



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

03 July 2017 – 15 July 2017 · 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)

## UNIT COMMANDING OFFICER'S INFORMATION GUIDE

VERSION 1.0 (UPDATED 07APR17)

*This guide contains essential information about getting your Recruits signed up and prepared for training – please read the whole guide. Your cadets will have a much better training experience if they, their parents, and you know what to expect!!*

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§1. Unit Commanding Officer’s Checklist

Action	When?	Complete?
Email the COTC to give an estimate of how many Recruit billets your unit will need	ASAP	
Direct all hands to <a href="http://www.newenglandseacadets.org/training/rtc">www.newenglandseacadets.org/training/rtc</a> and distribute Recruit Information Guides and Parent Information Guides	ASAP	
Assemble application packets for Recruits & Staff Cadets (see §§5-6)	ASAP	
Submit all Staff Cadet application materials to COTC (see §6)	NLT 19MAY17	
Submit all Recruit application materials to COTC (see §5)	NLT 05JUN17	
Update NSCADM001 (Page 3/4) Medical Histories for all personnel	after 03JUN17	
Conduct a briefing for all parents of Recruits (see §8)	NLT 13JUN17	
Conduct a briefing for all Recruits (see §9)	NLT 13JUN17	
Conduct a seabag inspection for all Recruits (see §10 & Appendix 2)	NLT 13JUN17	
Conduct a Physical Fitness Test for all Recruits (see §12 & Appendix 3)	NLT 13JUN17	
Train Recruits on BMR Chapters 1, 5, 6, 9 & 10 and other essential information (see §20)	NLT 03JUL17	

§2. When is Recruit Training?

- Recruit Training is running Monday 03JUL17 through Saturday 15JUL17
- Recruits should be dropped off between 0800 and 1300 on Monday 03JUL17
- Escort Officers should report at 1000 on Saturday 01JUL17
- Staff Cadets should report at 1500 on Saturday 01JUL17
- Graduation will be held at 1100 on 15JUL17

### §3. Where is Recruit Training? How do Escorts, Cadets, and parents get on 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 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) as part of their application packet. LCDR Hull must have these photocopies in-hand no later than June 5<sup>th</sup>.

Any adult not vetted via this process should expect to be turned away at the gate. Since a parent/guardian/driver must accompany each recruit during check-in, if parents are turned away, their recruit 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.

### §4. What are the qualifications for Recruit Training?

- Recruits must be at least 13 years and 270 days old on July 3<sup>rd</sup> (in other words, they must turn 14 no later than October 6, 2017) [NSCC Training & Operations Manual §0405.8(c)]
- Former NLCC Cadets who completed NLCC Orientation may attend RTC-NE at age 13 with their Commanding Officer's endorsement. [NSCC TOM §0405.8(c)]
- Recruits must have been officially enrolled in the NSCC at least six weeks (their enrollment must have been on or before 22APR17), and their enrollment (ID card) must be current *through* July 2017. [NSCC TOM §0405.8(a)]
- Recruits must have passed a Physical Fitness Test at their home unit in 2017. [NSCC TOM §0405.8(b)]
- Recruits 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 their home unit prior to reporting to RTC-NE. **It is strongly recommended that Recruits complete the BMR.** [NSCC TOM §0405.8(d)]

These minimum qualifications *are not waivable or negotiable*, and Magellan will not permit you to even request a billet unless these minimum requirements are met.

## §5. How do I get Recruit billets at Recruit Training?

Contact the COTC at [dhull@seacadets.org](mailto:dhull@seacadets.org) ASAP to give an estimate of the number of billets you will need at RTC-NE. Please note – emailing this estimate will NOT “reserve” your unit any Recruit billets.\*

**To secure Recruit billets**, NLT 05JUN17\* the Unit CO will submit the following to the COTC for each Recruit:

- A Magellan request for **RT-MA-1701**

Once the billet has been “Confirmed” by the COTC, create an **Invoice** in Magellan for the cadet and forward the following in hard copy:

- A **typed NSCTNG001 Request for Training Authority** signed by parent/guardian & CO
- RTC-NE Recruit Waiver Packet** signed by cadet & parent/guardian
- \$300 cashier’s check or money order made out to “USNSCC,” with associated **Invoice**
- A clear photocopy of the driver’s license (or equivalent) of ANY ADULT wishing to access Fort Devens for drop-off or graduation
- 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 §16)

Please ensure that an updated **NSCADM001 (Page 3/4) Report of Medical History** is filled out and included in each Recruit’s service jacket within 30 days of the start of training (on 03JUN17 or later).

DO NOT submit partial packets. Please combine packets whenever practicable. All Recruit packets must arrive to the COTC NLT 05JUN17.\*

LCDR David I. Hull, NSCC  
RTC-NE / Recruit  
10777 Monocacy Way  
Manassas, VA 20112-2429

*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).

\*A warning: Just because a billet has been “confirmed” in Magellan does not mean that the billet is “reserved” or “finalized.” Billets are not reserved via a Magellan request or even by mailing paperwork to the COTC. **Billets will only be finalized as ‘approved’ in Magellan upon the COTC’s receipt of both a Magellan request and a hard copy of the completed packet (including payment with associated Invoice).** Billets will be awarded in the order in which the hard copy packets are received... don’t delay!

## §6. How do I reserve Staff Cadet billets at Recruit Training?

- Staff Cadet Requirements:
  - All Staff Cadets must be E3+ and have attended an advanced training *other than RT Staff*.
  - Staff Cadets wishing to serve as Corpsman must have attended a Medical Training and have a current CPR certification.
  - Staff Cadets wishing to serve as CMAA or ACMAA must have attended POLA, have a current CPR certification, and preferably have completed an NSCC MAA advanced training.
  - Staff Cadets wishing to serve as Recruit Division Commander or Assistant RDC must have served on staff at RTC-NE in a prior year, have completed POLA, and have a current CPR certification.
- Staff Cadet Orientation & Interviews – 03JUN17 – Boston, MA
  - Staff Orientation will take place 0830-1630 on Saturday 03 June 2017 at the Coast Guard Base at 427 Commercial Street in Boston, MA (Escort Officers to report by 0730).
  - Cadets applying for competitive staff positions will interview with the COTC at Orientation. Encourage your senior cadets to apply early for these billets!
- Staff Cadets will report to RTC-NE on Saturday 01JUL17 @ 1500 for training and set-up.

**To apply for a Staff Cadet billet** – NLT 19MAY17, the Unit CO will submit the following to the COTC for each Staff Cadet applicant:

- Magellan requests for **NX-MA-1701** (01-02JUL) **and** **RT-MA-1701** (03-15JUL)

Once the billet has been “Confirmed” by the COTC, create an [Invoice](#) in Magellan for the cadet and forward the following in hard copy:

- A **typed** [NSCTNG001 Request for Training Authority](#) signed by parent/guardian & CO
- [RTC-NE Staff Waiver Packet](#) signed by cadet & parent/guardian
- \$300 cashier’s check or money order made out to “USNSCC,” with associated [Invoice](#)
- 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, CO, & medical provider (see §16)
- [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 Cadet’s service jacket within 30 days of the start of training (on 03JUN17 or later).

Unit COs, DO NOT submit partial packets. Please combine packets whenever practicable. All Staff Cadet packets must arrive to the COTC NLT 19MAY17.

LCDR David I. Hull, NSCC  
RTC-NE / Staff  
10777 Monocacy Way  
Manassas, VA 20112-2429

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## §7. How do I apply for an Escort Officer billet?

Escort Officers will report to RTC-NE on Saturday 02JUL17 @ 1000 for orientation and set-up.

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.

All Escort Officers must be CPR/AED certified. Any certification (AHA, Red Cross, etc.) will suffice. Include a copy of your CPR card, valid through at least July 2017, with your application.

Per Training & Operations Manual §602.1(c) and Administration Manual §0205, all escort officers must have completed the OMSG, OPD 101, and Darkness to Light's online *Stewards of Children* program.

**To apply for an Escort Officer billet** – NLT 19MAY17, submit the following to the COTC:

- A Magellan request for **NX-MA-1701** (01-02JUL) **and** **RT-MA-1701** (03-15JUL)
- A **typed** [NSCTNG002 Request for Training Authority](#) signed by member & unit CO
- [Escort Officer Application](#) (first-time RTC-NE volunteers must have their unit CO forward an endorsement to the COTC at [dhull@seacadets.org](mailto:dhull@seacadets.org))
- [CORI Background Check Authorization Form](#)
- A copy of your CPR/AED certification, valid through July 2017
- A clear photocopy of your driver's license (or equivalent), and the driver's license of any adult that will be coming on the base with you during the training (including graduation)

DO NOT submit partial packets. Please combine packets whenever practicable. All Escort Officer packets must arrive to the COTC NLT 19MAY17.

LCDR David I. Hull, NSCC  
RTC-NE / Escort  
10777 Monocacy Way  
Manassas, VA 20112-2429

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

## §8. Parent Briefing

At some point in May or June, the Unit CO shall conduct an in-person briefing with at least one parent/guardian of each Recruit attending RTC-NE. This briefing is meant to set expectations for parents about RTC-NE. The Unit CO should be an expert on all procedures discussed in this Commanding Officer's Guide, and should establish herself as the first line of defense for questions regarding RTC-NE. Contact the [COTC](#) if you want an RTC-NE staff officer to join you during the briefing.

Parents should have received the RTC-NE 2017 Parent Information Guide (PIG) prior to this briefing. Please also have printed copies available for all Recruit parents at this briefing. The PIG is posted at [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc).

The entire PIG should be covered at the briefing, with special emphasis on the following topics:

- Requirement for clear copy of ID for every adult wishing to access Ft. Devens (§2 of the PIG)
- Paperwork requirements (§4 of the PIG), and a reminder that billets are first-come, first-served
- Reporting procedures, and the requirement that a responsible adult remain present until each Recruit is completely processed (§5 of the PIG)
- PFT requirement at check-in & physical conditioning preparations (§6 & §13 of the PIG)
- Medication procedures (§10 of the PIG)
- Haircut requirements (§11 of the PIG)
- Seabag requirements & preliminary Seabag Inspection date (Appendix 2 of the PIG)
- Dietary preparations & footwear considerations (§13 of the PIG)
- Contact information, mailing Recruits, and attending graduation (§§21-25 of the PIG)

## §9. Recruit Briefing

Unit COs have obviously been preparing their Recruits for RT since they were enrolled. At some point in May or June, however, each Unit CO shall conduct at least one RT-specific briefing with their Recruits.

Recruits should have received the RTC-NE 2017 Recruit Information Guide (RIG) prior to this briefing. Please also have printed copies available for all Recruits at this briefing. The RIG is posted at [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc).

The entire RIG should be covered at the briefing, with special emphasis on the following topics:

- Basic knowledge requirements (§13 of the RIG)
- Requirement for clear copy of ID for every adult wishing to access Ft. Devens (§2 of the RIG)
- Paperwork requirements (§4 of the RIG)
- Reporting procedures, and the requirement that a responsible adult remain present until each Recruit is completely processed (§5 of the RIG)
- PFT requirement at check-in & physical conditioning preparations (§6 & §12 of the RIG)
- Medication procedures (§9 of the RIG)
- Haircut requirements (§10 of the RIG)
- Seabag requirements & preliminary Seabag Inspection date (Appendix 2 of the RIG)
- Dietary preparations (§12 of the RIG)
- Footwear considerations (§12 of the RIG)
- Contact information and mailing Recruits (§§19-20 of the RIG)

## §10. Preliminary Seabag Inspection

At some point in May or June, each Unit CO shall conduct a Preliminary Seabag Inspection for every Recruit attending RTC-NE. Recall that Recruits will NOT be admitted to training until a seabag inspection at check-in confirms that they have the minimum quantity of required items (see §18 & Appendix 2).

Distribute the Parent and Recruit Information Guides as early as possible, and give at least one month's warning as to when the Preliminary Seabag Inspection will take place.

Run the Seabag Inspection as it will be run on check-in day at RTC-NE. Set up multiple stations, with one staff member and one Recruit at each station. Using the Seabag List at Appendix 2, have a staff member read down the list and have the Recruit find each item and count the items out. The staff member will check off the items that are on-hand, and will then pass or fail the Recruit for the inspection. A Recruit shall only "pass" if every item from the Seabag List is on-hand.

Recruits who fail the inspection should sit for another Seabag Inspection at the following drill.

Missing gear is a major source of delay, expense, and consternation at check-in. Unit COs: make sure your Recruits are prepared!

## §11. What happens on Check-In Day (July 3<sup>rd</sup>)?

- Recruits should be dropped off to Fort Devens between 0800 and 1300
  - Recruits will report in PT gear, with ID card in-hand
  - Remember, your recruits cannot start check-in without their service jackets; please make arrangements to get these to Fort Devens with a staff member on 01JUL17, or ASAP on 03JUL17
- **A responsible adult needs to stay at Fort Devens until each Recruit is fully processed**
  - If a parent/guardian/escort is turned away at the gate because they did not submit a clear photocopy of their ID, their recruit will be turned away as well.
  - The 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 §18 and Appendix 2) or gather missing paperwork
  - If a Recruit has a disqualifying medical condition, is missing essential paperwork, or fails the PFT (see §12), the responsible adult will transport the Recruit home
  - Please tell your parents/guardians/escorts to plan for check-in to take 4-6 hours from the time they arrive, to bring their own lunch, and to make any necessary arrangements to keep this time clear



- Each Recruit will pass through a series of stations to...
  - ensure that all paperwork is in order
  - review medical history
  - take custody of any medications previously approved by the COTC (see §16)
  - inspect the contents of each seabag for compliance with the Seabag List (see §18 and Appendix 2) and confiscate any contraband
  - take a Physical Fitness Test (see §12 and Appendix 3)
  
- While parents/guardians/escorts are waiting for their cadet to be processed, they will receive a briefing from a senior officer about the training and take a short tour of the facilities if practicable.

## §12. Check-In: Physical Fitness Test

As part of check-in, each Recruit 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 – please pass along to your Recruits just how serious this requirement is.

## §13. Why is the PFT part of Check-In?

Recruits who do not meet the PFT’s minimum requirements are significantly more likely to be injured during the training. Injured Recruits take up scarce adult resources and steal attention away from the Recruits who arrived at training prepared.

Two weeks is not enough time for Recruits to “get in shape.” NSCC Training & Operations Manual §0203.7 states that Recruits “must pass the Physical Fitness Test prior to the completion of NSCC Recruit Training. If failed, the cadet is required to repeat Recruit Training.” It is unfair to Recruits who are not in shape to have them work so hard for two weeks only to fail the entire training at the last minute simply because of the PFT.

Unit COs are responsible for conducting at least two PFT’s annually. NSCC Training & Operations Manual §0405.8(b) states that Recruits must “pass a Physical Fitness Test *prior* to being released to attend Recruit Training,” and §0405.3, §0501.1, §0501.1(c), and §0501.2(f) all require Unit COs to test and certify that all cadets attending training are physically qualified before even *requesting* a billet.

On the NSCTNG001 Request for Training Authority, parents and unit CO’s certify that their cadet meets the NSCC’s minimum physical fitness requirements, and acknowledge that “cadets who do not meet these minimums will be returned home at their expense”.

§14. What if a Recruit is injured before Recruit Training starts?

Cadets, parents, and unit Commanding Officers are obligated to disclose any injuries or illnesses to the COTC. In general, injured or ill cadets will not be accepted at the training. The unit CO may contact the COTC to discuss the possibility of an accommodation.

§15. What if a Recruit has 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 include academic work, physical training, military drill, self-discipline, group work, and group living.

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.

If your cadet needs accommodations for testing (including extra time on exams, a distraction-free testing environment, or an administrator to read the questions), the unit CO should contact the COTC to give a “heads up” – no [NSCADM001 \(page 9/10\)](#) necessary.

To request any other type of 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 §5).

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## §16. What if a Recruit needs to take any medications at Recruit Training?

If you intend to send a Recruit to RTC-NE with **any** medications, they must fill out an [NSCADM001 \(page 7/8\) Medical History Supplemental](#) and submit it with the rest of their application packet (see §5).

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

- If you are sending a Recruit 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 a Recruit 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**. Note: RTC-NE will not administer vitamins or supplements unless they are prescribed.
- 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 Department for each necessary administration.

Do not encourage your cadets or parents to "withdraw" from a necessary medication for the purposes of sending them to Recruit Training – it is ill-advised, unethical, and dangerous. If they need the medication, submit the appropriate paperwork ahead of time.

## §17. Will Recruits 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).

## §18. What do Recruits need to bring to Recruit Training?

See Appendix 2 for the Seabag List. Recruits will NOT be admitted to training until a seabag inspection at check-in confirms that they have the minimum quantity of required items.

Unit Commanding Officers will conduct a Preliminary Seabag Inspection at the home unit in May or June, using the Seabag List in Appendix 2 as the standard (see §10).

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

If Recruits don’t have three sets of NWUs, I strongly advise putting together Camouflage Utility Uniforms (CUUs, 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.

## §19. What sort of things should Recruits be doing to prepare for Recruit Training?

A few simple preparations can make Recruit Training far less stressful for your Recruits, and make them less prone to illness or injury.

- Dietary Preparations

- Recruits will be restricted from certain foods during the training. These restrictions are necessary to ensure that each Recruit has 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 encourage parents to start them 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. Recruits will walk and run several miles every day, and 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. Foot powder will also help to eliminate moisture (and odor...!).

- Physical Conditioning

- In addition to twice-daily physical training, recruits will participate in several hours of close order drill each day. They 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 §12).
- 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 Recruits only PT at drill, they will not be ready for Recruit Training! They should 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.*

## §20. What sort of things should Recruits learn before reporting to Recruit Training?

Recruits who arrive without the following baseline training will be behind from day one, and will experience unnecessary stress. Unit COs: prepare your Recruits!

- Basic Military Requirements (NAVEDTRA 14325)
  - [Chapter 1](#) – Hazing, Sexual Harassment, & Fraternalization
  - [Chapter 5](#) – Naval History
  - [Chapter 6](#) – Naval Organization
  - [Chapter 9](#) – Customs & Courtesies
  - [Chapter 10](#) – Uniforms & Formations
- [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](#)
- 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](#)
- Left from right!

## §21. Can Recruits be sent home from the training?

The Commanding Officer of the Training Contingent, LCDR David I. Hull, retains sole and absolute discretion as to when and if a Recruit needs to be dismissed from training. Recruits are most often dismissed for medical or disciplinary reasons. Recruits may also “Drop on Request” – while we do our best to convince every cadet to stick it out, RTC-NE cannot keep cadets at the training against their will.

If a Recruit is dismissed, the parent/guardian will be responsible for transporting the Recruit home at the earliest practicable time. Please encourage families not to schedule a vacation during RT, and to ensure that an adult family member is available to pick up a Recruit in case of dismissal. In 2014, a Recruit dismissed for disciplinary reasons had to be released to the custody of the state Department of Children and Families because no one was available to pick him up.

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

## §22. Can my Recruits wear watches? 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. Recruits 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

## §23. How do families get in touch with their Recruits?

Recruits will not be able to call or email home, except in cases of emergency. Families may correspond with their Recruits via the mail. Please encourage families (and friends and neighbors and NSCC Officers and unit sponsors) to write as often as possible. It means a great deal to Recruits to read supportive words at night.

Each Recruit will compose and send a letter home on July 3<sup>rd</sup>, which will include their precise mailing address. If you want to start sending letters sooner, send them to:

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

In the letters that parents receive, Recruits might sometimes sound down or homesick. Advise your parents not to acknowledge this directly or talk too much about home, but instead to provide encouraging words and let their Recruit know just how proud everyone is.

Recruit mail is private, but all packages mailed to a Recruit will be inspected. Warn parents not to mail cookies, candy, or other contraband to their Recruits (see Appendix 2). Feel free, of course, to send some cookies to the staff – we'd appreciate it...

#### §24. Can parents visit their Recruits?

No – it is very disruptive and distracting to Recruits to have family or friends visit during the training.

#### §25. Can unit Officers visit Recruit Training?

It is also very disruptive to have home unit Officers visit during the training. Unless on official business (*e.g.*, guest instruction or dropping off gear or paperwork), NSCC Officers may not visit RTC-NE without the express prior permission of the COTC. When visiting, NSCC Officers should report directly to the RTC-NE Command Duty Officer, without stopping anywhere on the way. Such officers will not be permitted to visit with their unit's Recruits while at the training site.

#### §26. Graduation

Graduation will take place at 11AM on Saturday 15 July 2017 and will last approximately one hour. There is no limit to the number of guests who may attend for each Recruit. Please plan on arriving 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 their cadet's application packet. LCDR Hull must have these photocopies in-hand no later than June 5<sup>th</sup> to ensure guests' access to the base. Warn your parents that they should expect to be turned away if they have not provided their full name and a clear copy of their ID.

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 – please advise guests to bring camping/beach chairs. The graduation will be outdoors, rain or shine; please advise guests to wear weather-appropriate clothes and bring sunscreen and water. Photography is encouraged!

§27. Facebook – following Recruits during the training

Encourage family, friends, and 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 §§28-29).

§28. 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...

...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)

§29. Whom do I contact in case of an emergency during the training?

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

RTC-NE Quarterdeck Cell Phone: will be emailed to 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 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 5<sup>th</sup> 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.

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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 2017 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		
	Cover, combination w/ NSCC cap device	n/a	optional	
	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		<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 BDUs)		10		
Elastic blousing bands for NWUs & CUUs (see <a href="http://a.co/dBgIWcG">http://a.co/dBgIWcG</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 (no aerosol - see <a href="http://a.co/jjps92V">http://a.co/jjps92V</a> )	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 <a href="http://a.co/d3HF3gl">http://a.co/d3HF3gl</a> )	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 ( <a href="http://a.co/hXYGwuF">http://a.co/hXYGwuF</a> or <a href="http://a.co/9BPoSye">http://a.co/9BPoSye</a> or similar)	1		
Belt, olive drab, quick release for canteen ( <a href="http://a.co/6LkIF1Y">http://a.co/6LkIF1Y</a> or similar)	1		
Shoe shine kit ( <a href="http://a.co/bHMIHua">http://a.co/bHMIHua</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 (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 §16)
  - Watches and jewelry (see §22)
- RTC-NE is not responsible for lost, stolen, or damaged property

### APPENDIX 3 – MINIMUM PHYSICAL FITNESS REQUIREMENTS

*All Recruits will be required to achieve these minimum standards in a Physical Fitness Test on check-in day (see §12).*

***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)	ONE-MILE RUN (MINUTES/SECONDS)	PUSH-UPS (NO TIME LIMIT)
13	34	9:45	20
14	36	9:30	20
15	38	9:15	25
16	40	9:00	25
17/18	40	8:45	30

MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS			
AGE	SIT-UPS (in 1 MINUTE)	ONE-MILE RUN (MINUTES/SECONDS)	PUSH-UPS (NO TIME LIMIT)
13	32	12:15	7
14	32	12:00	7
15	31	11:45	10
16	30	12:15	10
17/18	29	12:15	10

See the NSCC Physical Readiness Manual for more information:

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