






USNSCC Twin Cities Squadron Reference Document

This document is provided by the Twin Cities Squadron Parent Auxiliary (TCSPA) as a helpful reference for squadron families.

Topic	Training
Primary Contact	Training.twincitiessquadron@gmail.com
Requirements	<p>All cadets must complete a correspondence course and an Advanced Training (AT) each calendar year. New cadets fulfill this requirement their first year by completing the Basic Military Requirements (BMR) correspondence course and attending Recruit Training (RT). Cadets who join in the Fall have to complete only their BMR course that calendar year. However, these cadets should consider completing winter RT to progress their advancement. The BMR and RT must be done prior to attending all AT.</p> <p>Failure to complete a correspondence course and an AT annually will negatively affect the Squadron's annual inspection, the cadet's advancement, and may result in the cadet's disenrollment from the Squadron.</p>
Correspondence Courses  nsctng028.pdf	<p>Cadets must complete a minimum of one correspondence course each calendar year. Prospective cadets must complete the first six Basic Military Requirements (BMR) assignments prior to enrollment.</p> <p>Minimum Required Courses - All cadets start with completing the BMR, then Airman or Seaman, and finally the Petty Officer and Chief Petty Officer courses. All correspondence courses are available on Homeport at http://homeport.seacadets.org/display/CadetAdvance/Correspondence+Courses. Several optional courses also are available AFTER the minimum courses have been completed.</p> <p>Answer Sheets - The answer sheets (NSCTNG 028) are located on Homeport at http://homeport.seacadets.org/display/Forms/Training+Forms. These answer sheets are required for each course assignment. The top portion of the answer sheet must be completed for each assignment including the last 5 digits of the cadet's social security number or the course cannot be graded. If you fill out one answer sheet and leave the assignment number blank, you can print as many copies of the answer sheet as necessary for the course. The cadet can then number each assignment answer sheet as they complete the assignment. Cadets should ensure all bubbles are blackened in for each question answered. Only ONE answer is permitted per question. Ensure all questions have been answered prior to submitting for grading.</p> <p>Grading - Cadets should take a photo or scan a copy of the completed assignment and email it to the Training Officer for grading. The picture or scanned image must be clear. Do not wait to submit until you have completed all of the course assignments. Coursework is graded on a first-come, first-serve basis.</p>
Recruit Training (Boot Camp)  NSCTNG001.docx	<p>Most of our cadets attend Recruit Training (RT) each June at Great Lakes Recruit Training Command in Illinois. This is the same base where all U.S. Navy recruits are trained and RT is conducted by these same U.S. Navy personnel. Approximately 15-20 cadets from our Squadron attend each year, along with more than 200 cadets from around the country. Our Squadron has a long history of being the top performing division overall or having the top performing cadet overall. To help get our cadets ready for RT, the Squadron conducts a 3-day "mini boot camp" during our Flagship competition at Camp Ripley.</p> <p>Costs – Costs vary depending on location (Great Lakes is approximately \$210).</p> <p>Prerequisites – Completion of the BMR or at minimum, the first 6 assignments and passing the Physical Readiness Test within 6 months of the training start date.</p> <p>Training Orders Form – To reserve a spot in RT, the Training Orders Form (NSCTNG001) must be completed. This is available on Homeport at http://homeport.seacadets.org/display/Forms/Training+Forms. Trainings are conducted by other units and are first-come first-serve opportunities. Submit the Orders promptly to the Training Officer. An automated email response will indicate that the Training Officer has received your orders. However, this is NOT the approval for the training. The Training Officer will notify you when the orders have been "confirmed-pending payment" and direct you to follow the AT's procedures for making payment.</p> <p>Payment – Payment methods vary by training (PayPal, secure website, money order, etc.). The cadet's seat in the training is not officially confirmed until payment has been received. Check the RT's website for the</p>

	<p>training payment method. Once the COTC has received the payment, you will be notified that the cadet's orders are officially approved. At this point, you may proceed with making travel arrangements.</p> <p>Transportation - The Squadron coordinates group transportation for one-way transportation to Great Lakes for a nominal fee. All families should plan to attend graduation and bring their cadet home. This is the ONLY training and location for which the Squadron provides transportation. Cadets may select a different location or timing for RT, but without the benefit of Squadron-coordinated transportation.</p>
<p>Advanced Training (AT)</p>  <p>NSCTNG001.docx</p>	<p>Cadets must complete a minimum of one advanced training (AT) annually but may "bank" up to three training per year for advancement purposes. These "banked" trainings do not waive the one AT per year requirement. They simply help the cadet's advancement progression.</p> <p>Schedule - The Winter AT schedule is usually released in late October or early November, and the Summer schedule in late February or early March. However, most AT opportunities are in the summer. Training opportunities and schedules are available on the Homeport at http://homeport.seacadets.org/display/AdvanceTraining/Advanced+Training+Home.</p> <p>Costs – AT costs are the responsibility of the cadet, not the Squadron. Training costs average \$140 - \$1,000 depending on the type of training.</p> <p>Prerequisites – Be sure you meet the AT prerequisites (minimum rank, required training or certifications) and the specified arrival and departure dates and times. Each training has a webpage detailing prerequisites and transportation requirements. Be sure you fully understand the requirements and ask questions if you don't understand something.</p> <p>Training Orders Form – To reserve a spot in an AT, the Training Orders Form must be completed. This is available on Homeport at http://homeport.seacadets.org/display/Forms/Training+Forms. Trainings are conducted by other units and are first-come first-serve opportunities. Submit the Orders promptly to the Training Officer. An automated email response will indicate that the Training Officer has received your orders. However, this is NOT the approval for the training. The Training Officer will notify you when the orders have been "confirmed-pending payment" and direct you to follow the AT's procedures for making payment.</p> <p>Payment – Payment methods vary by training (PayPal, secure website, money order, etc.). The cadet's seat in the training is not officially confirmed until payment has been received. Check the AT's website for the training payment method. Once the COTC has received the payment, you will be notified that the cadet's orders are officially approved. At this point, you may proceed with making travel arrangements.</p> <p>Air Travel – DO NOT book tickets until notified by the Training Officer that AT orders have been approved. Make sure arrival times align with what's specified for the training. We strongly recommend refundable tickets or trip insurance as trainings can cancel without prior notice due to unforeseen circumstances.</p> <p>Repeating Trainings – Cadets may repeat the same AT (Seabees for example) each year, but might want to consider attending the training at a different location. Some cadets who do this later attend as staff cadets.</p>
<p>Petty Officer (PO) Exams</p>	<p>To advance to Petty Officer Third Class (PO3/E4), Petty Officer Second Class (PO2/E5), and Petty Officer First Class (PO1/E6), cadets must complete a Petty Officer Advancement Exam. This exam is a timed, closed-book, 100 multiple-choice-question exam based on what the cadet learned in the associated Petty Officer correspondence course (Example: The PO3 exam is based on the Military Requirements for PO3 correspondence course). There is no exam for Chief Petty Officer (CPO/E7).</p> <p>Minimum Passing Scores - Cadets who fail the exam must wait 30 days to retest. The minimum scores required in order to pass the exam are as follows:</p> <p style="text-align: center;">PO3 - 60% PO2 - 60% PO1 - 63%</p> <p>Requesting an Exam – Cadets must notify the Training Officer via e-mail at least 4 days prior to drill to arrange to take the exam at drill.</p>
<p>Parents' Role</p>	<p>Cadets complete some classroom work at drill, but they need keep on top of fulfilling their training requirements. We recommend asking your cadet what course are they working on, where are they in their training, what grade they are, and so on.</p>
<p>Revision History</p>	<p>07Jan2016 – version 1.0</p>