



POLA NEW ENGLAND (Class 14)  
26 December 2015 - 01 January 2016  
Naval Station Newport, Rhode Island

**INFORMATION PACKET**  
Version 1.0 (06OCT15)

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

## 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 Saturday 26 December 2015 to Friday 01 January 2016
  - student cadets must report in dress blue uniform between 1300 and 1500 on 26DEC15
  - graduation will be at 1100 on 01JAN16 in the Kay Hall Gymnasium (Building 1801)
  - staff shall report at 0800 on 26DEC15
- **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 2016
- Please ensure that your service jacket is up to date and includes:
  - NSCTNG001 for this training, signed by parents and CO
  - NSCADM001 (Page 3/4) Medical History *updated* within 30 days of 26DEC; NSCADM001 (Page 5/6) Medical Exam Form
  - NSCADM001 (Page 7/8) *if you are taking ANY medications!*
  - *updated* emergency contact information (please list a contact who will be available 26DEC-01JAN)
  - copy of **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 \$250 and is ***non-refundable***. Payment to "USNSCC" by cashier's 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
  - cadets with medical concerns are required to submit updated NSCADM001 (Page 3/4) and NSCADM001 (Page 7/8) 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*
- Submit a billet request through Magellan, and then mail all paperwork to the address on the front cover of this packet. ***PLEASE NOTE: Billets are first-come, first-served, and will be confirmed only upon receipt of hard copies of NSCTNG001, \$250 training fee, copy of ID Card, and ALL WAIVERS.***



# UNITED STATES NAVAL SEA CADET CORPS

## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### INFORMATION FOR PARENTS

#### 1. Obtaining a Billet

Ask your Unit CO to initiate a request through Magellan. At the same time, mail to the address on the front of this packet:

- A *typed* [NSCTNG001 Request for Training Authority](#) signed by parent/guardian
- Full [waiver packet](#), signed by cadet and parent/guardian
- \$250 cashier's check or money order made out to "USNSCC" (no personal checks)
- Copy of Health Insurance card
- If a cadet is bringing *any* medications: [NSCADM001 \(Page 7/8\) Medical History Supplemental](#) signed by parent/guardian and medical provider

**Billets are first-come, first-served, and will be confirmed only upon receipt of hard copies 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 26DEC15. 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 26DEC15, 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). In an emergency, you can reach LCDR Hull at 617 549 8368. A 24/7 NSCC Command Duty Officer cell phone number will be distributed immediately before the training.

**INFORMATION FOR PARENTS**  
**(PAGE 2)**

**6. Medications**

If you intend to send your cadet to POLA-NE with *any* medications, you will need to fill out an [NSCADM001 \(page 7/8\) Medical History Supplemental](#) and submit it with the rest of your application packet. You must inform the COTC of the medication via the [NSCADM001 \(page 7/8\)](#) *prior to the training*.

- If you are sending your cadet with any over-the-counter medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian and home unit Commanding Officer.
- If you are sending your cadet with prescription medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian, home unit Commanding Officer, **AND the cadet's primary care provider**.
- Prescription medications will only be accepted if all of the following conditions are met:
  - the cadet would not suffer grave risk to life or limb if the medication was temporarily unavailable for any reason;
  - the instructions for storing and administering the medication, including the size and frequency of dosage, circumstances which indicate administration, and (for medications requiring injection) the appropriate locations for injection, are specified in detail on a [NSCADM001 \(page 7/8\)](#), signed by parent/guardian, unit Commanding Officer, and the appropriate medical provider, and provided to the COTC prior to the start of the training;
  - the medication is in a container with an unaltered prescription label showing the cadet's name and the same storage, frequency, and dosage information submitted on the [NSCADM001 \(page 7/8\)](#);
  - the cadet's parent or guardian provides sufficient doses to cover the entire training period, but not more than necessary;
  - the "use by" date on the container has not expired;
  - pills are pre-cut if partial doses are required;
  - the medication inside the container matches any description of the medication on the prescription label or container;
  - medications requiring injection are packaged in a way that protects personnel handling sharp needles; and
  - for medications requiring injection, the Medical Department must be staffed by at least one licensed medical professional who may legally administer injections.

**Because of the serious legal and health risks of improperly administering medication to cadets, if any of the criteria listed above are not fully met, POLA-NE is legally obligated to refuse to accept the medication.** If a refused medication is necessary to your cadet's well-being, your cadet will be turned away from training.

Cadets may not hold or self-administer any medications during POLA-NE. Cadets will report to the Medical Office for each necessary administration.

Do not "withdraw" your cadet from a necessary medication for the purposes of sending them to POLA – it is ill-advised, unethical, and dangerous. If they need the medication – send it.

**INFORMATION FOR PARENTS**  
**(PAGE 3)**

**7. Navy Working Uniforms**

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

**8. Base Access**

Anyone 16 or older without a military ID wishing to access the base for training, drop-off, or graduation must provide LCDR Hull with their Full Name, SSN, and Date of Birth no later than 11DEC15. This includes cadets, friends, siblings, grandparents, and parents. A form to submit this information is included in the wavier packet. If you're not sure if a guest will be attending, include their information. Better safe than sorry!

Anyone 16 or older without a military ID will need to present two forms of identification to enter the base. Drivers' licenses, NSCC ID cards, passports, school IDs (with photographs), Social Security cards, and birth certificates will suffice.

Graduation will be held at the Kay Hall Gymnasium (Building 1801, at the corner of Elliot Avenue and Vaughan Street) at 1100 on Friday 01 January 2016. 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 behind Kay Hall. Photography is encouraged.



# UNITED STATES NAVAL SEA CADET CORPS

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## PETTY OFFICER LEADERSHIP ACADEMY NEW ENGLAND

### SEABAG LIST

<u>Qty</u>	<u>M/F</u>	<u>Item</u>
1		<b>NSCC service jacket w/ NSCTNG001, enrollment forms, medical forms, &amp; copy of health insurance card</b>
1		<b>NSCC ID card, <i>current through January 2016</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
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 tab and nametape on left sleeve
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
1 pair		athletic shoes/sneakers
1 pair		shower shoes/flip flops
1 pair		dark blue sweat pants
2 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

*Camouflage Utility Uniforms (BDUs) can be substituted for NWUs if issued by the home unit and appropriately marked with NSCC insignia*

**SEABAG LIST**  
(PAGE 2)

<u>Qty</u>	<u>M/F</u>	<u>Item</u>
3	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]

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

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

**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 26DEC15 and will not be returned until 01JAN16 (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 NSCADM001 (Page 7/8)

*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

#### **ALL PERSONNEL MUST REPORT VIA GATE 1**

**To access the base, anyone 16 or older (including cadets) without a military ID must provide LCDR Hull with their Full Name, Social Security Number, and Date of Birth no later than 11DEC15.**

**To access the base, anyone 16 or older (including cadets) without a military ID will need to present two forms of identification to base security.**

**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-Department of Defense personnel (cadets, parents, siblings, guests, & 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 11DEC15 for all visitors on the last page of the waiver packet.

Drivers must present a driver's 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.

Anyone 16 or older without a military ID will need to present two forms of identification to enter the base. Drivers' licenses, NSCC ID cards, passports, school IDs (with photographs), Social Security cards, and birth certificates will suffice.

**Cadets arriving by personal vehicle must arrive between 1300 and 1500 on 26DEC15.**

**For Cadets arriving by taxi:** Cadet must present NSCC ID (and a second form of ID if 16 or over) and ask personnel at the Pass Office or Gate 1 to call LCDR Hull at (617) 549 8368; a staff member will pick you up.

**Cadets arriving by air/train/bus → taxi must arrive between 1000 and 1600 on 26DEC15.**

### **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:**

*Orange Cab* operates a shuttle from T. F. Green (Providence) Airport to Newport. Departures from the airport vary with the season and the day of the week; to obtain current schedule information and make reservations, call 401 841 0020, or visit <http://newportshuttle.com>. The shuttle service is about approximately \$30.00 each way, gratuity not included. An additional taxi ride from Newport to the base will be necessary, at an additional cost. Travel from the airport to Gate 1 will be at least 60 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 2015. This is a narrow window, but it is required by the Security office.
- Cadets should arrange to have their transportation leave sufficiently late on 01 January 2016 to allow them to attend graduation (which will end at approximately 12:00pm), 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 26DEC15 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 travelling cadets have enough money for shuttle/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 617 549 8368.
- 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)).
- *Orange Cab* operates a shuttle from T. F. Green Airport to Newport. Departures from the airport vary with the season and the day of the week; to obtain current schedule information and make reservations, call 401-841-0020, or visit <http://newportshuttle.com>. The shuttle service is about approximately \$30.00 each way, gratuity not included. An additional taxi ride from Newport to the base will be necessary, at an additional cost. Travel from the airport to Gate 1 will be at least 60 minutes depending on traffic and weather conditions.