

How to become a Cadet

There are two categories of cadets within the AMERICA Division. The main group is the Sea Cadets, which is generally the high school aged cadets. Younger (13 and under) applicants will be enrolled as League Cadets. Unless otherwise noted, the following qualifications apply to both categories of cadets. Contact AMERICA Division for specific questions regarding other differences not listed here. For further information please visit our website at americadivision@comcast.com.

Step 1: Verify qualifications

Applicants must:

- Be a US citizen (no waivers available)
- Meet age requirements: To become a Sea Cadet, must be 14, but not yet 18 years old. To join as a League Cadet, must be at least 11, but not yet 14 years old. Mature 10 year olds may be granted a waiver to join. 13 year olds must turn 14 and in the 8th grade by 1 September of the year of enrollment in order to sign up as a Sea Cadet. Due to the progressive nature of the program, students in 11th grade or higher will only be considered on a case by case basis.
- Complete a physical examination
- Be satisfactorily enrolled in a public or private school or a certified/approved home school program
- Be of good moral character and free of any felony convictions
- Be unmarried and remain single while in the program

Step 2: Contact AMERICA Division

- We need to know that you're thinking of joining. This will help us ensure that you have all the information you need to make an informed decision about joining. By keeping in touch with AMERICA Division staff members, you will have access to guidance on filling out forms and answering any questions unique to you that may arise. Begin your contact with the AMERICA Division by emailing the Executive Officer at goldentornado-63@comcast.com. You may also call 804-550-9475.

Step 3: Attend an Open House or Information Meeting

- Once you've contacted the Executive Officer, you will be invited to attend the next Information Meeting for prospective recruits. This may be done at an Open House, a special Sea Cadet Information Night, or during a drill weekend.
- During this meeting you will be briefed on the benefits and requirements of the program, and have any questions you have about the program answered.

Step 4: Fill out enrollment paperwork

- Once you and your parents have decided to make the one year commitment to join the program, you must send in the paperwork to get started. The Administrative Officer will take over from the Recruiting Officer in assisting you through the enrollment process.
- There are several paperwork items that must be filled out in order to enroll with the AMERICA Division. You can either download and print these forms from this webpage, or ask the Administrative Officer to mail them to your home. The forms are below:
- **Cadet Application (NSCADM-001)** - This form will contain all of the vital information we need to know about the applicant. It also serves as a parental consent and public affairs release form.
- **NSCADM-001, Pages 3/4 Medical History** - This form documents all medical issues that may have occurred during the applicants life. This information is vital in ensuring that we provide the safest

training possible to the cadets. This form is filled out by the applicant and parents. Once enrolled, this form must be updated periodically.

- **NSCADM-001, Pages 5/6 Medical Examination-** This form is used to document the results of the physical examination required for enrollment. It must be filled out by the examining physician. If the applicant has had a physical exam within six months prior to applying, a new physical does not have to be conducted; the physician can fill out the form based on the results of the most recent examination. A school or sports examination is acceptable if complete.
- **NSCADM-001, Pages 7/8 Medical Supplemental.** This form is for prescription medications that your son/daughter may be taken, and must be signed by a physician. Over the counter medications need not be reported on this form.
- **NSCADM-001, Pages 9/20 Request for Accommodation.** This form is to be used if your son/daughter has any special medical needs.
- **Parent Support Questionnaire (NSCADM-004)** – The leadership of the NSCC is comprised of adult volunteers. This form provides the list of volunteer opportunities available within this program.
- **Sea Cadet Oath (Local Form)** – Signed by the Cadet
- **Standards of Conduct (Local Form)-** **This is the form stating the Standards of Conduct for all cadets enrolled in the US Naval Sea Cadets. It must be initialed by the prospective cadet and parent.**
- **Uniform and Equipment Responsibility Agreement (Local Form)**– All uniform items issued to cadets are the property of AMERICA Division and are only on loan to the cadet. By signing this form, the parent agrees to take responsibility for returning all items when the cadet resigns or graduates from the program.

The following items will also be required for the enrollment package –

Immunization record (Copy needed)

Health Insurance Card (Copy needed)

Birth certificate (for verification only), we will not need to keep a copy)

Social Security Card (for verification only), we will not need to keep a copy)

Step 4: Turn in paperwork and enrollment fees

- Once the paperwork is completed, turn it in to the unit. Ensure that all forms are properly filled out and signed where necessary. Both the parents and the applicant must sign the application form. Forms can be turned in personally at a regular drill, a quarterly recruiting meeting, or they can be mailed in to the Administrative Officer.
- The initial enrollment fee is \$165. (Annual reenrollment thereafter is \$115.) This covers the cadet's registration, accident insurance policy, costs for uniform accoutrements and basic training fees.
- Fees may be paid with check, money order, or in cash. Make any checks out to **Naval Sea Cadets**.
- The completed application, along with the enrollment fees are due no later than one week prior to induction/orientation day. This is in order to have enough time to have the ID card and insurance coverage processed in time to attend drill.
- **No refunds will be given once the application has been processed.**

Step 5: Induction and Indoctrination

- All new Sea Cadets are placed in a “recruit” status for the time they are in Indoctrination, which is a three month program designed to acclimate a student into the Sea Cadets.
- During this time, the recruits are expected to complete their Basic Military Requirements Correspondence Course, learn the Sea Cadet Handbook and finish their Cadet Qualification Standards.
- Upon completion of Indoc, recruits will be issued their uniforms and other seabag items. They will also be assigned to a regular Sea Cadet platoon.

All new League Cadets will join the ranks of the League Cadet Company. They will be considered recruits until they are promoted to LC-2.

Step 6: Commanding Officer Interview

- This is normally completed at the end of the first drill the cadet attends, which is Induction Day, the one day training that recruits and their parents are required to attend. The purpose of this interview is to ensure that both the cadet and the parents understand the requirements of the program and the unit. It also serves as a forum for either party to ask any other questions that may have come up since the application process began.

Contact the Executive Officer at any time during the enrollment process if you have any questions or problems. We are here to help you and hope to see you drilling with us soon.

Mail Completed Enrollment Forms to:
WO Gary Riffle
Executive Officer / Admin
101 Philray Ct
N. Chesterfield, Va 23236
goldentornado-63@comcast.net
804-869-6080