

**Sample Email to inform Requestor of Proposed Classroom Activity or Demonstration**

Good morning/afternoon,

I am writing to inform you that I have requested your classroom activity or demonstration for {Insert Day and Date} and I will give you an update in a couple of weeks as to the status.

Please feel free to me directly or the NAWCAD Strategic Education Office at NAWCAD\_PAXR\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL if you have any questions.

{Insert Signature}

## **Sample Email to inform Requestor of Proposed Field Trip Date**

Good morning/afternoon,

I am writing to inform you that I have requested your visit for {Insert Day and Date} and I will give you an update in a couple of weeks as to the status.

Please remember that the following security requirements will need to be provided to the SEO by the indicated deadlines.

1. Transportation: The bus driver name and contact information must be submitted to the SEO via encrypted email or DoD Safe link a minimum of 2 weeks prior to the visit in order to obtain base access. Additional personal identification information may be required of the bus driver. To request a DoD Safe link, email

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

2. Required Visitor Information: The school must provide the SEO with a list of the students and adults' first and last names and citizenship status a minimum of ten days prior to the visit. The list may be sent via encrypted email or via DoD Safe link. To request a DoD Safe link, email

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL). All individuals 18 or over, who are attending, will need to individually contact the SEO via phone call to provide personal identification information in order to be cleared for the visit. Due to space restrictions, parents or other guests who work on base or otherwise have access, may only join the group if included on the chaperone list.

3. Foreign Visitors Information: The school must notify the SEO via encrypted email or DoD Safe link if any foreign nationals, children or adults, are attending the visit. To request a DoD Safe link, email

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL). A minimum of 3 weeks is required for additional processing for foreign national attendees. These individuals will need to provide personal identification information to the SEO to be cleared for the visit. Additional documentation will need to be submitted, along with submitting a PDF copy of the foreign national's passport picture page or other government (U.S. or foreign) issued documentation.

Please feel free to me directly or the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL) if you have any questions.

{Insert Signature}

## **Sample Email Response for Initial Request for Classroom Activity or Demonstration**

\*\* Be sure to attach the current NAWCAD 5726/1.

Good morning/afternoon,

Thank you for your interest in a classroom activity or demonstration. Attached is the NAWCAD 5726/1, NAWCAD SEO Program Request. To request a classroom activity or demonstration, please complete pages 1 and 2 of the NAWCAD 5726/1. Please provide the STEM content that you are requesting an activity or demonstration for as well as the class schedule for the activity/demonstration.

After completing pages 1 and 2 of the NAWCAD 5726/1, please send the form via encrypted email to [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL) or via DoD Safe link. To request a DoD Safe Link, please email [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

If you have any questions or need any additional information, please feel free to contact us at [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

Thank you and have a wonderful day!

Respectfully,

NAWCAD Strategic Education Office  
[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL)



## **Sample Email Response for Initial Request for Field Trip**

\*\* Be sure to attach the current Policies and Procedures, NAWCAD 5726/1 and Tour Site Information to the email.

Good morning/afternoon,

Thank you for your interest in a field trip to Naval Air Station Patuxent River. Attached is the NAWCAD 5726/1, NAWCAD SEO Program Request. To request a visit, please read through the attached Policies and Procedures, then complete pages 1 and 2. I have also attached the Tour Site Information which may be helpful in completing page 2. After completing pages 1 and 2 of the NAWCAD 5726/1, please send the form via encrypted email to [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL) or via DoD Safe link. To request a DoD Safe Link, please email [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

If you have any questions or need any additional information, please feel free to contact us at [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

Thank you and have a wonderful day!

Respectfully,

NAWCAD Strategic Education Office  
[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL)

**Sample Email to Requestor Confirming Classroom Activity or  
Demonstration Date**

Good morning,

I am pleased to inform you that the {Insert name of the event} classroom activity/demonstration, scheduled for {Insert Day and Date}, has been confirmed in its entirety.

The agenda is on page 3 of the attachment, but I have also included it below in case you have difficulty opening the attachment.

{Insert names of individuals providing classroom activity/demonstration} will be facilitating the classroom activity/demonstration. You may contact them at {Insert email address and phone number of activity/demonstration facilitator}.

TIME	AGENDA
{Insert Itinerary}	

Please feel free to contact me directly or contact the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL) if you have any questions.

{Insert Signature}

## **Sample Email to Requestor Confirming Field Trip Date**

Good morning,

I am pleased to inform you that the {Insert name of the event} visit, scheduled for {Insert Day and Date}, has been confirmed in its entirety. The agenda is on page 3 of the attachment, but I have also included it below in case you have difficulty opening the attachment. In order to proceed with the visit as scheduled, please be sure to fulfill the necessary security requirements as indicated in the deadlines below.

The NAWCAD SEO escorts for the visit will be {Insert name of SEO escorts}. Should you need to reach them on day of the visit, please contact them at {Insert cell phone number of SEO escort(s)}.

TIME                      AGENDA  
{Insert Itinerary}

### Security Requirements:

1. Transportation: The bus driver name and contact information must be submitted to the SEO via encrypted email or DoD Safe link by no later than {Insert Deadline date} in order to obtain base access. Additional personal identification information may be required of the bus driver. To request a DoD Safe link, email

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

2. Required Visitor Information: The school must provide the SEO with a list of the students and adults' first and last names and citizenship status by no later than {Insert Deadline date}. The list may be sent via encrypted email or via DoD Safe link. To request a DoD Safe link, email

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL).

3. All individuals 18 or over, who are attending, will need to individually contact the SEO via phone call by no later than {Insert Deadline date} to provide personal identification information in order to be cleared for the visit. Due to space restrictions, parents or other guests who work on base or otherwise have access, may only join the group if included on the chaperone list.

4. Foreign Visitors Information: The school must notify the SEO via encrypted email or DoD Safe link if any foreign nationals, children or adults, are attending the visit. To request a DoD Safe link, email [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL). A minimum of 3 weeks is required for additional processing for foreign national attendees. These individuals will need to provide personal identification information to the SEO to be cleared for the visit. Additional documentation will need to be submitted, along with submitting a PDF copy of the foreign national's passport picture page or other government (U.S. or foreign) issued documentation.

Please feel free to contact me directly or contact the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL) if you have any questions.

{Insert Signature}



## **Sample Email Upon Receipt of Completed Program Request Form**

Good morning/afternoon,

We have received your classroom activity or demonstration request and will begin coordinating your request. An SEO staff member will reach out to you to provide a status update.

Respectfully,

NAWCAD Strategic Education Office

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL)

**Sample Email Upon Receipt of Completed Program Request Form**

Good morning/afternoon,

We have received your field trip request and will begin coordinating your visit. An SEO staff member will reach out to you to provide a status update.

Respectfully,

NAWCAD Strategic Education Office

[NAWCAD\\_PAXR\\_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL](mailto:NAWCAD_PAXR_STRATEGICEDUCATIONOFFICE@US.NAVY.MIL)

**Early Submission Email Response**

We are grateful for your interest in the camps. As indicated on the flyer, registration for the camp opens on {Insert Date}. Please submit the student for registration on or after {Insert Date} for consideration.

Thank you.

Respectfully,

NAWCAD Strategic Education Office

NAWCAD\_PAXR\_StrategicEducationOffice@us.navy.mil

### **Registering for Multiple Camps**

Thank you for submitting the registration material for the NAWCAD Summer Camps. We see that you are interested in enrolling your child in more than one of our camps. Due to demand and the limited number of spaces, we only allow students to enroll in one camp per summer. Please respond to let me know which camp your child would prefer to attend so that I may enroll them accordingly. We will then place your child on the wait list for the other camp(s) should spaces be available.

We will contact you via email no later than {Insert Date} to inform you if your child has been selected to participate in the camp.

Respectfully,

NAWCAD Strategic Education Office

NAWCAD\_PAXR\_StrategicEducationOffice@us.navy.mil

## **Registration Submission Response**

Thank you for submitting the registration material for the NAWCAD Summer Camps. We will contact you via email no later than {Insert Date} to inform you if your child has been selected to participate in the camp.

Respectfully,

NAWCAD Strategic Education Office

NAWCAD\_PAXR\_StrategicEducationOffice@us.navy.mil

### **E3 Acceptance**

Good Afternoon,

The NAWCAD Strategic Education Office (SEO) is pleased to inform you that your child, {Insert Student Name}, is enrolled in the {Insert Camp Name} Summer Camp from {Insert Camp Times} for the dates {Insert Camp Dates}. To accept this enrollment opportunity, please complete and submit the attached Registration Forms to the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

by no later

than {Insert Deadline Date}. Please ensure that the signatures on page 2 of the Registration Form are hand-written signatures or digital signatures with digital verification.

To protect the information on the form, it is recommended that you submit the email via encrypted or to password protect the document before sending it. Should you password protect the document, please send the password in a separate email. Alternatively, you may send the document via DoD Safe drop-off link. To send it via DoD Safe drop-off link, email the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil) to request a drop-off link. You will then receive an email with a link to upload and encrypt the document. Once again, please send the encryption password to the NAWCAD Strategic Education Office in a separate email.

If you choose to decline this opportunity, please do so by email to [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil) no later than {Insert Deadline Date} .

If you have any questions, please email the NAWCAD Educational Outreach Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil).

Respectfully,

NAWCAD Strategic Education Office

[NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

## **Registration Receipt**

We have received the completed registration form. Please keep an eye out for emails with more information as the camp approaches.

If you have any questions, please email the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil).

Respectfully,

NAWCAD Strategic Education Office

[NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

## **Registration Full**

Thank you for your interest in the NAWCAD Summer Camps. At this time, the registration is full, but your child has been placed on the waiting list. Should a spot become available for your child we will contact you via email.

We hope that you will keep these camps in mind should your child be eligible next year.

Respectfully,

NAWCAD Strategic Education Office

NAWCAD\_PAXR\_StrategicEducationOffice@us.navy.mil



## **Registration Reminder Email**

Good afternoon,

This email serves as a reminder that the deadline to accept or decline {Insert child's name} participation for the {Insert Camp Name} is {Insert Deadline Date}. To accept this enrollment opportunity, please complete and submit the attached Registration Forms to the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

by no later than {Insert Deadline Date}. Please ensure that the signatures on page 2 of the Registration Form are hand-written signatures or digital signatures with digital verification.

To protect the information on the form, it is recommended that you submit the email via encrypted or to password protect the document before sending it. Should you password protect the document, please send the password in a separate email. Alternatively, you may send the document via DoD Safe drop-off link. To send it via DoD Safe drop-off link, email the NAWCAD Strategic Education Office to request a drop-off link. You will then receive an email with a link to upload and encrypt the document. Once again, please send the encryption password to the NAWCAD Strategic Education Office in a separate email.

If you choose to decline this opportunity, please do so by email to [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil) no later than {Insert Deadline Date}.

If you have any questions, please email the NAWCAD Educational Outreach Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil).

To decline this opportunity, please do so by email to [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil) no later than {Insert Deadline Date}. Failure to respond by {Insert Deadline Date}, may forfeit your child's participation in the camp.

We will send additional information a few weeks prior to the camp. Please watch your emails for this information.

If you have any questions, please email the NAWCAD Educational Outreach Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil).

Respectfully,

NAWCAD Strategic Education Office

[NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

**Failure to submit forms email**

Good morning,

Thank you for your interest in the NAWCAD {Insert Camp Name} summer camp. Unfortunately, because we did not receive the completed registration forms by the deadline, we will be offering your child's spot to an individual on the waiting list. We hope you will keep this experience in mind for next year, should your child be eligible to participate.

Respectfully,

NAWCAD Strategic Education Office

NAWCAD\_PAXR\_StrategicEducationOffice@us.navy.mil

### **Available spot**

We are pleased to inform you that a spot has become available in the NAWCAD {Insert Camp Name} summer camp for your child, {Insert Child's Name}. The camp will be held on {Insert Camp Dates} from {Insert Camp Time}.

To accept this enrollment opportunity, please complete and submit the attached Registration Forms to the NAWCAD Strategic Education Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil)

by no later than {Insert Deadline Date}. Please ensure that the signatures on page 2 of the Registration Form are hand-written signatures or digital signatures with digital verification.

To protect the information on the form, it is recommended that you submit the email via encrypted or to password protect the document before sending it. Should you password protect the document, please send the password in a separate email. Alternatively, you may send the document via DoD Safe drop-off link. To send it via DoD Safe drop-off link, email the NAWCAD Strategic Education Office to request a drop-off link. You will then receive an email with a link to upload and encrypt the document. Once again, please send the encryption password to the NAWCAD Strategic Education Office in a separate email.

Failure to respond by {Insert Deadline Date}, will forfeit your child's participation in the camp.

To decline this opportunity, please do so by email to [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil) no later than {Insert Deadline Date}.

If you have any questions, please email the NAWCAD Educational Outreach Office at [NAWCAD\\_PAXR\\_StrategicEducationOffice@us.navy.mil](mailto:NAWCAD_PAXR_StrategicEducationOffice@us.navy.mil).

Respectfully,

NAWCAD Strategic Education Office

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