

LEADERSHIP ACADEMY LETTER OF INSTRUCTION

From: Area Manager, NJROTC Area Seven

To: All Area Seven NJROTC Units

Subject: NJROTC Leadership Academy 2011 Letter of Intent

1. GENERAL

Participation in the Naval Junior ROTC Leadership Academy training at Admiral Farragut Academy located in St. Petersburg, Florida is available to all cadets, male and female. Participating cadets must understand they will remain in a very controlled atmosphere with limited free time available. Cadets must also understand the purpose of this program is to prepare selected cadets for leadership roles in their respective units. Cadets must be thoroughly counseled on the physical and disciplinary demands of this accelerated training. They should be aware of what is ahead of them at the Leadership Academy before they decide to attend.

2. SELECTION CRITERIA

- Be a volunteer to attend.
- Be a second or third year cadet expecting to return and complete their junior and/or senior year in the unit and be considered for a leadership position in the unit the next school year. (Waivers for beginning sophomores are to be approved by the Area Manager on a case by case basis.)
- Have no record of disciplinary problems in the unit or school. (Verified by the SNSI)
- Be well trained in the basics of military drill and be highly motivated.
- Have a 2.5 GPA on a 4.0 scale (waiver-able by the SNSI on a case-by-case basis).
- Be in good physical condition. Cadets will **not** be permitted to attend Leadership Academy with any history of ASTHMA or a HEART CONDITION. **WAIVERS WILL NOT BE PERMITTED!** It is mandatory that cadets selected to participate in summer Leadership Academy qualify (or re-qualify) for the NJROTC Physical Fitness ribbon during the second semester of the school year they have just completed. Earning the PT ribbon during the previous fall testing period will NOT qualify the cadet to attend the Leadership Academy.
- Demonstrate to the SNSI an aptitude for NJROTC that will ensure success in a military training environment.
 - Experience has shown cadets have difficulties at the Academy if they:
 - Lack motivation to withstand strict military discipline.
 - Lack training in basic military instructions particularly drill.
 - Are overweight or not in excellent physical condition.
- Demonstrate to the SNSI, NO MORE THAN 1 WEEK PRIOR TO LEADERSHIP ACADEMY, that cadet can perform the following physical qualification requirements ON THE FIRST FULL DAY OF TRAINING:
 - Complete the sit-reach and required number of curl-ups and pushups as specified for their age group below (old PFT Standards).
 - Complete a 1 mile run in the times specified for their age group below.

It is strongly recommended all cadets continue to participate in a daily, formal and supervised physical fitness regime during the period between school's end and the LA session they are attending. SNSI's are required to test their cadets to ensure minimum requirements are achieved during the week prior to their departure for Leadership Academy.

3. HEALTH AND PHYSICAL FITNESS:

There may be a considerable time lag between when school lets out and the selected session of the Leadership Academy starts, therefore you must screen your selectee to ensure you do not send someone who may have a medical or physical fitness problem that would prevent them from fully participating in the Leadership Academy curriculum.

When screening the Cadet Standard Release Form, be especially mindful to cadets who are on mind/mood or behavior affecting medication.

Arrangements must be made at each high school prior to departure for health and accident insurance covering the cadets during their training session.

Academy physical training requirements:

ALL ACADEMY SELECTEES MUST PASS THE SIT/REACH

ACADEMY SELECTEES AGE GROUP:	14	15	16	17+
CURL-UPS TIME LIMIT: 2 MINUTES				
Males:	45	45	45	45
Females:	40	40	40	40

PUSHUPS TIME LIMIT: 2 MINUTES				
Males:	26	30	34	38
Females:	13	15	17	18

1 MILE RUN MINIMUM TIME REQUIRED IN MINUTES: SECONDS

Males:	9:33	9:27	9:04	8:27
Females:	10:20	10:13	10:06	10:00

4. GROOMING

Due to extreme environmental conditions, time limitations and the Commanding Officers Personnel Inspection on Training Day 6, it is **MOST STRONGLY RECOMMENDED** that male haircuts far exceed published standards (high, tight taper, not longer than 1” on top). Female cadets will not wear make-up or jewelry and will arrive with their hair in a military style. Proper grooming standards will play a large part in the Academy training.

5. UNIFORMS AND OTHER EQUIPMENT

Enclosure (6) lists uniforms and equipment required by each cadet. Uniforms will be required for the entire period of training. There is no requirement for cadets to bring drill rifles or swords. It is requested, however, that each LA instructor bring a minimum of 6 swords to assist in the training effort. There is a requirement for cadets to bring sword belts; swords will be issued at the Academy when needed.

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6. **FORMS SUBMISSION**

IF COMPLETED PAPERWORK **OR FEE** IS NOT RECEIVED BY THE PUBLISHED DUE DATE, QUOTAS MAY BE REISSUED TO OTHER UNITS.

7. **MONEY**

Cadets do not need to bring any money. Junk food and tobacco products such as cigarettes, chew or dip are not permitted while attending the Area Seven Leadership Academy.

8. **TRANSPORTATION AND BILLETING:**

- Transportation to and from Leadership Academy is the responsibility of the individual cadets.
- LA Staff/Instructor check-in will be 1200-1600 on the Saturday afternoon prior to Training Day Minus One. A briefing for all staff personnel is scheduled for 1700. If LA instructors have transported their cadets, they may return to their accommodations after the staff briefing. Please bear in mind, there is no berthing available at Admiral Farragut.) Directly after the evening briefing the check-in stations will be set up and Staff is dismissed.
- LA Instructors are required to return NLT 0800 on Sunday, Training Day Minus One to assist in the check-in process.
- Cadet check-in will be 0900-1030. Stand-by quota check-in begins precisely at 1030. Late arrivals will be placed into the stand-by queue as they arrive. Make your travel and billeting plans accordingly. To aid in the check-in process, all cadets must arrive in Unit specific PT clothing.

9. **VISITOR AND PHONE CALL POLICY:**

- Only incoming **emergency** phone calls will be accepted. Cadets being delivered for training with someone other than their parent will be instructed to make parental contact via phone before Training Day 2 is complete and inform parents of their safe arrival and graduation date and time. Calls will be brief, one minute or less.
- In case of emergency, the following telephone numbers should be attempted:
 - OIC First session, LtCol Livingston (321) 591-5247 (Cell)
 - OIC Second session, CDR Flores (863) 510-1634 (Cell)
 - OIC Third session, CDR Berman (813) 394-5185 (Cell)
 - Admin Asst, Master Chief Sosa: (954) 243-6473 (Cell)
 - Early session Admin Asst, Chief Sefchick (321) 474-4800 (Cell)
- Visitors are not allowed until graduation day requirements are completed. The cadet barracks is OFF LIMITS to all with the exception of LA and AFA staff. This includes Naval Science Instructors.

10. DUTIES AND RESPONSIBILITIES

A. NJROTC AREA MANAGER

- (1) Determine and promulgate training location, dates and cost.
- (2) Procure instructional materials
- (3) Procure graduation aiguillettes
- (4) Provide funding for awards
- (5) Provide funding for cadet and instructor PT apparel
- (6) Provide administrative materials
- (7) Provide funding to host institution
- (8) Provide signed Graduation Certificates for completion by Academy personnel

B. ACADEMY COORDINATOR

- (1) Solicit Units for quota requests
- (2) Distribute necessary documents
- (3) Establish deadlines for paperwork submission
- (4) Collect and check completeness of unit paperwork
- (5) Create cadet folder for the Officer-in-charge (cadet and instructor database)
- (6) Procure PT apparel
- (7) Procure Graduation Awards for Academics, PT and Honor Cadet
- (8) Assign Unit cadet quotas
- (9) Assign Instructor quotas
- (10) Coordinate reassignment of cadet quotas
- (11) Determine and promulgate Training Schedule
- (12) Coordinate with host training facility for berthing and messing

C. AFA CADET ASSISTANTS (IF PROVIDED):

- (1) Report for duty directly to the Academy Coordinator for assignments.
- (2) Check in and out with the Academy Coordinator daily
- (3) Conduct afternoon room inspections under the guidance of an adult instructor.
- (4) Never enter a berthing compartment unless accompanied by an instructor.
- (5) Maintain the highest professional standards when dealing with cadets.
- (6) Attend all sessions of physical training.
- (7) Attend evening debrief at 1900.

D. OFFICER-IN-CHARGE:

- (1) Ensure the effective execution of the Training Schedule
- (2) Complete daily ORM of training evolutions (modify training schedule as needed)
- (3) Conduct cadet and Instructor evaluations as required
- (4) Liaise with unit SNSI/NSIs concerning cadet deficiencies and remediation
- (5) Conduct staff and cadet briefings
- (6) Conduct final cadet uniform inspection

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- (7) Conduct final cadet room inspection
- (8) Ensure graduation certificates are created
- (9) Provide Area Manager with final attendance roster

E. COMMAND MASTER CHIEF

Day Minus One

- (1) Set up linen for cadet issue in the Media Center.
- (2) Set up cadet pt gear for issue.
- (3) Set up water bottles and cadet manuals.
- (4) Set up cadet check in sheets.
- (5) Set up drinking water for cadet use when checking in.

SCHEDULE of Events and Duties.

Day One

- (1) Hold morning Colors.
- (2) Man cadet check in station. (All CMC's and classroom instructors report to the initial check-in station for check in assignments).
- (3) Enter data collected and provide cadet lists to the drill instructors.
 - (a.) Have DI's verify all cadet data for accuracy.
 - (b.) Verify spelling of name, age, and parent school.
 - (c.) Provide school list and number of cadets attending to the Area Manager.
- (4) Provide watch bills for the entire week (Appendix 4 forms pertain).
 - (a.) Ensure all cadets stand a watch.
 - (b.) Provide copies for the Quarterdeck, Drill Instructors and Duty CMC.
- (5) Provide PT score recording sheet. (CMC assigned to platoon will record results.)
- (6) Determine PT failures, schedule continuation boards, and enter scores.
- (7) Supervise evening Colors. Take charge of flag.
- (8) Brief the cadet watch at 2145. Set the watch at 2200.
- (9) Monitor watch-standers and entries in the log throughout the night as necessary
- (10) Demonstrate and explain procedures for Room Inspections.
 - (a.) Bunk set-up
 - (b.) Closet set-up
 - (c.) Dresser set-up
 - (d.) Shoe set-up
 - (e.) PT gear set-up
 - (f.) General Cleanliness

Day 2-3-4-5 routine:

- (1) Ready drinking water for day's activities.
- (2) Turn on the lights prior to morning PT.
- (3) Chaperone morning PT.
- (4) Provide DI's alphabetical list of cadets for daily personnel inspections.
- (5) Provide a room inspection list in billet number/room assignment order.
- (6) Conduct daily room inspections while the cadets are in their academic classes.
- (7) Fall out for the evening stretching and "Fun Run" with assigned platoon. Assist DI as needed. Monitor cadet safety and distress.

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Day 6 routine:

- (1) Turn on the double set of lights at the football field prior to morning PT.
- (2) Conduct PFT retest if necessary.
- (3) Enter final OIC PI, room and academic test results.
- (4) Create Medal list by category for graduation.
 - (a.) Ironman/Ironwomen for each Platoon (highest “raw” PT score)
 - (b.) Academic high
 - (c.) Honor Cadet (highest Overall raw score avg.)
- (5) Prepare Master of Ceremonies listing in platoon graduation order.
 - (a.) Have cadets verify correctness
 - (b.) Provide phonetic pronunciation as needed.

Day 7 routine:

- (1) Collect and account for all linen
- (2) Set up for Graduation.

F. ACADEMIC INSTRUCTORS

- (1) Instructors will review Leadership Academy Instructor Guide (NAVEDTRA 37121 series) and become familiar with the assigned lesson plans and activities.
- (2) The individual lesson topic guides are in a two-column format. The left side (Outline of Instruction) provides a basic outline of the information to be covered. The right side (Instructor Activity) indicates what the instructor should do (set up VCR, zero counter on VCR so that the vignettes start at the correct scenario for the lesson topic, write topic on board, discuss, explain, etc.).
- (3) Review Final Exam with cadets and ensure topics related to test are emphasized.
- (4) Instructors shall ensure cadets have time to complete notes as required.
- (5) Instructors may “personalize” the Instructor Guide to fit their teaching style.
- (6) Instructors shall arrive at the scheduled classroom early enough to ensure required materials are in place, the VCR or other equipment is operating correctly, and be present prior to the arrival of cadets.
- (7) Instructor responsibilities are not limited to the classroom. Academic instructors will be utilized as safety observers for many events, including morning/evening PT, sailing and water survival when not conducting classroom instruction.
- (8) Instructors may also be required to assist with sword manual, provide basic first aid, transport cadet(s) to medical facilities, or perform other duties as needed.
- (9) Instructors will conduct platoon academic test reviews the evening prior to the academic test during DI time.
- (10) Due to weather or circumstances, it may be necessary to modify times, topics, or classrooms as needed, remain flexible.

G. DRILL INSTRUCTORS

- (1) Provide intense physical, emotional, and disciplined environment similar to that expected for a recruit during initial contact with their Drill Instructor
- (2) Demonstrate and explain procedures cadets are to follow.
 - (a.) Addressing Leadership Academy staff

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- (b.) Asking and answering questions
 - (c.) Saluting
 - (d.) Conduct in the Dining Facility (cadets will remain silent through TD 6).
- (3) Hold reveille and taps
 - (4) Conduct initial Physical Readiness Evaluation
 - (5) Alert corpsman to any known or suspected cadet injuries
 - (6) Provide instruction for proper polishing of brass and shoes
 - (7) Instruct proper uniform care including ironing
 - (8) Select, rotate and instruct daily Platoon leadership positions (annotate using Appendix 4 forms)
 - (9) Demonstrate and conduct morning Platoon physical fitness training
 - (10) Prepare for and participate in evening Company Run
 - (11) Carry out the Plan of the Day. Ensuring cadets are at assigned training sites on time
 - (12) Demonstrate and explain procedures for Personnel Inspection
 - (13) Demonstrate the proper techniques for commanding and drilling troops
 - (14) Demonstrate and explain the proper execution of the Sword Manual
 - (15) Prepare for Graduation
 - (a.) Select Cadet Company, Platoon staff and Color Guard for graduation
 - (b.) Practice as scheduled
 - (c.) Ensure ceremonial music and sound system available
 - (d.) Prepare the Parade Grounds Company formation and ceremony
 - (16) Direct the collection of linens at end of training
 - (17) Present aiguillettes to Leadership Academy graduates
 - (18) Issue completion certificates AFTER ROOMS HAVE BEEN CLEARED

H. MEDICAL PERSONNEL

- (1) Screen all medical records during check-in to ensure completeness
- (2) Collect all prescription medication at check-in
- (3) Monitor “wet-bulb” temperatures throughout the training day
- (4) Keep the CO/OIC apprised of any unsafe situation
- (5) Accompany platoons to Physical training, swim and sailing training
- (6) After evening PT, ensure presence felt in areas of potential male/female interaction
- (7) Report any disrespect/discipline violations to the appropriate DI immediately
- (8) Distribute medications to cadets as required
- (9) Keep Chain-of-Command apprised of the physical condition of cadets
- (10) Treat minor illnesses and injuries as they occur
- (11) Transport female cadets to the local medical facility for treatment if required

I. FEMALE CHAPERONES

- (1) Accompany female cadets to sickbay as required.
- (2) Accompany platoons to morning Physical training, swim and sailing training
- (3) Be present whenever male and female cadets occupy the same space
- (4) After evening PT, ensure presence felt in areas of potential male/female interaction
- (5) Report any violations of boundary areas immediately to platoon DIs and OIC
- (6) Direct all cadets with concerns to appropriate DI
- (7) Report any disrespect/discipline violations to the appropriate DI immediately
- (8) Assist Platoon Drill Instructors as directed

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J. WATCH STANDING:

(A) Cadet watches provide security against fire, vandalism, theft, unauthorized entry and misconduct. The watch will consist of six personnel: Two Petty Officers of the Watch and two male and two female Roving Watches. All cadets will stand a watch while at Leadership Academy

(1) Watches will be briefed by the platoon CMC at 2145. The official watch will commence at 2200 and secure at 0500 or earlier as directed by the Platoon CMC.

(a) Watches will be relieved 15 minutes prior to the hour.

(b) Watches will patrol their areas at least once every 15 minutes

(c.) watches will awaken reliefs on the half hour prior to commence of their watch

(B) The POOW will remain at the Quarter Deck. The fire and security watches will monitor and continuously patrol their gender specific areas.

(C) Cadet watch standers will carry out the Eleven Orders to the Sentry and any other special orders pertaining to the watch.

(D) Cadets will wear their Khaki uniform while on watch with cover and Duty Belt. The 0400 - 0600 watch will wear PT gear.

(E) Cadet Fire and Security watches will carry a flashlight while patrolling.

(F) Morning Colors will be raised by the off-going duty section and evening Colors will be lowered by the on-coming duty section.

12. CADET/INSTRUCTOR INTERACTION:

(A) Insofar as physically possible, instructors of cadets attending the same session should avoid contact with their cadets except where it is necessary to accomplish the assigned mission. Cadets who feel they have a “sympathetic shoulder” have an unfair advantage over other cadets. Additionally, the perception of favoritism may adversely affect platoon morale.

(B) Any activity by an instructor that disrupts the activity of the platoon or causes an individual cadet to lose bearing or focus will not be tolerated.

13. COURSE COMPLETION:

(A) Cadets successfully completing the entire leadership syllabus will be awarded the Distinguished Silver Aiguillette and be eligible for the CNET Mini-Boot Camp ribbon.