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| **U.S. NAVAL SEA CADET CORPS**  **U.S. NAVY LEAGUE CADET CORPS** | **CADET APPLICATION**  **REQUEST FOR ACCOMMODATION** | | | | | *FOR OFFICIAL USE ONLY* | | |
| **INSTRUCTIONS** | | | | | | | | |
| Complete this form ONLY when an accommodation is requested for a prospective cadet under the Americans with Disabilities Act | | | | | | | | |
| **1.** UNIT INFORMATION | | | | | | | | |
| **1a.** Unit Name | | | | **1b.** Region | | | **1c.** Date of Request (DD MMM YY) | |
| **1d.** Full Name and Rank of Commanding Officer | | **1e.** Commanding Officer’s Phone Number | | | **1f.** Commanding Officer Email Address | | | |
| **2.** CADET INFORMATION | | | | | | | | |
| **2a.** Last Name | | | **2b.** First Name | | | | **2c.** Ml | **2d.** Age |
| **2e.** Parent/Guardian Names(s) | | **2f.** Parent/Guardian(s) Phone Number | | | **2g.** Parent/Guardian(s) Email Address | | | |
| **3.** ASSESSMENT (Completed by Parent/Guardian with assistance of the Unit Commanding Officer) | | | | | | | | |
| My Son/Daughter’s disability is (*optional*): | | | | | | | | |
| **4.** ACCOMMODATION | | | | | | | | |
| I am requesting the following accommodation for my son/daughter: | | | | | | | | |
| **5.** DETERMINATION | | | | | | | | |
| If Unit Commanding Officer determines accommodation is considered not reasonable, or cannot be made, Unit Commanding Officer must so state, with firm reasons and further forward to the Regional Director for review/comment and NHQ Representative for final determination. Reason for not approving is: | | | | | | | | |
| **6.** ACCOMMODATION PLAN | | | | | | | | |
| If Unit Commanding Officer agrees, the plan of accommodation based on individual assessment to allow enrollment and participation, agreed to by all parties, is (be specific as to can do’s, and can’t do’s, limitations, escorting requirements, Recruit Trainings and advanced training, and alternate activities/events, etc. *Note: Plan can be modified/adjusted/refined at any time*.): | | | | | | | | |

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|  | **REQUEST FOR ACCOMMODATION** | | |  | |
| **7.** ENDORSEMENTS | | | | | |
| **7a.** Full Name of Parent/Guardian (Print or Type) | | **7b.** Signature | | | **7c.** Date (DD MMM YY) |
| **7d.** Full Name and Rank of Commanding Officer (Print or Type) | | **7e.** Signature | | | **7f.** Date (DD MMM YY) |
| **FORWARD TO REGIONAL DIRECTOR FOR RECOMMENDATION** | | | | | |
| **8.** REGIONAL DIRECTOR’S RECOMMENDATION: Approve Disapprove | | | | | |
| Reason for Disapproval or Recommended Modification: | | | | | |
| **8a.** Full Name and Rank of Regional Director (Print or Type) | | **8b.** Signature | | | **8c.** Date (DD MMM YY) |
| **FORWARD TO NHQ REPRESENTATIVE FOR DECISION** | | | | | |
| **9.** NHQ REPRESENTATIVE’S DECISION: Approve Disapprove | | | | | |
| Reason for Disapproval or Recommended Modification (if modification is recommended, request is returned to the Unit Commanding Officer for further negotiation with parent/guardian regarding the plan for accommodation) | | | | | |
| **NHQ Representative retains originals; return copy of decision to Unit CO, copy to Regional Director and National Headquarters.** | | | | | |
| **9a.** Full Name and Rank of NHQ Representative (Print or Type) | | | **9b.** Signature | | **9c.** Date (DD MMM YY) |
| Complaints regarding the **NHQ Representative’s Decision** to limit participation of a cadet in NSCC activities and/or the denial of a reasonable accommodation should be forwarded to:  Executive Director, Naval Sea Cadet Corps 2300 Wilson Blvd. Suite 200  Arlington, VA 22201-5435  Complaints regarding any final **NSCC NHQ Decision** to limit the participation of a cadet in NSCC activities and/or the denial of a reasonable accommodation should be forwarded to:  Assistant Secretary of the Navy (Manpower and Reserves) Department of the Navy  1000 Army Navy Drive Arlington, VA 20350-1000 | | | | | |