



# UNITED STATES NAVAL SEA CADET CORPS RECRUIT TRAINING COMMAND NEW ENGLAND

04 July 2015 – 18 July 2015 · Fort Devens, Massachusetts

[www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc)

LCDR David I. Hull, NSCC · Commanding Officer of the Training Contingent · [dhull@seacadets.org](mailto:dhull@seacadets.org)

## STAFF CADET & ESCORT OFFICER'S INFORMATION GUIDE

VERSION 1.6 (UPDATED 21MAY15)

*This guide contains essential information about getting a staff billet at RTC-NE, and the expectations of the staff. You (and our Recruits) will have a much better training experience if you know what to expect!!*

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## §1. When is Recruit Training?

- Escort Officers will report at 1000 on Saturday 04JUL15 in NWUs
- Staff Cadets will report at 1500 on Saturday 04JUL15 in NWUs
- Escort Officers & Staff will train, organize, and set up for recruits on 04 & 05JUL15
- Recruits will check in between 0800 and 1400 on Monday 06JUL15
- Graduation will be held at 1100 on Saturday 18JUL15
- Staff will be dismissed upon securing the facility – sometime 1230-1400 on 18JUL15

## §2. Where is Recruit Training? How do I get on base? **[URGENT UPDATE]**

Recruit Training is being held at Fort Devens, Massachusetts, approximately 35 miles northwest of Boston. Directions are included at Appendix 1 of this guide.

Fort Devens is currently at Force Protection Condition Bravo, and anticipates remaining at FPCON Bravo throughout the training. Fort Devens is therefore limiting access to those adults with Department of Defense IDs, and those adults who have been vetted by submitting a copy of their ID.

To ensure your access to the base, **EVERY SINGLE ADULT** (not just drivers) wishing to access the base for any reason (drop-off, graduation, NSCC escort duty) must provide a clear photocopy of their driver's license (or other government-issued photo ID) to their Unit CO. Unit COs must submit all photocopies to the COTC no later than June 15<sup>th</sup>.

Any adult not vetted via this process should expect to be turned away at the gate.

All adults must present a government-issued photo ID to access the base. Drivers should be prepared to show a current driver's license, registration, and proof of insurance at the gate. Cadets must have their NSCC IDs to access the base. Staff cadets who drive themselves onto Fort Devens must surrender their keys upon arrival.

## §3. What are the goals of Recruit Training?

Recruit Training Command New England serves two main goals:

- To train NSCC Recruits in basic military knowledge, while instilling in them the virtues of self-discipline, teamwork, accountability, self-confidence, and physical fitness.
- To train NSCC Cadets in leadership by providing genuine leadership opportunities in a supervised military environment.

#### §4. What are the expectations for Officers and Staff Cadets?

- RTC-NE Officers and Staff Cadets are expected to...
  - **Lead By Example** at all times
  - prioritize the safety and well-being of the Recruits
  - demand perfection from themselves and the Cadets & Recruits they are supervising
  - be tireless workers
  - be flexible
  - be creative and proactive problem solvers
  - speak up when they see things going wrong
  - refrain from, actively discourage, and report instances of...
    - hazing
    - bullying
    - sexual harassment
    - fraternization
    - prejudice or discrimination

#### §5. What are the minimum requirements for serving as a Staff Cadet at RTC-NE?

- All Staff Cadets must be E-3+ and have attended an advanced training *other than RT Staff*.
- All Staff Cadets must pass the minimum PFT for their age and gender (see §9).
- Staff Cadets wishing to serve as Recruit Division Commander or Assistant Recruit Division Commander must have served on staff at RTC-NE in a prior year, have graduated POLA, and have a current CPR certification.
- Staff Cadets wishing to serve as CMAA or ACMAA must have graduated POLA, have a current CPR certification, and preferably have completed an NSCC MAA advanced training.
- Staff Cadets wishing to serve as Corpsman must have graduated from a Medical Training and have a current CPR certification.
- See [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc) for more detailed billet descriptions and minimum requirements.

#### §6. What kind of staff cadet billets are available? How can I compete for the best jobs?

- There are 23 “leadership” staff cadet billets at RTC-NE, where you will supervise recruits and/or other staff cadets. These billets will earn you credit (per Admin Manual §0107.7(g)) toward promotion to Chief Petty Officer, assuming you have already completed POLA.

1 x Command Chief Petty Officer	1 x Assistant Chief Master-at-Arms
4 x Recruit Division Commander	1 x Fleet Quality Assurance Chief
12 x Assistant Recruit Division Commander	1 x Leading Corpsman
1 x Logistics Chief Petty Officer	1 x Mess Deck Master-at-Arms
1 x Chief Master-at-Arms	
- There are at least 6 staff cadet billets available in the Medical department as a Corpsman.
- There are at least 15 staff cadet billets available in the Operations Department, where you will rotate through jobs as a Master-at-Arms, FQA Evaluator, Yeoman, Mess Specialist, Ship’s Serviceman, and/or Photojournalist.

- You will be more likely to be appointed to the billet of your choice if you...
  - hold appropriate rank for the billet
  - have excelled in the path of advancement
  - have graduated POLA with high evaluation scores (with special consideration given to graduates of POLA New England)
  - have graduated any relevant advanced training (e.g., Basic Medical, MAA, etc.) with high evaluation scores
  - have served in leadership billets at other trainings and/or your home unit
  - have served on staff in prior years at RTC-NE or POLA-NE
  - receive a strong recommendation from their Unit Commanding Officer
- See [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc) for more detailed billet descriptions and minimum requirements.
- **Staff Orientation will take place 0830-1630 on Saturday 13 June 2015 at the U.S. Coast Guard Base at 427 Commercial Street in Boston, MA** (Escort Officers will report by 0730). Cadets who can make it to Orientation will be more likely to receive their preferred billet. Cadets applying for leadership positions will interview with the COTC and other senior RTC-NE officers after training. Apply early for these billets!

§7. How do I apply for a Staff Cadet billet? [UPDATED]

**To apply for a Staff Cadet billet** – NLT 15MAY15, your Unit CO should submit the following to the COTC:

- A Magellan request for **NX-MA-1501** (04-05JUL) **and** **RT-MA-1502** (06-18JUL)
- A **typed NSCTNG001 Request for Training Authority** signed by parent/guardian & CO
- RTC-NE Staff Waiver Packet** signed by cadet & parent/guardian
- \$240 bank check or money order made out to “USNSCC”
- Copy of Health Insurance card
- If a cadet is bringing **any** medications: **NSCADM001 (Page 7/8) Medical History Supplemental** signed by parent/guardian, CO, & medical provider (see §11)
- A photocopy of the driver’s license (or equivalent) of ANY ADULT wishing to access Fort Devens for drop-off or graduation**
- Staff Cadet Application**, with candid assessment from Unit CO

Please ensure that an updated **NSCADM001 (Page 3/4) Report of Medical History** is filled out and included in each your service jacket on 04JUN15 or later.

Unit COs, DO NOT submit partial packets. Please combine packets whenever practicable. All Staff Cadet packets must arrive to the COTC NLT 05JUL15.

LCDR David I. Hull, NSCC  
 RTC-NE / Staff  
 1095 Bodwell Road Unit 12  
 Manchester, NH 03109-5869

*Do NOT send packets via any method requiring a signature upon delivery!*

All forms and waivers are available at [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc).

## §8. How do I apply for an Escort Officer billet? [UPDATED]

As required by [Massachusetts General Laws ch. 6, section 172H](#), and [Region 1-1 Instruction 01-2013](#), **all volunteers who will be staffing RTC-NE must submit a Criminal Offender Record Information (CORI) check at the time they send in their Request for Training Authority.**

This policy applies to all officers, midshipmen and instructors who will be participating in RTC-NE. Region 1-1 or prior RTC-NE volunteers who have already been CORI-checked do NOT need to submit another form.

**To apply for an Escort Officer billet** – NLT 15MAY15, submit the following to the COTC:

- A Magellan request for **NX-MA-1501** (04-05JUL) **and** **RT-MA-1502** (06-18JUL)
- A **typed** [NSCTNG002 Request for Training Authority](#) signed by member & unit CO
- [Escort Officer Application](#), with emailed endorsement from unit CO
- [CORI Background Check Authorization Form](#)
- A photocopy of the applicant's driver's license (or equivalent)**

DO NOT submit partial packets. Please combine packets whenever practicable. All Escort Officer packets must arrive to the COTC NLT 15MAY15.

LCDR David I. Hull, NSCC  
RTC-NE / Escort  
1095 Bodwell Road Unit 12  
Manchester, NH 03109-5869

*Do NOT send packets via any method  
requiring a signature upon delivery!*

## §9. Physical Fitness

All RTC-NE Recruits must pass the NSCC Physical Fitness Test during check-in to be admitted to training. All Staff Cadets must similarly pass the PFT on 04JUL15, or be sent home from the training. You can't ask the recruits to do something you can't do yourself. See Appendix 3 for the minimum physical fitness requirements for Staff Cadets.

Remember: *Leadership by Example!*

## §10. What if I have a disability?

RTC-NE will make reasonable accommodations for documented disabilities. The essential requirements of Recruit Training cannot be waived, but these requirements may be modified if an adjustment or alternative can reasonably be offered by RTC-NE, given its size, nature, and limited financial and volunteer resources. The essential requirements of Recruit Training vary depending on the staff billet that a cadet has applied for.

Disabilities are documented on the [NSCADM001 \(page 9/10\) Request for Accommodation](#), which must be signed by Parent/Guardian, Unit Commanding Officer, cognizant Regional Director, **and** cognizant NHQ Field Representative.

To request an accommodation plan at RTC-NE, forward the completed and signed [NSCADM001 \(page 9/10\)](#) to the COTC with the rest of the application packet (see §7).

## §11. What if a Staff Cadet needs to take any medications at Recruit Training?

If you intend to come to RTC-NE with *any* medications, you must fill out an [NSCADM001 \(page 7/8\) Medical History Supplemental](#) and submit it with the rest of your Staff Cadet application packet (see §7).

Unit COs must inform the COTC of the medication via the [NSCADM001 \(page 7/8\)](#) *prior to the training.*

- If you are bringing any over-the-counter medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian and home unit Commanding Officer.
- If you are bringing 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, RTC-NE is legally obligated to **refuse** to accept the medication.** If a refused medication is necessary to a cadet's well-being, the cadet will be turned away from training.

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

Do not "withdraw" from a necessary medication for the purposes of participating in Recruit Training – it is ill-advised, unethical, and dangerous. If you need a medication, submit the appropriate paperwork ahead of time.

## §12. What should Officers and Staff Cadets bring to RTC-NE?

See Appendix 2 for a modified Recruit Seabag List. Please note that NWUs are the working uniform of *preference* at RTC-NE.

Officers and Staff Cadets may make adjustments to the Recruit Seabag List within some basic guidelines:

Staff Cadets **MAY NOT** bring any of the following:

- Illicit drugs, alcohol, tobacco, pornography, or sexually explicit/suggestive material
- Prescription or Over-the-Counter medications, unless following the guidelines in §11
- Weapons, knives, blades, or tools
- Anything in a glass bottle
- Perfumes or colognes
- Cameras
- High-caffeine beverages (Red Bull, Monster, etc.)

Officers **MAY NOT** bring any of the following:

- Illicit drugs, alcohol, pornography, or sexually explicit/suggestive material
- Weapons, knives, blades, or tools
- Anything in a glass bottle
- Perfumes or colognes

Officers and Staff Cadets **SHOULD** bring...

- A laptop computer, if you can spare one from home
- A small, cheap printer, if you can spare one from home (RTC-NE will purchase ink and paper as necessary)
- A surge-suppressing powerstrip
- A mobile phone, with charger
- An alarm clock
- A watch
- At least one set of business-casual civvies (khaki pants & collared shirt)
- \$25 - \$50 in spending money

Officers and Staff Cadets will probably **WANT** to bring...

- A folding table & chair
- A fan
- A Camelbak or similar hydration system
- An iron (with auto-shutoff) and ironing board
- Extra PT gear, especially t-shirts
- A fitted bottom sheet
- An extra pillow
- An iPod or .mp3 player with charger and earphones (*no speakers*)
- Reading material and/or movies to watch in your (rare) down-time
- A few sets of appropriate civvies for your (rare) down-time
- Snacks and drinks (but no high-caffeine beverages)

### §13. Can I bring a cell phone?

If you have a cell phone, please bring it (and its charger). A list of staff phone numbers will be created and circulated on 04JUL15, so that we can use cell phones as a back-up method of communication (if radios are down).

Staff Cadets **shall not** use their cell phones in front of Recruits, except on official business. Further, Staff Cadets **shall not** use their cell phones to take pictures, unless instructed to do so. Violations of these rules will result in your cell phone being confiscated for the duration of the training, in accordance with Action Letter 08-05 §1(D). Last year, most staff cadets had their phones confiscated on Training Day 2... hopefully this year's staff cadets will be more professional with their phones.

RTC-NE reserves the right to inspect Staff Cadets' phones for adherence to these rules.

### §14. Can Staff Cadets wear a watch? jewelry? makeup?

- All Staff Cadets are expected to bring and wear a watch
- Staff Cadets may not bring or wear any perfume or cologne
- Staff Cadets may wear one ring and one necklace in keeping with good taste
- Staff Cadets may not wear bracelets or anklets
- Female staff cadets E-3 to E-6 may wear one pair of silver ball earrings (approx. 4-6mm in size). Female Chief Petty Officers, Instructors, Midshipmen, and Officers may wear one pair of gold ball earrings.
- Female Staff Cadets may wear makeup/cosmetics in good taste and so that colors blend with natural skin tones. Exaggerated or faddish cosmetic styles are not authorized.
- Please note: RTC-NE is not responsible for lost or stolen property

### §15. Will Staff Cadets need to have a haircut?

Male Staff Cadets should report to RTC-NE with a haircut that is short enough to still be within regulations on 18JUL15. If at any time during RTC-NE your hair is out of regulations, you will be required to get a haircut at your own expense.

Female Staff Cadets must have a hair style that can be quickly and easily styled at or above the collar of the uniform, that does not show from under the brim of any headgear, and that does not interfere with the appropriate wear of any headgear. Pony tails, braiding, or plaiting are not permitted. Faddish or outrageously colored hair is not permitted. Hair fixtures are limited to bobby pins, hair bands, barrettes (3" or shorter), or small scrunchies. Hair fixtures must be matte finished and should blend with the Cadet's hair color whenever possible. (See §2202.2(a) of the NSCC Uniform Manual for additional guidance).

Remember: *Leadership by Example!*



§16. What sort of things should Staff Cadets be prepared to teach to Recruits?

You should be able to teach the what's, how's and why's of each of the following:

- [The Eleven General Orders of a Sentry](#)
- Enlisted rates & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)
- Officer ranks & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)
- [The phonetic alphabet](#)
- How to make [hospital corners](#)
- Basic [customs & courtesies](#) (who & when to salute)
- Wear & care of the uniform
- Quarterdeck procedures & watchstanding
- How to tell [military time](#)
- Military drill
- Guidon
- Color Guard
- Manual of arms (we will have 50 practice drill rifles available)

Use the [NSCC Training & Operations Manual \(Ch. 8\)](#) to learn it and teach it *the right way!*

§17. Can Staff Cadets be fired? sent home from the training?

The Commanding Officer of the Training Contingent, LCDR David I. Hull, retains sole and absolute discretion as to what billet a Staff Cadet holds. If, during the training, it becomes apparent that a Staff Cadet is not a good fit for their billet, they can and will be swapped out.

Further, LCDR Hull retains sole and absolute discretion as to when and if a Staff Cadet needs to be dismissed from training. Staff Cadets are most often dismissed for medical or disciplinary reasons.

If a Staff Cadet is dismissed, the parent/guardian will be responsible for transporting the cadet home at the earliest practicable time. Your family should not schedule a vacation during RT; someone needs to be available to pick up a cadet in case of dismissal.

There will be no refunds for cadets who are dismissed from training.

§18. How does my family get in touch with me?

Staff Cadets may use their cell phones for personal conversations when off-duty, and out of the sight & hearing of Recruits. In addition, families may correspond with you via the mail. The mailing address is as follows:

Naval Sea Cadets  
CPO John P. Jones - Staff  
DPT Operations  
57 Queenstown Street, Box 9  
Fort Devens, MA 01434-5409

Mail is private, but all packages will be inspected.

§19. Can I receive visitors aboard Fort Devens?

No.

§20. Will liberty be granted to the staff?

With sufficient warning to their Department Head, Escort Officers may leave Fort Devens to attend to work or family commitments if their duties can be covered by staff on-hand.

Staff Cadets may be granted (supervised) liberty one night in the second week of training.

§21. What does my family need to know for graduation?

Graduation will take place at 1100 on Saturday 18JUL15 and will last approximately one hour. There is no limit to the number of guests who may attend for each Cadet. If your friends and family want to watch the ceremony, please remind them to arrive early – the line at the gate can be 45 minutes or more. Please note: most Staff Cadets will be working during the ceremony and will not be “visible”. Also, Recruits will be dismissed immediately upon the conclusion of the ceremony, but Staff Cadets may be required to stay behind to help secure the facilities.

To get access to Fort Devens for graduation, you need to submit the full name of each *driver* to your home unit CO no later than 19JUN15. Your CO will submit a roster to LCDR Hull to share with the base. Warn your guests that they will be turned away if their names are not on the roster.

The location of graduation aboard Fort Devens is TBD; guests will see signs and staff cadets directing them to parking and seating areas. There won't be enough seating for everyone – tell your guests to bring camping/beach chairs. The graduation will be outdoors, rain or shine; please warn your guests to wear weather-appropriate clothes and to bring sunscreen and water. Photography is encouraged!

§22. Facebook – following RTC-NE

Encourage family, friends, and unit staff to visit <https://www.facebook.com/rtcne> regularly during the training for photos of the training contingent and information about the Recruits' activities. *Do not* use Facebook to contact the staff of RTC-NE (see §§23-24).

§23. Whom do I contact if I have a question about the training?

First, please carefully check this guide, the RTC-NE Standard Operating Procedures, and [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc) to see if your question has already been answered.

If you can't find an answer to your question in any of these documents...

... contact your Unit Commanding Officer. If s/he doesn't know the answer...

...before the training, email LCDR Hull: [dhull@seacadets.org](mailto:dhull@seacadets.org)

...during the training, email the training staff: [rtc-ne@seacadets.org](mailto:rtc-ne@seacadets.org)

§24. Whom should my parents contact in case of an emergency during the training?

RTC-NE Command Duty Officer Cell Phone: will be emailed to parents/COs before training

RTC-NE Quarterdeck Cell Phone: will be emailed to parents/COs before training

LCDR Hull's Cell Phone (*emergencies only*): (617) 549-8368

## APPENDIX 1 – DIRECTIONS TO FORT DEVENS

**EVERY SINGLE ADULT** wishing to access Fort Devens for any reason must submit to their home Unit CO a clear photocopy of their driver's license (or other government-issued photo ID); COs will assemble and submit these photocopies to LCDR Hull no later than June 15<sup>th</sup>. Any adult who has not submitted a copy of their ID should expect to be turned away at the gate!

All adults must present a government-issued photo ID to access the base. Drivers should be prepared to show a current driver's license, registration, and proof of insurance at the gate. Cadets must have their NSCC IDs to access the base.

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Fort Devens is located approximately...      35 miles northwest of Boston, MA  
40 miles south of Manchester, NH  
75 miles north of Providence, RI  
95 miles northeast of Hartford, CT  
115 miles southwest of Portland, ME  
160 miles east of Albany, NY

**From Boston and points East:** Take the Massachusetts Turnpike (I-90) West. Take exit 11A to I-495 North. Take Exit 29B to Route 2 West. Take exit 37B onto Jackson Road toward Devens. Then see below...

**From New Hampshire, Maine, and points North:** Take I-93 or I-95 South to I-495 South. Take Exit 29B to Route 2 West. Take Exit 37B onto Jackson Road toward Devens. Then see below...

**From New York and points West:** Take the Massachusetts Turnpike ( I-90) East. Take exit 10 to I-290 East. Take exit 19 on the left to I-190 North. Take exit 8B to Route 2 East. Take Exit 37 onto Jackson Road toward Devens. Then see below...

**From Central Connecticut:** Take I-84 East to the Massachusetts Turnpike (I-90) East. Take exit 10 to I-290 East. Take exit 19 on the left to I-190 North. Take exit 8B to Route 2 East. Take Exit 37 onto Jackson Road toward Devens. Then see below...

**From Rhode Island:** Take I-95 North to I-495 North. Take exit 29B to Route 2 West. Take exit 37B onto Jackson Road toward Devens. Then see below...

**Once on Jackson Road:** After approximately 1.5 miles, turn right on McArthur Street, and then an immediate left on 10<sup>th</sup> Mountain Division Road. After approximately ¼ mile, turn right on Quebec Street. After being cleared through the gate, take a left through the parking lot and then a right on Queenstown Street. You will see signs for Sea Cadets at this point. If you pass a gas station or Dunkin Donuts, you have gone too far!

Notice: If you are using a GPS to navigate, you will still need to use the directions above to get to our training site.

Best approximate GPS address: [65 Queenstown Street, Devens, MA 01434](https://www.google.com/maps/place/65+Queenstown+Street,+Devens,+MA+01434)

## APPENDIX 2 – MINIMUM SEABAG REQUIREMENTS

ITEM		QTY (MALE)	QTY (FEMALE)	ON HAND?
NSCC ID card [expiring July 2015 or later]		1		
NSCC Service Jacket [confirm with your home unit how & when service jackets will be delivered to RTC-NE – you cannot begin check-in w/o it]		1		
Service Dress Whites	Jumper, Service Dress White, w/ flashes	1		
	Pants, Service Dress White	1		
	Cover, “Dixie cup”	1	n/a	
	Cover, combination w/ NSCC cap device	n/a	1	
	Skirt, Service Dress White [optional]	n/a	optional	
	Neckerchief	1		
	Belt, white web style w/silver tip & silver buckle	1		
	Undershirts, CREW neck, white	2		
Shoes, smooth dress-style, black leather [no corfam or patent leather]		1 pair		
<b>Work uniforms</b> , as issued by home unit... any combo of NWUs & CUUs (Utilities are no longer an authorized NSCC uniform!)		<b>3 complete sets</b>		
NWUs	Blouse, NWU pattern w/ flash & embroidered nametapes	NWUs are the preferred uniform at RTC-NE		
	Pants, NWU pattern w/ embroidered nametape			
	Cover, NWU pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>blue</i>			
	Parka, Gore-Tex, NWU pattern w/ embroidered nametape [optional]			
CUUs	Blouse, woodland camouflage pattern w/ flashes & embroidered nametapes	Good idea to have one set of CUUs for dirty work		
	Pants, woodland camouflage pattern w/ embroidered nametape			
	Cover, woodland camouflage pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>brown</i>			
	Jacket, woodland camouflage (M65 field jacket style) w/ flashes & embroidered nametapes [optional]			
Undershirts, CREW neck, for work uniforms ( <i>blue</i> for NWUs, <i>brown</i> for CUUs)		10		
Elastic blousing bands for NWUs & CUUs (see <a href="http://amzn.com/B000TD7JAC">http://amzn.com/B000TD7JAC</a> )		2 pair		
Belt, black web style w/silver tip & silver buckle		1		
Raincoat, black [optional]		optional		
Boots, high-top, black leather [well worn!!!!]		1 pair		
Shoes, athletic [well-worn!!!!]		1 pair		
Socks, white, athletic, mid-calf length		10 pair		
Socks, black, athletic, mid-calf length		10 pair		
Underwear, white		10 pair		
Sports bras		n/a	5	
Shorts, athletic, navy blue or black		2 pair		
Swim suit, black or navy blue (1-piece for females)		1		
Shower shoes (flip-flops)		1		
Bath towels, solid color		3		
Wash cloths, solid color		3		
Bath robe, knee-length or longer		n/a	1	

ITEM	QTY (MALE)	QTY (FEMALE)	ON HAND?
Hygiene kit bag	1		
Razor & shaving cream/gel	as needed		
Bar soap (2 bars) & soapdish	1		
Toothbrush w/ travel holder & toothpaste	1		
Shampoo	1		
Body talc (pure cornstarch – do NOT get the “medicated” kind)	1		
Foot powder	1		
Deodorant (no aerosol)	1		
Cotton Swabs (Q-Tips)	20		
SPF 30+ lip balm	1		
SPF 30+ sunscreen	1		
Nail clippers	1		
Comb & brush	n/a	1 each	
Hair fixtures (bobby pins, hair bands, 3” or shorter barrettes & small scrunchies are OK; hair fixtures must be matte finished and should blend with the recruit’s hair color whenever possible)	n/a	as needed	
Sanitary products as necessary	n/a	as needed	
1-subject notebook (black cover) w/ pre-perforated paper	1		
Pens, black ink, ballpoint, click-type	10		
Addressed & stamped envelopes + stationary for correspondence home	at least 10 sets		
Mesh laundry bag	1		
Hangers (for each uniform top, bottom, and jacket)	at least 10		
Camelbak or similar hydration system – preferably black or NWU pattern (if no Camelbak, bring canteen with web belt)	1		
Shoe shine kit ( <a href="http://amzn.com/B001AEZ3QG">http://amzn.com/B001AEZ3QG</a> or similar)	1		
Travel sewing kit	1		
Seabag	1		
Padlock with two keys [ <i>spare key to service jacket; no combination locks</i> ]	1		
Blanket, twin-size, thin, solid dark color	1		
Sheets, twin-size, flat, white (or one flat, one fitted)	2		
Pillow case, white	1		
Cell phone and charger	1		
Alarm clock	1		
Watch (preferably cheap)	1		
One set of business-casual civvies (kahki pants & collared shirt)	1 set		
\$25 - \$50 spending money	??		
Laptop, powersrtip, cheap printer, necessary cables	if available		
Folding table, folding chair, fan, snacks, drinks, books, .mp3 player w/charger, auto shut-off iron, ironing board, extra PT gear, extra civvies	??		

- Staff Cadets and Officers will report to RTC-NE in NWUs; bring all other uniforms on hangers
- The quantities listed are minimum required amounts – you may add to the quantity of any item.
- The following items are expressly prohibited at RTC-NE:
  - Tobacco, alcohol, illicit drugs, and related paraphernalia
  - Medications – prescriptions or over-the-counter (see §11)
  - Pornography or other sexually explicit or suggestive material
  - Knives, blades, or tools
  - Anything in a glass bottle
  - Perfumes & colognes
- RTC-NE is not responsible for lost, stolen, or damaged property

### APPENDIX 3 – MINIMUM PHYSICAL FITNESS REQUIREMENTS

*All Staff Cadets be required to achieve these minimum standards in a Physical Fitness Test on 04JUL15.*

***Staff Cadets who do not pass the PFT during check-in will be sent home.***

MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS					
AGE	SIT-UPS (in 1 MINUTE)	SIT & REACH (INCHES)	SHUTTLE RUN (SECONDS)	ONE-MILE RUN (MINUTES/SECONDS)	PUSH-UPS (NO TIME LIMIT)
13	34	0.25	12.2	9:45	20
14	36	0.50	11.9	9:30	20
15	38	1.00	11.7	9:15	25
16	40	1.50	11.4	9:00	25
17/18	40	1.50	11.4	8:45	30

MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS					
AGE	SIT-UPS (in 1 MINUTE)	SIT & REACH (INCHES)	SHUTTLE RUN (SECONDS)	ONE-MILE RUN (MINUTES/SECONDS)	PUSH-UPS (NO TIME LIMIT)
13	32	1.75	13.1	12:15	7
14	32	2.25	13.2	12:00	7
15	31	2.50	13.0	11:45	10
16	30	2.75	12.9	12:15	10
17/18	29	2.50	13.0	12:15	10

See the NSCC Physical Readiness Manual for more information:

<http://homeport.seacadets.org/download/attachments/589963/2010+Physical+Readiness+Manual.pdf>