

**NLCC Orientation, Basic – New England
CTARNG, Camp Nett, Niantic, CT
Saturday, 26 June to Saturday, 03 July 2021**

APPLICATION INSTRUCTIONS FOR STAFF CADETS

STAFF APPLICANTS: To secure a billet at NLCC Orientation, Basic the following needs to be submitted to your CO or designated unit representative to be uploaded via Magellan or mailed to the COTC. Your home unit Commanding Officer will help you gather the required forms. Do NOT mail anything 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*
- ~ **Contact, Base Access & Mode of Travel form** (page 3 of this document)
- ~ NSCADM001 (Page 7/8) Medical History Supplemental (**ONLY** if cadet is bringing *any* medications)

Mail via USPS to the COTC, NO signature required:

- ~ Magellan Invoice (your CO will have this)
- ~ \$100 **cashier's check or money order** made out to "USNSCC"
- ~ All forms if not uploaded

1. Staff Billets will only be approved upon receipt of a Magellan registration/payment, this complete packet, and acceptance as a staff cadet.
2. Packets are due no later than 20 July 2020.

Commanding Officers:

When you have a full packet in-hand, register the cadet in Magellan, but remember that billets will only be approved upon receipt of the complete packet and payment and acceptance as a staff cadet.

- Please remember to fill in the recommendation section on your cadet's staff application. This needs to be done for League Cadet staff cadets as well as for Sea Cadet staff cadets.
- Please upload all paperwork to Magellan in the Registration section. If mailing packets, please mail complete packets. **Originals are required to be inserted into the service jacket (also called service record) along with the NSCTNG005 (Training Authority).**
- Please combine multiple packets whenever possible if you are mailing them.
- Mail Magellan Invoice & cashier's check/money order to:

▪ LCDR Stephanie Hyland, NSCC
COTC-NLO-NE
85 South Road
Marlborough, CT 06447

- Do not send correspondence via any method requiring a signature upon delivery.
- All questions should be directed to LCDR Hyland at shyland@seacadets.org

STAFF CADET APPLICATION & INSTRUCTIONS
26 JUNE 2021 – STAFF ORIENTATION & TRAINING
27JUN21 TO 03JUL21: NAVY LEAGUE ORIENTATION, BASIC

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 **LB-CT-2101 AND LX-CT-2101**.
- Fill out and submit the NSCTNG001 (Request for Training Authority – Cadet) and the Staff Cadet application to your CO for recommendation/signature. The Essay and copy of medical certification documentation required at time of application submission.
- Medical History Supplemental (NSCADM001 page 7 & 8) must be submitted at time of application submission if applicable.
- The above paperwork may be uploaded to the training in Magellan.
- Training Deposits in the amount of \$100 need to be submitted with the Magellan Invoice. Remit on either a unit check (written on your home division's account) or a money order/cashier's check. Make the check payable to: "USNSCC" and mail to:

LCDR Stephanie Hyland, NSCC
COTC-NLO, Basic
85 South Road
Marlborough, CT 06447

- Email the COTC at shyland@seacadets.org with any questions.
- 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 Cadet Code of Conduct is strictly enforced.

The following Staff Cadets billets are needed to be filled for NLO, Basic:

- 1 Command Chief
- 4 Recruit Division Commanders (RDCs)
- 4 (or 8) PO1s and PO2s Assistant Recruit Division Commanders (ARDCs)
 - *number depends on number of recruits (either NLCC only or 1 NLCC and 1 NSCC)
 - *NLCC Petty Officers, having completed NL POLA, will be selected as ARDCs
- 1 Logistics Chief (NSCC – PO2 or above)
- 1 Galley Chief (NSCC – PO2 or above)
- 5 (or 9*) MAAs/Evaluators/Galley Crew (NLCC or NSCC – LC3+ or E3+. LC2s/E2s may be considered if there is space available)

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

Cadet Name: _____
Home Unit: _____
Home Phone #: _____
Parent Cell # _____ Cadet Cell #: _____

Camp Nett Access List Information Required. Please list just full names of everyone 18+ years who will drop off or attend graduation, even if you think they may attend. Remember, graduation is primarily for the recruits. Due to COVID-19 restrictions, the number of attendees may be limited.

1. Full Name of Driver _____

2. Include full names for each person over the age of 18:

3. The cadet must have his/her NSCC/NLCC ID card.

MODE of TRAVEL

Please note that there is no transportation from area airports, train or bus stations. All personnel must provide their own transportation to and from Camp Nett. However, all personnel must provide the following if using a commercial mode of travel.

PRIVATELY OWNED VEHICLE – Staff to arrive at 0900 on Saturday, 26 June 2021 at Camp Nett, 38 Smith Street, Niantic, CT. Pick-up at Camp Nett on Saturday, 03 July 2021. Staff are dismissed no later than 1400.

IF FLYING:

ARRIVAL: Airport: _____ Airline/Flight # _____ Arrival Time: _____

DEPARTURE: Airport: _____ Airline/Flight # _____ Arrival Time: _____

Method of travel from Airport to Camp Varnum: _____

TAXI Taxi Company: _____

Taxi Company Phone #: _____

Catching Taxi From: _____

NAVY LEAGUE ORIENTATION, BASIC-2021 – Staff Cadet Application

Email shyland@seacadets.org for more information

Upload this form with attachments and the NSCTNG001 to the Magellan registration or mail with Training Deposit and Magellan Invoice to:
LCDR Stephanie Hyland, NSCC , 85 South Road, Marlborough, CT 06447

PERSONAL INFORMATION

Last			First		M.I.	Cadet Email Address
Rate	Date of Birth	Age	Sex M F	Home Phone	Cadet Cell Phone	
Home Unit		Region	Home Address, City, State, Zip			

LEADERSHIP & TRAINING EXPERIENCE

Primary Billet at Home Unit	Other Billets Held at Home Unit
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Provide details on other NSCC Advanced Trainings you have attended, starting with the most recent and working backwards

<i>NSCC/NLCC Advanced Training</i>	<i>Location</i>	<i>Year</i>	<i>Billet Held</i> <i>(list "Student" if you didn't hold a staff billet)</i>

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

First Choice:

Second Choice:

Third Choice:

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 RT Phase I (Virtual).
- 2) Explain why you want to serve on staff at RT Phase I (Virtual), and how you think you can contribute to the goals you listed.

Cadet Name	Cadet Signature	Date
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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):

CO Email	CO Daytime Phone	CO Evening Phone
Commanding Officer Name	Commanding Officer Signature	Date

NAVY LEAGUE ORIENTATION, BASIC - NEW ENGLAND 2021 - STAFF POSITIONS

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

Recruit Division Commander (RDC) – Normally NSCC PO2 but must have completed POLA. Responsible to the Battalion 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 required along with First Aid/CPR certification.

Assistant Recruit Division Commander (ARDC) – 1 NLCC Cadet and 1 NSCC Cadet*. Normally PO3 or above. NS or NL POLA required. The “in Training” position has been eliminated because all are “in training.” POLA or a leadership course is not required for NLCC cadets but highly recommended. 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 required.

Chief Master-At-Arms* - Normally NSCC PO2 or above having completed POLA. Responsible to the Security 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, Mess Deck Chief Master-At-Arms and CME positions may be separate positions or collateral duties 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 CMAA 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. First Aid/CPR certification highly recommended.

Galley Crew – NSCC or NLCC staff position. LC-3 or E-3. 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. First Aid/CPR certification highly recommended. LC-2s/E-2s may be considered on a case by case basis.

Master-At-Arms - This is an NLCC staff position. Normally LC-3 or above. LC-2s/E-2s may be considered on a case by case basis. Responsible to the Security Officer, through the CMAA, 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 Mess Deck Master-At-Arms 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. *NSCC E-2s and above may be accepted if space is available on a case by case basis for MAA positions.*

Chief Military Evaluator (CME) – Normally an NSCC PO2 or above but must have passed 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, through the CME, 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. *NSCC E-2s and above may be accepted if space is available on a case by case basis for ME positions.*

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 Operations 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 is a leadership position. Normally this position is held by an NSCC cadet, however, the “right” NLCC cadet may apply. First Aid/CPR certification highly recommended.

Yeoman (YN) – An NSCC or 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. 2021 collateral duty.

Photo Journalist (PJ) – NSCC or NLCC staff position. Usually not a leadership position. E-3/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. 2021 collateral duty.

Corpsman - An NSCC or NLCC position. Normally PO3 or above. Responsible to the Medical Officer, 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 NLO, Basic after completion of POLA counts for promotion to NSCC CPO.

All NSCC Staff cadets should be E-3 or above. E-2s may be accepted on a case by case basis and as space allows.

All NLCC staff cadets desiring to be considered for the ARDC position must be at least PO3 and have completed NLO, Basic previously. NLCC cadets successfully serving as staff cadets may count the training as “Advanced Orientation” on Annual Inspection. NLCC LC-2s may be accepted as staff on a case-by-case basis.