

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	LOCALLY ARRANGED TRAINING AUTHORITY (CADET)	Non-Transferable Cadet Orders (local)
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INSTRUCTIONS: USE FOR LOCALLY ARRANGED UNIT TRAINING OR WHEN REQUIRED FOR NATIONAL TRAINING WHEN NSCTNG 001 IS NOT REQUIRED

From: Commanding Officer	1a. Unit Name USNSCC SPRUANCE DIVISION, FT. LAUDERDALE, FL.	1b. Region 065	1c. Date (DD MMM YY)			
To:	2a. Last Name Doe	2b. First Name John	2c. MI M	2d. Rate LC1	2e. Social Security Number 111-22-3333	
	2f. Exp. Date	2g. Date of Birth 10-26-96	2h. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	2i. Home Phone 954-222-3333		
	2k. Home Address 4444 Robin Dr.			2l. City Ft Lauderdale	2m. State FL	2n. Zip Code + 4 33300-2222
	2o. Parent/Guardian Name Robert Doe				2p. E-Mail Address (if different from above) SOMEONE@ADDRESS.COM	
	2q. Emergency Contact Name (other than Parent/Guardian) Grandma Doe			2r. Emergency Contact Daytime Phone 954-555-8888		2s. Emergency Contact Evening Phone 954-666-5555

Ref: (a) NSCC Regulations (b) OPNAVINST 5760.5B (c) SECNAVINST 5720.44A (d) COMDINST M-5728.2 (e) NSCC Uniform Regulations (f) NSCC Awards Manual

1. Report to:	3a. Training Name/Location GREYNOLDS PARK, NORTH MIAMI BEACH, FLORIDA				
	3b. Report (Time/Date) 5/7/2010	3c. Depart (Time/Date) 5/9/2010	3d. Training Code MINI-BOOT	3e. Training Site Point of Contact LCDR Alan M. Starr	
	3f. Training Site POC Phone 954-253-6618		3g. Escort Officer (Name and Rank) LCDR Alan M. Starr		3h. Escort Officer Phone 954-253-6618
	3i. Recruit Training/Orientation complete? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3j. Physical Fitness Test Pass/Fail <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Year Completed 2009	Date Passed 4/24/2010	NSCC Advancement and Training Manual, Appendix 3, outlines minimum fitness standards for Recruit Training. Consult Training Schedule for training evolutions that have specific physical fitness requirements. Cadets who do not meet these minimums will be returned home at their expense.

2. The basic responsibility for expenses incident to your transportation and messing rest with you, your parent or legal guardian if you are under 18 years of age, your unit and your local Navy League Council or other sponsoring organizations. If your training is terminated prior to completion due to misconduct, transportation home will be your responsibility. While the Navy or Coast Guard has authorized this special NSCC training, the law requires that you pay for your berthing and meals (when applicable). Messing and berthing bills must be paid in full (unless otherwise directed) prior to completing training. For Coast Guard training cadets MUST be fully qualified Physically and Medically.

3. You must receive a Medical Screening (NSCADM020) within 30 days of the reporting date indicated above. The unit commanding officer is authorized to conduct this screening and sign the "Physically/Medically Qualified" endorsement on the reverse of this form. A medical form NSCADM 020 or NAVMED 6120/3 must be completed and provided to the unit commanding officer prior to screening. **IF YOU ARE FOUND NOT PHYSICALLY/MEDICALLY QUALIFIED, YOU ARE NOT AUTHORIZED TO REPORT FOR TRAINING and must return these orders immediately to the commanding officer.** If unable to comply for other reasons, please indicate the reason(s).

4. Upon reporting you must provide the Commanding Officer of the Training Contingent (COTC), escort officer, or training point of contact with your NSCC Service Record which will include:

- a. Locally Arranged Training Authority - Cadet (NSCTNG 003).
- b. Cadet Application & Agreement/Standard Release (NSCADM 001) signed by you and your parent/guardian.
- c. Report of Medical History (NSCADM 020) and Report of Medical Examination (NSCADM 021).
- d. NSCC Administrative Remarks (NSCADM 008), Record of Cadet Advancement (NSCADM 009), and Record of Awards (NSCADM 010) authenticating all training completed, awards given, and including test grades earned.

5. You must wear the NSCC uniforms authorized in references (a), (b), (d), and (e) and any modifications as prescribed by the host command. NSCC/NLCC Flashes are MANDATORY on all uniform outer garments (shirts, coats, sweaters, etc.); and must possess a CURRENT NSCC/NLCC identification card for personal identification and to enable you to make authorized purchases in base exchange facilities. **IF YOUR ENROLLMENT HAS EXPIRED OR WILL EXPIRE PRIOR TO THE END OF TRAINING, YOU ARE NOT AUTHORIZED TO REPORT TO OR PARTICIPATE IN TRAINING.**

NOTE TO UNIT COMMANDING OFFICER: Upon completion of training and once these orders have been properly endorsed, retain the original in service record and submit a copy with completed endorsements to NHQ. Notify NHQ of any accidents, particularly those requiring hospitalization. **ENSURE A ACCIDENT REPORT (NSCADM 022) IS PROPERLY COMPLETED AND SUBMITTED TO NHQ FOR ALL ACCIDENTS AND INJURIES WITHIN 30 DAYS IF NOT SOONER.**

THE FOLLOWING ENDORSEMENTS ARE REQUIRED BEFORE SUBMITTING TO NHQ		
Time Reported OFFICE USE	Date Reported OFFICE USE	Activity Signature (OOD) OFFICE USE
Time Departed OFFICE USE	Date Departed OFFICE USE	Activity Signature (OOD) OFFICE USE

