

**NAVY LEAGUE ORIENTATION, BASIC – NEW ENGLAND
ESCORT OFFICERS
2101 APPLICATION INSTRUCTIONS**

HOW TO APPLY

- Thank you for choosing LB-CT-2101.
- Ask your CO, or unit designated officer, to register you on the Magellan database system for **both LB-CT-2101 and LX-CT-2101**.
- Fill out and submit the NSCTNG002s (Request for Training Authority – Officer) and the Escort Officer application found at <https://www.nautilus571division.com/navy-league-recruit-orientation.html> to your CO for recommendation/signature.
- Please submit a list with your name and the names of any other people, **18 years old+** that may need access to Camp Nett to facilitate your stay.
- Your CO or designated unit representative should upload to Magellan in the registration section the NSCTNG002, Escort Officer Application (pg. 2 of this document) and the Base Access/Mode of Travel (pg.6 of this document) with the originals going into your service jacket.

If emailing paperwork, please email to: shyland@seacadets.org, if mailing via USPS, mail to:
LCDR Stephanie Hyland, NSCC
COTC-NLCC Orientation, New England
85 South Road
Marlborough, CT 06447

- 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> or on the NLCC Recruit Orientation-NE Facebook page as well as pictures of the training.
- Please take the time to review the *Training & Operations Manual* (under Policy) and the *CO/COTC Guidance* (under Training) found at homeport.seacadets.org so we are all on the same page.
- The Volunteer Code of Conduct and the Cadet Code are strictly enforced.
- PLEASE NOTE, IF YOU HAVE A CHILD THAT WILL BE A RECRUIT AT THIS TRAINING, WE PREFER THAT YOU DO NOT APPLY AS AN ESCORT OFFICER. CONSIDERATION GIVEN ON A CASE BY CASE BASIS.

Contact LCDR Stephanie Hyland with any questions you may have at shyland@seacadets.org.

NLCC RECRUIT ORIENTATION - New England – Escort Officer Application

Email shyland@seacadets.org for more information

Mail this form with NSCTNG002 form to: LCDR Stephanie Hyland, NSCC – 85 South Road – Marlborough, CT 06447

PERSONAL INFORMATION

Last		First		M.I.	Officer Email	
Rank	Sex M F	OPD Completed <input type="checkbox"/> 101 <input type="checkbox"/> 201 <input type="checkbox"/> 301	Home Phone	Cell Phone		T-Shirt Size
Home Unit		Region	Home Address, City, State, Zip			

AVAILABILITY – <i>please check each day that you are available to staff</i> ALL DATES 26JUN-03JUL21 <input type="checkbox"/>	25JUN21 <input type="checkbox"/> Friday NIGHT – ESCORT OFFICERS ONLY 26JUN21 <input type="checkbox"/> Saturday – Staff Orientation & Training
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27JUN21 <input type="checkbox"/> Sunday Recruit Check-in	28JUN21 <input type="checkbox"/> Monday Training Day 1	29JUN21 <input type="checkbox"/> Tuesday Training Day 2	30JUN21 <input type="checkbox"/> Wednesday Training Day 3	01JUL21 <input type="checkbox"/> Thursday Training Day 4	02JUL21 <input type="checkbox"/> Friday Training Day 5	03JUL21 <input type="checkbox"/> Saturday Graduation Day
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LEADERSHIP & TRAINING EXPERIENCE

Primary Billet at Home Unit		Other Billets Held at Home Unit			
Previous Billets Held at RTC-NE (include Cadet Staff Billets)	Year	Year	Year	Year	
	Billet	Billet	Billet	Billet	

Please provide some details on other NSCC Trainings you have staffed, starting with the most recent and working backwards

NSCC/NLCC Training	Location	Year	Billet Held

MEDICAL QUALIFICATIONS – *please attach documentation*

CPR CPR/AED First Aid First Responder Lifeguard EMT-B EMT-I EMT-P Other: _____

INSTRUCTION

Please circle any subjects that you feel comfortable instructing

Watchstanding Naval History Rates/Ranks First/Aid/Personal Hygiene Customs & Courtesies
 Ship Nomenclature Knots/Lines Leadership Navy Terminology/Military Time

BILLET REQUESTED (see page 3-5 for list of billets)

First Choice:

Second Choice:

Third Choice:

Applicant Name (printed)	Applicant Signature	Date
Commanding Officer Name (printed)	Commanding Officer Signature	Date

Please have your Unit CO endorse & upload to Magellan, this application; Request for Training Authority (Officer) NSCTNG002; and Mode of Travel form. If emailing, send to shyland@seacadets.org, or mail to the address in the instructions above.

Billet Descriptions for Escort Officers:

Commanding Officer of the Training Contingent (COTC or CO) - Responsible to NSCC National Headquarters for planning the training with the host command; for receiving and processing orders; for preparing a budget and collecting training fees; for the auditing of training funds; for recruiting qualified staff; for creating an overall training schedule; for the safe and effective training of the cadets; and for the health, safety, and welfare of the entire training contingent. Also responsible for the creation of an overall training plan; the day-to-day operations of the training; the maintenance of good order and discipline among all hands.

Executive Officer (XO) - Responsible to the COTC for the oversight of the department heads; the creation and publication of a plan to execute the overall training schedule and individual plans of the day (in consultation with the Training & Operations Officers); assigning the CDO to the watchbill; the day-to-day operations of the training; the maintenance of good order and discipline among all hands; and the health, safety, and welfare of the entire training contingent. Assumes the position of Commanding Officer in his/her absence.

Admin Officer – (Department Head) - Responsible to the Executive Officer for the administration of cadet and officer service records, for the creation of award citations and certificates, for checking the command email address (shyland@seacadets.org) while at training and dealing with inquiries from parents as they arrive to the best of his/her ability or to refer them to the COTC. Keeps records as required using the Magellan database.

Personnel Officer - Responsible to the Administration Officer for the administration of cadet and officer service records, and for assisting the Admin Officer in the performance of his/her duties.

Public Affairs Officer – Responsible to the Admin Officer. The PAO is responsible for keeping parents and the public informed about the training, for liaising with the host command's Public Affairs Office, and for supervising the cadet photo journalist. The PAO will maintain a public website and/or Facebook page and will regularly post pictures and stories of interest.

Training Officer – (Department Head) Responsible to the Executive Officer for the execution of academic training program based on the NSCC Operations & Training Manual; the supervision of the Instructor staff and assigning instructors to the various classes; updating of lesson plans, the management of classroom materials and training aids, and the execution and scoring of the final exam.

Also responsible to the Executive Officer for the execution of the military training program based on the NSCC Operations and Training Manual; supervision and evaluation of the Recruit Divisions; the oversight of meaningful and detailed individual evaluations for each recruit; the oversight of meaningful and detailed individual evaluations for the RDCs, and ARDCs and the Command Fitness Leader; for the supervision of the Division Officers, for the Recruit Divisions'

safe and efficient execution of the Plan of the Day; for the maintenance of good order and discipline among the Training Staff Cadets and Recruits; and the health, safety, and welfare of Training Staff Cadets and Recruits.

Division Officer – (2 to 4 needed) Responsible to the Training Officer for the health, safety, and welfare of the recruits in their assigned divisions; for supervising and advising their respective Recruit Division Commanders; and for **overseeing** meaningful and detailed evaluations for each recruit in their assigned division. **Division Officers generally will not interact directly with recruits; the role of the Division Officer is to support the Recruit Division Commander, to advocate for their assigned Recruits to the chain of command, and to ensure the safety and well-being of their recruits.**

Operations Officer – (Department Head) Responsible to the Executive Officer for logistical support, (including transportation, care of training facilities and equipment, supply, Mess Decks (including assigning of Galley Chief and/or galley crew), security, watchstanding, also including the logistics surrounding graduation); supervision of the Security Officer and Military Evaluations Officer (if assigned); overall supervision of the Logistics Staff Cadets while in the roles of Logistics Chief, Master-at-Arms and Military Evaluators; the maintenance of good order and discipline among the Operations staff; training of the Color Guard; and for the health, safety, and welfare of the Operations Staff Cadets; retrieving the mail from the host command and delivering it to the Admin for sorting. The Logistics Chief will report to the Admin Office to retrieve the sorted mail and deliver to the RDCs for distribution to the recruits for evening division time. The coordination and supervision of division competitions, to include scheduling of judges from the officer staff.

Assistant Operations Officer – (appointed as needed) Assists the Operations Officer in the execution of his/her duties. Assumes the position in the absence of the Operations Officer.

Security Officer – (If assigned) 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, Fire, & Security watches, supervision the CMAA in the creation of the watchbill for quarterdeck watchstanders and assigns OODs to the watchbill if needed; and the supervision of Logistics Staff Cadets while in the role of Master-at-Arms.

Military Evaluations Officer - Responsible to the Operations Officer the supervision and for the health, safety and welfare of the Chief Military Evaluator and Military Evaluations staff cadets; for instructing the Military Evaluations staff how to properly fill out the evaluations forms and for submitting the same up the chain of command to the Operations Officer for inclusion in the overall score of each division.

Supply Officer – (as needed) Responsible to the Operations Officer for the disposition of all training equipment at NLO-NE; for the supervision of the Supply Locker; and for the accurate maintenance of a Supply Log.

Medical Assistant - (Department Head) Responsible to the Commanding Officer for the health, safety, and well-being of the Training Contingent, for the treatment of minor injuries, for the dispensation of medication in accordance with NSCC/NLCC Regulations, and for the supervision of any Corpsmen assigned to the Medical Department. The Medical Assistant must be a medical professional with a license in good standing. A copy of the license/certification will be provided with the application.

Counseling Officer - Responsible to the Commanding Officer for monitoring the morale and mental well-being of all Recruits; for tracking struggling recruits' progress and working with the Military Training Staff to address these recruits' needs; and for counseling cadets who request or require it.

Chaplain - The Chaplain is responsible to the Commanding Officer for the spiritual well-being of all personnel; for providing spiritual guidance for cadets who request it; and for coordinating optional, non-denominational religious services on the Saturday evening before recruits arrive or on any full Sunday during NLO.

Collateral Duties

Academic Instructors - Responsible to the Training Officer for planning lessons and providing classroom instruction for the Recruits, and for providing to the Training Officer with appropriate questions from the material covered in each class session for the updating of the final exam. All escort officers are asked to serve as an instructor of a class at least one class (maybe more depending on the amount of adult staff serving). The classes are provided on the application form.

Command Duty Officer (CDO) – The CDO exercises command authority when both the CO and XO are unavailable to perform their duties. The CDO shall stand a 24-hour watch, starting at 0001 each day through 2400. Each officer serves as Command Duty Officer on a rotating schedule. CDOs are not required to “relieve the watch.” If the number of adults serving permits, there may be an OOD assigned as well for the evening watches. The CDO will be available to the watchstanders by radio at all times.