**NLCC Orientation, Basic – New England  
 CTARNG, Camp Nett, Niantic, CT STAFF ORIENTATION & TRAINING**

**Saturday, 21 JUNE 2025, to Saturday JUNE 28, 2025**

**APPLICATION INSTRUCTIONS FOR STAFF CADETS**

**STAFF APPLICANTS**: To secure a billet at NLCC Orientation your parent or guardian must apply for billet via Quarterdeck. Your unit CO will submit the request via Magellan. Once Confirmed, you will mail payment in the form of Cashier’s Check or Money Order to the Training Group Director LT Barry Crawford. Do NOT mail payment to the COTC, LCDR Smith:

􀂅 ~ Secure Billet as directed above.

􀂅 ~ Base Access form/Mode of Travel (page 2 of this document) needs to be emailed to the Admin Officer for the training at: ao.012bea@seacadets.org

The following should be mailed to the Training Group Director (TGD) at the address below**:**

**􀂅** ~ Magellan Invoice

**􀂅** ~ $250 **cashier’s check or money order** made out to “USNSCC”

1. Staff Billets will only be approved upon receiptof a Magellan invoice & payment, this MOD of travel form emailed to [ao.012bea@seacadets.org](mailto:ao.012bea@seacadets.org) and acceptance as a staff cadet.   
2. Packets are due no later than 18JUN2025.

**PAYMENT INSTRUCTIONS**

**-Print Invoice**

**-Ensure Cadet Name is listed on Memo of Money Order/Cashier Check**

**MAIL PAYMENT and INVOICE TO:**

LT Barry Crawford, NSCC  
 SEA CADETS TG-NE-02   
 12 Alpine Run Road  
 Kingston, MA 02364  
  
All questions should be directed to LCDR Smith at [co.012bea@seacadets.org](mailto:co.012bea@seacadets.org)

**NLO-NEW ENGLAND 2019 – CAMP VARNUM, NARRAGANSETT, RI***Please complete this form and return it as part of your application packet.*

**STAFF CADET APPLICATION & INSTRUCTIONS**

**STAFF ORIENTATION & TRAINING  
21 JUN 2025-28 JUN 2025: NAVY LEAGUE ORIENTATION, BASIC**

**HOW TO APPLY**

* Thank you for choosing LB-CT-2501.
* Submit for **LB-CT-2501 AND LX-CT-2501** on quarterdeck.
* Unit CO or designated person will verify eligibility and submit the application via Magellan to the TGD.
* Once confirmed you will need to send in Training Deposit to TGD and the mode of travel to [ao.012bea@seacadets.org](mailto:ao.012bea@seacadets.org)
* Training Deposits in the amount of $250 need to be submitted with the Invoice. Remit on a money order/cashier’s check.   
  Make the check payable to: “USNSCC” and mail to:

LT Barry Crawford, NSCC  
SEA CADETS TG-NE-02   
12 Alpine Run Road  
Kingston, MA 02364

* Email the COTC at [co.012bea@seacadets.org](mailto:co.012bea@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)

**Arrival time is 0900 on 21 June 2025**

**Contact LCDR Stephen Smith with any questions you may have at** [**co.012bea@seacadets.org**](mailto:co.012bea@seacadets.org)**.**

***Graduation will be Saturday 28 June 2025 at 1100.  Cadets may leave following graduation.***

***\*\*\*Staff Cadets must stay after graduation to ensure the building is turned over to Camp Nett.\*\*\****

Cadet Name:   
 Home Unit:   
 Home Phone #:   
 Parent Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cadet Cell #:

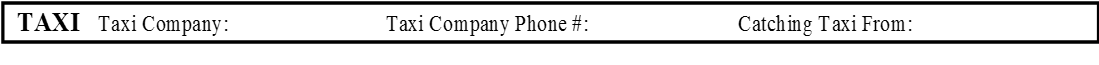
**Camp Nett Access List Information Required. Please list just full names of everyone 18+ years who will drop off or attend graduation, even if you think they may attend. Remember, graduation is primarily for the recruits. Due to COVID-19 restrictions, the number of attendees may be limited.**

**1. Full Name of Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2. Include full names for each person over the age of 18:**

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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 21 June 2025, at Camp Nett, 38 Smith Street, Niantic, CT. Pick-up at Camp Nett on Saturday, 28 June 2025. Staff are dismissed no later than 1400.

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IF FLYING:

ARRIVAL: Airport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline/Flight #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_\_

DEPARTURE: Airport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline/Flight #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time:\_\_\_\_\_\_\_

Method of travel from Airport to Camp Varnum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **NAVY LEAGUE ORIENTATION, BASIC-2025– Staff Cadet Application**  Upload or email this form with mode of travel to [ao.012bea@seacadets.org](mailto:ao.012bea@seacadets.org) | | | | | | | | | | | | | | |
| PERSONAL INFORMATION | | | | | | | | | | | | | | |
| Last | | | First | | | | | | | M.I. | | Cadet Email Address | | |
| Rate | Date of Birth | Age | Sex | | | | | 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 | | | | | | | | |
| Provide details on other NSCC Advanced Trainings you have attended, starting with the most recent and working backwards | | | | | | | | | | | | | | |
| *NSCC/NLCC Advanced Training* | | | | *Location* | | | | | *Year* | | *Billet Held*  *(list “Student” if you didn’t hold a staff billet)* | | | |
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| 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 |
| 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 2024 - 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 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 recruitsin 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 aPO3 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.

**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.