HOW TO APPLY FOR A STAFF CADET POSITION AT
NLCC RECRUIT ORIENTATION – NEW ENGLAND 2019

This year NLO-NE will only be accepting 8 Sea Cadet Staff Cadets – PO2 (E-5) or above.

1 Command Chief/Leading Petty Officer
1 Logistics Chief
1 Galley Chief
4 Recruit Division Commanders*

*number of RDCs is dependent on number of divisions.

All other staff cadet billets will be filled by NLCC cadets – Able Cadet (LC-3) or above, at least 11 years of age by the start of the training.

Note that if applying for 1 of the 8 ARDC positions available, you must be PO3 (LC-4) or above having completed both NLCC Recruit Orientation and NLCC Petty Officer Leadership Academy (or equivalent leadership course) and at least 12 years of age by the start of the training.

- **READ ALL INSTRUCTIONS THOROUGHLY.**

- Using your home unit’s established procedures to request a training, ask for permission to staff NLO-NE. Your unit should provide you with two NSCTNG001s (Request for Training Authority – Cadet) after registering you for the training at LB-RI-1901 AND LX-RI-1901 under NLCC Training. You must be registered for both and you should receive the NSCTNG001 form for both.

- Upon obtaining permission, print the following from this document: Application Check-list, Mode of Travel form & Staff Application. Be sure to include with the Staff Application form all endorsements and recommendations, include copies of any Life Guard/First Aid/CPR/EMT certification documentation and the required 300-word essay with your staff application.

- Return all forms to your CO, or designated unit representative, with the training deposit in either money order or cashier’s check format for $150 made payable to USNSCC. Also include NSCADM001: page 7&8 – Medical History Supplemental IF you take any medications. The form must be signed by the prescribing provider, the parent & the home unit CO for all prescription medications. If over the counter medications, then only the parent & CO need to sign the form.

- Your CO or designated unit representative should submit all the forms to the COTC via upload to Magellan on the Training Registration page. All applications need to be received no later than 15 April 2019 so we may plan appropriately.

- The Magellan Invoice and the money order should be mailed to the COTC at the address below:

  LCDR Stephanie Hyland, NSCC
  85 South Road
  Marlborough, CT 06447

- If it is necessary to mail the above paperwork with the Magellan Invoice and the money order please use the address above. Again, all packages need to be received no later than 15 April 2019.

- Email (or have your parents or CO email) the COTC at shyland@seacadets.org with any questions.
Updates may be posted from time to time on the website: https://www.nautilus571division.com/navy-league-cadet-orientation.html and/or on the NLCC Recruit Orientation-NE Facebook page as well as pictures of the training.

A Staff application with billet descriptions is provided below. The order for STAFF T-shirts will go in on May 1st. Staff packets are due no later than 15 April 2019. Be sure to include your T-shirt size on the staff application form. A front & back copy of your current Health Insurance Card is required to be in your service jacket per the Admin Manual. Please ensure this is the case along with an up-to-date immunization record; Medical History, signed within 30 days of the training; and a current, within the year, Medical Exam (also required).

Contact LCDR Stephanie Hyland with any questions you may have at shyland@seacadets.org.
NLCC Orientation, Basic – New England  
RIANG, Camp Varnum, 100 Cormorant Rd., Narragansett, RI  
Staff: 19-27 JULY 2019

APPLICATION CHECK-LIST FOR STAFF CADETS

STAFF APPLICANTS: To secure a billet at Basic Orientation submit the following to your home unit Commanding Officer to upload to Magellan in the Registration section. (Do NOT mail to LCDR Hyland unless directed to do so by your CO):

- ~ A typed NSCTNG001-Request for Training Authority
- ~ A Staff Application with appropriate documentation and endorsements
- ~ Mode of Travel Form
- ~ NSCADM001 (Page 7/8) Medical History Supplemental (if cadet is bringing any medications)

Mail via USPS to the COTC:
- ~ Magellan Invoice
- ~ $150 cashier’s check or money order made out to “USNSCC”

Warning: Billets will not be “reserved” – all billets are first-come, first-served, and will be ‘confirmed’ and ‘approved’ only upon LCDR Hyland’s receipt of the complete packet uploaded to Magellan and the training deposit received from the Unit CO and this complete packet in hard copy.

STAFF PACKETS ARE DUE TO THE COTC NO LATER THAN 15 APRIL 2019

Commanding Officers:

- When you have a full packet in-hand, request a billet in Magellan, but remember that billets will only be confirmed and approved upon LCDR Hyland’s receipt of the complete packet uploaded to Magellan and the training deposit received.
- If mailing the packet, please do not mail partial packets and combine multiple packets whenever possible.
- Do not send correspondence via any method requiring a signature upon delivery.
- Mail full packets to:
  LCDR Stephanie Hyland, NSCC  
  COTC-Navy League Orientation-NE  
  85 South Road  
  Marlborough, CT 06447
Please complete this form and return it as part of your application packet.

**Mode of Travel**

*Note: No transportation is available from airport/train/bus terminals to Camp Varnum or back to airport/train/bus terminal – Cadets must provide their own transportation to and from.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Cadet Name:</td>
<td>__________________________</td>
</tr>
<tr>
<td>Parent Name(s):</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Best Phone #s:</td>
<td>___________ / ___________</td>
</tr>
<tr>
<td>Emergency Contact:</td>
<td>__________________________ Relationship: __________________________</td>
</tr>
<tr>
<td>Emergency Contact Best Phone #:</td>
<td>__________________________</td>
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<tr>
<td>Home Unit Commanding Officer:</td>
<td>____________________________________</td>
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<tr>
<td>Home Unit CO Best Phone #:</td>
<td>__________________________</td>
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**PRIVATELY OWNED VEHICLE**

**FLYING:**

ARRIVAL: Airport: ________________ Airline/Flight #________________________ Arrival Time: ___________

DEPARTURE: Airport: __________________ Airline/Flight #___________________ Arrival Time: ___________

Method of travel from Airport/Train or Bus Station to Camp Varnum: ____________________________________

**Or TRAIN/BUS:**

ARRIVAL Station: ____________________________________ Arrival Time: ___________

DEPARTURE Station: ____________________________________ Departure Time: ___________

**METHOD OF TRAVEL FROM AIRPORT TO CAMP VARNUM:** TAXI, UBER, ETC., OR POV

NAME OF COMPANY OR POV DRIVER______________________ Arrival Time: __________________

NAME OF COMPANY OR POV DRIVER______________________ Departure Time: __________________
# NLCC Recruit Orientation - New England – Staff Cadet Application

Upload this form with NSCTNG001, Mode of Travel form, NSCADM001 pg. 7 & 8 (if needed) to Magellan.

Mail Training Deposit in money order for $150 with Magellan Invoice to:

LCDR Stephanie Hyland, NSCC – COTC NLCC Recruit Orientation – 85 South Road – Marlborough, CT 06447

## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Cadet Email</th>
<th>Rate</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Sex</th>
<th>Home Phone</th>
<th>Cadet Cell Phone</th>
<th>T-Shirt Size</th>
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<table>
<thead>
<tr>
<th>Home Unit</th>
<th>Region</th>
<th>Home Address, City, State, Zip</th>
</tr>
</thead>
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</table>

## LEADERSHIP & TRAINING EXPERIENCE

<table>
<thead>
<tr>
<th>Primary Billet at Home Unit</th>
<th>Other Billets Held at Home Unit</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>POLA Completed?</th>
<th>When did you complete POLA?</th>
<th>Where did you attend POLA?</th>
<th>POLA Eval Score?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td>_____ out of _____ (if available)</td>
</tr>
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</table>

Provide details on other NSCC Advanced Trainings you have attended, starting with the most recent and working backwards

<table>
<thead>
<tr>
<th>NSCC/NLCC Advanced Training</th>
<th>Location</th>
<th>Year</th>
<th>Billet Held</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(list “Student” if you didn’t hold a staff billet)</td>
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</table>

## MEDICAL QUALIFICATIONS – ATTACH DOCUMENTATION (Required)

<table>
<thead>
<tr>
<th>CPR</th>
<th>CPR/AED</th>
<th>First Aid</th>
<th>First Responder</th>
<th>Lifeguard</th>
<th>EMT-B</th>
<th>EMT-I</th>
<th>EMT-P</th>
</tr>
</thead>
</table>

## POSITION REQUESTED – See list on page 2 of this document for descriptions of cadet staff billets

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
<th>Third Choice</th>
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</table>

Attach a separate typed sheet on which you answer the following questions in 300 words or less:

1) List and explain what you think are the five most important goals for our recruits at Orientation.
2) Explain why you want to serve on staff at Orientation, and how you think you can contribute to the goals you listed.

<table>
<thead>
<tr>
<th>Cadet Name</th>
<th>Cadet Signature</th>
<th>Date</th>
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<tbody>
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</tbody>
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## COMMANDING OFFICER’S ENDORSEMENT

Do you feel this cadet is mature enough to staff NLO-NE? Yes No Please explain (attach a separate sheet if necessary):

What type of billet do you recommend this cadet for (Division Staff, Operations, Security, Medical, etc)? Please explain:

<table>
<thead>
<tr>
<th>CO Email</th>
<th>CO Daytime Phone</th>
<th>CO Evening Phone</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Commanding Officer Name</th>
<th>Commanding Officer Signature</th>
<th>Date</th>
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<tbody>
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</table>
NLCC RECRUIT ORIENTATION NEW ENGLAND 2019 STAFF POSITIONS

Command Chief/Leading Petty Officer – Normally CPO or PO1. Responsible to the Executive Officer for the safe and efficient execution of the Plan of the Day; for the maintenance of good order and discipline among all the Staff Cadets and Recruits; guides RDCs in the performance of their duties and molds the separate divisions into a cohesive division/team. Evaluates the RDCs under the supervision of the Training Officer. Is also responsible for representing the interests and concerns of all Staff Cadets to the chain of command. You must provide professional leadership and be a role model both for the recruits and your staff. Prior experience as an RDC and First Aid/CPR certification highly recommended.

Recruit Division Commander (RDC) - Normally PO2 but must have completed POLA. Responsible to the Training Officer, cognizant Division Officer and Command Chief/LPO for the safe and efficient execution of the Plan of the Day, for the supervision and training of their assigned Assistant Recruit Division Commanders, for the basic military training of their assigned recruits in accordance with the NSCC/NLCC Operations & Training Manual; for the meaningful evaluation of their recruits; for the meaningful evaluation of their assigned ARDCs; for the maintenance of good order and discipline among their assigned recruits, and for the health, safety, and well-being of their assigned recruits. RDCs hold the most important billet at NLO-NE. It is your duty to inspire the recruits assigned to you so they learn the maximum amount possible and to get them to participate 100% in the training program.

RDCs must be model cadets and must lead by example at all times; they should appear to recruits to be both infallible and omniscient. RDCs must put their recruits’ well-being ahead of their own. They must keep the goals of NLO-NE: teamwork, accountability, self-confidence, self-discipline, basic military knowledge, & physical readiness in mind at all times, and justify every action they take with one or more of these goals. RDCs must be everything to their recruits at once: perfect example, teacher, mentor, big brother/sister, disciplinarian, counselor, motivator, team leader, team member. RDCs must also train their assigned ARDCs to replace them in future years, by providing a perfect example and by offering constant feedback.

Prior experience as an ARDC is highly recommended along with First Aid/CPR certification.

Assistant Recruit Division Commander (ARDC) – 2 NLCC Cadets. Normally PO3 or above. NLCC POLA or a equivalent leadership course is required for NLCC cadets. Responsible to the cognizant RDC for the safe and efficient execution of the Plan of the Day; for the basic military training of their assigned recruits in accordance with the NSCC/NLCC Operations & Training Manual; for assisting the RDC in the meaningful evaluation of their recruits; for the maintenance of good order and discipline among their assigned recruits, and for the health, safety, and well-being of their assigned recruits. First Aid/CPR certification is highly recommended.

Logistics Chief * - Normally PO2 or above but must have completed POLA. Responsible to the Operations Officer for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the quarterdeck and maintenance of Quarterdeck and Fire & Security Watches; for the creation of an equitable watch bill under the supervision of the Security Officer, with the positions of POOW (staff cadet), Fire & Security (recruit) and MOOW (recruit); to supervise, organize and train personnel assigned to the MAA Force; and other related duties as assigned. MAA Advanced Training highly recommended. First Aid/CPR certification highly recommended. *The CMAA, Galley Chief and CME positions may be separate positions or collateral duties of the Logistics Chief depending on the number of qualified staff cadets assigned.

Assistant Chief Master-At-Arms – An NSCC or NLCC position. Normally a PO3 or above (NSCC must have had POLA). Assists the CMAA in the execution of his/her duties. Graduation from MAA Advanced Training highly recommended.
**Galley Chief** – An NSCC or NLCC position. Normally PO3 or above. POLA is required as this is a leadership position. Responsible to the Logistics Chief for assisting the contract caterer/food service in managing the daily operation of the mess deck, for the cleanliness of the mess deck, for the maintenance of good order and discipline on the mess deck, and for other related duties as assigned. Responsible for supervising the galley staff.

**Galley Crew** – NLCC staff position. LC-3 or above. Responsible to the Galley Chief for assisting the contract caterer in managing the daily operation of the mess deck, for the cleanliness of the mess deck, for the maintenance of good order and discipline on the mess deck, and for other related duties as assigned. Depending on the number of staff cadets this may be a rotating duty as with the military evaluator position.

**Master-At-Arms** - This is an NLCC staff position. Normally LC-3 or above. LC-2s may be considered on a case by case basis. Responsible to the Security/Operations Officer, through the CMAA/Logistics Chief, for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for standing the Quarterdeck and Fire & Security Watches as assigned; for distribution of mail to the RDCs; and for other related duties as assigned. MAAs may also perform the duties of Galley Crew and Military Evaluator depending on the number of staff cadets. No contact with the recruits is allowed for MAAs except in the line of duty.

**Chief Military Evaluator (CME)** – Normally an NSCC PO2 or above but must have had POLA. Responsible to the Military Evaluations Officer for the evaluations of the recruit divisions; the maintenance and timely submission of accurate records of said evaluations; the supervision of Operations Staff Cadets while in the role of Military Evaluator; and other related duties as assigned. Sometimes this position is combined with the CMAA depending on number of staff cadets available.

**Military Evaluator (ME)** - This is an NLCC staff position. Normally LC-3 or above. LC-2s may be considered on a case by case basis. Responsible to the Military Evaluations Officer/Operations Officer, through the CME/Logistics Chief, for the evaluations of the recruit divisions; the maintenance and timely submission of accurate records of said evaluations, and for other related duties as assigned. Depending on the number of staff cadets this may be a rotating duty as with the military evaluator position. No contact with the recruits is allowed for MEs except in the line of duty.

**Command Fitness Leader** – Normally a PO3 or above. Sea Cadet applicants must have had POLA since this is a leadership position. NLCC Cadets may apply if they have what it takes. Responsible to the Training Officer for the execution of a safe and efficacious physical training regimen in accordance with the NSCC/NLCC Physical Readiness Manual and for the administration of Physical Readiness Tests (PRT). Duties include leading the prescribed Physical Training (PT) twice each day. This cadet must be physically fit and highly motivated. Having earned the Physical Fitness Ribbon is highly recommended (note it on the application when applying). Collateral duties will be assigned when not leading PT. This could be a leadership position if POLA has been successfully completed. Normally this position is held by an NSCC cadet, however, the “right” NLCC cadet may apply. First Aid/CPR certification highly recommended.

**Yeoman (YN)** – NLCC staff position. Usually not a leadership position. Normally PO3 or above. Responsible to the Administrative Officer for assisting in Administration Department and other duties as assigned. No contact with the recruits is allowed for YNs except in the line of duty.

**Photo Journalist (PJ)** – NLCC staff position. LC-3 or above. Responsible to the Public Affairs Officer (if there is one, the Admin Officer otherwise) for taking pictures during the training and assisting the PAO in his/her duties. No contact with the recruits is allowed the PJ except in the line of duty.
**Corpsman** - An NSCC or NLCC position. Normally PO3 or above. Responsible to the Medical Assistant, for assisting in the operations of the Medical Department. All cadets wishing to be assigned as Corpsman must be First Aid/CPR certified or higher. Having attended a Basic or Advanced Medical training is highly recommended. Having a Life Guard certification is also highly recommended.

**NOTES**
*NSCC Cadets: Holding a leadership staff position at NLCC Recruit Orientation after completion of POLA counts for promotion to NSCC CPO.

All NSCC Staff cadets should be E-3 or above.

All NLCC staff cadets desiring to be considered for the ARDC position must be at least PO3 and have completed NLCC Recruit Orientation previously as well as NLCC POLA or equivalent leadership course. NLCC cadets successfully serving as staff cadets may count the training as “Advanced Orientation” on Annual Inspection.