the COTC.
4. COTC – Accepts the Deposit Certificate in place of the training deposit. If COTC needs additional start up funds for their training because these deposits are in lieu of actual training dollars, COTC is to request addition funds from NHQ.

Communication/Logistics: This is an integrity-based program. The intent is to increase enrollment, utilizing existing systems, without placing significant additional burdens on any link of the chain of command. There is no limit on the number of Deposit Certificates that can be earned; Deposit Certificates are transferable to other cadets (cadets supporting one another); Deposit Certificates do not expire.

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) ref (a) (currently under rewrite and soon to be promulgated as the NSCC Training Manual), this Summer Training Schedule promulgated annually each spring, and the COTC guidance letter also promulgated annually each spring to all COTCs for that year. Medical guidelines are as contained in the NSCC Medical Reference Policies and Procedures Manual, ref (b). The Training Manual provides 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 with regard to medical qualification and general medical issues, and COTC authority over accepting cadets for training is contained in the Medical Reference Policies and Procedures Manual. 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, homeport.seacadets.org, where NSCC training schedules and opportunities are posted.

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

First, for NHQ published training (summer, winter, or spring) as contained in enclosure (1) to this schedule, or as otherwise published on homeport. 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 fiscal 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 training scheduled for special events and/or over several consecutive days/nights, or over succeeding weekends for which prior approval from NHQ 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).

THIS IS VERY IMPORTANT; A MUST READ FOR ALL RECEIVING FEDERAL FUNDING IN SUPPORT OF TRAINING

FOR ALL COTC's, AND ALL UNIT COMMANDERS AND/OR UNIT OFFICERS RECEIVING FUNDING SUPPORT FOR NATIONAL OR LOCALLY ARRANGED TRAINING, PLEASE BE ADVISED THAT THERE ARE STRICT RULES REGARDING WHAT THESE FEDERAL FUNDS CAN BE SPENT ON AND WHAT THEY CAN NOT BE SPENT ON. THESE ARE CLASSED AS ALLOWABLE AND UNALLOWABLE EXPENSES. ENCL (4) PROVIDES SPECIFIC DETAIL REGARDING ALLOWABLE AND UNALLOWABLE EXPENSES. IF YOU ARE REQUESTING FUNDING IN SUPPORT OF YOUR TRAINING, YOU ARE CHARGED AND RESPONSIBLE FOR REVIEWING ENCL (4) TO ENSURE THE APPROPRIATE FISCAL MANAGEMENT FOR YOUR TRAINING.

Sec 3: Applying for training:

- **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. **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-imbusement 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 RT's, 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. A TRAINING DEPOSIT/QUOTA RESERVATION FEE IS REQUIRED FOR ALL TRAINING UNLESS OTHERWISE PROVIDED FOR IN THE TRAINING SCHEDULE AT ENCL (1), SUBMIT DEPOSIT WITH ORDERS TO THE COTC.

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 2014 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 deposit to NHQ **unless the schedule says to do it.**

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.

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.**

Sec 4: Medical Information

- **ALL CADETS MUST BE MEDICALLY OK, WITH NO MEDICAL PROBLEMS and ABLE TO PASS THE NSCC PRT TEST UNLESS AN ADA ACCOMMODATION HAS BEEN MADE IAW NSCC'S MEDICAL REFERENCE POLICY AND PROCEDURES MANUAL.**
- Commanding Officers must **ensure that the pre-training medical screening is accomplished** per NSCC Medical Reference Policies and Procedures Manual and the Training Manual. In addition, any cadet who arrives with prescription medication(s) **WILL BE SENT HOME unless prior coordination has been affected with the COTC and guidelines in the NSCC Medical Reference Policies and Procedures Manual have been followed.** NSCTNG 025 (Rev 03/08 has been developed to assist, it's in the Medical Manual) Cadets who are immature or who present disciplinary problems **WILL BE SENT HOME.**
- 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. NSCC's newly promulgated NSCC Medical Reference Policies and Procedures Manual addresses this circumstance. Where COTC's have the staff personnel and resources necessary to afford cadets on medications the opportunity to attend RT and or other training while remaining on medications, the NSCC will allow cadets on medications to attend subject to COTC approval as discussed in the NSCC Medical Reference Policies and Procedures Manual. This manual also includes guidance regarding cadets requiring accommodation IAW the ADA.
- **NSCC MEDICAL INSURANCE COVERAGE** is as per NSCC Action Letter 6-04, dtd 20 Oct 2004.

Sec 5: 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 Training Manual. A one day course that specifically addresses this area has been developed and posted to homeport for use in conjunction with POLA training and for use by COTC's at individual trainings. COTC's are encouraged to use this course and to require their staff cadets to report one day early for staff cadet training 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.

PART 3: SPECIFIC NOTES FOR THE DIFFERENT TYPES OF TRAINING.

Sec 1: General

- This list is not all inclusive and there may be no specific notes for the type training you are applying for. Most notes are carried on the training specific website referenced in the training schedule itself or as contained in the NSCC training manual, so be sure to check these two resources as well.

Sec 2: Aviation Ground School

- NSCC FAA Ground Schools sponsored by Judge Colby. These courses are sponsored by Judge Colby and are NSCC’s traditional FAA Ground Schools. For 2014 if offered, details will be posted to the encl (1) training schedule. These courses are attended by Sea Cadets as well as NJROTC cadets and Young Marines. FAA testing is generally included.

Registration forms, information and training schedules can be found at www.aviation.cc.

NSCC Sea Cadet fee will be as posted to Homeport. This is the FAA entry level ground school course required before getting your sport pilot’s license.

- Flying Midshipman Association (FMA) FAA Ground School onboard Midway, San Diego. The 2014 Flying Midshipmen FAA Ground School which will be conducted on board the USS Midway Museum in San Diego, CA. NSCC will provide all oversight and coordination. No other youth groups will be participating in this class, only NSCC. This school, and Judge Colby’s are for all cadets interested in pursuing the ground school portion of the Private Pilot License. Of note, if the cadet passes the course on the Midway, they will be able to take the FAA Exam on the last day of the course. Must be 15 to take the FAA Exam. All berthing and galley services will be on board the Midway. Prerequisites are:
 - Must be 15 by August 1.
 - Latest school grade/progress report will have to be submitted with application
 - Looking for cadets with strong academic backgrounds
 - Call COTC for quota
- Details regarding any other FAA Ground Schools are as posted in the training schedule on Homeport.

Sec 3: 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 when offered.

- 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 working uniforms.

Sec 4: SEAL and SWCC (Special Warfare Combat Craft)

- SEAL & SWCC orientation course general information:
 - Student Prerequisites for Attendance at SEAL & SWCC training:
 1. Must pass the course specific PT test (The form is included with application packet).
 2. Must be at least 15 years old, have completed the BMR, and have completed NSCC Recruit Training.
 3. Must have safety/sport glasses (if student wears glasses)
 4. For SEAL ONLY; Must have a completed SCUBA diving physical examination (the forms for the physical examination are included with the application packet).
- Attendance Guidance:
 1. The courses will not normally accept (1) "Sea Cadets" who are over 18 years old and have graduated from High School, or (2) Midshipmen. A primary purpose of the courses is to provide an orientation to Naval Special Warfare.
 2. There are no "quotas" or "slots" for staff cadets or escort officers. Instructors are either active duty or prior service military personnel with documented NAVSPECWAR or directly related branch skills.

UNIT CO'S MUST CALL COTC FOR QUOTA.

Cadets must meet the height/weight limits and medical standards and pass a physical fitness test 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 SEAL and SWCC. 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 5: EOD/MDSU. This is a two or three week course with emphasis on EOD and for MDSU organization and operations. SCUBA training is included. Call COTC first for quota. **Physical fitness excellence is required. You must be able to pass the Navy's EOD PT test in order to participate in this class. This is a Navy requirement for this course!** Go to the website identified for this training as posted to COMPASS.

Sec 6: SCUBA Great Lakes onboard Pride of Michigan.

NSCC Great Lakes Division will continue to offer separate nationwide training programs during the summer of 2014. 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.

All Dive Trainings emphasize STEM principles (Science, Technology, Engineering and Mathematics). SEAPERCH Build and Operations will further enhance these principles.

These national trainings will continue to build on the training offered in prior years. Training will provide ship-based leadership and seamanship training, SCUBA certifications, and provide cadets with the opportunity to assist in scientific research in the Great Lakes concentrating in Chemistry, Marine Biology, Anthropology, Geology and Archeology.

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 Research techniques and participation in archeological research and recording data will be taught by both NOAA archeologists and certified PADI/SDI /AAUS instructors. In addition cadets will be trained in shipboard watches and various damage control exercises during underway periods.

The training exercises generally have a primary base of operations within the NOAA Thunder Bay National Maritime Sanctuary and Marine Preserve located at Alpena, Michigan, on Lake Huron, and range into the Straits of Mackinac and upper Lake Michigan. Sea Cadets may assist Michigan scientists with underwater research during the training periods. A brief description of some of the training programs offered follows:

23 May-27 May 2014

Open to 15 male cadets and 4 female cadets

No SCUBA Certification required for the Spring Training

5 day training (female cadets will overnight ashore with qualified escort)

Embark Mt. Clemens, MI
Ends Algonac, MI
Shipboard experience in Lake St Clair and Lake Huron
Man overboard drills
Damage Control (collision) drills
Firefighting drills
Ship Handling\ Shipboard Navigation/Engineering
Training with underwater communication systems
Train and receive D.A.N. Medical certification for
First Aid for Hazardous Marine Life
SEAPERCH Operations in the Great Lakes

27 May-31 May 2014

Open to 15 male cadets
SCUBA Certification recommended for this Training
Culinary (2) E-2 or above
Need not be a diver
5 day training
Embark Algonac, MI
Ends Alpena, MI Man overboard drills
Damage Control (collision) drills
Firefighting drills
Ship Handling\ Shipboard Navigation/Engineering
Training with underwater communication systems
Underwater Photography for Science Part 1
Shipboard Culinary Training

27 June - 6 July 2014

Open to 15 male cadets and 4 female cadets
10 day training (female cadets will overnight ashore with qualified escort)
Must be a Certified Diver
Culinary (2) E-2 or above
Need not be a diver
Embark Alpena, MI
Ends Alpena, MI
Participate in 4 July Celebration,
Assist in open gangway ship tours, Underway to view Fireworks
Shipboard experience in upper Lake Huron
Man overboard drills
Damage Control (collision) drills
Firefighting drills
Ship Handling\ Shipboard Navigation/Engineering
SEAPERCH ROV Build
Scientific Diving in the Great Lakes
Fish Habitat Exploration
Sink Hole Exploration/ Sampling & Chemistry
Intro to Underwater Navigation
Shipwreck Exploration
Intro to Night and Low Visibility Diving
Certification in Performance Buoyancy
Shipboard Culinary Training

18 July-27 July 2014

Open to 15 male cadets; 4 female cadets

5 day training (female cadets will overnight ashore with qualified escort)

Must be a Certified Diver

Culinary (2) E-2 or above

Need not be a diver

Embark Alpena, MI

Ends Alpena, MI

Shipboard experience

Man overboard drills

Damage Control (collision) drills

Firefighting drills

Ship Handling\Shipboard Navigation/Engineering

Great Lakes Island Research Project

Shipwreck Exploration

Ancient Coral Reef Exploration

Exploration of Ancient Shores

Shipboard Culinary Training

08 Aug-17 Aug 2014

Open to 15 male cadets

10 day training

Must be a Certified Diver

Culinary (2) E-2 or above

Need not be a diver

Embark Alpena, MI

Ends Harrison Twp. Man overboard drills

Damage Control (collision) drills

Firefighting drills

Ship Handling\Shipboard Navigation/Engineering

Shipwreck Diving Specialty

Shipboard Culinary Training

Schedule always subject to weather and lake conditions, and well as funding availability.

Call COTC for quota. If you have any questions regarding these training opportunities please contact

LCDR Luke Clyburn (COTC) at 248.666.9359 or email lclyburn@comcast.net.

LCDR Kathy Trax at 240-420-7668 or e-mail kathytrax@comcast.net

QUALIFICATIONS/PRE-REQUISITES:

- E-2 or above and minimum 14 years of age, mature
- Very good physical condition
- Must be a certified diver unless otherwise indicated
- Must fit within normal height to weight ratios: Body Mass Index
- Unit CO recommendation confirming the above.

APPLICATION PROCEDURES: Divers

- Copy of Diver Certification Card(s)
- 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)
- 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

lcllyburn@comcast.net

or to:

LCDR Kathy Trax at 248.420.7668

kathytrax@comcast.net

www.greatlakesdivision.org

APPENDIXES THAT FOLLOW:

(ON HOMEPORT, SEE LINKS AT HOMEPORT WEBSITE)

- Appendix 1: Escort Officer Questionnaire (NSCTNG 024)
- Appendix 2: Miscellaneous Forms
- Appendix 3: NLCC/NSCC Check-Off List sheet (NSCTNG 013)
- Appendix 4: Request for Training (NSCTNG 001 and NSCTNG 002)
- Appendix 5: Local Training Authorization (NSCTNG 003 and NSCTNG 004)
- Appendix 6: USCG Statement of Understanding (NSCTNG 017)
- Appendix 7: MUSIC Competency worksheet (NSCTNG 019)
- Appendix 8: Swim Qualification (NSCTNG 015)
- Appendix 9: SEAL PRT (NSCTNG 018)

ON Homeport

Encl (1) 2014 Summer Training Schedules

**SEE LINK TO 2014 NSCC and NLCC SUMMER TRAINING SCHEDULES
AT HOMEPORT WEBSITE**

Encl (2) USCG and Eagle Opportunities

SEE LINK TO USCG AND EAGLE AT HOMEPORT WEBSITE

Encl (3) Funding Forms Guidance

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

Encl (4) Allowable and Unallowable Federal Funding Expenses

**SEE LINK TO ALLOWABLE AND UNALLOWABLE EXPENSES
AT HOMEPORT WEBSITE**