

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	LOCALLY ARRANGED TRAINING AUTHORITY (OFFICER)	Non-Transferable Officer Orders (local)
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INSTRUCTIONS: USE FOR LOCALLY ARRANGED TRAINING NOT COORDINATED OR SCHEDULED BY NATIONAL HEADQUARTERS USING THE NSCTNG 002

From: Commanding Officer	1a. Unit Name	1b. Unit Code	1c. Date (DD MMM YY)				
To:	2a. Last Name	2b. First Name		2c. MI	2d. Rank	2e. Social Security Number	
	2f. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	2i. Home Phone	2j. E-Mail Address		
	2k. Home Address			2l. City		2m. State	2n. Zip Code + 4
	2o. Emergency Contact Name			2p. Emergency Contact Primary Phone		2q. Emergency Contact Alternate Phone	

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

Report to:	3a. Training Name/Description			3b. Training Location		
	3c. Training Code	3d. Training Start Date	3e. Training End Date	3f. No. Days	3g. Serving as COTC/SEO? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	3h. COTC/SEO Name Rank		3i. COTC/SEO Primary Phone Number		3j. COTC/SEO E-Mail Address	

1. You are authorized to report to the Commanding Officer of the Training Contingent up to a maximum of (5) days prior to the start of the training. You will serve as Escort Officer/Staff Instructor for the training indicated above. You will be guided in the performance of your duties by the Escort Officer's Handbook.

2. No pay or allowances are authorized in complying with this assignment. The basic responsibility for expenses incident to your transportation and mess rests with you, your unit, your local Navy League Council, or other sponsoring organization. Although the Navy has authorized this special NSCC training, the law requires that you pay for your meals. Berthing and messing will be provided as authorized by reference (b).

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

- a. Locally Arranged Training Authority - Officer (NSCTNG 004).
- b. Officer Application Packet (NSCADM 002) with all applicable pages, including a current Report of Medical History.
- c. Officer/Midshipman Letter of Appointment (if applicable).
- d. Record of Awards (NSCADM 010) authenticating awards given.

5. You are required to wear the uniform(s) authorized in references (a) through (e). NSCC/NLCC Flashes are MANDATORY on all uniform outer garments (shirts, coats, sweaters, etc.); and you 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 enter training completion into MAGELLAN. Notify NHQ of any accidents, particularly those requiring hospitalization. **ENSURE AN 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	Date Reported	COTC/SEO/POC Signature (OOD)
Time Departed	Date Departed	COTC/SEO/POC Signature (OOD)

