

NSCC/NLCC
Petty Officer Leadership Academy - 2020
Naval Submarine Base New London
Groton, CT
Monday, 03 AUGUST to Friday, 07 AUGUST 2020

APPLICATION INSTRUCTIONS & SUBBASE ACCESS FORM
FOR NSCC/NLCC POLA CADET STAFF

HOW TO APPLY

- Ask your CO to register you on the Magellan database system for **NP-CT-2001 (for NSCC)** or **LP-CT-2001 (for NLCC)** as a staff cadet. Billets are limited and staff applications are required no later than July 25th.
- Fill out and submit NSCTNG001, Request for Training Authority to your CO for recommendation/signature. Be sure your parent has initialed and signed in all places and that your information is correct. Your emergency contact has to be someone different than a parent.
- Your CO or designated unit representative should upload into Magellan the NCTNG001, the Submarine Base Access form (see page 3 of this document), Medical History Supplemental (form NSCADM001 pg.7&8) if required/Request for Accommodation (NSCADM001 pg. 9/10) if required and the Staff Application form including their recommendation (page 4).
- Once confirmed, your CO or designated unit representative should print the Magellan Invoice and mail that with the training deposit in **Money Order or Cashier's Check format**, for \$25, made payable to USNSCC to:

LCDR Stephanie Hyland, NSCC
COTC-NLCC Orientation, New England
85 South Road
Marlborough, CT 06447

See Check-list on page 2.

- There is a Sea Bag list in this document. Those staffing and those aspiring to leadership are expected to be properly prepared – see page 4.
- 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/nlcc-pola.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 *Summer Training Guidance* (under Training) found at homeport.seacadets.org so we are all on the same page.
- The Cadet & Volunteer Codes of Conduct are strictly enforced.

NSCC/NLCC POLA Staff Application Check List

POLA STAFF APPLICANTS: To secure a billet at NLCC Orientation, POLA the following needs to be submitted to the COTC. Your home unit Commanding Officer will help you gather the required forms. (Do **NOT** mail to LCDR Hyland unless directed to do so by your CO):

- ~ NSCTNG001-Request for Training Authority- *typed*
- ~ Magellan Invoice
- ~ \$25 cashier's check or money order made out to "USNSCC"
- ~ NSCADM001 (Page 7/8) Medical History Supplemental (ONLY if cadet is bringing *any* medications-prescriptions medications need to be signed by a medical provider)
- ~ Base Access Information
- ~ Staff Application (Staff Cadets only)

Warning: Billets will not be "reserved" – all billets are first-come, first-served, and will be and approved only upon LCDR Hyland's receipt of a Magellan registration from the Unit CO **and** this complete packet (see submitting instructions below).

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.
- Email or upload packets to shyland@seacadets.org or to the Training located in Magellan.
- Only mail the Magellan Invoice and the Money Order for the Training deposit.
- Do not mail correspondence via any method requiring a signature upon delivery.

Mail to:

LCDR Stephanie Hyland, NSCC
COTC-Navy League Orientation-NE
85 South Road
Marlborough, CT 06447

NSCC/NLCC POLA 2020

Naval Submarine Base New London, Groton, CT

Please complete this form and return it as part of your application packet

SUBBASE ACCESS INFORMATION

Note: Cadets must provide their own transportation to and from training each day.

Cadet Name: _____
Parent Name(s): _____
Best Phone #(s): _____/_____/_____
Emergency Contact: _____ Relationship: _____
Emergency Contact Best Phone #: _____
Home Unit Commanding Officer: _____
Home Unit CO Best Phone #: _____

BASE ACCESS INFORMATION – REQUIRED or check here if you already have base access.
Only full names are required. Please do not include copies of drivers licenses or any other form of ID. Be sure to have current vehicle insurance and current registration in the vehicle. The vehicle MUST be registered to the driver or else the driver must have a notarized document stating permission to drive the vehicle in their possession.

Full Name of Driver _____

Please note that due to COVID-19 restrictions, only immediate family members may accompany the cadet to drop them off each day or to pick them up. The same is true for graduation. Only those listed in advance will be granted access (assuming they clear the security vetting process).

Please list full name for all personnel in the vehicle.

NSCC/NLCC– POLA Staff Cadet Application
NAVAL SUBMARINE BASE NEW LONDON, GROTON, CT – 3-7 AUGUST 2020

PERSONAL INFORMATION

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

LEADERSHIP & TRAINING EXPERIENCE

Primary Billet at Home Unit			Other Billets Held at Home Unit				
POLA Completed? If No, you may not staff POLA Yes No		When did you complete POLA?		Where did you attend POLA?		POLA Eval Score? _____ out of _____ (if available)	

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>

MEDICAL QUALIFICATIONS – ATTACH DOCUMENTATION

CPR	CPR/AED	First Aid	First Responder	Lifeguard	EMT-B	EMT-I	EMT-P
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EACH STAFF CADET WILL BE AN INSTRUCTOR AND AN EVALUATOR – SEE NEXT PAGE

INSTRUCTION

Please circle any subjects that you feel comfortable instructing. *You will instruct the students in these areas from the perspective that they will need to be the instructor as a leader at some point.

- | | |
|---|---|
| Code of Conduct/Harassment & Hazing | Leadership Traits |
| Evaluation Writing | The Command Voice |
| *Communication | Time Management |
| *Facilitating a Subject or Block of Instruction | *Uniforms/Conducting a Personnel Inspection |
| Knowledge for the Petty Officer | <i>REMEMBER THE TITANS</i> (NSCC) |
| *Military Drill | <i>HORATIO HORNBLOWER</i> episode (NLCC) |
| *Physical Fitness | Staff Cadet Responsibilities |

Cadet Name	Cadet Signature	Date
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COMMANDING OFFICER'S ENDORSEMENT

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

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

Staff Cadets will serve in the following capacities:

Only 4 M/F NSCC POLA Staff are needed

Only 2 M/F NLCC POLA staff are needed

NSCC Cadets will staff NSCC POLA and NLCC Cadets will Staff NLCC POLA.

NSCC Leading Petty Officer – THIS POSITION IS FILLED.

Instructor – NSCC/NLCC POLA Staff Cadets will be called upon to teach at least one block of instruction.

Evaluator – NSCC/NLCC POLA Staff Cadets will assist in grading the performance of NSCC/NLCC POLA students.

CPR certification highly recommended for all POLA Staff Cadets.

2020 NSCC/NLCC LEADERSHIP ACADEMY STAFF SEA BAG LIST

ALL ITEMS MUST BE PROPERLY STENCILED WITH CADET'S NAME

ITEM	MALES	FEMALES
Complete Service Jacket	1	1
NSCC or NLCC ID card	1	1
Day Bag, Gym bag or Backpack	1	1
Approved NSCC or NLCC Working Uniform	1 set	1 set
Notebook, pens/pencils	1 set	1 set
WRIST WATCH	1	1
Canteen military-style with belt – NO CAMELBAKS-Don't Ask	1	1
Reflective PT Belt (maybe purchased from Vanguardmil.com)	1	1
Sunscreen, SPF15 or higher	1	1
NSCC PT Uniform – yellow T-shirt/navy blue shorts (sweats are optional).	1	1
Sneakers	1 pr.	1 pr.
Black face mask issued by NHQ or other solid color face covering	1	1
Other items may be required on specific days:		
Swimsuit/Towel	1 ea.	1 ea.
Service Dress Whites or Salt & Peppers (bring for graduation)	1 set	1 set

SEA BAG Notes

Questions should be brought to the attention of the COTC.

All hands are to report in approved NSCC/NLCC working uniform: NWU Type I, Type III or CUU/BDU.

A service jacket is a paper folder created by the home unit for the enrollment, medical and other required forms. This should contain the original of the Request for Training Authority and a copy of the approved orders to attend the training upon arrival. It should also contain an updated Medical History form, signed by the parent and any other updates to medications that need to be administered not previously approved by the training command.

All uniforms are to be correctly modified for NSCC or NLCC to include all flashes, name and branch tapes. All items are to be appropriately marked with cadet's name. It is **HIGHLY** recommended that the cadet's name be marked inside any uniform that has Velcro nametapes. NSCC/NLCC POLA-Southern New England Training Command will not be responsible for any items lost or stolen.

Cadets are responsible for any extra items brought to NSCC/NLCC POLA. Items will not be replaced or reimbursed for if lost, broken or stolen.

- ~ Jewelry (at your own risk) – must conform to USNSCC/USNLCC Regulations.
- ~ Money (at your own risk) – There is a Navy Exchange (NEX). Do not bring more than \$30.

Be sure you have a **WRIST WATCH** – cell phones will be confiscated at the beginning of training per NSCC policy. You can get a pretty decent digital watch for \$10-\$15 from Walmart.

Sea Bag Notes (cont.)

Training Aids –You may bring anything that you feel will make you more successful in the performance of your duties (will need to be pre-approved).

If you are not sure if you may bring an additional item...ASK.

ARRIVAL TIME AND OTHER INSTRUCTIONS:

STAFF CADETS: Please arrive on Subbase by 0730 on Monday, 03 August 2020 to Bldg. 439, Grenfell Hall. **This location may change. Watch the website listed above for any updates.**

Be sure to have eaten breakfast prior to reporting each day. Lunch only will be provided each day.

CADETS ARE TO REPORT IN Working Uniform: Type I, Type III or CUU/BDU.

Directions for Grenfell Hall: Once on Subbase (for GPS to the Base, use 1 Crystal Lake Rd., Groton, CT), and clear of the Main Gate, stay in the right lane. Bear to the right at the flashing light onto Tang Avenue. Continue straight. You will come to a very sharp turn to the left. The road becomes Tautog Avenue. Continue up the hill. At the 4-way stop, continue straight. Take the first driveway on the right.

Due to Sea Cadet COVID-19 Intake Protocols, check-in will be “drive-through.” Procedure will be as follows:

1. Before the cadet gets out of the car, we must take their temperature. If they have a fever of 100 degrees or more, they will not be allowed to stay.
2. If temperature check clears, the cadet may get out of the car with their service jacket and ID card.
 - a. The service jacket must include all normal enrollment papers with up-to-date information including Medical History (NSCADM001 page 3/4) dated within 30 days of the training start date and a Medical Physical **on the NSCADM001 page 5/6 form** with a date that does not expire until after the conclusion of the training (08AUG20) at least. These forms do not need to be uploaded or submitted in advance, they just need to be in the service jacket upon check-in with all proper signatures.
 - b. There must be a current immunization record and current medical insurance in the service jacket. Again, these do not need to be uploaded or submitted in advance.
 - c. The original Request for Training Authority (NSCTNG001 form).

d. Training Authority (NSCTNG005 form) – with physical fitness certification initialed by unit CO or designated unit representative.

e. ID must be current. Cadets will not be able to utilize the Subase NEX or gym without it.

3. Parents will be required to sign 2 forms initially: COVID-19 Attestation (no copies permitted) if it isn't already in the service jacket – must have been signed within 30 days and be good through the training and the COVID-19 Intake form (daily). These will be provided in advance so they are ready to hand in upon arrival each day.

4. Cadets will be asked if they've experienced a series of symptoms daily. Parents must be available to pick up their cadet if necessary during the day if they exhibit any of the symptoms.

5. The black face mask issued by national headquarters must be worn in uniform (if your home unit has not issued these yet, any solid color face covering will do). Masks must be worn whenever you will be within 6 ft. of someone and in all public areas of building 439. IF you have a medical reason for not wearing a mask, you must provide documentation signed by your medical provider for such.

6. Pick up for Staff will be at Bldg. 439 Grenfell Hall each day at 1700 (5 p.m.). See Graduation below for pick up on Friday, 7 August 2020. Watch the website listed elsewhere in this documents if the location changes.

There is a Navy Exchange/Uniform Store. POLA students will be authorized to visit these at least once but please do not spend more than \$30 for spending money for the day that we go to the NEX. We may also be able to visit the Submarine Force and Historic Ship Nautilus Museum if it re-opens. They do have a gift shop there as well.

GRADUATION:

Graduation will take place at 1530 (3:30 p.m.) on 07 August 2020. Location is TBA on Subase. Watch the POLA webpage listed elsewhere in this document for updates.

STAFF CADETS will be dismissed after graduation.

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