

Training Design Worksheet

US Naval Sea Cadets – Region 9-1

Administrative Officer Training (Course No: 201A)

UNIT 1: Service Jackets

| Instructional Designer | Project Manager | Subject Matter Experts | Instructor |
|-------------------------------------------|----------------------------------|--------------------------|------------|
| Becky Lucas, Training Partners Plus, Inc. | Richard Cox, Director Region 9-1 | Richard Cox / Dan Wayshe | TBD |

| Course Goal |
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| <p>To ensure Administrative Officers, or any officer who may be serving in the capacity of Administrative Officer, has sufficient knowledge and understanding to maintain unit paperwork. Specifically Administrative Officers need to know:</p> <ul style="list-style-type: none"> • Which form to use and when, how to fill it out, and what to do with forms once completed. • Which reports are their responsibility to complete and when, how to fill out the report, and what to do with reports once completed. • Which reports to expect to receive and when, how to audit and correct the report, and what to do with the report once audited or corrected. <p>This course may be used as an alternative to meet the advancement attendance requirement for USNSC Course 201.</p> |

| Target Audience Profile |
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| <ul style="list-style-type: none"> • Adult volunteer in Sea Cadet or Navy League programs. • Unlikely to have any prior experience with service records and requirements. • May have attended USNSC 101 Course, but not required. • May have had a post-high school education, but not required. |

| Pework |
|--------|
| None |

| Unit Performance Objectives |
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| <ol style="list-style-type: none"> 1. Explain what service jackets are used for and why they are important. 2. Recognize a service jacket and distinguish between a cadet or officer service jacket. 3. Select the correct service jacket to use when enrolling either a cadet or officer. 4. Explain how the documents are organized in the service jacket. 5. Identify current Sea Cadet forms. 6. Use the Service Record Job Aids 1A and 1B to identify the correct placement (left side / right side) and order of documents in the service jacket. 7. Identify the differences in procedures and documentation between Navy League and Sea Cadets. 8. Identify the differences in procedures and documentation between cadets and officers. |

| Class Schedule | Logistics |
|----------------|-----------|
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| 15 | | Welcome <ul style="list-style-type: none"> • Introduction of Instructors • Presentation of Course Goal • Introduction of Participants • Presentation of Agenda | <p>Lecture w/ Overheads</p> <p>Lecture w/ Overheads</p> | N/A | N/A |
| 15 | 1,2,4 | Lesson 1: Introduction to Service Jackets <ul style="list-style-type: none"> • Purpose and Significance of a Service Jacket • Life Cycle of a Service Jacket • Organization of Service Jacket (Left Vs Right) • Sea Cadet Vs Officer Service Jacket | <p>Lecture w/ Overhead</p> <p>Lecture w/ Overhead (wall chart optional)</p> <p>Show and Tell using:</p> <ul style="list-style-type: none"> • Actual Service Jackets • Foam Core Display Board (optional) • Job Aid 1A and 1B Handout | <p>Self-Assessment of objectives at the end of the course.</p> <p>Quiz at end of course.</p> | <p>1 – Cadet Service Jacket per participant</p> <p>1 – Officer Service Jacket per participant</p> <p>Job Aid 1A and 1B</p> <p>Forms to be displayed on foam core board.</p> |
| 30 | 3,5,6,7 | Lesson 2: Application <ul style="list-style-type: none"> • Parent / Cadet Interviews / Costs and Fees • Tour / Local Release • Enrollment Checklist (initiated) • Application Process • Exceptions to Process (school physicals) • Hints and Tips (consolidate parent volunteer info) • Differences between Navy League and Sea Cadets | <p>Walk Through: Cadet Event Job Aid</p> <p>As each item on the Cadet Event Job Aid occurs, the instructor will go over the associated forms that need to be completed and placed in the Cadet Service Jacket.</p> | <p>Participants will be given a mastery case exercise later in the course</p> | <p>Need to create case material to include:</p> <p>Local Release Form (example)</p> <p>NSC-4A</p> <p>NSCADM-001</p> <p>NSC-5A</p> <p>NSC-5B</p> <p>Parent Volunteer Form (example)</p> |
| 30 | 3,5,6,7 | Lesson 3: Enrollment <ul style="list-style-type: none"> • ID Cards / Insurance Fees (difference in Navy League and Sea Cadets) | <p>Walk Through: Cadet Event Job Aid</p> <p>As each item on the Cadet Event Job Aid occurs, the instructor will go over the</p> | <p>Participants will be given a mastery case exercise later in the course</p> | <p>Need to create case material to include:</p> <p>NSC-19A</p> <p>NSC-19B</p> |

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| | | <ul style="list-style-type: none"> Enrollment Checklist (continued) Advancement Process (NSC- 19A and NSC-19B) Enrollment Process (NSCADM-007) Exceptions to Process (TBD) Hints and Tips (when to send in fees) Uniform Ordering Process / Timeline / Availability | <p>associated forms that need to be completed and placed in the Cadet Service Jacket.</p> <p>Lecture w/ Overheads</p> | <p>Pop Quiz: Given the number of new cadets, participants will correctly identify how many enrollment forms are needed.</p> | <p>NSCADM-007 NSC-15</p> |
| | | BREAK | | | |
| 45 | 3,5,6,7 | <p>Lesson 4: Participation</p> <ul style="list-style-type: none"> Courses (Correspondence for Sea Cadets and Syllabus for Navy League) Academic Requirements (C average) / Report Cards and Achievement Certificates Orders for TWT / Boot Camp Locally Arranged Training (48 hour rule) Certificates of Advancement HQ Approvals Letters of Appreciation from Community Recommendations for Unit / Region / National Awards Documentation of Other Community Activities | <p>Walk Through: Cadet Event Job Aid</p> <p>As each item on the Cadet Event Job Aid occurs, the instructor will go over the associated forms that need to be completed and placed in the Cadet Service Jacket.</p> | <p>Participants will be given a mastery case exercise later in the course</p> | <p>Need to create case material to include: Course Test Score (example) Report Card (example) NSCTNG-001 NSCTNG-003 Certificate (example) Recommendation letter (example) Community Event (example) NSCADM-19B</p> |
| 30 | 3,5,6,7 | <p>Lesson 5: Transfer / Exit Program</p> <ul style="list-style-type: none"> Exit Program Procedures Navy League Transfers to Sea Cadets (prorated fees) Promotion Rules for Transferring Navy Leaguer (1 year / boot camp) | <p>Walk Through: Cadet Event Job Aid</p> <p>As each item on the Cadet Event Job Aid occurs, the instructor will go over the associated forms that need to be completed</p> | <p>Participants will be given a mastery case exercise later in the course</p> | <p>Need to create case material to include: NSCADM-19A NSC-007 NSCADM-19B (transfer OUT) NSCADM-19B (transfer IN)</p> |

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| | | <ul style="list-style-type: none"> Sea Cadet Exit Programs and Enrolls as Adult Volunteer Differences in Navy League and Sea Cadets (Navy Leaguer transfer but Sea Cadet exits program) | and placed in the Cadet Service Jacket. | | |
| 60 | ALL | UNIT REVIEW ACTIVITY <ul style="list-style-type: none"> Create a Cadet Service Jacket from case information | | Participants will be given a packet of case facts, NSCC forms, and documentation. From the information provided in the case, participants will create a Cadet Service Jacket, complete forms as appropriate, and identify errors in omission of information. | Need a case study package of information for a Navy Leaguer who: <ul style="list-style-type: none"> enrolled at age 12 attended NL boot camp want to transfer to SC complete course work marched in a parade |
| | | LUNCH | | | |
| 45 | 3,5,6,8 | Lesson 6: Officer / Midshipman Service Jackets <ul style="list-style-type: none"> Differences in Pre-Enrollment Procedures Differences in Enrollment Procedures Differences in Participation Procedures (promotion recommendations) Differences in Transfer / Exit Procedures | Walk Through: Officer Event Job Aid Handout Job Aid 1B Show and Tell using: <ul style="list-style-type: none"> Actual Service Jackets Foam Core Display Board (optional) Job Aid 1A and 1B Handout | | |
| | | TRANSITION to UNIT 2 | | | |