

How to Request Orders

Find the Training you want to attend:

- Go to magellan.seacadets.org/public/training.asp



The screenshot shows the 'Spring/Summer Training 2015' page. At the top, there are filters for 'View By' (By Subject, By State, By Begin Date, By Title, By Training Code, Recruit Trainings) and a 'Key Word Search' field. Below this is a list of subjects with event counts: Aviation (6), Coast Guard (3), Construction (4), Dive (11), Food Services (9), International Exchange (3), Leadership/Professional Development (55), Medical & Health (9), Navy Shore (55), NLCC Training (47), Public Safety (17), and Seamanship (19). The 'Dive' category is expanded to show a table of events.

Code	Description	Site	State	Adult Cost	Cadet Cost	Dates	Action
OX-MI-1502	Dive, SCUBA Certification, Basic	PRIDE OF MICHIGAN	MI	\$0.00	\$400.00	6/9/2015 - 6/14/2015	Details
OX-MI-1503	Dive, SCUBA Certification, Advanced	PRIDE OF MICHIGAN	MI	\$0.00	\$400.00	7/1/2015 - 7/12/2015	Details
OX-MI-1504	Dive, SCUBA Certification, Advanced	PRIDE OF MICHIGAN	MI	\$0.00	\$200.00	7/17/2015 - 7/21/2015	Details
OX-MI-1505	Dive, SCUBA Certification, Advanced	PRIDE OF MICHIGAN	MI	\$0.00	\$200.00	8/13/2015 - 8/17/2015	Details
DB-KY-1501	Dive, SCUBA Certification, Basic	Penny Royal Scuba Center	KY	\$350.00	\$350.00	6/14/2015 - 6/21/2015	Details
DB-KY-1502	Dive, SCUBA Certification, Basic	Penny Royal Scuba Center	KY	\$350.00	\$350.00	6/21/2015 - 6/27/2015	Details
DA-KY-1501	Dive, SCUBA Certification, Advanced	Penny Royal Scuba Center	KY	\$450.00	\$450.00	6/14/2015 - 6/27/2015	Details
DB-CA-1501	Dive, SCUBA Certification, Basic	Catalinas Island, CA	CA	\$0.00	\$500.00	8/2/2015 - 8/9/2015	Details
DB-PR-1501	Dive, SCUBA Certification, Basic	Camp Guajataka	PR	\$0.00	\$300.00	6/11/2015 - 6/20/2015	Details
DB-FL-1501	Dive, SCUBA Certification, Basic	KEY LARGO	FL	\$0.00	\$500.00	6/28/2015 - 7/4/2015	Details
DA-FL-1501	Dive, SCUBA Certification, Advanced	KEY LARGO	FL	\$0.00	\$500.00	7/4/2015 - 7/11/2015	Details

- Click "Details" to see the requirements and availability for the training.

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The screenshot shows a Mozilla Firefox browser window displaying a PDF form from the U.S. Naval Sea Cadet Corps. The form is titled "REQUEST FOR TRAINING AUTHORITY (CADET)" and is part of a "Request For Orders" document. The form is divided into several sections:

- Header:** U.S. NAVAL SEA CADET CORPS, U.S. NAVY LEAGUE CADET CORPS, REQUEST FOR TRAINING AUTHORITY (CADET)
- Instructions:** 1. PREPARE THIS FORM IN DUPLICATE 2. FORWARD ORIGINAL PER TRAINING SCHEDULE 3. FILE A COPY TO SERVICE RECORD
- Form Fields:**
 - 1a. Date (DD MMM YY)
 - 1b. Unit Name
 - 1c. Unit Code
 - 2a. Last Name
 - 2b. First Name
 - 2c. MI
 - 2d. Rate
 - 2e. Social Security Number
 - 2f. Exp. Date
 - 2g. Date of Birth
 - 2h. Sex (Male Female)
 - 2i. Home Phone
 - 2j. E-Mail Address
 - 2k. Parent/Guardian Name
 - 2l. E-Mail Address (if different than above)
 - 2m. Home Address
 - 2n. City
 - 2o. State
 - 2p. Zip Code +4
 - 3a. Emergency Contact Name (other than Parent/Guardian)
 - 3b. Emergency Contact Primary Phone
 - 3c. Emergency Contact Alternate Phone
 - 4a. Training Name/Description
 - 4b. Training Location
 - 4c. Training Code
 - 4d. Staff Cadet? (Yes No)
 - 4e. Training Start Date
 - 4f. No. Days

-Fill the applicable fields in on the training sheet.

- Print out the filled out form and then have your parent/guardian sign.

- At this point you need to scan in the form and email it or mail the signed orders. In order to scan in the form you can use a scanner or you can use any smart phone. A how-to guide is available here:

<http://www.howtogeek.com/166610/who-needs-a-scanner-scan-a-document-to-pdf-with-your-android-phone/>

-Email the Signed form to: TO.NSCCCleveland@gmail.com

-Depending on how the training needs to be paid for (under the details section of the training) you may need to mail a money order made out to **United States Naval Sea Cadets Corps**

Mailing address:

Commanding Officer

38815 Bell Rd

Willoughby Rd, Ohio 44094

How to Request Orders

Filling out medical History form:

The screenshot shows a Mozilla Firefox browser window displaying the website for the U.S. Naval Sea Cadet Corps, Cleveland Division. The page header includes the Commanding Officer (LCDR Maria Woyma) and Executive Officer (LT William Corcuera). A navigation menu is visible with links to 'Cleveland Division', 'About', 'Calendar', 'Recruiting Videos', '20 Questions', 'Forms', 'Color Guard', 'Directions', 'Challenge Coin', 'Links', 'Contact Us', and 'Cadet Log In'. A dropdown menu is open over the 'Forms' link, showing options for 'Cadet Application', 'Request For Orders', 'Answer Sheets', and 'Medical History'. The 'Medical History' form is selected and displayed in a preview window. The form is titled 'CADET APPLICATION REPORT OF MEDICAL HISTORY' and includes a 'NOTICE' section with instructions and a '1. UNIT INFORMATION' section with fields for '1a. Unit Name' and '1b. Region'. Below that is a '2. PERSONAL INFORMATION' section with fields for '2a. Last Name', '2b. First Name', '2c. MI', and '2d. Social Security Number'.

- fill out the medical history form and sign but **DO NOT DATE**(the date must be as of 30 days of leaving for the training.