

23 February 2011

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

Subj: CY 2011 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 2011 training sessions are First Session *5-11 June (OIC: LtCol Livingston), Second session 12-18 June (OIC: CDR Flores) and Third session 19-25 June (OIC: CDR Berman) at Admiral Farragut Academy in St. Petersburg, Florida. The cost for cadets attending this year's Academy will be \$160.00 plus an administrative fee of \$15.00 per cadet. Mail the admission fee (\$175.00) directly to the Area Managers office.

*** Quotas for Units who have started their summer vacation**

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), by **11 March 2011**. 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 2010 "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 greater than **200** cadets
- **6** billets for units with a cadet population of greater than **250**.

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 15 Apr 2011**.

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 2011 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:**

First Session 5-11 JUN:
BAYSIDE HIGH SCHOOL
Navy JROTC
1901 DeGroot Rd SW
Palm Bay, FL 32908
(Attn: Chief Sefchick)

Second & Third Session (12-18 & 19-25 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 13 May 2011**. 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.