



UNITED STATES NAVAL SEA CADET CORPS RECRUIT TRAINING COMMAND NEW ENGLAND

04 July 2016 – 16 July 2016 · Fort Devens, Massachusetts

www.newenglandseacadets.org/training/rtc

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RECRUIT INFORMATION GUIDE

VERSION 2.0 (UPDATED 13MAY16)

This guide contains essential information about getting you signed up and prepared for training – please read the whole guide. You will have a much better training experience if you know what to expect!!

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§1. When is Recruit Training?

- Recruit Training is running Monday July 4th through Saturday July 16th, 2016
- Recruits should be dropped off between 8AM and 1PM on July 4th
- Graduation will be held at 11AM on July 16th

§2. Where is Recruit Training? How do I get on the base?

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 or graduation) **must provide a clear photocopy of their driver's license** (or other government-issued photo ID) as part of their application packet. LCDR Hull must have these photocopies in-hand no later than June 6th.

Any adult not vetted via this process should expect to be turned away at the gate. Since a parent/guardian/escort must accompany each recruit during check-in, if your parent/guardian/escort is turned away, you will be turned away as well.

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.

§3. What are the qualifications for Recruit Training?

- You must turn 14 no later than 31AUG16.
- [Former NLCC Cadets who completed NLCC Orientation may attend RTC-NE at age 13 with their Commanding Officer's endorsement]
- You must have been officially enrolled in the NSCC no later than 30APR16, and your enrollment (ID card) must be current *through* July 2016.
- You must have passed a Physical Fitness Test at your home unit in 2016.
- You must have completed the Basic Military Requirements correspondence course, or else have received training on Chapters 1, 5, 6, 9 & 10 of the same at your home unit prior to reporting to RTC-NE. **It is *strongly* recommended that you complete the BMR.**

§4. What do I have to do to get a billet at Recruit Training?

Submit the following to your home unit Commanding Officer:

- A **typed** [NSCTNG001 Request for Training Authority](#) signed by parent/guardian
- [RTC-NE Waiver Packet](#) signed by cadet and parent/guardian
- \$300 cashier's check or money order made out to "USNSCC"
- Copy of Health Insurance card
- A clear photocopy of the driver's license (or equivalent) of ANY ADULT wishing to access Fort Devens for drop-off or graduation
- If a cadet is bringing **any** medications: [NSCADM001 \(Page 7/8\) Medical History Supplemental](#) signed by parent/guardian and medical provider (see §9)

Please ensure that an updated [NSCADM001 \(Page 3/4\) Report of Medical History](#) is filled out and included in your service jacket on 06JUN16 or later.

All forms and waivers are available at www.newenglandseacadets.org/training/rtc.

Your home unit CO will request a billet through Magellan and forward your paperwork to LCDR Hull. Billet requests and paperwork must be received by LCDR Hull no later than 06JUN16.

A warning: No matter what your Unit CO tells you, Recruit billets for RTC-NE cannot be 'reserved' – all billets are first-come, first-served. In addition, a billet is not secured by a Magellan request, by handing your paperwork to your Unit CO, or even by mailing your paperwork to LCDR Hull. *Your billet will only be finalized as 'approved' upon LCDR Hull's receipt of both a Magellan request from the Unit CO and a hard copy of a complete packet.* Billets are awarded in the order in which the hard copy packets are received – don't delay.

§5. What happens on Check-In Day (04JUL)?

- Recruits should be dropped off to Fort Devens between 0800 and 1300
 - You will report in PT gear, with ID card in-hand
 - Check with your Unit CO to see who will be bringing your service record ("service jacket") and what time they will arrive – you cannot start check-in without it
- **A responsible adult needs to stay at Fort Devens until you are fully processed**
 - If your parent/guardian/escort is turned away at the gate because he did not submit a clear photocopy of his ID, you will be turned away as well.
 - Your parent/guardian/escort MAY NOT leave until given the "all clear" by the RTC-NE staff
 - The responsible adult may be asked to purchase missing items (see §11 and Appendix 2) or gather missing paperwork
 - If you have a disqualifying medical condition, are missing essential paperwork, or fail the PFT (see §6), the responsible adult will transport you home
 - Please tell your parent/guardian/escort to plan for check-in to take 4-6 hours from the time you arrive, to bring their own lunch, and make arrangements to keep this time clear
- You will pass through a series of stations to...
 - ensure that all paperwork is in order
 - review your medical history, and take custody of any medications previously approved by the COTC (see §9)
 - inspect the contents of your seabag for compliance with the Seabag List (see §11 and Appendix 2) and confiscate any contraband
 - take a Physical Fitness Test (see §6 and Appendix 3)
- While your parent/guardian is waiting for you to be processed, they will receive a briefing from a senior officer about the training and take a short tour of the facilities, if feasible

§6. Check-In: Physical Fitness Test

As part of check-in, you will take a full NSCC Physical Fitness Test (PFT). *Recruits who do not meet the minimum PFT requirements will not be accepted at the training* (see Appendix 3 for the NSCC PFT minimum requirements). Recruits who fail the PFT will be turned away on check-in day.

§7. What if I get injured before Recruit Training starts?

You are obligated to disclose any injuries or illnesses to the COTC. In general, injured or ill cadets will not be accepted at the training. Have your Commanding Officer contact the COTC to discuss the possibility of an accommodation.

§8. What if I have a disability?

If you need accommodations for testing (including extra time on exams, a distraction-free testing environment, or an administrator to read the questions), have your home unit Commanding Officer email the COTC to give a “heads up.”

To request any other type of accommodation plan at RTC-NE, forward your completed and signed [NSCADM001 \(page 9/10\)](#) to the COTC with the rest of your application packet (see §4).

§9. What if I need to take any medications at Recruit Training?

If you will be attending RTC-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 (see §4, above). Your unit Commanding Officer must inform the COTC of the medication via the [NSCADM001 \(page 7/8\)](#) *prior to the training*.

- If you need to bring any over-the-counter medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian and home unit Commanding Officer.
- If you need to bring prescription medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian, home unit Commanding Officer, ***AND your primary care provider***. Note: RTC-NE will not administer vitamins or supplements unless they are prescribed.

If all procedures aren't followed exactly, your medication will be refused. If a refused medication is necessary to your well-being, you will be turned away from training.

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

Do not “withdraw” from a necessary medication for the purposes of attending Recruit Training – it is ill-advised and potentially very dangerous. If you need the medication, submit the necessary paperwork.

§10. Will I need to have a haircut?

All male cadets will either report to RTC-NE with a fully shaved (“buzzed”) head, or else will have their hair cut on check-in day. No accumulation of hair will be allowed for male Recruits; male Recruits who report with high-and-tights, crew cuts, flat-tops, or similar hair styles will have their heads shaved with electric shears.

Females 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 Recruit’s hair color whenever possible. (See §2202.2(a) of the NSCC Uniform Manual for additional guidance).

§11. What do I need to bring to Recruit Training?

See Appendix 2 for the Seabag List. You will NOT be admitted to training until a seabag inspection confirms that you have the minimum quantity of required items.

Please note: *you need **three sets** of working uniforms.* NWUs are the working uniform of preference at RTC-NE.

If you don’t have three sets of NWUs, I strongly advise putting together a set of Camouflage Utility Uniforms (commonly known as BDUs). These are much cheaper, and are more appropriate for dirty work. All uniforms must have the appropriate NSCC flashes and nametapes.

§12. What sort of things should I be doing to prepare for Recruit Training?

A few simple preparations can make Recruit Training far less stressful, and make you less prone to illness or injury.

• Dietary Preparations

- You will be restricted from certain foods during the training. These restrictions are necessary to ensure that you have the energy necessary for the long training days, but also to limit the risk of upset stomach or sleepless nights.
- Restrictions include limited dairy intake, *limited sugar intake*, and *no caffeine*.
- Recruits who regularly take in a lot of sugar and/or caffeine may have headaches, upset stomachs, low energy, and/or a general feeling of sickness on their boot camp diet. Please start on a low-sugar, no-caffeine diet at least one week before the beginning of Recruit Training – no soda, coffee, tea, chocolate, candy, etc...

- Footwear

- The most common health problems at Recruit Training are blisters and sore feet. You will walk and run several miles every day, and might spend long periods of time standing in formation.
- The main cause of foot issues are boots and athletic shoes that have not been **sufficiently broken in**, or which **fit incorrectly**. New shoes and boots should be worn as often as possible (to drill, school, work, etc.), for extended periods, and for extended distances to make sure they are broken in and fit properly.
- Recruits must wear black socks with all uniforms, but the standard black “dress socks” you might find at the department store are *guaranteed* to lead to blisters! A pair of heavy athletic socks worn *under* the black socks will cushion the feet and absorb more moisture (moisture is the primary cause of blisters). Go to an outdoor/sports store and ask for heavy-duty hiking socks for hot weather – the extra few bucks will be well worth it. Also, put some foot powder in your boots each night and each morning to absorb moisture and eliminate odor.

- Physical Conditioning

- In addition to twice-daily physical training, Recruits will participate in several hours of close order drill each day. You will be giving maximum effort every moment of the day. Recruits who are “out of shape” will tire easily and will be more prone to injury. A Physical Fitness Test (PFT) at check-in will screen for fitness (see §6).
- Recruits should be in the habit of exercising regularly (at least five days a week), with particular emphasis on **aerobic conditioning** and **walking/running**. If you only PT at drill, you will not be ready for Recruit Training! Be ready to do more than the minimum standards outlined in Appendix 3.
- *Warning: Recruits who fail the PFT on check-in day will not be accepted at the training.*

§13. What sort of things should I learn before reporting to Recruit Training?

You will be expected to have quite a bit of knowledge before you arrive at RTC-NE, and you will be tested on the following starting on check-in day:

- [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](#)
- Your NSCC ID number
- How to make [hospital corners](#)
- Basic [customs & courtesies](#) (who & when to salute)
- Basic wear & care of the uniform
- Basic quarterdeck procedures
- How to tell [military time](#)
- Military drill
- Your left from right!
- The content of BMR Chapters 1, 5, 6, 9, & 10

If you don't know these things, ask someone who does, or click on the links provided.

§14. Tips for success at RTC-NE

- Move quickly, but never at the expense of quality.
- Try your hardest, even in boring and repetitive tasks.
- Upon arrival, learn the names, ranks, and titles of everyone in your chain of command.
- Address all staff cadets by their rank. Address all officers as “sir” or “ma’am”.
- Snap to attention when addressing any staff member, including staff cadets.
- Call attention on deck when any staff member (including a staff cadet) enters your cube.
- Never use the word “I” to refer to yourself; instead, use the term “this recruit”.
- Phrase questions in the form, “Sir, this recruit requests permission to use the head, sir”.
- Phrase answers to questions in the form, “Petty Officer, this recruit’s ID number is 1234, Petty Officer”.
- Show your motivation by sounding off whenever you speak.
- When “on the line” is called, put something on your feet, get (at least) shorts and a t-shirt on, secure loose gear, and get against the bulkhead outside your cube as quickly as possible.
- To help you get ready quickly each morning, lay out your clothes in your locker the night before.
- Never leave gear adrift, and keep your locker locked at any time you’re not in front of it.
- There is an inspection of your bunk & cube each day while you are in classes, and gigs count against your Division – not just you.
- Use a hanger or ruler to make perfect hospital corners.
- Wear thick black socks, or wear white socks under your black socks.
- Never let your bare feet touch the deck, ever. Always wear your shower shoes in the head, including IN THE SHOWER.
- Practice taking 60 second showers at home, and always wash from the top down.
- Don’t eyeball people at attention: blink, swallow, & breathe.
- Don’t lock your knees at attention – you will pass out.
- Keep hydrated – drink at least two full canteens each day, plus water at each meal.
- Bring your ID card with you everywhere, unless you are specifically instructed not to bring it.
- Ask your Recruit Division Commander for pow-wows at night to talk about how you can improve the division.
- Talk to your fellow Recruits if you’re having a problem. They are your brothers and sisters.
- Help your fellow Recruits if they’re having a problem. They are your brothers and sisters.
- Talk to your RDC if you’re having a problem that you and your fellow Recruits can’t fix. S/he is your big sister/brother, and will help you out.
- Stay motivated – remember that this entire training is a test of your character. Don’t give up on yourself.
- Motivate your fellow Recruits, and don’t turn your back on anyone even if you think they’re a “screw-up,” or beyond repair.
- Work as a team.

§15. Who will be in charge of me?

You will be assigned to one of six Divisions – Alpha, Bravo, Charlie, Delta, Echo, or Foxtrot. Each Division has a Division Officer (a junior NSCC officer), a Recruit Division Commander (usually an NSCC Chief Petty Officer), and two Assistant Recruit Division Commanders (NSCC Petty Officers) supervising approximately 40 Recruits. The RDC and ARDCs interact directly with the Recruits: training you, supervising you, and pushing you to meet your full potential as a Naval Sea Cadet.

RDCs generally have four to five years experience in the Cadet Corps and have served as an ARDC in previous years. ARDCs generally have two to three years in the Corps, and have served on staff at RTC-NE in a previous year. Division staff are selected according to the advanced trainings they have attended, their evaluations from these trainings, an interview with the COTC, test scores, and recommendations from officers in the Corps.

§16. What will I be doing for two weeks?

A typical day begins with reveille at 0530. Recruits have 20 minutes to clean their cubes and get dressed. Morning PT is at 0550, and consists of stretching and some light calisthenics. Morning chow is at 0630. Recruits then report to quarters at 0715, where orders are disseminated for the day. Classes begin at 0800. Afternoon chow is at 1100, after which Recruits return to classes until 1630. Interspersed into the daily schedule will be several hours of “division time,” during which the RDC and ARDCs will teach military drill, conduct field days in the barracks, prepare for division competitions, and lead team-building exercises. Evening chow is at 1700. Evening PT begins at 1830 and ends at 1930, and includes stretching exercises, calisthenics, and a one to two mile run. Recruits hit the showers after PT, and then have time to study, write home, shine their shoes, and prepare their uniforms for the next day. Often, the RDC will conduct a “pow wow” in the evening to talk about how the division is doing and what will be coming up the next day. Taps is at 2100. Recruits have quite a full day, and sleep quite soundly.

Some days will have personnel inspections, obstacle courses, sporting competitions, and other division competitions that will take up a large part of the day. Recruits will each be assigned to a two-hour fire watch between 2100-0500 at least one night during the two weeks. All hands will be able to attend religious services if they choose in the middle weekend of training.

§17. Is this really “boot camp”?

Yes and no. This is *not* a “summer camp.” This will be the first significant amount of time away from home for many of you. This will probably be the longest period you have ever been away from a cell phone, iPad, computer, etc. This will probably be the first time you have experienced intense discipline. You will be yelled at, especially in the first few days. The RDCs and ARDCs will demand no less than perfection from you and your fellow Recruits, and expect maximum effort physically, mentally, and academically from you at all times.

You will not, however, be subjected to any kind of physical punishment; you will not be touched by any member of the staff, nor will you be forced to do physical exercise as punishment. You will not be sworn at. You will not be hazed. Everything you will experience at RTC-NE is meant to further our six main goals: teamwork, accountability, self-discipline, self-confidence, physical fitness, and basic military knowledge.

§18. Can I wear a watch? jewelry? makeup? contact lenses?

- Recruits may not bring a watch to RTC-NE.
- Recruits may not bring or wear any makeup, perfume, or cologne at RTC-NE.
- Recruits may not bring or wear any rings, bracelets, or anklets at RTC-NE.
- Female Recruits may wear one pair of silver ball earrings (approx. 4-6mm in size).
- Recruits may wear one necklace, if of a religious nature.
- It is strongly recommended that Recruits who require corrective lenses wear glasses. You will have just minutes to get ready each morning, and fumbling with contact lenses may lead to unnecessary stress, injury, and/or loss of the lenses.
- Please note: RTC-NE is not responsible for lost or stolen property

§19. Can my family & friends contact me?

You will not be able to make or receive phone calls or emails, except in cases of emergency.

You may correspond with your family & friends via the mail. Make sure you know their full mailing addresses, including zip codes – bring stamped and addressed envelopes with you.

Your RTC-NE mailing address will be as follows:

Naval Sea Cadets
Recruit Name, Division
DPT Operations
57 Queenstown Street, Box 9
Fort Devens, MA 01434-5409

You will compose and send a letter home on July 4th, which will include your precise mailing address.

Your mail is private, but all packages will be inspected for contraband.

§20. May I receive visitors?

No.

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

Graduation will take place at 1100 on Saturday 16JUL16 and will last approximately one hour. There is no limit to the number of guests who may attend for each Recruit. Please remind your family and friends to arrive early – the line at the gate can be 45 minutes or more. Recruits will be dismissed immediately upon the conclusion of the ceremony.

Any adult wishing to access Fort Devens (parents, family members, guests, drivers, passengers, etc.) must provide their full name and a clear photocopy of their driver's license (or other government-issued photo ID) with your application packet. LCDR Hull must have these photocopies in-hand no later than June 6th to ensure guests' access to the base. Warn your guests that they will be turned away if they have not provided full names and clear copies of their ID.

The location of graduation aboard Fort Devens is TBD; your 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 your home unit shipmates to visit <https://www.facebook.com/rtcne> regularly during the training for photos of the training contingent and information about the your activities. Facebook can't be used to contact you or the training staff (see §19 & §23).

§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 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 home unit Commanding Officer. If your CO doesn't know, s/he will contact the COTC to get the answer for you.

APPENDIX 1 – DIRECTIONS TO FORT DEVENS

EVERY SINGLE ADULT wishing to access Fort Devens for any reason must submit with their recruit's application packet a clear photocopy of their driver's license (or other government-issued photo ID); LCDR Hull must have these photocopies in-hand no later than June 6th to ensure guests' access to the base. Expect to be turned away if you have not provided all required documentation!

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.

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 10th 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 need to use the directions above to get to our training site.

Best approximate GPS address: [65 Queenstown Street, Devens, MA 01434](#)

APPENDIX 2 – MINIMUM SEABAG REQUIREMENTS

ITEM		QTY (MALE)	QTY (FEMALE)	ON HAND?
NSCC ID card [expiring July 2016 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		
Work uniforms , as issued by home unit... any combo of NWUs & CUUs (Utilities are no longer an authorized NSCC uniform!)		3 complete sets		
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 http://amzn.com/B000TD7JAC)		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 (no aerosol - see http://amzn.com/B000WYG5EU)	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		
4oz+ bug spray (pump bottle, no aerosol – see http://amzn.com/B0054NFYDG)	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	3		
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		
Canteen, military style with cover & ALICE clips – no Camelbaks (http://amzn.com/B00229V3VC or similar)	1		
Belt, olive drab, quick release for canteen (http://amzn.com/B000BFNSF8 or similar)	1		
Shoe shine kit (http://amzn.com/B001AEZ3QG 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 (NOT fitted), white	2		
Pillow case, white	1		

- Cadets will report to RTC-NE in PT gear – bring all uniforms on hangers
- Cadets will not be admitted to training until a seabag inspection confirms cadet has all required items.
- 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.
 - Anything in an aerosol can
 - Anything in a glass bottle
 - Perfumes, colognes, or make-up
 - Food or snacks
 - Money
 - Knives, blades, or tools
 - Tobacco, alcohol, illicit drugs, and related paraphernalia
 - Items requiring electricity, including phones, tablets, & cameras
 - Medications, vitamins, and supplements (see §9)
 - Watches and jewelry (see §18)
- RTC-NE is not responsible for lost, stolen, or damaged property

APPENDIX 3 – MINIMUM PHYSICAL FITNESS REQUIREMENTS

You will be required to achieve these minimum standards in a Physical Fitness Test on check-in day (see §6).

Recruits 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>