TAD ONE-STOP-SHOP

Please use this one-stop-shop to get to useful links, FAQs, and contact your TAD Coordinator team. Prior to reaching out to the listed individuals, please read through the FAQs to see if your questions can be answered. Thank you!

YOUR TAD COORDINATOR TEAM

TAD Coordinator: CDR Martinez (kmartine@usna.edu)
TAD ENS: James Lee (jamesjlee21@gmail.com) and
Jaclyn Anne Pabalan (pabalan@usna.edu)

USEFUL LINKS

TAD Website
TAD Swap & Follow-On Assignment Form (you must find a replacement and/or get approved by both work centers involved prior to filling this out!)
TAD Assignment/Job Descriptions
TAD Supervisor List
Leave Chit Document (different for each work center; download and fill out)

FREQUENTLY ASKED QUESTIONS

What do I need to send to my Work Center Supervisor?
Your Personal Email, Cell Phone #, Local Address, and Leave dates/plans

Will I have to ROM?
This will vary depending on the HPCON status/USNA regulations.

Why didn't I get the TAD Assignment I requested?
Each year, there is a list of prioritized TAD jobs over other. Each Spring, the TAD Coordinator is given a list of how many TADs are requested by each department and depending on when your individual detach dates are given to the TAD Coordinator, you cannot be assigned a job. You may not have the ideal job/the one you exactly requested

for, but please understand that the TAD Coordinator is trying his/her best to meet your requests, and the assignments are really dependent on multiple factors.

I was requested by name, so why am I not a part of the department I was requested for?
Like the answer given above, the TAD Coordinator must meet certain requirements. Even if you are requested by-name, the department requesting you may have also asked for more individuals than they need, so it really depends on when your detach/school dates are given to the TAD Coordinator

Can I switch my TAD Assignment? If so, how?
Yes you can change your TAD assignment, however you must 1) Find a **one for one** swap, 2) **Get the swap approved by both work centers that will be involved with the switch for mustering/admin purposes**, 3) Fill the [TAD Swap form](#) out and indicate that the swap was approved, and 4) Email the TAD ENS/2Lt and CC CDR Martinez regarding the swap.

I'm going to grad school and I'm assigned a TAD Assignment. Is this correct?
Depending on when your grad school date is, it may be correct. If you are unsure of your situation, reach out to the Graduate Programs Supervisor!

How do I receive TAD distro emails?
ITSC unfortunately cannot add all of your emails manually, seeing as there are 775+ emails for them to add. SO, we have to add ourselves to this distro list using an automatic subscription email that ITSC made. Please complete the following steps to do so: 1) Send a BLANK EMAIL TADOFFICERS-subscribe-request@lists.usna.edu (this email may change for class of 2022; if so, it will be communicated), 2) You should get emails using the TADOFCRS distro list after doing this; if not, please email ITSC directly and let them know that you still aren't receiving emails.

How do I stop receiving TAD distro emails?
Email or call ITSC (syshelp@usna.edu; 410-293-3500)! Their hours of Operation are M-F from 0700-1600 and they're located in Ward Hall, room G1.

What if I need a follow-on TAD Assignment since I'm assigned to Plebe Summer, etc?
1) Look at the Job Description list (linked above) and see what you're interested in doing next/after your current TAD job, 2) Reach out to the Supervisor for your new TAD job of interest (list of Supervisors is listed above) to see if you can get a spot in that department, 3) Fill out the [Follow-On Assignment form](#) to get a

request in, and 4) Email the TAD ENS/2Lt and CC CDR Martinez regarding the request.

Do I have to TAD with I-Day?
2) All TAD departments understand that I-Day is the priority when time comes. Thus, all TADs are "on-call"/fair game for I-Day purposes unless a circumstance is communicated. I-Day organization is handled by the I-Day Coordinator, the TAD Coordinator, and the Work Center Supervisors together.

Do USMC and USN TADs have different admin processes?
Yes! If you're Navy and have LES issues, contact Ms. Siebers (siebers@usna.edu). If you're Marine Corps, MARDET now handles your administrative matters, and you must contact Capt. Graber (graber@usna.edu) for any admin issues.

How is leave handled?
This is handled within your work center. The standard leave chit is linked above. Once you've filled that out, let your work center know and they should help you get through all of the paperwork to get you set for your leave!

Do we muster with the TAD Coordinator every day?
Nope, you muster with your respective work centers!