



POLA NEW ENGLAND (Class 12)  
26 December 2013 - 01 January 2014  
Naval Station Newport, Rhode Island

**INFORMATION PACKET**  
Version 1.0 (13SEP13)

Address questions and correspondence to:  
LCDR David I. Hull, NSCC  
POLA New England  
1095 Bodwell Road Unit 12  
Manchester, NH 03109-5869  
dhull@seacadets.org

*Note: do not send correspondence via any method requiring a signature upon delivery*



# UNITED STATES NAVAL SEA CADET CORPS

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## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### GENERAL TRAINING REQUIREMENTS AND DETAILS

- This training is academically intense, requires regular participation in lectures and small group discussions, requires nearly 100 pages of reading per night, and is both reflective and theory-based. Typically, 5-10% of our students fail the course, and they tend to be the youngest; it is therefore *recommended* for students who are at least 15 years old. Per NSCC Advancement & Training Manual Ch. 3(A)(1) Note 1 and NSCC Action Letter 01-07 ¶1(k), **all students *must* be at least 14 years old and at least E3** to participate in a POLA, without exception.
- Training will be held Thursday 26 December 2013 to Wednesday 01 January 2014
  - student cadets must report in dress blue uniform between 1300 and 1500 on 26DEC13
  - graduation will be at 1100 on 01JAN14 at Perry Hall (the Command Leadership School)
  - staff must report by 0800 on 26DEC13
- **Cadets must provide their own transportation to and from the base**
  - transportation will *not* be provided from local airports or bus/train stations
  - cadets must arrive within specified times for security purposes; *no* exceptions
  - all cadets *must* inform LCDR Hull of their travel itinerary
- ID's must be current *through* January 2014
- Please ensure that your service jacket is up to date and includes:
  - NSCTNG003 for this training
  - NSCADM020 Medical History *updated* in the past 30 days; NSCADM021 Medical Exam Form *updated* emergency contact information (please list a contact who will be available 26DEC-01JAN)
  - copies of **NSCC ID card and medical insurance card**
  - if you don't know what these things are, please show this sheet to the Admin Officer at your unit!
- Training fee will be \$120 and is ***non-refundable***. Payment to "USNSCC" by bank check/money order only
- Carefully review the seabag list and do not deviate from it
- Please contact the CO at dhull@seacadets.org if you require accommodations for academic needs
  - please be aware that students will spend between 8 and 10 hours per day in a classroom setting
- Please contact the CO at dhull@seacadets.org if you have any special medical needs
  - reasonable accommodations will be made, however please note that we do not have professional medical staff members, and the base medical facilities are closed during the week of training
  - cadets with medical concerns may be required to submit updated NSCADM020 and NSCTNG025 for review *before* a billet can be confirmed
- Discipline will be enforced at POLA New England
  - cadets not conforming to appropriate standards of conduct will be sent home *at their own expense*
- Email the COTC at dhull@seacadets.org to check the availability of billets. Billets are first-come, first-served, and will be confirmed only upon receipt of **NSCTNG003**, **\$120 training fee**, copy of ID Card, and **ALL WAIVERS**. Please mail all paperwork to the address on the front cover of this packet.



# UNITED STATES NAVAL SEA CADET CORPS

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## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### INFORMATION FOR PARENTS

#### 1. Obtaining a Billet

Email the CO at [dhull@seacadets.org](mailto:dhull@seacadets.org) to inquire as to the availability of billets. If there is still a billet available, mail your **NSCTNG003** (Local Orders), **\$120 FEE**, copy of ID Card, and all eight pages of **WAIVERS** to the address on the front of this packet. Billets are first-come, first-served, and will be confirmed only upon receipt of all required paperwork.

#### 2. Standard Operating Procedures

Please read the Standard Operating Procedures for POLA New England, posted at <http://newenglandseacadets.org/training/pola/>. Please do not continue the application process unless you are in full agreement with these procedures. Please **take special note of §27** regarding Medical Resources and Prescription Policies.

#### 3. Status of the training

Due to the present world situation, this training could be cancelled at ANY time, up to and including 26DEC13. There is an extremely remote possibility that we may even be required to leave the base during the training itself. As a precaution, please be available (or provide emergency contact information for someone who will be available) to make emergency travel arrangements.

#### 4. Travel itinerary

Please be sure to return the Travel Itinerary form to me with the waivers, even if a cadet is traveling by personally-owned vehicle. If a cadet does not arrive at the specified time on 26DEC13, I need to be able to call the airline or bus company to find out why the cadet has been delayed. Cadets who have traveled on their own will be required to call home as soon as they arrive at the barracks. Expect to hear from them at that time, and please be sure to provide them with numbers at which you can be reached.

#### 5. Contact information – yours and mine

**Please be sure to provide LCDR Hull with an email address for both Cadet and parent.**

To speed up communication and save resources on postage, all communication from me will be via e-mail. Be forewarned: if you do not provide an email address, you will miss this information.

Email is the best way to contact LCDR Hull – use [dhull@seacadets.org](mailto:dhull@seacadets.org). If there is an emergency, call the Command Duty Officer line at (617) 721-1015. During the training, this number will reach the CDO 24/7.

**INFORMATION FOR PARENTS**  
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**6. Navy Working Uniforms**

Please outfit your cadet with an NWU parka with fleece liner – it's cold in Newport in December!

**7. Base Access**

Any non-DoD personnel 16 years or older wishing to access the base for drop-off or graduation must provide LCDR Hull with their Full Name, SSN, and Date of Birth no later than 09DEC13. This includes friends, siblings, grandparents, and parents. A form to submit this information is included in the wavier packet. If you're not sure if someone will be attending, include their information. Better safe than sorry!

Graduation will be held at the Command Leadership School (Perry Hall, at the corner of Whipple Street and Meyerkord Avenue) at 1100 on Wednesday 01 January 2014. When arriving on base, follow the same directions and bring the same items to the Pass Office before Gate 1 to obtain your temporary pass. (If the Pass Office is closed, proceed to the gate with the same paperwork). Inform the Pass Office (or Gate 1) personnel that you are attending the graduation of your Cadet at the Perry Hall. Parking is provided at Perry Hall and the Senior Enlisted Academy across Whipple Street. Photography is encouraged.



# UNITED STATES NAVAL SEA CADET CORPS

## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### SEABAG LIST

<u>Qty</u>	<u>M/F</u>	<u>Item</u>
1		<b>NSCC service jacket w/ NSCTNG003, enrollment forms, and medical forms</b>
1		<b>NSCC ID card, <i>current through January 2014</i></b>
1		seabag
1	M	dress blue jumper
1	M	neckerchief
1	F	dress blue coat w/NSCC flashes and insignia
1	F	white dress shirt
1	F	neck-tab
1 pair		dress blue pants
1	M	white dixie cup dress cover
1	F	white combination cover w/NSCC pin
1 pair		black low-cut leather dress shoes (no corfams)
1		black web belt with silver tip
1		silver belt buckle

3		blue work shirts w/NSCC flashes and insignia
2 pair		blue work pants
1		utility jacket w/NSCC flashes and insignia
1		NSCC ball cap
7		white undershirts, crew-neck, short sleeve
1 pair		black high-top work shoes/boots

} if you are wearing utilities

***or***

2		NWU blouses w/NSCC flash, nametapes, and embroidered rank insignia
2 pair		NWU pants w/nametape
1		NWU Gore-Tex parka w/embroidered rank insignia
1		NWU Gore-Tex parka fleece liner
1		NWU 8-point cover w/NSCC flash
7		dark blue undershirts, crew-neck, short sleeve
2		white undershirts, crew-neck, short sleeve
1 pair		black leather boots, smooth leather, 8-9" upper
2 pair		blousing bands

} if you are wearing NWUs

# SEABAG LIST

(PAGE 2)

<u>Qty</u>	<u>M/F</u>	<u>Item</u>
1 pair		athletic shoes/sneakers
1 pair		shower shoes/flip flops
1 pair		dark blue sweat pants
1 pair		dark blue sweat shorts
1		dark blue sweat shirt
1		black knit watch cap
1 pair		cold-weather gloves (preferably black)
7 pair		underwear
1 pair		long underwear
3	F	bras
2	F	sports bras
7 pair		black socks
7 pair		white socks
1		lock with key (spare key to service jacket)
5		black ballpoint pens
1		highlighter
1		battery operated travel alarm clock
1		watch ( <i>a cheap one, please</i> )
1		canteen with web belt
1		1.5-inch black 3-ring binder with clear slip-in cover and 50 sheets of lined paper
??		stationary, envelopes, stamps
1		12" ruler
1		shoe-shine kit
1		sewing kit
1		laundry bag
6		hangers
3		towels
2		wash cloths
1	F	full-length bathrobe
1 set	F	pajamas
1	M	hygiene kit [with razor, shaving cream, soap w/soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, nail clippers, chap stick]
1	F	hygiene kit [with razor, soap w/soapdish, toothpaste, toothbrush, shampoo, body talc, deodorant, q-tips, comb, brush, chap stick, hair elastics as necessary, sanitary products as necessary]

**SEABAG LIST**  
**(PAGE 3)**

- Laundry facilities will be available; cadets do not need to bring laundry detergent
  
- Cadets do not need to bring bed linen or pillows.

**OPTIONAL ITEMS.** Cadets *may* bring the following items:

- One battery-operated portable music device and earphones – **HOWEVER**, you may *not* bring the charger
- Two sets of civilian clothes – **HOWEVER**, tank tops, short shorts, ripped jeans, fad, or otherwise inappropriate clothes will *not* be allowed
- A cellular phone – **HOWEVER**, cellular phones will be confiscated immediately after check-in on 26DEC13 and will not be returned until 01JAN14 (see Action Letter 08-05, §1 ¶ D)
- No more than \$25 spending money (over and above travel money); bring \$1 bills or coins for vending machines if you want to spoil your dinner...

**CONTRABAND.** Cadets may **NOT** bring any of the following items:

- Anything that plugs into a wall socket
- Anything (other than a travel alarm clock or .mp3 player) that runs on batteries (e.g., iPad, tablet computer, electric razor)
- Food, candy, gum, or soda
- Anything, other than shaving cream, in an aerosol can (e.g., hairspray, mousse, etc)
- Perfumes or colognes
- Anything in a glass container
- Knives or blades of any kind (e.g., Swiss Army or Leatherman tools)
- Weapons or simulated weapons (e.g., pepperspray, fake/toy guns, grenade launchers, etc)
- Tobacco products or related paraphernalia (e.g., cigarettes, cigars, pipes, lighters, matches, etc)
- Narcotic drugs or related paraphernalia
- Medication, whether prescription or over-the-counter, unless upon presentation of a completed NSCTNG025

*Cadets must conform to requirements of this seabag list. If a cadet is in possession of a prohibited item, it will be confiscated and returned at the Commanding Officer's discretion.*



# UNITED STATES NAVAL SEA CADET CORPS

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## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### DIRECTIONS TO NAVAL STATION NEWPORT, RHODE ISLAND

**PLEASE NOTE: ALL PERSONNEL MUST REPORT VIA GATE 1**

**To be permitted on the base all non-DoD personnel 16 years or older must provide LCDR Hull with their Full Name, Social Security Number, and Date of Birth no later than 09DEC13.**

**To obtain a temporary pass to get your vehicle on the base, each driver must present (1) a current driver's license, (2) a current registration, and (3) a current insurance certificate at the Pass Office at Gate 1.**

**Address for GPS:** 1 Training Station Road, Newport, RI 02840

#### **From the South by Route 95:**

Take Interstate 95 North. Once in Rhode Island take Exit 3A (Route 138 East). Stay on Route 138 for approximately 14 miles. Continue on 138 East following signs to the Newport Bridge (\$4.00 toll). Once over the Jamestown and Newport Bridge continue on Route 138 East towards Fall River and Cape Cod. Follow exit towards "Newport Grand Slots" and bear right coming off the exit. Enter rotary, go around the rotary to other side and go over the railroad tracks and through the stoplight. This will take you to Gate 1 of Naval Station Newport.

#### **From the North by Route 95:**

Take Interstate 95 South. Get on Highway 4 and follow it for approximately 10 miles. HWY 4 will turn into US 1. Bear right onto 138 East (Newport Bridge). Travel over the Jamestown Bridge and Newport Bridge (\$4.00 toll). Once over Newport Bridge continue on 138 East towards Fall River and Cape Cod. Follow exit towards "Newport Grand Slots" and bear right coming off the exit. Enter rotary, go around the rotary to other side and go over the railroad tracks and through the stoplight. This will take you to Gate 1 of Naval Station Newport.

#### **From the North by Route 24** (best route from the Boston area):

Take Route 24 South toward Newport all the way until it becomes Route 114. After approximately 8 miles, take a right on Coddington Highway. Follow Coddington Highway to the rotary (past several other gates); take a quarter turn around the rotary and follow signs for the Naval War College and Naval Station Newport. Go over the railroad tracks and through the stoplight. This will take you to Gate 1 of Naval Station Newport.



## DIRECTIONS TO NAVSTANPT

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**For Cadets arriving by personal vehicle:** Any non-DoD personnel (cadets, parents, siblings, passengers 16 years or older) visiting NAVSTA Newport must be cleared by security ahead of time: provide LCDR Hull with the Full Name, SSN, and Date of Birth no later than 09DEC13 for all visitors on the last page of the waiver packet.

Cadets must bring NSCC ID and driver must bring license, registration, and proof of insurance to the Pass Office to obtain temporary pass in order to bring your car onto NAVSTA Newport. The Pass Office (1 Cloyne Court, Newport, RI) is located on the right *before* the bridge that leads onto Naval Station Newport. If the pass office is closed, proceed to Gate 1 and present the same documentation.

**Cadets arriving by personal vehicle must arrive between 1300 and 1500 on 26DEC13.**

**For Cadets arriving by taxi:** Cadet must present NSCC ID and ask personnel in the Pass Office (or Gate 1) to call LCDR Hull at (617) 721 1015; a staff member will pick you up at the Pass Office.

**Cadets arriving by air/train/bus → taxi must arrive between 1000 and 1600 on 26DEC13.**

### **From Gate 1 to King Hall:**

- Take the first right after the guard shack (Perry Road).
- Follow Perry Road across the bridge; Perry Road turns into Peary Street after the bridge.
- Take a left on Meyerkord Avenue.
- Take a left on Kollmeyer Street and stop at Building 291 (King Hall). NSCC personnel will be present to direct you from this point.

### **Taxi Service from Providence Airport:**

*Cozy Cab* operates a shuttle from T. F. Green Airport directly to Naval Station Newport. Departures from the airport vary with the season and the day of the week; to obtain current schedule information and reservations, call 800-846-1502 or 401-846-2500, or visit [www.cozytrans.com](http://www.cozytrans.com). The shuttle service is about approximately \$25.00 each way, gratuity not included. Cozy Cab will only accept payment in cash in the shuttle, but you can purchase tickets ahead of time with a credit card. The drive from the airport is approximately 30-40 minutes depending on traffic and weather conditions.



# UNITED STATES NAVAL SEA CADET CORPS

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## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### SPECIAL INSTRUCTIONS FOR TRAVELING CADETS

#### CADETS MUST PROVIDE THEIR OWN TRANSPORTATION *TO* AND *FROM* THE BASE.

- Unfortunately, we do not have the resources to transport cadets to the airports, train, and bus stations in the area.
- Cadets traveling by air/train/bus must plan to arrive *on the base* between 1000 and 1600 on 26 December 2013. This is a narrow window, but it has been requested by the Security office.
- Cadets should arrange to have their transportation leave sufficiently late on 01 January 2014 to allow them to attend graduation (which will end at approximately 12pm), get a taxi at the front gate, and travel from the base to the embarking point.
- If traveling by air, please purchase **REFUNDABLE** airline tickets; there is always a possibility that between now and 26DEC13 this training will be cancelled or the dates changed.
- All cadets should return the Travel Itinerary included with the waiver packet, but it is especially urgent that any cadet traveling by air/train/bus do so. This will allow the staff of POLA NE to keep track of cadets during their travels.
- Please make sure that cadets have enough money for a taxi to and from their destination, as well as some spare emergency cash.
- Please make sure that cadets have a cellular phone with them while they travel. Cadets should call or text home at the beginning and end of each leg of their journey. If there are any itinerary changes, delays, or cancellations, cadets should call home first and then call LCDR Hull at 617 721 1015.
- Cadets who travel by air/train/bus will be required to call home as soon as they arrive in the barracks. Expect a phone call at that time, and be sure to provide phone numbers at which you can be reached.
- Cadets MAY NOT travel in uniform on airplanes, trains, or buses.
- *T. F. Green Airport* in Providence, RI (888-268-7222, [www.pvdairport.com](http://www.pvdairport.com)) is the nearest airport to Naval Station Newport. Airline services include Continental (800-525-0280, [www.continental.com](http://www.continental.com)); Delta (800-221-1212, [www.delta.com](http://www.delta.com)); Southwest (800-435-9792, [www.southwest.com](http://www.southwest.com)); United (800-241-6522, [www.united.com](http://www.united.com)); and US Airways (800-428-4322, [www.usairways.com](http://www.usairways.com)).
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