



UNITED STATES NAVAL SEA CADET CORPS RECRUIT TRAINING COMMAND NEW ENGLAND

14 July 2023 – 22 July 2023 · Fort Devens, Massachusetts

www.newenglandseacadets.org/training/rtc

LT Ruben A. Jollie, NSCC · COTC · rjollie@seacadets.org

STAFF CADET & ESCORT OFFICER’S INFORMATION GUIDE

VERSION 2.0 (UPDATED 08FEB23)

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?

- Recruit Training is running Friday 14JUL23 through Saturday 22JUL23
- Recruits should be dropped off between 0800 and 1200 on Friday 14JUL23
- **Escort Officers should report at 1000 on Wednesday 12JUL23**
- **Staff Cadets should report at 1000 on Wednesday 12JUL23**
- Graduation will be held at 1100 on 22JUL23

§2. Where is Recruit Training? How do I 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) and a completed Fort Devens Visitor Pass Request Form as part of their application packet. LT Jollie must have these in-hand no later than June 23rd.

Any adult not vetted via this process should expect to be turned away at the gate. Staff cadets: if your parents are 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 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, physical fitness, and grit.
- 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 PRT for their age and gender (see §9).
- Staff Cadets wishing to serve as Command Chief, Recruit Division Commander or FQA Chief must have served on staff at RTC-NE or a similarly large (100+) RT 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 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 29 “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
6 x Recruit Division Commander	1 x Fleet Quality Assurance Chief
18 x Assistant Recruit Division Commander	1 x Chief Corpsman
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 12 staff cadet billets available in the Operations Department, where you will rotate through jobs such as a Master-at-Arms, FQA Evaluator, Yeoman, Mess Specialist and/or Ship’s Serviceman..

- You are 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.
 - 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 your Unit Commanding Officer
- See www.newenglandseacadets.org/training/rtc for more detailed billet descriptions and minimum requirements.
- **Staff Orientation & Interviews will take place 0830-1630 on Saturday 13 May 2023 at the U.S. Coast Guard Base at 427 Commercial Street in Boston, MA** (Escort Officers will report by 0730). Although in-person is highly preferred, a Zoom meeting link will be provided for those that cannot physically be present. 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?

To apply for a Staff Cadet billet –

- **Leadership Staff Cadet Billets: NLT 01MAY23 and**
- **All other Staff Cadet Billets: NLT 06MAY23**

The Unit CO will submit the following to the COTC for each Staff Cadet applicant:

- A Magellan request for **ND-MA-2301** (12JUL-13JUL) **and** **RT-MA-2301** (14-22JUL)
- RTC-NE Staff Waiver Packet signed by cadet & parent/guardian
- \$225 cashier's check or money order made out to "USNSCC"
- Completed Fort Devens Visitor Pass Request Form for ANY ADULT wishing to access Fort Devens
- A clear 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

Unit COs, DO NOT submit partial packets. Please combine packets whenever practicable. All Staff Cadet packets must arrive to the COTC NLT 01MAY23 for leadership billets and 13MAY23 for all others.

LT Ruben A. Jollie, NSCC
RTC-NE Staff
52 Kelly Ln
Hanscom AFB, MA 01731

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

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

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

Escort Officers will report to RTC-NE on Wednesday 12JUL23 @ 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 2023, 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 01MAY23, submit the following to the COTC:

- A Magellan request for **ND-MA-2301** (12JUL-13JUL) **and** **RT-MA-2301** (14-22JUL)
- Escort Officer Application (first-time RTC-NE volunteers must have their unit CO forward an endorsement to the COTC at rjollie@seacadets.org)
- CORI Background Check Authorization Form
- A copy of your CPR/AED certification, valid through July 2023
- A completed Fort Devens Visitor Pass Request Form for yourself and any adult that will be coming with you on the base
- 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 01MAY23.

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

§9. Physical Fitness

All RTC-NE Recruits must pass the NSCC Physical Readiness Test during check-in to be admitted to training. All Staff Cadets must similarly pass the PFT on 12JUL23, 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 for which a cadet has applied and been selected. Contact the COTC with questions regarding disabilities.

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).

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§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 have a current [NSCADM001 \(page 7/8\) Medical History Supplemental](#) uploaded in your Magellan medical profile.

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***. 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 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 Type III 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

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 civilian clothes (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 (NWU pattern, Brown, or black)
- 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 12JUL23, so that we can use cell phones as a back-up method of communication.

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. Your smart phone may not have apps which delete messages (like Snapchat) or photo vaults (like Calculator%) installed. Violations of these rules will result in your cell phone being confiscated for the duration of the training, in accordance with Training and Operations Manual 0605.4(d), and/or discipline, up to and including termination from RTC-NE. In previous years, staff cadet cell phones have been confiscated due to the actions of one or two cadets.

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 12JUL23. 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 hairstyle 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. 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?

Staff Cadets are expected to know everything in the NSCC Recruit Manual. In particular, every staff cadet 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

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, LT Ruben Jollie, 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, LT Jollie retains sole and absolute discretion as to when and if a Staff Cadet needs to be dismissed from training. In 2016, three Staff Cadets were dismissed for disciplinary reasons.

Cadets 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 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:

US Naval Sea Cadet Corps
Cadet Name - 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 during the training.

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

Graduation will take place at 1100 on Saturday 22JUL23 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.

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. LT Jollie must have these in-hand no later than June 23rd to ensure guests’ access to the base. Warn your guests that they will 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 parade grounds; 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 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 LT Jollie: rjollie@seacadets.org

...during the training, email the training staff: 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

LT Jollie's Cell Phone (*emergencies only*): (518) 944-5145

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) and a complete Fort Devens Visitor Pass Request Form; LT Jollie must have these in-hand no later than June 23rd 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 still 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?
Active NSCC ID card (<i>Expired ID Cards will not be accepted</i>)		1		
NSCC Service Jacket [<i>confirm with your home unit how & when service jackets will be delivered to RTC-NE – you cannot begin check-in w/o it</i>]		1		
Service Dress Whites	Jumper, Service Dress White, w/ flashes	1		
	Pants, Service Dress White	1		
	Cover, “Dixie cup”	1		
	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 Type I/IIINWUs (Utilities and CUU (BDUs are no longer an authorized uniform!))		3 complete sets		
TYPE III NWUs	Blouse, NWU pattern w/ NSCC Shoulder patches & USNSCC/Nametapes	NWUs are the preferred uniform at RTC-NE		
	Pants, NWU pattern w/ nametape			
	Cover, NWU pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>Coyote Brown (Not Green)</i>			
	Parka, Gore-Tex, NWU pattern w/ embroidered nametape [optional]			
TYPE I NWUs	Blouse, NWU pattern w/ flash & embroidered nametapes	Good idea to have one set of Type Is for dirty work		
	Pants, NWU pattern w/ embroidered nametape			
	Cover, NWU pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>Navy Blue</i>			
	Jacket, woodland camouflage (M65 field jacket style) w/ flashes & embroidered nametapes [optional]			
Undershirts, CREW neck, for work uniforms (<i>blue</i> for Type I, <i>brown</i> for Type III)		10		
Elastic blousing bands for NWUs (see http://a.co/dBgIWcG)		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	
PT Shorts, Navy Blue – Purchased from Vanguard or issued at unit		1 pair		
PT Shirt, Gold - Purchased from Vanguard or issued at unit		2		
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		
4oz+ bug spray (pump bottle, no aerosol – see http://a.co/d3HF3gl)	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 – NWU pattern ,Brown or black only: see http://a.co/aWfSL7j or http://a.co/8kCD5JO (if no Camelbak, bring canteen)	1		
Shoe shine kit (http://a.co/bHMIHua 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, solid color (or one flat, one fitted)	2		
Pillow case	1		
Cell phone and charger	1		
Alarm clock	1		
Watch (preferably cheap)	1		
One set of business-casual civvies (khaki pants & collared shirt or equivalent)	1 set		
\$25 - \$50 spending money	??		
Laptop, power strip, 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, vitamins, and supplements (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 Readiness Test on 12JUL23.

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

(a) **Satisfactory (Minimum Passing Standards)**

MALE CADETS				FEMALE CADETS			
AGE	PLANKS	PUSH-UPS	1 MILE RUN	AGE	PLANKS	PUSH-UPS	1 MILE RUN
10	1:00	12	11:40	10	1:00	9	13:00
11	1:05	14	11:25	11	1:05	7	12:42
12	1:10	15	10:22	12	1:10	5	12:24
13	1:15	20	9:45	13	1:15	7	12:15
14	1:20	20	9:30	14	1:20	7	12:00
15	1:25	25	9:15	15	1:25	10	11:45
16	1:30	25	9:00	16	1:30	10	12:15
17/18	1:30	30	8:45	17/18	1:30	10	12:15

See the NSCC Physical Readiness Manual for more information:

[-->Click Here<--](#) to view NSCC Physical Readiness Manual