

# How to become an Adult Volunteer

**There are two main categories of adult volunteers within the AMERICA Division. There are officers (including instructors) and auxiliaries. Officers are full time volunteers who commit to attending monthly drill activities and staffing annual summer trainings. Auxiliaries are part time volunteers who help on an as needed or as available basis. Contact the [Recruiting Officer](#) for specific questions regarding other differences not listed here.**

## **Step 1: Verify qualifications**

- Must be US citizen (no waivers available)
- Age: 21 to 65 years old (maximum age waivers considered). 18-20 year olds may join AMERICA Division as midshipmen if they have previous Sea Cadet or JROTC experience, are active duty or reserve military, are ROTC midshipmen, or who have specific desired skills like medical experience (EMT). This is considered on a case by case basis.
- Be physically able to perform the duties of a Sea Cadet volunteer
- Must possess high moral standards, adhere to ethical standards of behavior, be citizens of good standing in the community, and have no felony charges or convictions.
- Must meet Navy height and weight standards (in order to wear the NSCC Uniform)
- There is no specific educational or professional requirements other than being able to support and contribute to achieving the goals of the NSCC program.
- Must pass a background check prior to enrollment.

## **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 volunteering. 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 [Recruiting Officer](#).

## **Step 3: Attend an Open House or Information Meeting**

- Once you've contacted the Recruiting Officer, you will be invited to attend the next Information Meeting. 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 have decided to make a 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 include:
  - **Adult Leader Application** - 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.
  - **Report of 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 for both cadets and adult leaders. Once enrolled, this form must be updated periodically.
  - **Request for Reference** – Three references must be submitted with the application. Family members cannot be considered for references.
  - **Uniform and Equipment Responsibility Agreement** – All uniform items issued to by the unit are the property of AMERICA Division and are only on loan to the individual. By signing this form, the parent agrees to take responsibility for returning all items when you retire or resign from the program, or transfer to another unit.

**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. Forms can be turned in personally at a regular drill, a quarterly recruiting meeting, or they can be mailed in to the Administrative Officer. Contact the [Administrative Officer](#) for a mailing address.
- The initial enrollment deposit for adults is \$20. (Annual reenrollment is \$25.) This covers the registration and accident insurance policy only. You will be considered an Auxiliarist for at least the first three months.

- If you decide to transfer to Instructor status, the cost to transfer will be \$40. This covers costs for uniform accoutrements, unit apparel and membership to the coffee mess.
- Fees may be paid with check, money order, or in cash. Make any checks out to NSCC.

### **Step 5: Accession**

- Upon enrollment, you will have a meeting with the Commanding Officer or Executive Officer. You will be provided basic information regarding the program and the unit's expectations.
- You will spend the first three months observing and learning. You will rotate through different departments to get an understanding of how the program works. During this time, if you decide to transition to the Instructor status, you will need to complete the online Officer and Midshipman Study Guide.
- At the end of the three months you will interview with the Commanding Officer to determine your status. As an Auxiliarist you will not be required to attend drill regularly, however, if you intend to convert to Instructor, you must have attended drill at least 75% of drill weekends while in Auxiliarist status.
- If approved for Instructor, you will be issued your unit gear, as well as your Sea Cadet uniform (if qualified). You will be obligated to attend monthly drills and at least one week of annual training. You will be assigned a billet within the Officer Corps.

Contact the Recruiting Officer or Administrative 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 the unit soon.

**Mail Completed Enrollment Forms and fees to:**

**WO Gary Riffle, NSCC  
101 Philray Ct.  
N. Chesterfield, Va. 23236**