**NAVY LEAGUE ORIENTATION, BASIC – NEW ENGLAND
ESCORT OFFICERS
2025 APPLICATION INSTRUCTIONS**

**HOW TO APPLY**

* Thank you for choosing LB-CT-2501.
* Submit Application on Magellan for **both** **LB-CT-2501 and LX-CT-2501**
* Ask your CO to submit on Magellan database system for **both** **LB-CT-2501 and LX-CT-2501**.
* 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 email the Base Access/Mode of Travel to ao.012bea@seacadets.org
* Email the COTC at co.012bea@seacadets.org with any questions.
* Updates may be posted from time to time on the website: <https://barque-eagle-seacadets.org/nlo-basic> 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 Stephen Smith with any questions you may have at** co.012bea@seacadets.org**.**

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|  **NLCC RECRUIT ORIENTATION - New England – Escort Officer Application** Email co.012bea@seacadets.org for more information Mail this form with NSCTNG002 form to: LCDR Stephen Smith, NSCC – 29 Equinox Avenue – Wolcott, CT 06716 |
| PERSONAL INFORMATION  |
| Last  | First  | M.I.  | Officer Email  |
| Rank  | Sex M F  | OPD Completed **□**101 **□** 201 **□** 301  | Home Phone  | Cell Phone  | **T‐Shirt Size** |
| Home Unit  | Region  | Home Address, City, State, Zip  |
| AVAILABILITY – *please check each day that you are available to staff* **ALL DATES 21JUNE25-28JUNE25** □ | 21JUNE25 □ **Saturday – Staff Orientation & Training**  |
| 22JUN25 □SUNDAY Recruit Check-In Training Day 1 | 23JUN25 □MONDAY Training Day 2 | 24JUN25 **□**TUESDAYTraining Day 3 | 25JUN25 □WEDNESDAY Training Day 4 | 26JUN25 □THURSDAY Training Day 5 | 27JUN25 □FRIDAY Training Day 6 | 28JUN25 □SATURDAY Graduation Day  |   |  |
| 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*  |
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| 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 instructingWatch standing Naval History Rates/Ranks First/Aid/Personal Hygiene Customs & CourtesiesShip Nomenclature Knots/Lines Leadership Navy Terminology/Military Time |
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| 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 |
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**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 (co.012bea@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 photojournalist. 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, watch standing, 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 watch bill for quarterdeck watch standers and assigns OODs to the watch bill 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 an 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.