

12 March 2010

From: NJROTC Area Manager, Area Seven  
To: Senior Naval Science Instructors, Area Seven

Subj: CY 2010 AREA SEVEN LEADERSHIP ACADEMY

Encl: 1. Letter of Intent  
2. LA Medical Release and Data  
3. Health Risk Screening  
4. Cadet Agreement to Attend  
5. Sample Parent Notification Letter  
6. Required and Recommended Items to Bring

**1. Leadership Academy 2010 training sessions are Early Session 6-12 June (OIC: LtCol Livingston) 13-19 June (OIC: LCDR Bingham) and 20-26 June 2010 (OIC: CDR Polley) at Admiral Farragut Academy in St. Petersburg, Florida. The cost for cadets attending this year's Academy will be the same as last year, \$155.00 plus an administrative fee of \$15.00 per cadet. Mail the admission fee (\$170.00) directly to the Area Managers office.**

2. Check-In will begin promptly at 0900 and end at 1030. The cadets who arrive in an improper uniform, i.e. not wearing the Unit identifying t-shirt, requiring a haircut or shave, will be sent to the back of the line and processed as a stand-by. Stand-by quotas will begin processing at 1030 on a first-come, first-served, one per school at-a-time basis. Late arrivals will be interspersed with the stand-by quotas, one per school.

3. Read and understand this LOI and Enclosure (1) before submitting any paper work. Enclosure (1) contains current guidelines for these training periods and will be valuable in preparing cadets, instructors, staff, and chaperones who attend the Academy.

4. The Leadership Academy Health Risk Form must be completed **no earlier than 60 days prior** to the scheduled Leadership Academy session.

5. Send Leadership Academy quota requests via e-mail to the Area 7 Coordinator, MCPO Sosa at ([sosaac@training.navy.mil](mailto:sosaac@training.navy.mil)), by 19 March 2010. Specify the session, number of quotas desired designated by gender based on your Unit needs. We will try to accommodate your needs based on availability and if need be using AREA's Oct 2009 "Enrollment Report":

- 2 cadets if unit strength is less than 100 cadets
- 3 billets for units greater than 100 but less than 150
- 4 billets for units greater than 150 cadets
- 5 billets for units with a cadet population of greater than 200.

6. Email Master Chief Sosa if you are volunteering as an Instructor. In addition to instructor personnel, assistance required for the Academy to function properly includes female chaperones, medically trained personnel, and Water Safety Instructors. **It is recommended the host school for the instructors advance payment for instructor expenses. Instructors will submit travel claims for room, food and mileage rates based on reimbursement authorization by AREA 7. Reimbursement checks will be automatically deposited in the host school ROTC account. Rooming receipts are required for each claim.**

7. Krop will collect paperwork and forward results to units after verification. Once the school has the confirmed billets known, please pay the Area Manager. Upon verification, Krop will promulgate the list of assigned quotas NLT 16 Apr 2010.

8. Any school canceling a quota within one week of scheduled session will be charged the full fee unless the reserved slot is filled by another school.

9. The list of LA 2010 staff members will be promulgated from time to time and when completed. An offer of assistance does not mean it can or will be accepted.

10. Enclosures must be accurate and complete with appropriate signatures. Incomplete submissions could lead to your cadet(s) being disqualified and quotas forfeited. Forms will be emailed and posted on the AFA website. Mail enclosures to one of the following two locations:

**EARLY SESSION 6-12 JUN:**

BAYSIDE HIGH SCHOOL  
Navy JROTC  
1901 DeGroot Rd SW  
Palm Bay, FL 32908  
(Attn: Chief Sefchick)

**1<sup>st</sup> AND 2<sup>nd</sup> SESSIONS (13-19 JUN) (20-26 JUN):**

DR. MICHAEL M. KROP SENIOR HIGH  
Navy JROTC  
1410 Countyline Road  
Miami, FL 33179  
(Attn: Master Chief Sosa)

Mail all enclosures to arrive prior to 7 May 2010. Cadets carry enclosure (6) with signature and date of inventory to check-in at the Academy.

11. Mail checks to NJROTC Area Manager, Area Seven, US Coast Guard Station Ponce, 2999 N. Peninsula Ave, New Smyrna Beach, FL. 32169, upon VERIFIED assignment of cadet quotas. Funds should accompany stand-by cadets and are payable to Area 7 Manager) for any quotas granted at the last minute.

12. Leadership Academy is a physically, emotionally, mentally demanding, and very rewarding experience. Cadets arriving prepared will receive a tremendous benefit from this program. It is the responsibility of the SNSI to ensure they send only the top candidate(s) for this training. Our responsibility is to return to you a highly motivated cadet who will provide leadership for the unit for the next school year--someone who can come in and supervise, organize and assist in training your unit. I intend to meet my responsibility; I expect you to meet yours by not sending cadets who are emotionally immature or physically unfit to complete all aspects of the NJROTC Leadership Academy IAW NAVEDTRA 37119-C Series.

Dirk Hebert  
CDR, USN, Ret.