

March 27, 2018

From: Commanding Officer, North Leadership Academy  
To: Senior Naval Science Instructors, North Texas High Schools

Subj: NORTH TEXAS LEADERSHIP ACADEMY

Encl: (1) Cadet Information Sheet  
(2) Cadet required items Checklist  
(3) Joint Reserve Base release Form  
(4) Marine Event Liability Form  
(5) Pre-Mishap Plan

1. Enclosures (1) through (4) provide information pertinent to the North Texas Leadership Academy, which will be held at NAS Fort Worth JRB June 10-15 2018. Units are responsible for their own transportation to and from the camp. SNSIs are responsible for arranging transportation in the event a cadet is sent home early from the Leadership Academy. **One instructor from each school is required to be in attendance throughout the course of the training.**

2. Quotas and Dates: Five spots are assigned to each unit. If you cannot fill all your quotas please let me know so I can give them to another school. Do not send a cadet without an approved quota.

3. Cadet preparation: This is a high stress, physically demanding, military run camp. Reveille will be at 0500, followed by a rigorous daily schedule. All cadets will be required to successfully complete the Physical Readiness Test on the second morning of the camp in accordance with the events and form as shown in the Cadet Manual.

4. Sea bag Requirements: Cadets must arrive at camp with a proper sea bag. It is imperative that the SNSI hold a sea bag inspection on each cadet prior to coming to the camp. In particular, each cadet should not have soiled or stained uniforms or poor quality running shoes. Female cadets must have adequate feminine hygiene products and proper sports bras. Do not set your cadets up to fail, send them with all the proper equipment. I ask that each of you help make this a successful learning experience for our cadets.

5. Cadets must have the following items on file at the camp in order start the Leadership Academy:

- a. Cadet Data Form (JUMS Generated form)
- b. Standard release Form (CNET Gen 5800/4 series)
- c. Health Risk Screening Form (CNET Form 1533/106) less than 12 months old.
- d. NAS Fort Worth Joint Reserve Base Release Form
- e. Marine Event Liability Form
- f. Physical Participation Evaluation Form (Sports Physical) less than 12 months old.

**NOTE:**

**Cadets without forms will not be allowed to start training.**

**Cadets with Asthma are not eligible to participate.**

6. Graduate Assistants (GAs) will be utilized during the training as assistant instructors and advisors to the cadets going through the program. The GAs must be in excellent physical condition and willing to help out in the training of their fellow cadets and also in providing leadership to these same cadets. They must also have the same paperwork as the other cadets. Qualified GAs will not be required to pay to attend LA.

7. SNSIs should:

- a. Bring all required paperwork to Leadership Academy.
- b. By June 1 send your list of cadets attending the camp to CDR Stuart at the address below. Please provide the cadets' names, birthdates, and genders. This information is needed to assign rooms prior to cadet arrival at the camp.
- c. Cost is \$170.00 per cadet. There is a \$50 admin fee for each school registering (One fee for both camps) Checks should be made out to **North Texas BLT** and mailed to the address below. Payment should arrive NLT June 05, 2018 at the following address:

LaVega High School NJROTC  
555 North Loop 340  
Waco, TX 76705  
Attn: CDR J. Gompper

8. **There will be no refunds for cadets that do not show up at the camp or for any cadet required to leave during the camp.**

9. Let's have a great camp.

  
J. DAVIDSON  
LCOL, USMC (Ret)

## CADET INFORMATION SHEET

1. The cost of Leadership Academy is \$170.00. This includes all meals, activities, and berthing.
2. All cadets must ensure the following paperwork is complete and up-to-date. Instructors will bring the paperwork to the camp:
  - a. Cadet Data Form (JUMS Generated form)
  - b. Standard Release Form (CNET Gen 5800/4 series)
  - c. Health Risk Screening Form (CNET Form 1533/106) less than 12 months old.
  - d. NAS Fort Worth Joint Reserve Base Release Form
  - e. Marine Event Release Form
  - f. Physical Participation Evaluation Form (Sports Physical) less than 12 months old
3. Dates and times of arrival are listed below:
  - a. Arrive Sunday, 10 June between 1430-1500 and depart approximately 1130 Friday, 15 June. Parents and relatives are invited to attend the graduation Ceremonies at 1000 on Friday, 15 June. More details will be forthcoming on the exact location.
  - b. A list of parents, siblings, relatives, and friends coming for the graduation will need to be provided to the school's SNSI prior to the start of the camp.
4. Cadets will arrive with proper military grooming. Earrings, necklaces, dyed-hair, and non-regulation haircuts will not be tolerated.
5. Cadets nominated for Leadership Academy must be highly motivated and willing to fully participate in all aspects of the training. Reveille will be at 0500 daily followed by vigorous PT and a full day of activities meant to help cadets develop into better leaders in their units.
6. Transportation to and from the school must be coordinated through the SNSI/NSI of each school.
7. In order to graduate each cadet must successfully complete the course of instruction which includes: Physical Fitness Test, Academics, Drill, Aquatics, and Military Aptitude. It is expected that cadets will have a thorough knowledge of the Cadet Drill Manual and Cadet Field Manual before arriving at camp.
8. Those cadets with medical or other serious problems will be sent home at the unit's expense and SNSI/NSI responsibility.

REQUIRED ITEMS OF NJROTC LEADERSHIP ACADEMY (**FEMALE**)

- |   |  |
|---|--|
| _____ 1 Khaki Uniform Shirt                             | _____ 1 Bar of Soap                    |
| _____ 1 compass   | _____ 1 Antiperspirant                 |
| _____ 1 drill rifle                                     | _____ 1 Sun Screen – SPF 15 or greater |
| _____ 1 sword and scabbard/belt                         | _____ 1 Comb/Brush and hair dressing   |
| _____ 1 Brass Belt Buckles                              | _____ 1 Toothbrush and paste           |
| _____ 1 Summer Blue Trousers                            | _____ 1 fingernail clipper             |
| _____ 1 Black Uniform Belt                              | _____ 1 box of “Q-tips”                |
| _____ 1 Black Garrison Cap                              | _____ 1 ruler (12 inches)              |
| _____ 1 Rank Devices                                    | _____ 1 mechanical pencil w/lead       |
| _____ 1 Set of Ribbons                                  | _____ 1 sewing kit for uniform         |
| _____ 2 Pair of black socks                             | _____ 1 pair shower shoes              |
| _____ 1 Pair regulation black shoes                     | _____ 1 laundry bag                    |
| _____ 1 NJROTC bar (J-Bar)                              | _____ 1 bath towel                     |
| _____ 3 Small fouled anchors                            | _____ 1 Hanging Clothes Bag            |
| _____ 1 Name Tag  | _____ 1 Spiral notebook                |
| _____ 1 Swim suit                                       | _____ 1 pair running shoes             |
| _____ 1 Pair Biker Shorts (optional)                    | _____ 7 pair underwear                 |
| _____ 2 Bras  | _____ 2 white T-shirts                 |
| _____ 3 Sports Bras for PT                              | _____ 1 Cadet field manual             |
| _____ 7 pair white socks                                | _____ 3 Navy issued yellow PT shirts   |
| _____ 2 Navy issued blue shorts                         | _____ 1 Navy issued khaki Ball Cap     |
| _____ 1 can brass polish                                | _____ 1 Spiral notebook                |
| _____ Medication (labeled and turned-in for dispensing) |  |
| _____ Personal spending money not to exceed \$30.00     |  |
| _____ Female hygiene supplies                           |  |
| _____ 1 Shoeshine Kit (polish, toothbrush, rag)         |  |
| _____ 1 Sleeping Bag                                    |  |
| _____ 1 Pair water shoes (old sneakers will suffice)    |  |
| _____ 1 Durable water bottle                            |  |

REQUIRED ITEMS OF NJROTC LEADERSHIP ACADEMY (MALE)

- |  |  |
|--|--|
| _____ 1 Khaki Uniform Shirt  | _____ 1 Bar of Soap                    |
| _____ 1 compass  | _____ 1 Antiperspirant                 |
| _____ 1 drill rifle  | _____ 1 Sun Screen – SPF 15 or greater |
| _____ 1 sword with scabbard/belt   | _____ 1 Comb and hair dressing         |
| _____ 1 Brass Belt Buckles   | _____ 1 Toothbrush and paste           |
| _____ 1 spiral notebook  | _____ 1 Razor and cream or Electric    |
| _____ 1 Summer Blue Trousers   | _____ 1 fingernail clipper             |
| _____ 1 Black Uniform Belt   | _____ 1 box of “Q-tips”                |
| _____ 1 Black Garrison Cap   | _____ 1 ruler (12 inches)              |
| _____ 2 Rank Devices   | _____ 1 mechanical pencil w/lead       |
| _____ 1 Set of Ribbons   | _____ 1 sewing kit for uniform         |
| _____ 2 Pair of black socks  | _____ 1 pair shower shoes              |
| _____ 1 Pair regulation black shoes                                      | _____ 1 laundry bag                    |
| _____ 2 NJROTC bar (J-Bar)   | _____ 1 bath towel                     |
| _____ 3 Small fouled anchors   | _____ 1 Hanging Clothes Bag            |
| _____ 1 Name Tag   | _____ 3 Navy issued T-shirts           |
| _____ 1 Swim suit  | _____ 1 pair running shoes             |
| _____ 1 Pair Biker Shorts (optional)                                     | _____ 7 pair underwear                 |
| _____ 1 Navy Issued Khaki Ball Cap                                       | _____ 1 can brass polish               |
| _____ 1 Cadet Field manual   | _____ regulation haircut/shave         |
| _____ 7 pair white socks   |  |
| _____ 2 Navy issued blue PT shorts                                       |  |
| _____ 1 Shoeshine Kit (polish, toothbrush, rag)                          |  |
| _____ Medication (labeled and turned-in for dispensing)                  |  |
| _____ Personal spending money not to exceed \$30.00                      |  |
| _____ 3 jocks/sports underwear (boxer shorts are not appropriate for PT) |  |
| _____ 1 Sleeping Bag   |  |
| _____ 1 Pair water shoes (old sneakers will suffice)                     |  |
| _____ 1 Durable water bottle   |  |



Enclosure (2)

### CERTIFICATE OF UNDERSTANDING AND RELEASE

I understand that the facilities at the Naval Air Station Fort Worth Joint Reserve Base, Texas contain a number of hazards that could result in personal injury through misuse or accident. These include water, noise hazards resulting from firing the machine gun simulator, ground hazards, including the possibilities of falling from heights or tripping over obstacles and other hazards, which could cause injury from misadventure.

Furthermore, for the sole consideration of the use of the aforementioned facilities and without any other representation, promise, or agreement, written or oral, I hereby release and discharge the United States, the United States Navy, the United States Air Force, the United States Marine Corps and its employees, and any and all other parties in interest from all claims, demands, grievances and causes of action of every kind whatsoever, including individual liabilities, and including but without limitation of the foregoing, all liability for damages of every kind, nature and description which may hereafter arise from or out of injuries and damages received by me at Naval Air Station Fort Worth Joint Reserve Base, Texas on or about 10-15 JUNE 2018. This release shall be binding on my Heirs, Executors, Administrators and Representatives.

I HAVE READ AND UNDERSTAND THIS CERTIFICATION AND RELEASE

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Printed Name of Individual Participating

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Signature of parent or guardian

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Signature SNSI/NSI

Enclosure (3)

### MARINE EVENT LIABILITY FORM

In consideration of my participation in recreational sailing/training aboard a North Texas Leadership Academy NJROTC Unit marine craft, I, the undersigned, intending to be legally bound hereby waive for myself, parents, guardians, heirs, executors, assigns and administrators any and all rights and claims for damages, demands, and other actions whatsoever, including that which I may have against any of the following entities: the Department of the Navy, and personnel involved in supervising/teaching arising out of my participation in these events, including any and all injuries of illnesses suffered by me as a result of my participation. I further verify that I have full knowledge of the risks involved in participation in events of this nature where marine craft are used.

I also understand that I am responsible for the cleanliness of any marine craft that I may have been assigned and for my conduct. I understand that it is required to wear a certified Type III U.S. Coast Guard approved Personal Floatation Device at all times while participating in Marine craft/water related activities and/or events.

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If under age 18: I, the understood parent or lawful guardian of the named person, do hereby grant my permission and consent for my child to participate in the above-described event. I have read and agree to be bound by the terms of the Hold Harmless Agreement.

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NORTH TEXAS BLT AND LEADERSHIP ACADEMY**  
**PRE=MISHAP PLAN AND ORM**

**S/NSI GENERAL INSTRUCTIONS**

**A. General**

1. All instructors, duty officers and chaperones are to be thoroughly familiar with this plan.
2. A copy of this plan is to be immediately accessible in all barracks and operational buildings occupied by NJROTC cadets.
3. The instructor in charge during any activity involving cadets will be familiar with this plan and have a copy of this plan.
4. Any time a cadet experiences apprehension concerning their personal safety, or the safety of others, an immediate "Training Time Out (TTO) shall be called.
5. Senior Naval Science Instructors/Naval Science Instructors (S/NSIs) are responsible for maintaining situational awareness and shall remain alert to signs of cadet panic, fear, extreme exhaustion, dehydration or lack of confidence that may impair safe completion of the training, and shall immediately cease training when the S/NSI considers this action appropriate.
6. All S/NSIs and chaperones will know the location and telephone number of all Medical, fire department, police/security, and other emergency response teams in order to obtain immediate response to mishaps.
7. In-house first aid assets (first aid kits, CPR qualified personnel, etc.) will be identified and located by all S/NSIs and chaperones.
8. First response mechanical devices such as electrical isolation switches, fire extinguishers, and other equipment will be located and identified by all S/NSIs and chaperones.
9. Notification lists of chain of command interest levels and persons or offices to be contacted in an emergency will be posted in the cadet barracks.
10. All cadets are to be in their rooms and in bed after taps. Under no circumstances are any cadets to engage in any activity other than the standard assigned watch without the permission of the S/NSI, CDO, or the Officer-In-Charge.

**B. S/NSI SAFETY INSTRUCTIONS**

Note: All S/NSIs will ensure that all activities are carried out in accordance with the most recent version of NSTC M-5761 - NJROTC Regulations for Citizenship Development and School Instructions.



1. Be aware at all times of the training schedule and the whereabouts of all cadets and instructors assigned.
2. Make inspections as deemed necessary to assure satisfactory safety conditions exist.
3. Make periodic checks to see that supervisory personnel are on hand in cadet's areas when appropriate.

Enclosure (5)

4. Assure that all pertinent information having to do with safety, illness, or injury is entered in the duty log.
5. The S/NSI will make all necessary reports and summaries, as required, to the Area TEN Manager
6. If in doubt about any existing condition or activity that may affect the safety or well being of cadets, take appropriate action to remedy the situation, notify the the Area TEN Manager and make the proper entry in the duty log to record the incident/situation.

#### C. CADET INJURY PROCEDURES

- Any cadet injury, no matter how slight, must receive immediate attention.
- All cadets must be given strict orders to report any injury promptly.

Note: The following steps are to be taken in the event of an injury: The CDO or instructor will make the determination of the steps to be taken. In the event it is determined that the cadet requires additional medical treatment or care, the following steps will be implemented:

1. If the injury is major, i.e., broken bone, head injury, heavy bleeding, or shock, render first aid to preserve life and immediately call an ambulance at 911 for assistance and notify the NAS Fort Worth JRB CDO or Security Department.
2. If the extent of the injury cannot be determined, take no chances, call an ambulance.
3. If the injury seems to be minor, the instructor will treat the cadet. Minor medical conditions such as blisters and or stomach upset will be entered in the duty log. However, in cases requiring attention other than what the instructor can provide, the S/NSI will inform the closest military medical clinic and the cadet's parents or guardians.
4. Minor injuries may be treated with the first aid kit carried by an instructor on all activities. This includes minor scratches, cuts, scrapes, abrasions, burns, and splinters, which normally do not require further medical care.

**REPEAT: ALL INJURIES TO CADETS MUST BE REPORTED AS SOON AS POSSIBLE TO THE AREA TEN MANAGER AFTER ALL POSSIBLE IMMEDIATE CARE IS GIVEN TO THE CADET.**

**PARENTS OF THE INJURED CADET WILL BE INFORMED BY THE S/NSI OR THE AREA MANAGER AT THE EARLIEST OPPORTUNITY.**

#### D. FIRE EMERGENCIES

1. Ensure there are emergency fire extinguishers in each building. All S/NSIs, chaperones and cadet participants will be briefed on their location upon occupation of the building. S/NSIs will brief chaperones and cadets on the locations of building fire alarms.
2. In case of a fire emergency, follow the posted fire evacuation plan for the barracks area. Call 911 and NAS Fort Worth JRB Security Department.
3. All cadets must be evacuated before attempting any fire fighting.

## E. CADET ILLNESS

- If a cadet becomes ill the following steps are to be taken:
  1. Determine if the illness is life threatening. If so, call 911 for immediate medical service.
  2. Inform medical of your exact location and have cadets stationed to intercept and guide the ambulance to the location of the ill cadet.
  3. After calling for an ambulance, immediately inform the Area TEN Manager, and the base OOD of the situation, cadet name(s), his/her condition, what medical help has been called for, etc...
  4. If it is determined that the illness is not life threatening, inform the camp Commanding Officer, and ask for a determination as to what further medical treatment will be made or if the cadet is to be sent home.
  5. At no time will the S/NSI attempt to diagnose an illness and prescribe medication, or try to talk a cadet out of being ill or that you believe the cadet is malingering. Whenever a cadet says he/she is ill, training will be terminated immediately.

**Note: IN EITHER LIFE-THREATENING OR NON-LIFE THREATENING CASES, PARENTS WILL BE INFORMED AS SOON AS POSSIBLE OF THE STEPS WE ARE TAKING FOR THE WELFARE OF THEIR CHILD AND ASK FOR THEIR INPUT.**

### **Contact Points for Emergencies**

NAS Fort Worth JRB Duty Office	817-782-5546
NAS Fort Worth JRB Security Department	817-782-3838
NAS Fort Worth JRB Fire Department	817-782-6331/6332
BQ Front Desk	817-782-5392
Branch Health Clinic – Medical	817-782-5900
Branch Health Clinic – Dental	817-782-5905
Area TEN Manager – CDR(ret) Mike Hale	210-617-7646 (office phone)

## **Injury Report Procedures**

Incident or hazard report procedures: Instructors and escorts on-scene shall render emergency first aid as necessary. Utilize emergency numbers listed above. After emergency is under control, comply with the following:

- a. Notify YOUR chain of command.
- b. Notify parent's concerned.
- c. Notify school officials.
- d. Obtain witness statements, when possible.
- e. Instructors complete NJROTC Safety Report (enclosure 4).
- f. Submit follow-up information as required by Area Manager

**NJROTC Safety Report**

NJROTC UNIT: \_\_\_\_\_

UIC: \_\_\_\_\_

Cadet Name: \_\_\_\_\_

Location/Description of Occurrence:

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Description of Medical Treatment Provided:

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Action Taken to Prevent Recurrence:

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