

# U.S. NAVAL SEA CADET CORPS

RECRUIT TRAINING COMMAND

NEW ENGLAND



## STANDARD OPERATING PROCEDURES

VERSION 4.0

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# RECRUIT TRAINING COMMAND NEW ENGLAND

## STANDARD OPERATING PROCEDURES V4.0

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## 1.0 INTRODUCTION

This manual sets forth the Standard Operating Procedures (SOP) and the policies of Recruit Training Command New England (RTC-NE).

The Naval Sea Cadet Corps (NSCC) expects all training sites to meet a minimum standard of excellence from officers, instructors, staff, and students. RTC-NE therefore operates toward the following goals:

- 1) To provide basic military training to NSCC recruits, and to encourage among these recruits teamwork, accountability, physical fitness, self-confidence, and self-discipline;
- 2) To provide leadership and mentorship opportunities to NSCC staff cadets, granting them genuine authority and accountability, and to provide these staff cadets with an opportunity to share their knowledge and expertise while in a supervised military environment;
- 3) To develop junior NSCC officers, to provide them with genuine authority and accountability, and to prepare them to run their own quality trainings in the future; and
- 4) Rejecting fear and intimidation as leadership tools, and instead promoting mentorship and **LEADERSHIP BY EXAMPLE**, and to encourage among all hands the following traits:

Confidence	Selflessness
Judgment	Bearing
Justice	Courage
Decisiveness	Openness
Initiative	Knowledge
Dependability	Loyalty
Accountability	Enthusiasm
Tact	Concern
Integrity	Endurance

- 5) To maintain the highest standards for our personnel and our training, and to provide all personnel with an atmosphere of safety, respect, support, and esprit de corps.

The purpose of this manual is to communicate basic policies and procedures in order to attain our training goals and to prepare RTC-NE officers, staff, home unit commanding officers, recruits, and parents for training. This document is meant for general distribution, except as otherwise noted.

**ALL RECRUIT TRAINING COMMAND NEW ENGLAND PERSONNEL ARE RESPONSIBLE  
FOR UNDERSTANDING AND ADHERING TO THE GUIDELINES  
SET FORTH IN THIS MANUAL.**

## **2.0 FORCE & EFFECT; CHANGES**

**2.1** The procedures, requirements, and rules set forth in this manual carry the force of standing orders from the Commanding Officer of the Training Contingent and shall bind all members of the training contingent. Any NSCC member who is temporarily on-board Fort Devens for the purposes of dropping off a cadet, visiting the training, providing instruction, or attending the graduation ceremony is also subject to the procedures, requirements, and rules set forth in this manual.

**2.2** Where this manual conflicts with NSCC Regulations (including but not limited to the NSCC Regulations Manual, the NSCC Training & Operations Manual, the NSCC Administration Manual, the NSCC Medical Reference Policies and Procedures Manual, or any current Action Letter or Information Letter promulgated by NSCC National Headquarters), the NSCC Regulations shall take precedence.

**2.3** Where this manual conflicts with the Standard Operating Procedures of any host command, the host command's procedures, requirements, or rules shall take precedence.

**2.4** The substantive procedures, requirements, and rules set forth in this manual will generally not be changed during a training.

**2.5** The COTC shall have the sole authority to make changes to this manual.

### **3.0 STAFF BILLETS, CHAIN OF COMMAND, & TRAINING ORGANIZATION**

The command structure of the training is outlined in this section, and is represented visually in Figure 1.

#### **3.1 Officer Staff**

**3.1.1 COTC - Commanding Officer of the Training Contingent (Command Team)**  
Responsible to NSCC National Headquarters for planning the training with the host command; for receiving and processing orders; for preparing a budget and collecting training fees; for the auditing of training funds; for recruiting qualified staff; for creating an overall training schedule; for the safe and effective training of the cadets; and for the health, safety, and welfare of the entire training contingent. The Commanding Officer of the Training Contingent will wear a red nameplate with white lettering ("COTC") centered on the flap of his/her right breast pocket.

**3.1.2 CO - Commanding Officer (Command Team)**  
Responsible to the COTC for the creation of an overall training plan; for the safe and effective training of the cadets; the day-to-day operations of the training; the maintenance of good order and discipline among all hands; and the health, safety, and welfare of the entire training contingent. The Commanding Officer will wear a red nameplate with white lettering ("CO") centered on the flap of his/her right breast pocket.

**3.1.3 XO - Executive Officer (Command Team)**  
Responsible to the COTC for the oversight of the department heads; the creation and publication of a plan of the training and individual plans of the day (in consultation with the MTO and ATO); the creation of a CDO and OOW watch bill; the day-to-day operations of the training; the maintenance of good order and discipline among all hands; and the health, safety, and welfare of the entire training contingent. The Executive Officer will wear a red nameplate with white lettering ("XO") centered on the flap of his/her right breast pocket.

**3.1.4 MTO - Military Training Officer (Department Head)**  
Responsible to the Executive Officer for the creation and execution of a worthwhile military training program based on §4.2 of this manual, for the supervision of the Fleet Quality Assurance Officer and the evaluation of the Recruit Divisions in accordance with §5 of this manual; the coordination of division competitions in accordance with §5 of this manual; the oversight of the creation of meaningful and detailed individual evaluations for each recruit in accordance with §6 of this manual; the oversight of the creation of meaningful and detailed individual evaluations for the CCPO, RDCs, and ARDCs in accordance with §7 of this manual ; for the supervision of the Ship's Officer, Command Chief, and/or Division Officers; for the



Recruit Divisions' safe and efficient execution of the Plan of the Day; for the maintenance of good order and discipline among the Military Training Staff Cadets and Recruits; and the health, safety, and welfare of Military Training Staff Cadets and Recruits. Also responsible for monitoring the morale and mental well-being of all Recruits; for tracking struggling recruits' progress and working with the Military Training Staff to address these recruits' needs; and for counseling cadets who request or require it. Military Training Officer should be a current or former member of the Armed Forces. The Military Training Officer will wear a yellow nameplate with black lettering ("MTO") centered on the flap of his/her right breast pocket.

**3.1.4(a) *Ship's Officer (Department Head)***

Responsible to the Military Training Officer for the supervision of the Division Officers; for the Recruit Divisions' safe and efficient execution of the Plan of the Day; for the maintenance of good order and discipline among the Military Training Staff Cadets and Recruits; and for the health, safety, and welfare of Military Training Staff Cadets and Recruits. The Ship's Officer is also responsible for ensuring that Recruits in the different Recruit Divisions receive consistent, quality training in accordance with §4.2 of this manual. Routine disciplinary and counseling matters from the Military Training Staff Cadets and Recruits are expected to be handled at this level of the chain of command, or lower. The Ship's Officer should be a current or former member of the Armed Forces. The Ship's Officer will wear a yellow nameplate with black lettering ("SHIP'S OFFICER") centered on the flap of his/her right breast pocket.

**3.1.4(a) (1) *DIV-Os - Division Officers***

Responsible to the Ship's Officer for the health, safety, and welfare of the recruits in their assigned division; for supervising and advising their respective Recruit Division Commanders; and for overseeing the creation of meaningful and detailed evaluations for each recruit in their assigned division in accordance with §6 of this manual. Division Officers generally will not interact directly with recruits; the role of the Division Officer is to support the Recruit Division Commander, to advocate for their assigned Recruits to the chain of command, and to ensure the safety and well-being of their recruits. Division Officers will wear a green nameplate with white lettering (e.g., "DIV-O - A") centered on the flap of their right breast pocket.

**3.1.4(b) *FQA - Fleet Quality Assurance Officer***

Responsible to the Military Training Officer for the supervision of the FQA Chief and ARDCs & Operations Staff Cadets while assigned to a FQA Evaluator role; for the creation, compilation, calculation, and dissemination of division evaluations in

accordance with §5 of this manual; and for assisting the Div-Os and RDCs in the creation of meaningful and detailed individual evaluations for each recruit in accordance with §6 of this manual. The FQA Officer will wear a green nameplate with white lettering ("FQA") centered on the flap of his/her right breast pocket.

### **3.1.5** *ATO - Academic Training Officer (Department Head)*

Responsible to the Executive Officer for the creation and execution of a worthwhile academic training program based on §4.1 of this manual, the supervision of the Instructor staff, the creation and updating of lesson plans, the management of classroom materials and aids, and the creation and scoring of the final exam in accordance with §6.5 of this manual. The Academic Training Officer will wear a yellow nameplate with black lettering ("ATO") centered on the flap of his/her right breast pocket.

#### **3.1.5(a)** *Academic Instructors*

Responsible to the Academic Training Officer for planning lessons and providing classroom instruction of the Recruits, and for providing to the ATO appropriate questions from the material covered in each class session for the creation of the final exam. Academic Instructors will wear a green nameplate with white lettering ("INSTRUCTOR") centered on the flap of their right breast pocket.

### **3.1.6** *OPS - Operations Officer (Department Head)*

Responsible to the Executive Officer for logistical support, (including transportation, care of training facilities and equipment, supply, security, and watch standing); supervision of the Security Officer and Logistics Officer; supervision of the Operations Staff Cadets while in the roles of Master-at-Arms, Ship's Servicemen, or Mess Specialist; the maintenance of good order and discipline among the Operations staff; and for the health, safety, and welfare of the Operations Staff Cadets. Responsible for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the quarterdeck and maintenance of Quarterdeck and Fire & Security Watches in accordance with §25 of this manual; for the creation of an equitable watch bill for quarterdeck

watchstanders; and the supervision of Operations Staff Cadets while in the role of Master-at-Arms. The Operations Officer will wear a yellow nameplate with black lettering ("OPS") centered on the flap of his/her right breast pocket.

### **3.1.7 MED - Medical Officer (Department Head)**

Responsible to the Commanding Officer of the Training Contingent (COTC) for the health, safety, and well-being of the Training Contingent, for the treatment of minor injuries, for the dispensation of medication in accordance with §34 of this manual, and for the supervision of the Corpsmen assigned to the Medical Department. The Medical Officer must be a medical professional with a license in good standing. The Medical Officer will wear a yellow nameplate with black lettering ("MEDICAL") centered on the flap of his/her right breast pocket.

#### **3.1.7(a) Assistant Medical Officer**

Assists the Medical Officer in the performance of his/her duties. The Assistant Medical Officer must be a medical professional with a license in good standing. The Assistant Medical Officer will wear a green nameplate with white lettering ("ASST MEDICAL") centered on the flap of his/her right breast pocket.

### **3.1.8 ADMIN - Administration Officer (Department Head)**

Responsible to the Executive Officer for the administration of cadet and officer service records, for the creation of award citations and certificates, for the creation and publication of a graduation program, for the collection and distribution of mail, for the disposition and auditing of training funds while on board the training, and for supervising Operations Staff Cadets while in the role of Yeoman. The Administration Officer will also be responsible for checking the command email address (rtc-ne@seacadets.org) and dealing with inquiries from parents as they arrive. The Administration Officer will wear a yellow nameplate with black lettering ("ADMIN") centered on the flap of his/her right breast pocket.

### **3.1.9 Officer Collateral Billets**

Officers may be assigned collateral billets in addition to their primary billet.

#### **3.1.9(a) Check-In Coordinator**

The Check-In Coordinator is responsible for coordinating the efforts of all Escort Officers and Staff Cadets in the efficient and efficacious processing of Recruits on check-in day in accordance with §38 of this manual. Will coordinate with MTO, OPS, ADMIN, and Medical to ensure that all concerns regarding the qualifications, preparation, suitability, and fitness of Recruits are addressed quickly, and prior to admitting a Recruit to the

training. Assignment will generally be given to a Department Head or higher. While in the Check-In Coordinator billet, officers will report to the COTC.

**3.1.9(b) PAO - Public Affairs Officer**

The PAO is responsible for keeping parents and the public informed about the training, for liaising with the host command's Public Affairs Office, and for supervising Operations Staff Cadets while in the role of Journalist. The PAO will maintain the RTC New England public Facebook and Instagram page and will regularly post pictures and stories of interest. These pages will be published in the Parent Information Guide. While in the PAO billet, officers will report to the ATO.

**3.1.9(d) PRO - Physical Readiness Officer**

The PRO is responsible for the creation and execution of a safe and efficacious physical training regimen, and for the administration of Check-In and graduation required Physical Readiness Tests. PRO monitors and ensures safety on the Confidence Course and during all PT evolutions. While in the PRO billet, officers will report to the MTO.

**3.1.9(e) Chaplain**

The Chaplain is responsible for the spiritual well-being of Recruits and Staff Cadets; for providing spiritual guidance for cadets who request it; and for coordinating optional, non-denominational religious services on any full Sunday during RT. Billet may overlap with the Counseling Officer. While in the Chaplain billet, officers will report to the COTC.

**3.1.9(f) Academic Instructor**

In addition to the officers with a primary billet of Academic Instructor (see §3.1.5(a)), nearly all officers will provide classroom instruction at some point during the training. While in a collateral Instructor billet, officers will report to the ATO.

**3.1.10 Officer Watchstanding**

All officers will stand watch. The Executive Officer will be responsible for creating an equitable watch bill.

**3.1.10(a) Command Duty Officer**

The CDO exercises command authority when both the CO and XO are unavailable to perform their duties. The CDO shall stand a 24-hour watch, starting at 0700 each day. All Department Heads shall be informed when the CDO assumes and relinquishes command authority.

The CDO will also assume the duty of Officer of the Deck from 2100-0700. The OOD is the supervising officer for the

Quarterdeck and Fire & Security Watches in accordance with §25 of this manual. As such, the OOD is directly responsible to the COTC for the safety of the personnel and the security of the facilities and equipment at RTC-NE, and the maintenance of an accurate logbook. During the 2100-0700 OOW watch, the CDO will be available to the watch standers, either by staying on or near the quarterdeck, or by providing the watch standers with their room number and cell phone number. The CDO Will carry the Command Duty Cell Phone during his/her designated day and is responsible for fielding non-emergent phone calls and determining the lowest level possible of handling issues from parents, Unit CO's, etc.

The CDO will wear a white nameplate with red lettering ("CDO") centered ¼ inch above their nametape above their right breast pocket.

#### **3.1.11 Officer Emergency Medical Training**

All RTC-NE officers must be certified in Cardio-Pulmonary Resuscitation and the use of Automatic External Defibrillators.

### **3.2 Military Training Staff Cadets (Cadre)**

#### **3.2.1 CCPO - Command Chief Petty Officer**

Responsible to the Commanding Officer for the safe and efficient execution of the Plan of the Day, for the maintenance of good order and discipline among the Military Training Staff Cadets and Recruits, for advising the Recruit Division Commanders in the performance of their duties, and for evaluating the RDCs in accordance with §7 of this manual. Also responsible to the Commanding Officer for representing the interests and concerns of all Staff Cadets to the chain of command. The CCPO is responsible for initial training and standardization of Military Drill, Communication, and uniformity of RDCs and ARDCs during Staff Orientation days. The Command Chief Petty Officer must be an NSCC Chief Petty Officer (E-7), have graduated POLA, have served at least one year as a Recruit Division Commander at RTC-NE, be CPR certified, and be recommended by their Unit Commanding Officer. It is preferable that the Command Chief also have experience as a Division Chief (or higher) at POLA. The RTC-NE Command Chief Petty Officer will be identified with a scarlet aiguillette (shoulder cord), a "Command Chief" badge worn centered on the flap of the left breast pocket, and a blue nameplate with white lettering ("COMMAND CHIEF") worn centered on the flap of his/her right breast pocket.

#### **3.2.2 RDC - Recruit Division Commander**

Responsible to the Military Training Officer, Ship's Officer, and cognizant Division Officer for the safe and efficient execution of the Plan of the Day, for the supervision and training of their assigned Assistant Recruit Division Commanders, for the basic military training of their assigned recruits in accordance with §4.2

of this manual, for the meaningful evaluation of their recruits in accordance with §6 of this manual, for the meaningful evaluation of their assigned ARDCs in accordance with §7 of this manual, for the maintenance of good order and discipline among their assigned recruits, and for the health, safety, and well-being of their assigned recruits.

Recruit Division Commanders hold the most important billet at Recruit Training Command New England. RDCs must be model cadets and must lead by example at all times; they should appear to recruits to be both infallible and omniscient. RDCs must put their recruits' well being ahead of their own. They must keep the goals of RTC-NE - teamwork, accountability, self-confidence, self-discipline, basic military knowledge, & physical fitness - in mind at all times, and justify every action they take with one or more of these goals. RDCs must be everything to their recruits at once: perfect example, teacher, mentor, big brother/sister, disciplinarian, counselor, motivator, team leader, team member.

RDCs must also train their assigned ARDCs to replace them in future years, by providing a perfect example and by offering constant feedback.

RDCs must be an NSCC Petty Officer First Class (E-6) or higher, have graduated POLA, have served in a leadership position at RTC-NE in a previous year, be CPR certified, and be recommended by their Unit Commanding Officer. It is preferable that the RDCs also have experience on staff at POLA. Recruit Division Commanders will be identified with a scarlet aiguillette (shoulder cord) and a blue nameplate with white lettering (e.g., "RDC - A") worn centered on the flap of their right breast pocket.

### **3.2.3** *Assistant Recruit Division Commander*

Responsible to the cognizant Recruit Division Commander for the safe and efficient execution of the Plan of the Day, for the basic military training of their assigned recruits in accordance with §4.2 of this manual, for assisting the RDC in the meaningful evaluation of their recruits in accordance with §6 of this manual, for the maintenance of good order and discipline among their assigned recruits, and for the health, safety, and well-being of their assigned recruits.

At least once in the first week of training, each ARDC will spend one day working for Fleet Quality Assurance as a Military Evaluator. In addition to helping to accomplish the daily evaluations assigned to FQA, this rotation will also serve to help each Division understand the way that evaluations are being performed and allow for the two sides of the Military Training Department - Training and FQA - to work in harmony.

ARDCs must be an NSCC Petty Officer Third Class (E-4) or higher,

have graduated POLA, have served on staff at RTC-NE in a previous year\*, be CPR certified, and be recommended by their Unit Commanding Officer. Assistant Company Commanders will be identified with a royal blue aiguillette (shoulder cord) and a blue nameplate with white lettering (e.g., "ARDC - A") worn centered on the flap of their right breast pocket. There will be at least two, and preferably three ARDCs per Recruit Division.

#### **3.2.4 Fleet Quality Assurance Chief**

Responsible to the FQA Officer for the evaluations of the recruit divisions in accordance with §5 of this manual, the maintenance and timely submission of accurate records of said evaluations, the supervision of ARDCs while in the role of FQA Evaluator, the supervision of Operations Staff Cadets while in the role of FQA Evaluator, and other related duties as assigned. The FQA Chief must be an NSCC Petty Officer First Class (E-6) or higher, have successfully completed POLA, have served as an RDC or ARDC at RTC-NE in a previous year, and be recommended by his/her Unit Commanding Officer. The Fleet Quality Assurance Chief will be identified with a scarlet and white aiguillette (shoulder cord) wear a blue nameplate with white lettering ("FQA CHIEF") centered on the flap of his/her right breast pocket.

### **3.3 Operations Staff Cadets**

#### **3.3.1 Qualifications**

All Operations Staff Cadets must be an NSCC Seaman/Airman (E-3) or higher, have attended an NSCC Advanced Training other than a Recruit Training staff billet, and be recommended by their unit CO. Some assignments have further minimum qualifications.

#### **3.3.2 CMAA - Chief Master-At-Arms**

Responsible to the Department Heads for the supervision of all Operations Staff Cadets working under Security, Logistics, FQA, and Administration; for the maintenance of good order and discipline among these cadets; for coordinating efforts of these cadets according to the needs of the Military Training department by regular communication with the Command Chief; for evaluating the Cadets under his/her charge in accordance with §7 of this manual; and other related duties as assigned. The CMAA is responsible to the Operations Officer for assisting in the creation of an equitable watch bill assigning Operations Staff Cadets to the roles described in §3.3.6. The Chief Master-At-Arms must be an NSCC Petty Officer First Class (E-6) or higher, have graduated POLA, be CPR certified, and be recommended by his/her Unit Commanding Officer. It is preferable that the CMAA have graduated from an NSCC MAA advanced training. The Chief Master-At-Arms will be identified with a scarlet and white aiguillette (shoulder cord), wear a black nameplate with white lettering ("CMAA") centered on the flap of his/her right breast pocket.

### **3.3.3** *ACMAA - Assistant Chief Master-at-Arms*

Assists the CMAA in the execution of his/her duties. The ACMAA must be an NSCC Petty Officer Third Class (E-4) or higher, have successfully completed POLA, be CPR certified, and be recommended by his/her Unit Commanding Officer. It is preferable that the ACMAA have graduated from an NSCC MAA advanced training. The Assistant Chief Master-at-Arms will wear a black nameplate with white lettering ("ACMAA") centered on the flap of his/her right breast pocket.

### **3.3.4** *Operations Staff Cadet Assignments*

Operations Staff Cadets will generally rotate through different assignments during RTC-NE, based on an equitable watch bill created by the CMAA and Operations Officer. Cadets may receive permanent assignments based on skill, training, and preference. Operations Staff Cadets will wear a black nameplate with white lettering ("MAA") centered on the flap of their right breast pocket, except as otherwise noted.

#### **3.3.6(a)** *MAA - Master-at-Arms*

Responsible to the Security Officer, through the CMAA, for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the Quarterdeck and Fire & Security Watches in accordance with §25 of this manual; and for other related duties as assigned.

#### **3.3.6(b)** *FQA Evaluator*

Responsible to the FQA Officer, through the FQA Chief, for the evaluations of the recruit divisions in accordance with §5 of this manual, the maintenance and timely submission of accurate records of said evaluations, and for other related duties as assigned.

#### **3.3.6(c)** *SS - Ship's Serviceman*

Responsible to the Logistics Officer for the disposition of supplies and equipment used at RTC-NE; for the laundry facilities and the efficient and efficacious laundering of all clothing, linen, and towels; and for other related duties as assigned.

#### **3.3.6(d)** *MS - Mess Specialist*

Responsible to the Mess Deck Master-at-Arms for assisting the contract caterer in managing the daily operation of the mess deck, for the cleanliness of the mess deck, for the maintenance of good order and discipline on the mess deck, and for other related duties as assigned.

#### **3.3.6(e)** *YN - Yeoman*

Responsible to the Administration Officer for assisting in the operations of the Administration Department, and other duties as



assigned.

#### **3.3.6(f) JO - Journalist**

Responsible to the Public Affairs Officer for taking pictures during the training and assisting the PAO in his/her duties. In addition to the general qualifications specified in §3.3.1, any cadet wishing to be assigned as Journalist must have attended a Photojournalism training.

#### **3.3.5 Operations Staff Cadet Watchstanding**

All Operations Staff Cadets will stand watch. The Chief Master-at-Arms, in consultation with the LCPO and OPS, will be responsible for creating an equitable watch bill for the Operations Staff Cadets.

#### **3.3.7(a) Petty Officer of the Watch (POOW)**

Operations Staff Cadets will stand four-hour POOW watches on the quarterdeck. The POOW is responsible to the Officer of the Watch for overseeing the quarterdeck watch in accordance with §25 of this manual, for ensuring compliance with the 11 General Orders, for supervising the Messenger, for maintaining an accurate log book, and for training recruits in watchstanding during the 2100-0500 watches. While on duty, the Petty Officer of the Watch will wear a green pistol belt and a white nameplate with blue lettering ("POOW") centered ¼ inch above their nametape above their right breast pocket.

#### **3.3.7(b) Messenger**

From 0500-2100, junior Operations Staff Cadets will stand four-hour Messenger watches on the quarterdeck. From 2100-0500, Recruits will stand two-hour Messenger watches on the quarterdeck. The Messenger is responsible to the POOW for carrying important communications to and from the quarterdeck, and for roving patrol of the barracks and grounds used at RTC-NE. While on duty, the Messenger will wear a green pistol belt and white nameplate with blue lettering ("MESSENGER") centered ¼ inch above their nametape above their right breast pocket.

### **3.4 Medical Staff Cadets**

#### **3.4.1 Chief Corpsman**

Responsible to the Medical Officer for the creation of an equitable watch bill for the Corpsmen assigned to the Medical Department, for assisting in the operations of the Medical Department, for the supervision of the Corpsmen assigned to the Medical Department, for the evaluation of the Corpsmen in accordance with §7 of this manual, and other related duties as assigned. The Chief Corpsman must be an NSCC Petty Officer Second Class (E-6) or higher, have successfully completed POLA, have successfully completed an NSCC Basic or Advanced Medical Training, be CPR certified, and be recommended by his/her Unit Commanding Officer. The Chief Corpsman

will be identified with a scarlet and white aiguillette (shoulder cord), wear an orange nameplate with white lettering ("CHIEF CORPSMAN") centered on the flap of his/her right breast pocket.

#### **3.4.2 Corpsman**

Responsible to the Medical Officer, through the Chief Corpsman, for assisting in the operations of the Medical Department. All cadets wishing to be assigned as Corpsman must be an NSCC Seaman/Airman (E-3) or higher, must be CPR certified, and must have attended an NSCC Basic or Advanced Medical training. Corpsmen will wear an orange nameplate with white lettering ("CORPSMAN") centered on the flap of their right breast pocket.

### **3.5 Recruits**

Recruits are the reason for this training, and the focus of all the efforts of the Officers & Staff of RTC-NE. Recruits are required to have met the following minimum requirements before attending:

**3.5.1** Recruit cadets must have been enrolled in the NSCC no later than 19 May of the training year. See NSCC Training & Operations Manual §0405.8(a).

**3.5.2** Recruit cadets must have completed the E-1 Polaris Advancement Course (PAC). See NSCC Training & Operations Manual §0405.8(c).

**3.5.3** Recruit cadets must have passed the Physical Fitness Test at their home unit prior to reporting to RTC-NE. See NSCC Training & Operations Manual §0405.8(b).

### **3.6 Recruit Divisions**

**3.6.1** The Ship's Company shall generally consist of four Recruit Divisions (Alfa, Bravo, Charlie, and Delta). Each Recruit Division will consist of an approximately equal number of recruits, with no more than 40 Recruits in any one division. If there are more than 160 Recruits in the Ship's Company, a fifth Division (Echo) shall be added. If there are more than 200 Recruits in the Ship's Company, a sixth Division (Foxtrot) shall be added.

**3.6.2** Recruits shall be divided among the Divisions such that there is a fair and equal representation in each of different genders, ages, home units, home states, etc. Siblings will never be assigned to the same Recruit Division.

**3.6.3** Recruit Divisions will be further broken down into three or four squads, who will generally march in formation together as one file or column (see §3.7.6).

**3.6.4** Recruit Divisions shall be berthed together to the maximum extent possible.

**3.6.5** Recruit Divisions will be represented by a guidon flag which corresponds to the appropriate Naval signal flag. These flags will be presented by the Command Chief during Recruit Orientation on Training Day 0 (Recruit Check-In Day).

Division	Guidon Flag
Alfa	
Bravo	
Charlie	
Delta	
Echo	
Foxtrot	

### **3.7 *Recruit Staff Positions***

**3.7.1** No later than Training Day 3, and in consultation with their respective Division Officers, the Recruit Division Commanders shall appoint Recruits to the positions described in §§3.7.3 et seq. These appointments shall be reported to the Military Training Officer no later than 1400 on Training Day 3.

**3.7.2** These roles should be awarded based on outstanding performance and initiative. After appropriate counseling, and with approval from the Ship's Officer, these appointments can be rescinded for poor performance or inappropriate behavior. In general, no changes in Recruit Staff Positions shall be approved after Training Day 6.

**3.7.3 *Recruit Chief Petty Officer (RCPO)***

The Recruit Chief Petty Officer is responsible to the Recruit Division Commander for the efficient execution of the Plan of the Day, for the maintenance of good order and discipline among the division's recruits and recruit spaces, and other duties as assigned. The RCPO will wear an inverted brass Army ROTC Staff Sergeant insignia centered on the right collar of his/her working uniform.

**3.7.4 *Recruit Leading Petty Officer (RLPO - RP01)***

The Recruit Leading Petty Officer is responsible for assisting the RCPO in the execution of the Plan of the Day, and for other duties as assigned. The RLPO will wear a silver Navy E-6 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

**3.7.5 *Recruit Master-at-Arms (RMAA - RP01)***

The Recruit Master-at-Arms is responsible to the RCPO for maintaining good order and discipline among the division's recruits and recruit spaces, and for other duties as assigned. The RMAA will wear a silver Navy E-6 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.6** *Squad Leader (RPO2)*

Squad Leaders are responsible to the RCPO for the supervision of the recruits in their squad (who will normally march together in a single column), and for other duties as assigned. Each Squad Leader will wear a silver Navy E-5 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.7** *Guidon (RPO2)*

The Guidon is responsible to the Recruit Division Commander for carrying and caring for the division's guidon, both to proudly represent the company and to assist the division in military drill. The Guidon will wear a silver Navy E-5 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.8** *Color Guard Captain (RPO3)*

The Color Guard Captain is responsible to the Recruit Division Commander for the supervision of the company color guard, and other related duties as assigned. The Color Guard Captain will wear a silver Navy E-4 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.9** *Education Petty Officer (RPO3)*

The Education Petty Officer is responsible to the Recruit Division Commander for ensuring that all of the division's recruits are maintaining academic standards, and other related duties as assigned. The EPO will wear a silver Navy E-4 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.10** *Recruit Yeoman (RPO3)*

The Recruit Yeoman is responsible to the Recruit Division Commander for assisting in administrative tasks, including the collection and distribution of mail, and other related duties as assigned. The Recruit Yeoman will wear a silver Navy E-4 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.7.11** *Health & Welfare Petty Officer (RPO3)*

The Health & Welfare Petty Officer is responsible to the Recruit Division Commander for assisting in monitoring the health and well-being of the recruits, including their regular hydration, and other related duties as assigned. The HWPO will wear a silver Navy E-4 Cover Device (1 ¼ ") on the rank tab of his/her NWU Type 3 or on the right collar of his/her NWU Type 1.

### **3.8 Chain of Command**

#### **3.8.1 Adherence to the Chain of Command**

All hands will comply with the Chain of Command and will exhaust all resources in the proximate levels of the Chain of Command whenever practicable before moving up the Chain. Operations Staff Cadets and Corpsmen shall not interfere with the training of the Recruit Divisions, nor shall Division Staff Cadets interfere with the duties of the Operations Staff Cadets.

#### **3.8.2 Open Door Policy**

When any Officer, Staff Cadet, or Recruit:

- (a) feels uncomfortable addressing an issue to their superior because of abuse (see §9.1), maltreatment (see §9.3), sexual harassment (see §10); hazing (see §11); fraternization (see §12); prejudice or discrimination (see §13); or bullying (see §14); or
- (b) is aware of an instance of abuse (see §9.1), maltreatment (see §9.3), sexual harassment (see §10); hazing (see §11); fraternization (see §12); prejudice or discrimination (see §13); or bullying (see §14);

s/he is empowered to skip steps in the Chain of Command.

### **3.9 Supervision of Recruits**

#### **3.9.1 Two-staffer rule**

No Officer or Staff Cadet may have a one-on-one interaction with any subordinate (see §9.7).

**3.9.2** Each Recruit Division shall be supervised by at least two members of the Cadre at any time the recruits are not in class.

**3.9.3** At least one member of the Cadre will stay with their division during classes; the staff member need not sit in the class, but they must be immediately available.

**3.9.4** All members of the Cadre shall be present during PT.

**3.9.5** At no time shall a Recruit Division be left under the sole supervision of Recruit Staff.

**3.9.6** Division Officers are expected to supervise their assigned RDC and ARDCs on a regular basis, but are reminded that they are generally not to interact directly with recruits and should never counsel or correct the Division Staff Cadets in front of recruits. DIV-Os should make unscheduled visits to the Division several times per day, practicing "Leadership By Walking Around".

**3.9.7** Staff Cadets and Officers are encouraged to work in shifts to avoid overexertion.

#### **4.0 TRAINING CONTENT & SCHEDULE**

The content of Recruit Training shall be divided into seven main components: Academic Training, Military Training, Physical Training, Swimming, Confidence Course, the Damage Control Olympics, and the Recruit Manual.

##### **4.1 Academic Training**

###### **4.1.1 Responsibility**

The Academic Training Officer is responsible for coordinating academic training.

###### **4.1.2 Scheduling**

Each training block is scheduled for 90 minutes in the Plan of the Day, which includes "passing time" between sessions (see §4.8.3). In general, classes will last 75 minutes. Recruit Divisions will generally sit for two or three academic classes each training day.

###### **4.1.3 Academic Training Topics**

At a minimum, the topics covered in the classroom at RTC-NE will include:

Sexual Harassment/Frat.  
Discrimination/Hazing/Bullying  
Mental Health Awareness  
Drug & Alcohol Abuse Awareness  
First Aid/Heat Injuries  
Training & Advancement (NSCC)  
Navy/CG Careers & Benefits  
Customs & Courtesies

Naval History & Heritage  
Navy & NSCC Uniforms  
Watchstanding  
Basic Civics  
Fire Fighting / Damage Control  
Naval Ships & Weapon Sys  
Naval Aircraft & Weapons Sys  
Deck Seamanship (Knot Tying)

## **4.2 Military Training**

### **4.2.1 Responsibility**

The Military Training Officer and his staff will have responsibility for the military training of the recruits.

### **4.2.2 Context**

Military training is provided in the context of the Recruit Divisions. Recruit Divisions eat, sleep, and train together 24 hours a day. Recruit Division Commanders have numerous opportunities to instruct their recruits each and every day, including time scheduled as Division Time on the Plan of the Day, time between evolutions, and the time at the end of the training day prior to taps.

#### **4.2.2(a) Division Time**

Division Time is time which can be used at the discretion of the Recruit Division Commander. In deciding how to use this time, RDCs must be mindful of what is on the Plan of the Day for later that day (e.g., classes, off-base activities) as well as what is coming up in the schedule later in the week (e.g., division competitions, inspections). RDCs may use this time to: instruct military drill, the manual of arms, the general orders, or other military topics; to field day the barracks, conduct rack ops, or prepare uniforms; to run team-building exercises; or any other activity or evolution so long as it is in keeping with §4.2.3.

### **4.2.3 Military Training Topics**

The topics covered by the Military Training Department are too numerous to list. They are meant to turn Recruits into Cadets, individuals into teammates, and children into young men and women. These topics are taught with one or more of the following overarching goals in mind: basic military knowledge, physical fitness, accountability, self-confidence, self-discipline, and/or teamwork. They are meant to give recruits the basic tools necessary for success in the NSCC: at their home unit, at advanced trainings, and in future leadership positions. This portion of the training is also meant to give recruits a flavor of what military life is like. Some topics are physical, some are intellectual, some are emotional, some are moral, some are intrapersonal, and some are interpersonal. These topics include, but are not limited to:

Military drill	COTC's Top Six (see §8)
Manual of arms	Self-control & military bearing
Wear & care of the uniform	Personal accountability
Care of bunk & cube	Selflessness/concern for others



Personal appearance & hygiene	Teamwork & loyalty
Military terminology	Pride in self, Division, & Corps
Customs & courtesies	Courage & self-confidence
Ranks & rates	Integrity & honesty
Military insignia	Dependability & reliability
The 11 General Orders	Love of Corps & country
Military time	Initiative
Phonetic alphabet	Endurance, fortitude, & adaptability
The NSCC Oath	Obedience to lawful commands
The Sailor's Creed	Motivation & enthusiasm
Anchors Aweigh	Politeness & tact
Opportunities in the NSCC	Appreciation for military service

### **4.3 *Physical Training***

#### **4.3.1 *Responsibility***

Physical Training is primarily the responsibility of the Military Training Officer and his staff. Individual PT sessions may be run by the Command Chief, the RDCs, or a designated cadet Command Fitness Leader.

#### **4.3.2 *Scheduling***

Physical Training will be scheduled twice each training day. A 20-25 minute session will take place each morning immediately after reveille and immediately before breakfast. A 60-90 minute session will take place after dinner each training day.

#### **4.3.3 *Morning Physical Training***

The morning PT session typically takes place immediately outside the barracks from 0525-0545. All hands will be in uniform at this time, so morning PT will be conducted in such a way as to minimize wear to the uniforms and avoid possible injuries from wearing boots. Morning PT should consist of stretching and light calisthenics, with warm-up and cool-down periods bookending the training session.

#### **4.3.4 *Evening Physical Training***

The evening PT session typically takes place on the PT field/track from 1830-2000. All hands will be in PT gear. Evening PT should consist of stretching, calisthenics, and a 1 - 1.5 mile run, with rest and hydration periods built in and warm-up and cool-down periods bookending the training session.

#### **4.3.5 *Safety***

The Medical Officer or Assistant Medical Officer and at least four Corpsmen (one for each Recruit Division) should be on-scene for morning PT. All members of the Medical Department should be on-scene (with a vehicle standing by to transport ill or injured cadets) during evening PT. All available adults should be present for PT as well to supervise and render aid if necessary.

In accordance with §35 of this manual, PT will be limited, abbreviated, or cancelled during hot or otherwise dangerous weather conditions.

#### **4.3.5 Options**

At the discretion of the Ship's Officer, alternatives to regular PT sessions (including organized athletics or defensive tactics training) may be substituted in the second week of training for those recruits who have already passed the PRT.

### **4.4 Swim Qualification**

#### **4.4.1 Responsibility**

The COTC will make contact with a local facility to schedule the recruits' swim qualification. The Academic Training Officer will be responsible for scheduling an instructor for the swim qualification.

#### **4.4.2 Scheduling**

The swim qualification will generally be scheduled in the mornings of Training Day 2 & 3. As it requires transport off-base, the Divisions who are swimming should have Division Time scheduled before and after their swim to avoid conflicts.

#### **4.4.3 Qualifications**

Ideally, recruits will receive a US Navy Third-Class Swimmer qualification (deep-water jump from  $\geq 5$  feet, 50-yard swim, 5 minute prone float, and shirt/trouser inflation). In many years, however, no deep-water facility is available to RTC-NE, and so as many portions of the Third-Class Swimmer test shall be administered as practicable.

#### **4.4.4 Safety**

In addition to the Swim Qualification Instructor, at least two other NSCC officers shall be present. The Swim Qualification instructor will poll recruits about their swimming experience, and will place inexperienced swimmers together at the shallow end of the pool at the beginning of the training. These inexperienced swimmers will only be moved deeper when they are comfortable and with vigilant supervision. A licensed lifeguard must be on duty at the pool during the Swim Qualification, whether an employee of the facility, and NSCC officer, or a lifeguard contracted by RTC-NE.

### **4.5 Confidence Course**

#### **4.5.1 Responsibility**

The COTC will schedule the use of the Confidence Course with Fort Devens Range Control. The Military Training Department will provide as many adult staff as practicable to supervise the recruits on the course. OPS staff and Corpsmen will supplement.

#### **4.5.2** *Scheduling*

The Confidence Course will generally be scheduled in the morning of Training Days 7 & 8. As it requires transport off-post, the Divisions who are running the confidence course should have Division Time scheduled before and after their run to avoid conflicts.

#### **4.5.3** *Safety*

At least one member of the Command Team shall be present to supervise the Confidence Course evolution, as well as the Medical Officer or Assistant Medical Officer. The Command Team member and Medical Officer shall walk the entire course and inspect each element, making a determination about which elements are to be used, and in what manner. One RTC-NE staff member will be present at each element to answer questions, give safety instructions, supervise the recruits, and raise the alarm if necessary. Medical Staff and Corpsmen shall be spread out among the elements.

#### **4.5.4** *Purpose*

Divisions will be timed on their completion of the course (see §5.2.9), but the primary purpose of the evolution is to build individuals' confidence and to encourage team-building.

### **4.6 Damage Control Olympics**

#### **4.6.1** *Responsibility*

The Commanding Officer or Executive Officer shall be responsible for organizing and running the DC Olympics.

#### **4.6.2** *Scheduling*

The DC Olympics will generally be scheduled on Training Day 6 - the middle Sunday.

#### **4.6.3** *Events*

The DC Olympics will include a variety of competitions: physical, problem-solving, and athletic. These include but are not limited to tug-of-war, 1-mile race, relay races, stretcher carry, knot-tying, pattern recognition, and memory. These events will be scored, where the winning Division is awarded 4 points, the second place Division is awarded 3 points, and so on. Male and female recruits from each company will be nominated by their shipmates to participate in each event, but each recruit should

generally participate in only one event. Some events, such as a water balloon toss, will not be scored.

#### **4.6.4 Purpose**

While the DC Olympics are scored (see §5.2.8), the primary purposes of the DC Olympics are team-building and esprit de corps. They also allow a moment's respite from the training on Sunday.

### **4.7 Recruit Manual**

#### **4.7.1 Responsibility**

The COTC is responsible for ordering NSCC Recruit Manuals.

#### *Content*

The Recruit Manual will include important information about: the COTC's Top Six; the chain of command; regulations regarding personal conduct, berthing, messing, uniforms, grooming, watchstanding, evaluations, and Recruit Staff; military terminology, acronyms, and slang; the phonetic alphabet; basic customs & courtesies; NSCC ranks, insignia, and awards; USN ranks, rates, and ratings; USN Staff Corps and Warrant Officer specialties; USCG, USMC, USA, and USAF ranks; DoD awards; Navy ships & weapon systems; the Sea Cadet Oath; the Sailor's Creed; and the US Constitution.

#### **4.7.2 Format**

The Recruit Manual will be color printed in a spiral-bound notebook format, small enough to fit in the cargo pocket of the NWUs or CUUs. The 11 General Orders will be printed on the back, as will an accurately-scaled 6" ruler. The front and back cover will be made of a water-resistant material such as Tyvek. The last 20 pages or so will be blank to allow for note-taking.

### **4.8 Schedule**

**4.8.1** RTC-NE runs on a 13-day model: a check-in day, 11 training days, and graduation. Ideally, recruits will report on a Monday and graduate on a Saturday. When possible, there will be two days of staff orientation and setup scheduled before recruit orientation.

Training Day	Recruit Classes	Division Time	PT	Event 1	Event 2
- 2	-	-	-	Staff Check-In	-
- 1	-	-	-	Staff Orientation/ Training	Set-Up
0	-	✓	-	Recruit Check-In	Recruit Orientation
1	✓	✓	✓	-	-
2	✓	✓	✓	CO's Barracks Inspection	Opt. Religious Svcs
3	✓	✓	✓	Swim Quals	-
4	✓	✓	✓	Initial PFT	-
5	✓	✓	✓	CO's Whites Insp & Pics	Remedial PFT Opportunity
6	✓	✓	-	Confidence Course	DC Olympics
7	✓	✓	✓	Drill Competitions	Final Exam
8	✓	✓	*	Graduation	

**4.8.2** There are three phases to a recruit's training, which will inform the way that staff interact with recruits, the type of events that are scheduled, and the choices that RDCs make for Division Time (see §4.2.2(a)).

Phase? When?	What?
<p><b>Phase 1</b></p> <p><i>NSCC</i></p> <p><i>Indoctrination</i></p> <p>TD1 - TD3</p>	<p>RDCs assume each recruit is a blank slate, and teach the basics of military drill, care of bunk &amp; cube, wear &amp; care of the uniform, customs &amp; courtesies, etc. Discipline is most intense during these early days of the training - corrections are made calmly and assertively, and may be made in public if doing so will benefit the recruit in question as well as the division, by example. Good performance is always recognized, however, even in these early days. Recruits wear their NWU sleeves down and trousers cuffed (not bloused). RDCs run the divisions - recruits understand they are guests in a world that is controlled by their RDC.</p>
<p><b>Phase 2</b></p> <p><i>Teambuilding</i></p> <p>TD4 - TD6</p>	<p>Events like inspections, the PFT, the DC Olympics, and the Confidence Course engender team cohesion. Discipline becomes less intense as the days go on, and it is expected that more and more corrections take place in private. At the same time, expectations for recruits' performance get higher. RDCs provide instruction on finer and finer details. RDCs determine when recruits may roll their sleeves and blouse their trousers during this phase.</p> <p>RDCs have appointed Recruit Staff to handle the day-to-day operations of their divisions, and recruits should be meeting their personal responsibilities, helping shipmates in need, and correcting their shipmates with less and less input from RDCs. RDCs should run informal pow-wows at the end of most training days to get the recruits to talk out their problems. RDCs should make it clear that while they're still in charge, they're part of the team and invested in the Division's success.</p>

<p><b>Phase 3</b></p> <p><i>Polishing</i></p> <p>TD7 – TD8</p>	<p>By this point, nearly all military training topics have been instructed, and so RDCs should be honing the recruits' skills (and will be putting them to the test in the division competitions). Discipline should be similar to that at a home unit or advanced training; nearly all corrections should be taking place in a private conversation. Recruit Staff should be given more and more responsibilities and RDCs should be stepping back and letting them make (and learn from) mistakes. RDCs should continue to run pow-wows. When appropriate, RDCs should be providing regular praise and expressing pride in being part of <i>the recruits'</i> division. The final exam, final PFT opportunities, division competitions, and graduation practice dominate these days. Preparations for check-out and graduation should be ongoing.</p>
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#### 4.8.3 *Typical Day's Schedule*

0530	Reveille
0550	Physical Training
0615	Morning Med Call
0630	Breakfast
0715	Quarters
0800	Training Block 1
0930	Training Block 2
1100	Lunch
1200	Training Block 3
1330	Training Block 4
1500	Training Block 5
1700	Dinner
1830	Evening PT
2000	Showers & Letters Evening Med Call
2100	Recruit Taps Department Head Meeting
2200	Staff Taps

#### 4.8.4 *Plan of the Day*

The Plan of the Day shall be published and posted on the Quarterdeck no later than 2100 the previous day; sufficient copies for all officers and staff will be made available.

## **5.0 DIVISION COMPETITIONS & EVALUATIONS**

### **5.1 Purpose**

While each recruit is evaluated as an individual (see §6), Recruit Divisions are also evaluated collectively. The Recruit Division which receives the highest evaluation is recognized as the Honor Division at graduation. The competition between Divisions builds esprit de corps and provides motivation for the recruits, even in mundane or repetitive tasks.

### **5.2 Scored Activities or Events**

All of the Division-level events scored at RTC-NE will be scored on a 0-100 scale, as assigned, as a percentage of possible points, or converted algebraically.

#### **5.2.1 Barracks, Bunk & Cube (15% of overall score)**

##### **5.2.1(a) XO's Surprise Inspection (6%)**

Once during the training, the Executive Officer will make a surprise inspection of each Division's berthing spaces. The XO will count gigs and report his scores to the FQA Officer.

##### **5.2.1(b) CO's Inspection (9%)**

Once during the training, the Commanding Officer will make a scheduled inspection of each Division's berthing spaces. The CO will count gigs and report her scores to the FQA Officer.

#### **5.2.2 Personnel Inspections (15% of overall score)**

**5.2.2(a) XO's Working Uniform Surprise Inspection (7.5%)** Once during the training, the Executive Officer will make a surprise inspection of each Division wearing their working uniforms (NWU/CUU) during what had been scheduled as Division Time. The XO will count gigs and report her scores to the FQA Officer.

##### **5.2.2(b) CO's Dress Uniform Inspection (7.5%)**

Once during the training, the Commanding Officer will make a scheduled inspection of each Division wearing their Service Dress Whites. The CO will count gigs and report his scores to the FQA Officer.

#### **5.2.3 Academics (15% of overall score)**

##### **5.2.3(a) Average Final Exam Score (15%)**

The Division's average final exam score will be determined by the ATO and reported to the COTC.

##### **5.2.3(b) Classroom Demerits**

At the end of each academic class session, the instructor will evaluate the Division's timeliness, attentiveness,

participation, and behavior during the class session. Any negative remarks will be brought to the attention of the Recruit Division Commander (RDC) and reported to the ATO. Negative remarks will result in a deduction from the Division's overall academic score, to be determined by the ATO.

#### **5.2.4** *Athletics (15% of overall score)*

##### **5.2.4(a)** *Average Physical Fitness Test score*

Upon completion of the PFT (generally conducted on Training Day 6, the middle Saturday), the MTO will report the average PFT score for each Division to the FQA Officer. Scoring:

Excellent - 100 Pts

Good - 90 Pts

Satisfactory - 80 Pts

Failure -60 Pts

#### **5.2.5** *Military Drill (10% of the overall score)*

##### **5.2.5(a)** *Military Drill Competition Score (10%)*

Late in the training, the Military Training Officer will organize a military drill competition for the Divisions. A sheet outlining the required movements will be presented to the RDCs earlier in the training, but at least one new movement will be added to the sheet on the day of the competition. The RCPO (not an RDC or ARDC) will march the Division and a group of officers will evaluate the sharpness of the drill. Scores (as a percentage of possible points earned) will be reported to the FQA Officer.

#### **5.2.6** *Color Guard (7.5% of overall score)*

##### **5.2.6(a)** *Color Guard Competition Score (7.5%)*

Late in the training, the Military Training Officer will organize a color guard competition for the Divisions. A sheet outlining the required movements will be presented to the RDCs earlier in the training, but at least one new movement will be added to the sheet on the day of the competition. The Recruit Color Guard Captain will march the Division's Color Guard and a group of officers will evaluate the sharpness of the drill. Scores (as a percentage of possible points earned) will be reported to the COTC.

#### **5.2.7** *Guidon (7.5% of overall score)*

##### **5.2.7(a)** *Guidon Competition Score (7.5%)*

Late in the training, the Military Training Officer will organize a Guidon competition for the Divisions. A sheet outlining the required movements will be presented to the RDCs earlier in the training, but at least one new movement



will be added to the sheet on the day of the competition. Guidons will also be allowed to add their own movements during a "freestyle" portion of the competition. The Recruit Guidon will perform and a group of officers will evaluate; scores (as a percentage of possible points earned) will be reported to the COTC.

#### **5.2.8**    *Damage Control Olympics*    (5% of overall score)

##### **5.2.8(a)**    *DC Olympics Cumulative Score*    (5%)

Scores for individual event in the DC Olympics (see §4.6) will be assigned as such: 4 points to first place, 3 points to second place, 2 points to third place, and 1 point to fourth place. The Division with the highest total will receive 100 points, the second highest will receive 90 points, the third highest will receive 80 points, and the lowest total will receive 70 points.

#### **5.2.9**    *Confidence Course*    (5% of overall score)

##### **5.2.9(a)**    *Average time per recruit*    (5%)

The time for each Division to finish the Confidence Course (see §4.5) will be measured, and an average time calculated per recruit for each Division (to account for different numbers of Recruits). The Division with the lowest average time will receive 100 points, the second lowest will receive 90 points, the third lowest 80 points, and the slowest Division will receive 70 points. The Operations Officer and his/her staff will be responsible for timing and reporting of results to the COTC.

#### **5.2.10**    *Esprit de Corps*    (5% of overall score)

##### **5.2.9(a)**    *Commanding Officer's Prerogative*    (5%)

According to his observations of the Recruit Divisions during the training, it is within the Commanding Officer's discretion to award the Esprit de Corps award to the Division that has demonstrated the most pride, loyalty, fellowship, and selflessness. The Division awarded the Esprit de Corps award will receive 100 points, and all other Divisions shall receive 80 points.

### **5.3**    *Reporting*

The Recruit Division's scores will be reported on a modified NSCTNG008 Administrative Remarks included in each Recruit's service jacket (See Figure 2 for an example). This will include the raw scores; the weighting; the weighted score; and the average, high, and low scores among the Divisions. This document will also report whether or not an individual recruit was a member of the Honor Division.

## **6.0 RECRUIT EVALUATIONS**

It is an explicit goal of RTC-NE to provide meaningful feedback to each recruit about their performance. The Military Training Staff are charged with providing regular verbal feedback to each recruit and creating written evaluations for inclusion in each recruit's service jacket. These evaluations should provide recruits with an honest assessment of their strengths and weaknesses, and should provide action points to help them correct any deficiencies. Evaluation scores will be the main criteria used to determine the Honor Graduates from each Division, and the overall Ship's Honor Graduate. Daily evaluations will be entered on all Recruits via the Google Form created by the ATO.

### **6.1 Evaluation Responsibilities**

#### **6.1.1 Recruit Division Commanders**

The cognizant RDC is most directly responsible for assigning evaluation scores and preparing written feedback for each recruit. ARDCs may be tasked to assist in writing evaluations, but the RDC must review all evaluations written by an ARDC. **Only the RDC may assign evaluation scores, in order to keep them consistent.**

#### **6.1.2 Division Officers**

One of the primary responsibilities of Division Officers is to support RDCs in the preparation of recruit evaluations. Division Officers should check in with their assigned RDCs about the progress of written evaluations every day. Division Officers will be required to sign their name to the final evaluation, so they must take responsibility for the content, tone, and tenor of the evaluations.

#### **6.1.3 Military Training Officer**

The MTO is ultimately responsible to the COTC for the fair, accurate, and constructive evaluation of all recruits. The MTO must check in with Division Officers regularly and should have examples to distribute.

#### **6.1.4 Evaluation Timeline**

##### *Training Day 3*

No later than Training Day 4. RDCs shall present to their Division Officer preliminary scores and draft evaluation comments for each of their recruits. These comments will be reviewed by the Div-O and forwarded to the Ships Officer no later than 0900 on Training Day 4 for feedback.

##### *Training Day 6*

No later than Training Day 7 RDCs shall present to their Division Officer the final scores and final comments for each recruit. These comments will be reviewed by the Div-O and forwarded to the

Ships Officer no later than 0900 on Training Day 7.

#### **6.1.6** *Training Day 7*

After review by the Ships Officer and MTO evaluations will be collated and printed for inclusion in the recruits' service jackets.

### **6.2** *Evaluation Scores*

#### **6.2.1** *Scale*

Recruits will be evaluated on the 4.0 scale, where...

- 4.0 = perfection; sets the example for all hands; exceedingly rare
- 3.5 = outstanding; far above average; far exceeds expectations; rare
- 3.0 = good; above average; exceeds expectations
- 2.5 = meets standards; average; satisfactory; a typical score
- 2.0 = below standards; needs improvement
- 1.5 = far below standards; unsatisfactory; needs remedial training
- 1.0 = failing; unsatisfactory; needs significant remedial training
- 0.0 = disruptive; disciplinary problems; refused to participate

#### **6.2.2** *Distribution*

Scores should be distributed "normally" - that is, there should only be one or two 4.0's & 1.0's in a Division, a few 3.5's and 1.5's, and a majority of scores between 2.0 and 3.0. It is essential that all evaluators understand that 2.5 is "average". Scores that are over 3.0 or under 2.0 always require a written explanation.

### **6.3** *Recruit Evaluation Criteria*

All recruits will be evaluated on six criteria. Those assigned to a Recruit Staff position (see §3.6) will be evaluated on a seventh.

#### **6.3.1** *Performance*

The recruit's skill & efficiency at assigned tasks. Does she get the job done right the first time? Does he need constant attention and correction?

#### **6.3.2** *Military Bearing*

A recruit's personal behavior, attention to instructions and orders, maturity, and self-discipline.

#### **6.3.3** *Personal Appearance*

Recruit's neatness in person and dress; conformity with NSCC Uniform Regulations and grooming standards.

#### **6.3.4** *Teamwork*

A recruit's prioritization of team and mission over self, loyalty to shipmates, willingness to help others, and refusal to let fellow recruits give up.

#### **6.3.5 Motivation**

A recruit's drive, enthusiasm, endurance, and esprit de corps.

#### **6.3.6 Adaptability**

A recruit's mental agility; the ability to respond to the pressures of RTC-NE and bounce back from adversity or stress.

#### **6.3.7 Leadership Potential (Recruit Staff Only)**

A recruit's ability to plan, direct, motivate, delegate, and lead by example. This attribute is only scored when a recruit has been assigned a recruit staff billet (see §3.6).

### **6.4 Final Exam**

A final exam, written by the Academic Training Officer, will be administered at the end of Training Day 7. The exam will consist of a minimum of 100 multiple choice and true/false questions drawn from the content of classroom training, military training, and readings provided in the Recruit Manual. There is no time limit for the test, and appropriate accommodations will be made for students with learning disabilities.

### **6.5 Physical Fitness Test**

Per NSCC NSCC Training & Operations Manual §0203.7, all recruits must pass a Physical Fitness Test (PFT) during Recruit Training. A preliminary PFT will be administered during check-in to ensure that cadets are capable of graduating the training. The official PFT will be administered approximately half-way through the training (generally Training Day 4) to all Recruits. Additional opportunities will be granted on Training Days 5, 6, & 7. To avoid over-exertion injuries, recruits will be informed of their minimum scores and encouraged not to go beyond those scores. Testing procedures from the NSCC Physical Readiness Manual will be followed.

### **6.6 Reporting**

Each recruit's individual scores will be reported on a modified NSCTNG008 Administrative Remarks included in the recruit's service jacket (see Figure 2 for an example). This will include the scores for each criterion and the Division's average, high, and low score for each criterion. The recruit's final exam score will be reported along with the average, high, and low scores for the entire Ship's Company. The recruit's PFT scores will be recorded, along with the minimum/maximum scores for that recruit's gender and age. This form will also report whether or not the recruit held a Recruit Staff position (see §3.6) and whether or not the recruit was an Honor Graduate (see §40).

## **7.0 STAFF EVALUATIONS**

RTC-NE is two trainings in one: a basic orientation for the recruits, and a leadership training for our staff. As such, it is an explicit goal of RTC-NE to provide meaningful feedback to each staff cadet about their performance. Supervisors are charged with providing

regular verbal feedback to each staff cadet and creating written evaluations for inclusion in each cadet's service jacket. These evaluations should provide staff cadets with an honest assessment of their strengths and weaknesses, and should provide action points to help them correct any deficiencies.

## **7.1 *Evaluation Responsibilities***

### **7.1.1 *Command Chief***

The Ship's Officer and Military Training Officer will evaluate the Command Chief.

### **7.1.2 *Recruit Division Commanders***

The Command Chief will evaluate the RDCs, with input from the cognizant Division Officer and Ship's Officer.

### **7.1.3 *Assistant Recruit Division Commanders***

The assigned RDCs will evaluate their own ARDCs, with input from the cognizant Division Officer.

### **7.1.4 *Chief Master-at-Arms***

The Operations Officer will evaluate the CMAA, with input from the Ships Officer.

### **7.1.5 *Assistant Chief Master-at-Arms***

The CMAA will evaluate the ACMAA, with input from the Logistics Chief and Security Officer.

### **7.1.6 *Fleet Quality Assurance Chief***

The MTO will evaluate the FQA Chief, with input from the Ships Officer.

### **7.1.7 *Operations Staff Cadets***

The Logistics Chief Petty Officer will evaluate the Operations Staff Cadets (MAA, FQA, SS, MS, YN, & JO - see §3.3.8), with input from the CMAA and FQA Chief.

### **7.1.8 *Chief Corpsman***

The Medical Officer will evaluate the Chief Corpsman.

### **7.1.9 *Corpsmen***

The Chief Corpsman will evaluate the Corpsmen, with input from the Medical Officer.

## **7.2 *Evaluations Timeline***

### **7.2.1 *Online Eval Tracking Forms***

At the beginning of the training, the Admin Officer will provide a link to an evaluation Google Form. This is to be filled out by the RDC only daily. This form allows for a realistic view of each recruits overall performance throughout Recruit Training.

#### **7.2.2** *Training Day 7*

All evaluations are due by 0800 on Training Day 7. Department Heads are tasked with checking in with evaluators during the training.

### **7.3** *Evaluation Scores*

Scores will be assigned and distributed in accordance with §6.3.

### **7.4** *Staff Cadet Evaluation Criteria*

#### **7.4.1** *Command Presence*

Ability to garner the respect and attention of his subordinates by the way he presents and carries himself; projecting a commanding presence and professional image of authority.

#### **7.4.2** *Chain of Command*

Adherence to the chain of command, both in regards to her subordinates and her superiors.

#### **7.4.3** *Accountability*

Trustworthiness and reliability. Can s/he be given a direction and left alone to carry out the task with minimal supervision?

#### **7.4.4** *NSCC Knowledge*

Thorough knowledge of the Navy, the NSCC, and the policies, procedures, and mission of RTC-NE.

#### **7.4.5** *Mental Agility*

Flexibility; ability to adapt to changing conditions; creative and original thinking; ability to bounce back from setbacks, adversity, and/or stress while maintaining mission focus.

#### **7.4.6** *Interpersonal Tact*

Ability to interact and work with peers, subordinates, and superiors in an appropriate manner; awareness of how others see you; skills in diplomacy, conflict resolution, and mediation.

#### **7.4.7** *Communication*

Ability to clearly express ideas and commands while ensuring full understanding; active listening; effective speaking and writing.

#### **7.4.8** *Teamwork*

Prioritization of team and mission over self; willingness to help others.

#### **7.4.9** *Motivation*

Drive and enthusiasm, even when performing dull or repetitive tasks.

#### **7.4.10** *Gets Results*

Ability to safely and effectively carry out assigned duties; time

management; developing and executing plans while providing direction, guidance, and clear priorities to subordinates; managing resources; accomplishes the mission.

#### **7.4.11 *Leads Others***

Ability to motivate, inspire, and influence others to take the initiative, to work towards a common purpose, and to accomplish the mission.

#### **7.4.12 *Leadership By Example***

Adherence to the maxim of Leadership By Example; maintenance of high standards in all respects of military bearing, conduct, appearance, attitude, and character. Does s/he lead from the front? practice what s/he preaches?

### **7.5 *Reporting***

Each staff cadet's scores will be reported on a modified NSCTNG008 Administrative Remarks included in the recruit's service jacket (see Figure 3 for an example). This will include her peers' (Military Training Staff Cadets, Operations Staff Cadets, or Corpsmen) average, high, and low score for each criterion. RDCs and ARDCs will also have their Division Evaluation scores reported (see §5). The requirement for written evaluations does not relieve the staff from providing real-time feedback and face-to-face after-action-reviews with their subordinates.

### **8.0 COTC'S TOP SIX**

RTC-NE's primary concern is for the welfare of children. As such, the COTC adopts the following as his "Top Six" priorities for the conduct of the Recruits and Staff at RTC-NE:

1. No Hazing
2. No Bullying
3. No Discrimination
4. No Sexual Harassment
5. No Fraternization
6. No recruit-to-recruit contact

"Top Six" signs will be posted in all recruit spaces, and recruits will be expected to be able to recite the Top Six no later than Training Day 2.

### **9.0 YOUTH PROTECTION**

RTC-NE's training process will at all times reflect respect for the dignity and rights of the individual and provide a training environment which is free from all forms of abuse or maltreatment.

#### **9.1 *Physical Abuse***

All forms of physical abuse are strictly prohibited at RTC-NE.

##### **9.1.1 *Assault***

An assault is an attempt or threat of unlawful force, violence, or battery, whether or not the attempt or threat is consummated, without legal justification or excuse and without the lawful consent of the person affected. All assaults are strictly prohibited.

#### **9.1.2 *Battery***

A battery is an unwanted and offensive touching. All batteries are strictly prohibited.

#### **9.1.3 *Touching in General***

All RTC-NE officers, staff cadets, and recruits are expressly prohibited from touching the person or clothing of another, either directly or by use of a material object, except at such times as they are acting within the scope of their authority and for the purpose of:

A common greeting (e.g., handshake).

Correcting a cadet or recruit's position.

Correcting a cadet or recruit's movement.

Fitting or correcting the arrangement of a cadet or recruit's clothing or equipment.

Conducting a lawful examination or inspection of a cadet or recruit's person, his/her clothing, or his/her equipment, so long as the examination or inspection is conducted by two or more officers of the same gender as the cadet/recruit.

Conducting a demonstration incident to training.

Protecting a cadet or recruit from suffering bodily harm or providing first aid/medical treatment.

Bona fide self-defense.

When touching a cadet or recruit for any of the purposes enumerated above, the amount of physical contact (including extent, length, and force of contact) shall not exceed the minimum necessary to accomplish that purpose.

The best practice, where feasible, is to receive affirmative permission to touch prior to any touching.

### **9.2 *Physical Training as Punishment/EMI***

No physical punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

physical training (e.g., push-ups, sit-ups, body-builders, etc.) intended as punishment;

stress positions (e.g., wall-sits, front leaning rest, etc.)



intended as punishment; and

extended periods at attention or parade rest.

### **9.3 *Maltreatment and Exploitation***

All forms of maltreatment and exploitation are strictly prohibited at RTC-NE.

#### **9.3.1 *Withholding essential needs***

Withholding meals, water, shelter, sleep, or medical treatment from cadets or recruits, whether intended as punishment or otherwise, is strictly prohibited.

#### **9.3.2 *Unnecessary exposure to the elements***

Unnecessarily exposing cadets or recruits to the elements (including but not limited to excessive heat, cold, sun, or precipitation), whether intended as punishment or otherwise, is strictly prohibited.

#### **9.3.3 *Personal services***

Any attempt to use a cadet or recruit as a personal servant is strictly prohibited. This includes, but is not limited to: cleaning or clothes or polishing shoes of a superior; cleaning berthing of a superior; and running personal errands for a superior.

#### **9.3.4 *Theft***

No RTC-NE member shall take or withhold (or threaten to take or withhold) the legally-owned property of any other person.

#### **9.3.5 *Financial Transactions***

No RTC-NE staff cadet or officer may solicit or accept funds or gifts from subordinates, or enter into financial or business agreements with subordinates, under any circumstances.

#### **9.3.6 *Verbal Abuse***

The use of vulgar, obscene, profane, sexually oriented, or racially or ethnically-slanted language to address or refer to any cadet or recruit, either directly or indirectly, is strictly prohibited.

#### **9.3.7 *Mail***

Withholding or tampering with letters sent or received by recruits or cadets is strictly prohibited. Letters sent or received by recruits or cadets shall never be read aloud publicly. Packages are to be inspected for safety and disciplinary concerns, but posted correspondence is not to be opened or read absent a good faith belief that a letter contains threats of self-harm, harm to others, or running away.

## **9.4 Mandatory Reporting**

### **9.4.1 Adult Volunteers**

All RTC-NE Officers, Instructors, and Midshipmen, by virtue of this document, the laws of the Commonwealth of Massachusetts, and their role as stewards of children, are mandatory reporters. Adult volunteers shall report to local authorities through 1-800-4-A-CHILD any good faith suspicion or belief that any cadet or recruit is, or has been: physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat; exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No RTC-NE officer may abdicate this reporting responsibility to any other person.

### **9.4.2 Staff Cadets**

Staff cadets shall report to the first officer in their chain of command any good faith suspicion or belief that any cadet or recruit is, or has been: physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat; exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. That officer shall act in accordance with §9.4.1.

### **9.4.3 Report to COTC**

The COTC must be notified of any such report, or of any violation of NSCC policies or procedures or the RTC-NE SOP, so s/he or she may take appropriate action for the safety of cadets, make appropriate notifications, and follow-up with investigating agencies.

### **9.4.4 Mandatory Reporting Training**

Any adult who will be on-site more than 24 hours during RTC-NE must have completed the "Stewards of Children" training course offered by Darkness to Light.

## **9.5 Adult Background Checks**

In addition to the background checks required upon enrollment in the NSCC, the Commonwealth of Massachusetts requires an additional Criminal Offender Record Information (CORI) background check for all youth group volunteers. No NSCC Officer, Instructor, or Midshipman will be allowed to serve on staff, or interact in any way with the cadets or recruits, unless upon a "clean" finding from this CORI record check.

## **9.6 Threats and Attempts of Self-Harm or Suicide**

### **9.6.1 All threats of self-harm or suicide are to be taken**

seriously, and shall be reported immediately and directly to the Medical Officer and the COTC.

**9.6.2** After threatening or attempting self-harm, no person shall be left unsupervised. At least two people should remain with a person who has threatened or attempted self-harm, while others report it.

**9.6.3** Within the meaning of §9.1.3, RTC-NE staff are authorized to restrain a recruit or cadet who is actively harming themselves, if the staff member believes they can do so without suffering injury.

**9.6.4** Recruits or cadets who threaten or attempt self-harm shall be transported to the nearest medical facility as soon as possible.

**9.6.5** Recruits or cadets who threaten or attempt self-harm shall be immediately terminated from the training.

## **9.7 *Two-Staff & Open-Door Rules***

### **9.7.1 *Staff Cadets***

Staff Cadets shall not interact with subordinate staff cadets or recruits one-on-one under any circumstance. If circumstances make it impossible to have a second staff cadet available when interacting with a subordinate cadet or recruit, another subordinate cadet or recruit may be asked to witness the interaction.

### **9.7.2 *Officers***

Officers shall not interact with staff cadets or recruits one-on-one under any circumstance. If circumstances make it impossible to have a second officer available when interacting with cadets or recruits, another staff cadet or recruit may be asked to witness the interaction.

### **9.7.3 *Exigent Circumstances***

If exigent circumstances make obtaining any witness for an interaction impossible, any one-on-one interaction must take place in public where the interaction could be observed (but not necessarily heard) by others.

### **9.7.4 *Open Doors***

No RTC-NE personnel may never interact one-on-one with another person in a closed room, other than a roommate.

## **9.8 *Medical Care***

No staff member without a medical license may diagnose a cadet with injury or illness. All hands are to take medical complaints seriously, and must direct cadets and recruits to the appropriate

medical resources upon request. When the Medical Officer or his/her designated deem it necessary (or common sense dictates), cadets will be transported to off-site medical care.

#### **9.8.1 Concussions**

Special care must be taken where cadets complain of head injuries. Any cadet who complains of a head injury is to be taken to an off-site medical facility for thorough evaluation. Any adult who will be on-site more than 24 hours during RTC-NE must have completed the "Heads Up" training course offered by Centers for Disease Control.

#### **9.9 Sexual Harassment**

All forms of sexual harassment are strictly prohibited at RTC-NE. See §10 for more details.

#### **9.10 Hazing**

All forms of hazing are strictly prohibited at RTC-NE. See §11 for more details.

#### **9.11 Fraternization**

All forms of fraternization are strictly prohibited at RTC-NE. See §12 for more details.

#### **9.12 Prejudice and Discrimination**

All forms of prejudice and discrimination are strictly prohibited at RTC-NE. See §13 for more details.

#### **9.13 Bullying**

All forms of bullying are strictly prohibited at RTC-NE. See §14 for more details.

### **10.0 SEXUAL HARASSMENT**

#### **10.1 "Sexual harassment" is defined as:**

- (1) unwelcome sexual advances; or
- (2) unwelcome requests for sexual favors; or
- (3) other behavior of a sexual or gender-based nature where:
  - (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in any NSCC program or activity; or
  - (b) submission to or rejection of such conduct by an individual is used as the basis for decisions regarding that individual's participation in any NSCC program or eligibility for any benefit; or
  - (c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of

creating an intimidating, hostile, or offensive learning, living, or working environment.

**10.2** RTC-NE has a Zero Tolerance policy for sexual harassment. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent the forms of conduct contemplated in §10.3 & §10.6 and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

**10.3** To ensure a respectful, productive, and comfortable learning, living, and working environment at RTC-NE, the following behaviors are prohibited:

pressure, intimidation, threats, or promises used to coerce sexual favors;

sexual advances;

unwelcome physical contact (see also §9.1.2 & §9.1.3);

sexual remarks about a person's clothing, body, or sexual behaviors;

inappropriate whistling, leering, or staring;

conversation of a sexual nature or sexually graphic jokes or stories;

obscene or sexually explicit comments, or sexually suggestive gestures;

the display of sexually explicit materials or writings; and other comparable behaviors that create an intimidating, hostile, or offensive environment.

**10.4** Personnel found to be in violation of §10.3 shall be terminated from RTC-NE; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

**10.5** Any member of the training contingent who is subjectively aware of a pattern of conduct of the kind contemplated in §10.3, but who fails to report this pattern of conduct to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**10.6** Other conduct that does not automatically rise to the level of sexual harassment may still create an intimidating, hostile, or offensive learning, living, and working environment, especially if the

conduct is repeated or pervasive. These behaviors generally rise to the level of sexual harassment only once a member complains. These kind of behaviors include, but are not limited to:

- questions or conversations of a personal nature;
- requests for dates;
- off-color jokes; and
- foul language or gestures.

**10.7** Personnel found to be in violation of §10.6 shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**10.8** All complaints about sexual harassment shall be taken seriously by all levels of the chain of command.

**10.9** Complaints of sexual harassment shall be kept confidential to the extent possible.

#### **11.0 HAZING**

**11.1** "Hazing" is any action taken or situation created intentionally to cause embarrassment, harassment, or ridicule, or to risk emotional and/or physical harm.

**11.2** Hazing is not limited to initiation rituals of "new" members of a group, nor is it limited to unwilling individuals. Experience and consent, however, do not lessen the danger of hazing to a respectful, productive, and comfortable learning, living, and working environment. Hazing can take place both in public and private settings.

**11.3** Not every instance where an individual feels embarrassed, harassed, or ridiculed is hazing, however. There are many instances where an individual may feel embarrassed which are not hazing (e.g., after receiving appropriate corrective disciplinary measures; during public speaking assignments; after incorrectly answering a question in class, etc.). Hazing is the act of embarrassing an individual for the sake of embarrassing him.

**11.4** RTC-NE has a Zero Tolerance policy for hazing. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent all forms of hazing and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

**11.5** Any member of the training contingent who imposes or authorizes hazing behaviors as defined in §11.1 shall be terminated from RTC-NE; shall receive an evaluation stating the reasons for such termination;

and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

**11.6** Any member of the training contingent who is subjectively aware of a pattern of hazing as defined in §11.1, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**11.7** All complaints about hazing shall be taken seriously by all levels of the chain of command.

**11.8** Complaints of hazing shall be kept confidential to the extent possible.

## **12.0 FRATERNIZATION**

**12.1** "Fraternization" is an inappropriate and unduly familiar personal relationship between a senior and a subordinate.

**12.2** Fraternization is a gender-neutral concept.

**12.3** Fraternization is prohibited at RTC-NE where it is dangerous to good order, discipline, authority, and morale because it:

calls into question a senior's objectivity;

results in (or gives the appearance of) favoritism or preferential treatment;

undermines the authority of a senior; or

compromises the chain of command.

**12.4** RTC-NE has a Zero Tolerance policy for fraternization. It is therefore the affirmative duty of every member of the training contingent to abstain from and discourage all forms of fraternization and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

**12.5** Fraternization is most insidious when it involves an officer and a Cadet. Unduly familiar officer-Cadet relationships are prohibited at RTC-NE.

**12.6** Unduly familiar Cadet-Cadet relationships, where one Cadet is senior to another and/or exercises authority over another, are prohibited at RTC-NE.

**12.7** Any officer in an unduly familiar relationship with a Cadet, in violation of §12.5, shall be terminated from RTC-NE; shall receive an

evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

**12.8** Any member of the training contingent who is subjectively aware of a pattern of fraternization between an officer and a Cadet, in violation of §12.5, but who fails to report this pattern of fraternization to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**12.9** Any Staff Cadet in an unduly familiar relationship with a subordinate Staff or Student Cadet, in violation of §12.6, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**12.10** All complaints about fraternization shall be taken seriously by all levels of the chain of command.

**12.11** Complaints of fraternization shall be kept confidential to the extent possible.

### **13.0 PREJUDICE AND DISCRIMINATION**

**13.1** "Prejudice" is pre-judgment, bias, or partiality; it is a preconceived opinion not based on actual experience.

**13.2** "Discrimination" is unjustly making distinctions in the treatment of different categories of people.

**13.3** No member of the training contingent will act in a prejudicial or discriminatory fashion, or make prejudicial or discriminatory comments, toward any person based on their race, sex, age, color, religion, national origin, sexual orientation, or disability.

**13.4** Prejudice and discrimination are prohibited at RTC-NE because they:

- create an intimidating, hostile, and offensive learning, living, and working environment; and

- are dangerous to good order, discipline, authority, and morale because they can:

  - call into question an individual's objectivity.

  - result in (or give the appearance of) favoritism or preferential treatment; and

  - damage the legitimacy of the chain of command.



**13.5** RTC-NE has a Zero Tolerance policy for prejudice and discrimination. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent all forms of prejudice and discrimination and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

**13.6** Any officer or Staff Cadet who has engaged in prejudicial or discriminatory conduct prohibited by §13.3 shall be terminated from RTC-NE; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC.

**13.7** Any member of the training contingent who is subjectively aware of a pattern of prejudicial or discriminatory conduct, prohibited by §13.3, on the part of an officer or Staff Cadet, but who fails to report this pattern of conduct to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**13.8** Any recruit who has engaged in prejudicial or discriminatory conduct prohibited by §13.3, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**13.9** All complaints about prejudice or discrimination shall be taken seriously by all levels of the chain of command.

**13.10** Complaints of prejudice or discrimination shall be kept confidential to the extent possible.

#### **14.0 BULLYING**

**14.1** "Bullying" is unwanted, aggressive behavior among cadets that involves a real or perceived power imbalance. Bullying generally involves a pattern of behavior repeated over time. Bullying includes, but is not limited to, such actions as: making threats, spreading rumors, assaulting someone physically or verbally, or excluding someone from a group on purpose.

**14.2** There are genuine "power imbalances" inherent in our hierarchical and authoritarian structure. Where staff cadets or officers harass or threaten recruits, it will generally be considered Hazing (see §11). Where recruits threaten, assault, harass, or exclude their fellow recruits (or where staff do the same to their peers), it will be considered "bullying".

**14.3** RTC-NE has a Zero Tolerance policy for bullying. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent all forms of bullying and, further, to immediately report any such acts in their

knowledge to the COTC or his/her designee.

**14.4** Bullying is prohibited at RTC-NE because it creates an intimidating, hostile, and offensive learning, living, and working environment; and is dangerous to good order, discipline, authority, and morale.

**14.5** Any cadet who has engaged in bullying conduct defined in §§14.1-14.2, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**14.6** Any member of the training contingent who is subjectively aware of a pattern of in bullying conduct defined in §§14.1-14.2, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**14.7** All complaints about bullying shall be taken seriously by all levels of the chain of command.

**14.8** Complaints of bullying shall be kept confidential to the extent possible.

## **15.0 RECRUIT CODE OF CONDUCT**

**15.1** Recruits shall conduct themselves in a military manner, so as to bring credit to themselves, their Recruit Division, RTC New England, the Naval Sea Cadet Corps, and the Navy.

**15.2** Recruits shall wear the Navy's uniform with pride, and in accordance with all NSCC uniform regulations.

**15.3** Recruits shall put forth their maximum effort at all times and in all tasks.

**15.4** Recruits shall put their Division before themselves.

**15.5** Recruits shall not threaten or attempt bodily harm to any other person.

**15.6** Recruits shall not lie, cheat, or steal.

**15.7** Recruits shall not prejudge, discriminate, bully, haze, or harass.

**15.8** Recruits shall not use racial or ethnic epithets; or vulgar, obscene, or profane language.

**15.9** Recruits shall not solicit, collect, or distribute money.

**15.10** Recruits shall not vandalize, damage, or destroy NSCC, US

Government, or private property.

**15.11** Recruits shall not fraternize with each other or with staff.

**15.12** Recruits shall not possess or use alcohol, tobacco, or drugs of any kind.

**15.13** Recruits shall not tolerate those who violate these rules, and shall report violations of the Code of Conduct to the chain of command.

**15.14** All Staff Cadets and Officers at RTC-NE, by order of the COTC and by virtue of their obligation to Lead By Example, are also bound by the Recruit Code of Conduct.

## **16.0 BARRACKS PROCEDURES AND CONDUCT**

**16.1** NSCC Personnel are restricted to their assigned wings in the barracks and to the heads and laundry rooms in the common passageways on the assigned deck.

**16.2** Male personnel are not permitted on the female deck at any time. Female recruits are allowed in the common spaces on the male decks during the training day, when the division is training together.

**16.3** Male and female cadets may not be in a berthing room together **for any reason at any time**. Common spaces will be used for muster, instruction, meetings, study groups, or socialization and shall be secured at staff taps unless an exception is granted by the COTC, CO, XO, MTO or OPS. (Ex: additional time for eval writing)

**16.4** Fire doors may not be propped open at any time.

**16.5** Recruits are responsible for the good order and cleanliness of their assigned spaces, including their cube, the common passageways, and heads.

**16.6** When recruits are absent from their rooms during the training day, rooms will be left ready for inspection: lights will be off; curtains and blinds will be open; doors will be left unlocked; racks will be made smartly; gear stowed; lockers locked; decks, windows, and furniture dust-free and clean; chairs pushed in; and wastebaskets clean. Recruits are responsible for maintaining their assigned spaces and gear in accordance with their Recruit Manual, posted instructions, and instructions given by their Recruit Division Commander.

**16.7** Doors to recruit cubes shall be left open 6 inches between Taps and Reveille.

- 16.8** No recruit shall be allowed outside the barracks without a staff escort.
- 16.9** Staff cadets are responsible for the cleanliness of their assigned rooms, and for their common spaces. Staff should expect to have their cubes and common spaces inspected without notice.
- 16.10** Cadets may not lock their doors at any time. All hands should secure valuables in a locker when they are not in the room.
- 16.11** Clean and dry gear will be stowed in lockers. Wet or damp gear will be hung neatly at the foot of the bed in an orderly fashion.
- 16.12** No articles shall be hung in, or thrown out of, windows.
- 16.13** While in a state of undress, NSCC Personnel will close their doors and curtains will be drawn.
- 16.14** Noise shall be kept to a minimum in the barracks between Taps and Reveille.
- 16.15** Cadets may only use the Quarterdeck to enter or exit the barracks, except in case of emergency.
- 16.16** No loitering is permitted on the Quarterdeck.
- 16.17** *On the Line:* when "on the line" is called, recruits will move with haste and fall in at the position of attention in the passageway outside their cube.
- 16.18** *Fall Out:* when the word is passed to "fall out," recruits will move with haste to the assigned area and fall in. Recruits shall not run in passageways or on ladders in the barracks.
- 16.19** *Reveille:* when reveille is sounded in the morning, recruits will immediately fall in on the line at attention, wearing (at a minimum), shorts, a t-shirt, and shower shoes. Staff Cadets may rise 30 minutes prior to Reveille if they wish.
- 16.20** *Recruit Taps:* when taps is sounded in the evening, all recruits shall lie silently in their racks until reveille. Exceptions will be approved by the Recruit Division Commander, who shall notify the OOD.
- 16.21** *Staff Taps:* staff cadets may stay up one hour past the recruits for meetings and preparations for the next day. Once staff taps is sounded, however, staff cadets may not exit their cube except for brief visits to the head.
- 16.22** Maintenance discrepancies will be reported to the Operations Officer for report to Fort Devens as soon as they are discovered.

## **17.0 COURTESIES AND FORMS OF ADDRESS**

**17.1** All hands shall render the appropriate courtesies to all military members, NSCC staff cadets, officers, and instructors.

**17.2** Recruits shall snap to attention when addressing staff cadets, officers, and instructors.

**17.3** Recruits shall call "attention on deck" and snap to attention whenever a staff cadet, officer, or instructor enters the same compartment they occupy (and no senior staff member is present).

**17.4** Before entering a compartment occupied by a staff cadet, officer, or instructor, recruits will knock three times and announce, "[title], Recruit [name], requesting permission to enter, [title]", as in "sir, Recruit Smith requesting permission to enter, sir", or "chief, Recruit Jones requesting permission to enter, chief."

**17.5** Recruits shall address officers, midshipmen, and instructors by their rank, or as "sir" or "ma'am". When addressing officers, midshipmen, and instructors, the first and last words in any sentence spoken will be "sir" or "ma'am".

**17.6** Recruits shall address staff cadets by their rank. When addressing staff cadets, the first and last words in any sentence spoken will be the staff cadet's rank.

**17.7** Recruits shall address their fellow recruits as "shipmate" or "recruit".

**17.8** Recruits shall refer to themselves as "this recruit".

## **18.0 UNIFORMS, GROOMING, & HYGIENE**

**18.1** All hands will be responsible for careful maintenance and wear of the uniform, and for compliance with the NSCC Uniform Manual. Recruits will further comply with instructions from their RDCs.

**18.2** Recruits shall not be permitted outside of the barracks without the prescribed uniform of the day.

**18.3** All hands will comply with grooming standards as promulgated in the NSCC Uniform Manual.

**18.4** All hands are responsible for the maintenance and care of their own uniforms.

**18.5** Officers out of height/weight standards will wear the

alternative uniform.

**18.6** All hands will shower at least once daily during RTC-NE. Student Cadets will shower as soon as possible after evening PT.

**18.7** The uniform of the day during RTC-NE will be NWUs 0530-1800 and PT gear 1800-2130, except as otherwise noted in the Plan of the Day.

**18.8** Recruits shall wear the prescribed uniform of the day between Reveille and Taps. Staff Cadets and officers may change into appropriate civilian gear between Recruit Taps and Staff Taps.

**18.9** When outside of their cube or the head, cadets shall wear (at a minimum) shorts, a t-shirt, and shower shoes.

**18.10** Recruits shall not appear in front of windows, or walk in passageways, in a state of undress.

**18.11** Recruits shall never allow their bare feet to touch the deck of the barracks, especially in the head. Shower shoes shall be worn in the showers!

**18.12** The uniform for PT shall be dark blue or black shorts or sweatpants with the yellow USNSCC PT Shirt.

**18.13** PT gear will be washed on training day 3 and 6.

**18.14** Females shall wear appropriate undergarments when wearing t-shirts and shorts; sports bras are required.

**18.15** Females shall wear a knee-length (or longer) bathrobe over their sleepwear when outside of their cube or the head.

**18.16** Staff cadets and officers will blouse their NWU or CUU trousers using elastic bands. Recruits will roll the bottom of their NWU or CUU trousers inside-out into a 2" cuff, until instructed by their RDC as to how and when to blouse.

**18.17** Staff cadets and officers may roll the sleeves of their NWU or CUU blouse at the discretion of the Division Officer or Department Head. Recruits will keep their sleeves down, until they are instructed by their RDC as to how and when to roll their sleeves.

## **19.0 CLASSROOM PROCEDURES AND CONDUCT**

**19.1** Upon entering a classroom, recruits shall remain standing at attention until they are told to sit by the instructor.

**19.2** Recruits shall call "attention on deck" and snap to attention when an instructor enters or exits the classroom.

**19.3** Recruits shall stand at attention when speaking during classes, unless otherwise instructed.

**19.4** Recruits shall take notes during class sessions.

**19.5** Recruits are encouraged to participate and ask questions during class sessions.

**19.6** Instructors will emphasize important points that may form the basis for questions on the final exam.

**19.7** Instructors will evaluate each Division's classroom performance and submit these evaluations to the Admin Officer. Recruits should not be penalized on these evaluations for standing up if they are feeling groggy.

## **20.0 MESSING**

**20.1** On the mess deck, all hands are to conduct themselves according to the rules of good etiquette.

**20.2** Recruits shall drink at least two glasses of water at each meal (in addition to water intake from their canteens during the training day). Recruits will not be excused from the mess deck until they finish two glasses of water.

**20.3** Recruits can take what they want from the chow line, but must eat what they take.

**20.4** Recruits shall eat with their division, unless excused for medical reasons. If excused, the Medical Department will provide a meal.

**20.5** Unless instructed otherwise, recruits should not begin eating until their entire division has retrieved their meal from the chow line. Recruits shall place their trays at their table and remain standing at attention until instructed to eat by their Recruit Division Commander.

**20.6** Recruits will have approximately 20 minutes to eat each meal. Recruit Division Commanders will give a two-minute warning, and will pass the word when the division is to depart the mess deck.

**20.7** At the conclusion of each meal, recruits shall police their table, clear plates and utensils, and push all chairs in.

**20.8** Recruits shall leave the mess deck as a division, at the direction of the Recruit Division Commander.

- 20.9** Unless instructed otherwise, recruits may not speak during chow.
- 20.10** Unless instructed otherwise, recruits may not drink sugary drinks or soda during chow.
- 20.11** Unless instructed otherwise, recruits may not take a dessert during chow.
- 20.12** Recruits' intake of milk will be limited to avoid sour stomach.
- 20.13** Recruits' intake of sugar and caffeine will be limited to avoid sugar crash, upset stomach, and sleepless nights. Note: sweets, soda, desserts, maple syrup, and sugary cereals will all be limited. Recruits may not drink coffee.
- 20.14** Cadets are forbidden from taking chow from the mess deck, unless to bring to a cadet SIQ.
- 20.15** The Medical Officer will prescribe dietary restrictions as deemed necessary.
- 20.16** The mess deck is off limits during "closed" hours.

## **21.0 LAUNDRY**

- 21.1** Staff cadets and officers are responsible for the proper maintenance of their own uniforms and laundry.
- 21.2** In order to maximize recruit training time, recruit laundry will be processed by Operations Staff.
- 21.3** Washers and dryers in use may never be left unattended.
- 21.4** All washing machines and dryers should generally be secured between staff taps and reveille.
- 21.5** All hands are charged to follow all instructions posted in the laundry room and on the equipment therein. In particular, personnel are reminded to empty the lint trap in each dryer after each load of laundry.
- 21.6** All laundry supplies shall be marked as property of the NSCC, and stored with the Operations Department when not in use.
- 21.7** Irons will be unplugged when unsupervised.
- 21.8** PT shirts will be washed on training day 3 and 6.
- 21.9** All clothing items should be marked with the owner's name, and combined loads should be washed using mesh laundry bags.



## **22.0 GEAR & CONTRABAND**

**22.1** *All hands* are prohibited from possessing any of the following:

- weapons;
- knives or blades of any kind (including Swiss Army or Leatherman-type tools);
- illicit drugs or drug paraphernalia;
- alcohol;
- pornography/sexually explicit/suggestive material;
- anything in a glass bottle; and
- perfumes/colognes

**22.2** In addition to the items listed in §22.1, *Staff Cadets* are further prohibited from possessing any of the following:

- tobacco products or related paraphernalia;
- medications, either prescription or over-the-counter (see §34);
- cameras; and
- high-caffeine beverages

**22.3** In addition to the items listed in §22.1, *Recruits* are further prohibited from possessing any of the following:

- anything operated by electricity;
- cameras;
- food, candy, or soda;
- anything in an aerosol can;
- tobacco products or related paraphernalia; and
- medications, either prescription or over-the-counter (see §34)

**22.4** Recruit seabags will be inspected during check-in for compliance with the seabag list and for contraband. All hands are honor-bound to surrender any such contraband upon check-in; no discipline will result for contraband surrendered in such a manner provided that it is legal for the Cadet to own it. Failure to do so will result in discipline, up to and including dismissal from the training. Contraband will be returned to Cadets at the discretion of the COTC. See §34.5 for guidance on medications.

**22.5** The COTC is reserved the authority to order a search of any space or person when misconduct is suspected, the well-being of NSCC Personnel or a third party is endangered, or the efficacy of the training is threatened. Two male officers will conduct searches of male Cadets and male Cadet spaces; two female officers will conduct searches of female Cadets and female Cadet spaces.

### **22.6 Seabag List**

The basic seabag list for RTC-NE will be published each year in the Recruit, Parent and Unit CO's Information Guides (see §37.1).

## **23.0 DISCIPLINE, EMI, & TERMINATION**

**23.1** The primary tools used at RTC-NE to train recruits are to be leadership (by perfect example, inspiration, and motivation) and mentorship (by instruction and concern for personal development), rather than intimidation, power, or fear.

**23.2** "Discipline" at RTC-NE is understood to mean corrective instruction; discipline at RTC-NE is not imposed as punishment.

**23.3** Staff Cadets may impose corrective disciplinary measures and Extra Military Instruction (EMI) on recruits and cadets in their direct chain of command for violations of the commonly understood rules of appropriate military conduct, as well as violations of the following sections of this SOP:

- §15 - Recruit Code of Conduct
- §16 - Barracks Procedures & Conduct
- §17 - Courtesies & Forms of Address
- §18 - Uniforms, Grooming, & Hygiene
- §19 - Classroom Procedures
- §20 - Messing
- §33 - Radio Communications

Violations of other sections of this SOP are to be reported to an Officer in the Chain of command.

**23.4** Staff Officers may impose corrective disciplinary measures and EMI on staff cadets and recruits in their direct chain of command for violations of the commonly understood rules of appropriate military conduct, as well as violations of the following sections of the SOP:

- §9 - Youth Protection
- §10 - Sexual Harassment
- §11 - Hazing
- §12 - Fraternization
- §13 - Prejudice & Discrimination
- §14 - Bullying
- §15 - Recruit Code of Conduct
- §16 - Barracks Procedures & Conduct
- §17 - Courtesies & Forms of Address
- §18 - Uniforms, Grooming, & Hygiene
- §19 - Classroom Procedures
- §20 - Messing
- §21 - Laundry
- §22 - Gear & Contraband
- §23 - Discipline & EMI
- §24 - Emergency Procedures
- §25 - Watchstanding
- §26 - Supply Locker

- \$27 - Communication and Guests
- \$29 - ID Cards
- \$30 - Military Personnel
- \$31 - Leave and Liberty
- \$32 - Vehicles
- \$33 - Radio Communications
- \$34 - ADA Compliance
- \$35 - Heat Safety

**23.5** All corrective disciplinary measures and EMI imposed at RTC-NE shall be directly targeted at correcting the problem behaviors or performance deficiency, and toward the development of self-control and self-discipline.

**23.6** Before corrective disciplinary measures or EMI are imposed, corrective or remedial counseling will be provided. After corrective disciplinary measures or EMI are imposed, the staff member who has imposed the discipline shall follow up to ensure that the disciplined cadet understands and is implementing the best and most efficient methods of correcting the problem behavior or improving the performance deficiency.

**23.7** In keeping with §9.2 & §23.5, no physical punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

- physical training (e.g., push-ups, sit-ups, body-builders, etc.) intended as punishment;

- stress positions (e.g., wall-sits, front leaning rest, etc.) intended as punishment;

- extended periods at attention or parade rest;

- unnecessary exposure to the elements; and

- deprivation of sleep, food, or medical care.

**23.8** In keeping with §9.3.6, §11, & §23.5, no demeaning or mentally abusive punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

- publicly or privately humiliating or degrading Cadets;

- publicly or privately calling Cadets by hurtful or insulting names or epithets; and

- intentionally causing emotional distress.

**23.9** RTC-NE has a Zero Tolerance policy for physical and demeaning punishments. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent the forms of discipline contemplated in §23.7 & §23.8 and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

**23.10** Any member of the training contingent who imposes or authorizes the forms of discipline contemplated in §23.7 & §23.8 shall be terminated from RTC-NE; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

**23.11** Any member of the training contingent who is subjectively aware of a pattern of imposing or authorizing the forms of discipline contemplated in §23.7 or §23.8, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from RTC-NE.

**23.12 *Correction in Public***

A component of any Recruit Training is intense discipline, which both serves to provide instruction to recruits and serves as a test of character and endurance. What distinguishes this form of discipline from the discipline a cadet might receive at their home unit or at an advanced training is that (1) it is delivered publicly and (2) it is delivered more assertively.

**23.12.1** Discipline at RTC-NE is progressive; that is, it proceeds in stages. In Phase 1 (see §4.8.2), it is presumed to be intense: delivered calmly but assertively and often delivered in public. As the training begins Phase 2, the discipline is delivered with less force and less likely to be delivered in public. By Phase 3, discipline is presumed to be a private conversation about correcting a deficiency. Per §23.2, §23.5, and §23.6, all discipline is corrective in nature and must be accompanied by instruction or activities directed at improving performance and/or increasing self-control.

**23.12.2** Recruits may be corrected publicly where public recognition of misbehavior or deficiency: (1) is not for the purpose of embarrassing the recruit; (2) will benefit the recruit in question by pointing out a deficiency and how it is to be corrected; and (3) will benefit the Division by example.

**23.12.3** Staff cadets and officers should never be corrected in front of recruits.

**23.13** In circumstances potentially warranting termination from RTC-NE, the COTC and her staff shall conduct an investigation into any alleged violations of the SOP or the commonly understood rules of appropriate military conduct. Accused personnel are guaranteed an opportunity to be heard by the COTC ("Captain's Mast") before a final determination is made.

**23.14** The COTC is reserved the sole and absolute authority to terminate any Student Cadet, Staff Cadet, or Staff Officer for violations of the SOP or the commonly understood rules of appropriate military conduct.

**23.15** There are no refunds for recruits or staff cadets who are terminated from RTC-NE for disciplinary reasons.

**23.16** Violations deemed worthy of termination from RTC New England shall be fully investigated by designated Officer staff and routed for XOI (Executive Officers Inquiry). The XO will determine if the violation(s) are of a level that can be corrected via formal counseling utilizing the NSCC Counseling Sheet (Figure 5) or if the matter should be forwarded to COTC's mast. With the exception of blatant violations of the COTCs Top Six or NSCC/Military code of conduct, any cadet terminated from the training shall have a completed NSCC Counseling Sheet. This sheet will be added to termination reports and forwarded to the respective unit CO.

## **24.0 EMERGENCY PROCEDURES**

**24.1** All hands will keep foul weather gear on hand at all times in case of a fire or other emergency evacuation of the barracks.

### **24.2 *Procedures for Fire/Emergency Evacuation of the barracks***

**24.2.1** All hands are empowered to initiate a general alarm in case of fire or other emergency. This includes pulling a fire alarm, calling 911, or verbally spreading the word about an emergency.

**24.2.2** In the event of a fire or other emergency evacuation, cadets will exit the barracks through the nearest exit safe exit wearing shoes, pants, long sleeves, and a cover. Staff Cadets and Officers will also bring cell phones, two-way radios, and flashlights.

**24.2.3** In the event of a fire or other emergency evacuation, all hands will report to the grass field in front of the barracks.

**24.2.4** While all hands are mustering, the report of fire/emergency should be delivered to the CO and/or COTC as soon as possible. If emergency services have not yet been contacted, they should be contacted at this point via 911.

**24.2.5** Recruits will form up by division and the RDCs will take muster. Recruits standing watch as MOOW should form up with their Division. The RDCs will report to the CCPO, who will report to the Ship's Officer. The Ship's Officer will then report directly to the CO.

**24.2.6** Operations Staff Cadets (MAA, FQA, SS, MS, YN, & JO), including staff cadets standing watch as POOW or MOOW, will muster together and the Logistics Chief will take muster. The Logistics Chief will then report to the Operations Officer. OPS will then report to the CO.

**24.2.7** Corpsmen will muster together and the Chief Corpsman will take muster. The Chief Corpsman will report to the Medical Officer, who will then report to the CO. Immediately after confirming all Corpsmen are present, they should begin roving among the evacuees to determine if all hands are well.

**24.2.8** All remaining Officers should muster with the XO, who will report to the CO.

**24.2.9** When evacuating, the POOW should take the log book with her to maintain a log during the evacuation (see §25).

**24.2.10** After reporting to the COTC, the Security Officer and three MAAs will post on MacArthur Avenue with flashlights, radios, and at least one cell phone, in order to help direct emergency personnel upon their arrival.

**24.2.11** As soon as safety allows during an evacuation of the barracks, the COTC will alert Fort Devens personnel of the emergency.

### **24.3 *Procedures for Medical/Non-Evacuation Emergencies***

**24.3.1** In the case of an emergency not requiring the evacuation of the barracks, any NSCC member may dial 911 from any phone. Report your location (be sure to explain that you are on board Fort Devens) and state the nature of the emergency. If the emergency is in the Barracks (Bldg 693, 695, or 637), be sure to provide the deck and wing where the emergency is located. Immediately report to the nearest staff member, who will alert the rest of the staff via two-way radio.

**24.3.2** The Operations Officer and two MAAs will post in front of the building in which the emergency exists to direct emergency personnel upon their arrival.

**24.3.3** As soon as safety allows, the Executive Officer will alert Fort Devens personnel as to the nature of the emergency.

**24.3.4** The POOW shall make an entry in the log in the event of any emergency (see §25).

### **24.4 *Self-Harm/Suicide Prevention***

**24.4.1** All threats of self-harm or suicide are to be taken seriously, and shall be reported immediately and directly to the nearest adult, the Medical Officer, and the COTC.

**24.4.2** After threatening or attempting self-harm, no person shall be left unsupervised. At least two people should remain with a person who has threatened or attempted self-harm, while others report it.

**24.4.3** Within the meaning of §9.1.3, RTC-NE staff are authorized to restrain a recruit or cadet who is actively harming themselves, if the staff member believes they can do so without suffering injury.

**24.4.4** Recruits or cadets who threaten or attempt self-harm shall be transported to the nearest medical facility as soon as possible.

## **24.5 Missing Recruit/Cadet Procedures**

**24.5.1** Any person who discovers that a recruit or cadet is unaccounted for shall immediately report their concern to the Quarterdeck Watch.

**24.5.2** Cadets who first appear to be missing or unaccounted for are often to be found (1) in the head, (2) in sickbay, or (3) on watch. If the Quarterdeck Watch cannot locate the missing cadet in these locations immediately, the POOW shall contact the CDO.

**24.5.3** A missing cadet is an all-hands mission. The CDO will form search parties from among the officer and cadet staff. In teams of no fewer than two, the staff shall conduct a systematic search of the spaces assigned to RTC-NE. Each team shall be assigned a flashlight and radio (or will carry a cell phone), so that they can contact the quarterdeck if they discover or encounter the missing cadet.

**24.5.3(a)** If a recruit is missing, the Division Officer and RDC assigned to that Recruit Division will take responsibility for searching the Division's spaces (including berthing rooms, heads, common areas, and ladderwells).

**24.5.3(b)** One search party will remain posted at the location that the recruit or cadet is expected to be, so that they may be immediately discovered if they return of their own accord.

**24.5.3(c)** The other search parties will be assigned specific areas to search, and will search in a pattern that starts closest to where the cadet is expected to be, and works outward from there. Search parties should overlap their search areas so that no spaces are overlooked.

**24.5.3(d)** The CDO will assign NSCC Officers as responsible for defined areas (e.g., one division's spaces, one deck, one barracks building) and specific search parties.

**24.5.3(e)** All those engaged in searching for a missing recruit or cadet must be assigned to a search party under the supervision of the CDO. Those who "assist" without the knowledge of the CDO may hinder a systematic search, or are liable to end up reported as missing themselves.

**24.5.3(f)** Search party members are empowered to direct recruits and staff cadets to take muster, report on the line, to remain in place, or otherwise facilitate an efficient and efficacious search.



**24.5.3(g)** Early in the search process, members of the search party shall ask the missing cadet's roommates if they have knowledge of his/her whereabouts.

**24.5.4** At the same time that the CDO is forming search parties, s/he will send a Messenger to inform the Command Team (XO, CO, and COTC) of the situation.

**24.5.5** If a missing cadet is not discovered within 15 minutes, the CDO shall contact the base police for assistance in searching for the cadet.

## **24.6 *Terrorist Threat/Active Shooter***

**24.6.1** In the event that any NSCC personnel become aware of a threat of violence to the personnel or facilities aboard the base, they are to report this threat first to the base security forces by calling 911. Immediately after, the CDO is to be informed directly of this threat; the CDO will immediately inform the Command Team.

**24.6.2** The Command Team will coordinate the NSCC's response to any terrorist threat or active shooter with the host command or its security forces, ensuring quick and complete compliance with all directives.

**24.6.3** In the absence of specific directions from the host command or its security forces, the Command Team will issue prudent directives to minimize the risk to NSCC personnel. This may include sheltering-in-place or evacuation to specific locations.

**24.6.4** Upon an order to shelter in place, all hands will enter the nearest building, lock the doors, silence phones and turn down radios to the minimum audible volume, and remain inside until further directives are received. All hands must be accounted for, and so when practicable NSCC personnel should remain together in their divisions or working parties.

**24.6.4(a)** If ordered by the host command or the Command Team (or when the senior staff member present thinks it prudent), personnel who are sheltering-in-place can and should barricade themselves into the building/room. This can be accomplished by locking doors and placing furniture and other heavy objects in front of doors and other points of ingress. Further, if circumstances make it unsafe to remain sheltered in place, the senior staff member present may of their own prerogative order an evacuation to another location.

**24.6.4(b)** The senior member present in each group that is sheltered in place shall attempt to make regular reports of their location and status to their immediate supervisor or, failing that, the CDO.

**24.6.5** NSCC personnel are not to interfere with security operations at the host command. If, however, NSCC personnel are directly threatened or confronted by a terrorist or active shooter, they should take all necessary steps to protect themselves. This may include sheltering in place, evacuating to a safer location, or confronting the aggressor by attacking him (e.g., swarming an attacker and/or using available objects as bludgeoning weapons).

## **24.7 *Emergency Contact Card***

**24.7.1** All officers and staff will carry a laminated card with the following information on it:

The RTC-NE CDO cell phone number (see §25.6.1)

The RTC-NE Quarterdeck cell phone number(s) (see §25.6.2)

The cell phone number(s) for the Medical Officer (and Assistant Medical Officer, if billeted)

The RTC-NE fax number

The command email address (rtc-ne@seacadets.org)

Instructions about calling 911 first in any emergency, and then contacting Medical, the CDO, and the Quarterdeck.

The addresses/cross-street locations and Fort Devens building number designations of the main barracks, OPS barracks, admin building, classroom building, mess deck, and PT field.

The back of the card will also include the RTC-NE Staff's Creed (see §41.4)

## **25.0 WATCHSTANDING**

**25.1** A Quarterdeck and Fire & Security watch will be maintained for the duration of the training in any building occupied by recruits.

### **25.2 *Watchstanders***

#### **25.2.1 *Officer of the Deck***

The OOD is the supervising officer for the Quarterdeck, Fire, & Security Watches. As such, the OOD is directly responsible to the Commanding Officer (or CDO) for the safety of the personnel and the security of the facilities and equipment at RTC-NE, and the maintenance of an accurate logbook. During the training day, the OOW billet will be filled by the Security Officer. The CDO on duty will also serve as the OOW during the last ten hours of their tour (2100 - 0700). During the 2100-0700 OOD watch, the CDO will be available to the watchstanders, either by staying on or near the quarterdeck, or by providing the watchstanders with their room number and cell phone number.

#### **25.2.2 *Petty Officer of the Watch***

The POOW is responsible to the OOW for overseeing the Quarterdeck, Fire, & Security Watches, for ensuring compliance with the 11 General Orders, for supervising the Messenger, for maintaining an accurate log book, for training recruits in watchstanding during the 2100-0500 watches, and other duties as assigned by the OOW.

**25.2.2(a)** All Operations Staff Cadets will stand four-hour POOW watches. Because the OPS Staff rotate through different positions (MAA, FQA, SS, MS, YN), the OPS Officer and Logistics Chief must endeavor to create a watch bill that allows OPS Staff to work in different departments without overtaxing them or sending them directly from an early-morning quarterdeck watch to a tour in another department.

#### **25.2.3 *Messenger of the Watch***

The MOOW is responsible to the POOW for carrying important communications to and from the quarterdeck, for roving patrol of the barracks and grounds used at RTC-NE, and other duties as assigned by the POOW. The MOOW must be familiar with Officer's Country. Recruits will stand two-hour MOOW watches between taps and reveille.

**25.2.3(a)** Recruits will stand two-hour MOOW watches from 2100-0500. The CMAA is responsible for scheduling the recruits in such a way that: every recruit has the experience once during the training (which means that multiple messengers may be on duty at any one time); no

female is ever on watch alone with a male or males; no female is scheduled for watch without a female scheduled for the previous watch (to wake her up, if necessary).

**25.2.3(b)** Operations Staff Cadets will stand four-hour MOOW watches from 0500-2100. See §25.2.2(a) for considerations about scheduling OPS Staff.

#### 25.2.4 Scheduling

DUTY	WHO	WHEN
<b>Officer of the Watch</b>	Operations Officer	0700-2100
	CDO (Rotating)	2100-0700
<b>Petty Officer of the Watch</b>	Operations Staff Cadet	0500-0900
	Operations Staff Cadet	0900-1300
	Operations Staff Cadet	1300-1700
	Operations Staff Cadet	1700-2100
	Operations Staff Cadet	2100-0100
	Operations Staff Cadet	0100-0500
<b>Messenger of the Watch</b>	Operations Staff Cadet	0500-0900
	Operations Staff Cadet	0900-1300
	Operations Staff Cadet	1300-1700
	Operations Staff Cadet	1700-2100
	Recruits	2100-2300
	Recruits	2300-0100
	Recruits	0100-0300
	Recruits	0300-0500

### 25.3 Watches

#### 25.3.1 Quarterdeck Watch

A watch designed to control access to the barracks and to keep a contemporaneous official logbook of the activities of RTC-NE.

**25.3.1(a)** The Quarterdeck Watch shall challenge all persons not recognized as members of the RTC-NE training contingent, and not permit them to pass until their status is confirmed by visual inspection of an NSCC ID or authorization from the OOD, CDO, XO, or CO. VIPs are to be escorted directly to the COTC or CO.

**25.3.1(b)** The Quarterdeck Watch shall not permit recruits to enter or exit the barracks unescorted.

#### 25.3.2 Fire Watch

Watches and roving patrols designed to increase the safety of the personnel of RTC-NE, by detecting fire, fire hazards, and other dangerous situations in their nascent stages.

**25.3.2(a)** A fire watch shall be posted whenever the barracks is occupied.

**25.3.2(b)** Fire watch personnel are charged with remaining alert and attentive.

**25.3.2(c)** The POOW shall dispatch the MOOW at least three times per hour to conduct roving patrols. Between taps and reveille, the MOOW will patrol only the barracks to inspect for fire or other dangerous conditions. During the training day, the MOOW will patrol the barracks, grounds, and facilities of RTC-NE to inspect for fire or other dangerous conditions.

**25.3.2(d)** If such conditions are detected, the MOOW will raise the alarm immediately, and then contact the POOW/OOW.

**25.3.2(e)** Only male watchstanders will be permitted in male recruit spaces, and only female watchstanders will be permitted in female recruit spaces.

### **25.3.3** *Security Watch*

Watches and roving patrols designed to increase the security of the personnel, equipment, and facilities of RTC-NE, by detecting unauthorized personnel, unsecured gear, and theft.

**25.3.3(a)** While performing roving fire watch patrols, the MOOW shall also remain alert for unauthorized personnel, unsecured gear, and signs of theft or damage to property, and will report such to the POOW, who will in turn make a log entry and report the finding to the OOW.

**25.3.3(b)** Additional security patrols may be assigned by the Security Officer or OOW.

## **25.4** *Fire & Other Emergencies*

Upon detecting a fire or similar dangerous conditions, watchstanders shall:

**25.4.1** Remain calm & act quickly

**25.4.2** Raise the alarm - pass the word by shouting "Fire! Fire! Fire!" Before moving on, ensure that others are passing the word and that evacuation has begun.

**25.4.3** Once others are passing the word, contact emergency services via 911 if you can. Once you have relayed details of the emergency (or if you are not able to call 911), contact the POOW and/or OOW to give specific details about the location, type, and size of the fire so that they can continue to raise the alarm and/or call 911.

**25.4.4** If the fire is small enough and adequate equipment is on hand, attempt to extinguish the fire. ALWAYS raise the alarm before attempting to extinguish a fire.

**25.4.5** Never risk your life or the lives of others in attempting to gain information about a fire or attempting to extinguish a fire. Your top priorities are to raise the alarm and begin evacuation.

**25.4.6** If trapped in a smoke-filled area, drop to the deck and make your way out the building by any means necessary.

## **25.5 *RTC-NE Logbook***

**25.5.1** The quarterdeck logbook is the official and legal record of what happened at RTC-NE, and can be used as evidence at any criminal or civil trial regarding events at RTC-NE.

**25.5.2** The logbook shall be maintained accurately and completely by the POOW.

**25.5.2** The logbook shall be maintained chronologically - that is, in the order that the entries/events took place.

**25.5.4** Entries in the logbook shall:

**25.5.4(a)** be printed - no cursive or short-hand.

**25.5.4(b)** be made only in black ink.

**25.5.4(c)** be neat and legible.

**25.5.4(d)** use standard Navy terminology.

**25.5.4(e)** be succinct, clear, and concise.

**25.5.4(f)** be accompanied with the time the information was reported to the Quarterdeck/OOW/POOW/MOOW. Always record the time that you are making the entry, but if you are entering information after it has been reported, begin your entry with (late entry: [time of report] ).

**25.5.5** Entries in the logbook may not be erased. When you make a mistake, draw a single line through the error (such that it is still legible), make the correct entry, and place your initials at the end of the correction.

**25.5.6** The POOW is expected to exercise her initiative in deciding which entries are to be made in the logbook. Instances that always require an entry include:

**25.5.6(a)** Injuries, accidents, and/or the transport of any member of the training contingent to the hospital.

**25.5.6(b)** Fire, accidents, or loss of or damage to property.

**25.5.6(c)** Convening of investigations, fact-finding bodies, or Captain's Mast.

**25.5.6(d)** The arrival and departure of COTC, CO, and XO, expected return time, and mobile phone number while off-site.

**25.5.6(e)** Official visits

**25.5.6(f)** Inspections held, including personnel, barracks, or administrative

**25.5.6(g)** Reports made to the OOW or POOW.

**25.5.6(h)** The comings and goings of entire recruit divisions.

**25.5.6(i)** Changes in watch-standers.

**25.5.6(j)** If you have any doubt about whether or not to include an entry in the logbook - *include it!*

**25.5.7** Upon being relieved, the POOW shall make one last entry on the page: "I have been properly relieved by [rank] [name] as POOW", draw a single diagonal line through the remaining portion of the page, enter "no further entries this page" and sign & date along the diagonal line.

**25.5.8** The oncoming POOW shall begin a new page in the logbook, starting with "I, [rank] [name], have assumed the duties of POOW. I have conducted turnover with the off-going POOW [and OOW, if applicable]."

## **25.6 Command Cell Phones**

**25.6.1** The Command Duty Officer will carry a pre-paid cell phone at all times during his/her watch. This number will be the primary "emergency contact number" provided to parents, unit commanding officers, and other third parties.

**25.6.2** Each quarterdeck will have a pre-paid cell phone supplied as well. This number will be a back-up number for third parties, but is meant primarily for the quarterdeck to make outgoing calls to the chain of command or emergency services.

## **26.0 SUPPLY LOCKER**

### **26.1 Organization & Access**

The Supply Officer (or Logistics Officer) is responsible for the organization of the Supply Locker, for labeling containers with their contents, and for ensuring that all RTC-NE property is returned to the same containers at the end of the training.

### **26.2 Access**

The Supply Officer is also responsible for controlling access to the Supply Locker. Unless on official business, no one is to be allowed access to the Supply Locker. One Operations Staff Cadet should be assigned to the Supply Locker during the training day.

### **26.3 Supply Log**

The Supply Officer and assigned OPS Staff Cadet will be responsible for maintaining a Supply Log to track all material removed from the Supply Locker. This log will record, at a minimum, the following information:

- Item Description
- Inventory Tracking Number (if applicable)
- Issued To
- Issued Date & Time
- Issued By
- Returned Date & Time
- Received By

Removing items from the Supply Locker without logging them into the Supply Log will be considered theft, and will be grounds for discipline, up to and including termination from RTC-NE. Conduct that is determined to be criminal in nature will be referred to the appropriate law enforcement agency for investigation.



## **27.0 COMMUNICATIONS & GUESTS**

**27.1** Recruits may not possess any device that uses electricity, or is capable of making or receiving phone calls, sending or receiving text messages, or accessing the internet. Cellular phones and other such devices and their respective chargers should be returned to parents during check-in, or shall otherwise be labeled with the cadet's name and secured by the Operations Officer for the duration of the training. See NSCC Action Letter 08-05 for guidance on cell phones at trainings.

**27.2** Recruits will communicate with family and friends via mail. No email will be accepted or forwarded, and no phone calls will be allowed except in case of bona fide family emergencies. The recruits' mailing address will be published in the Recruit, Parent, and Unit CO's Information Guides (see §37.1), will be handed out during check-in, and will be mailed home in a letter the night of check-in.

**27.3** Recruits will use their home address as the return address on any outgoing mail.

**27.4** Staff Cadets may keep their cell phones to make communications between staff more efficient. They may also use their phones to make personal calls. Staff Cadets may not use their phone to take pictures, or for any other inappropriate purpose. Further, cell phone use may not interfere with a staff cadet's duties. Cell phones may be confiscated from staff cadets if any inappropriate use is suspected.

**27.5** The COTC is responsible to Fort Devens for all NSCC personnel and their guests. Any NSCC member who is temporarily on board Fort Devens for the purposes of dropping off a cadet, visiting the training, providing instruction, or attending the graduation ceremony is subject to the authority of the COTC and the RTC-NE SOP (see also §2.1).

**27.6** Guests - family, friends, and home unit representatives - are a distraction to both Student and Staff Cadets. Therefore, no guests will be permitted to the training during Training Days 1 through 11 without the express prior permission of the COTC.

**27.7** To secure access to the base, guests must provide a clear photocopy of the driver's license (or other government-issued photo ID) for every person wishing to access the base - check-in, graduation, or escort officer.

**27.8** All guests to the graduation ceremony will report directly to the site of the ceremony, and will not interact with Recruits or Staff Cadets until the conclusion of the ceremony.

**27.9** The Cadet and Officer Staff shall circulate a list of their cellular phone numbers on the first day of the training, such that each Staff member will have the others' numbers on-hand.

**27.10** The Cadet and Officer Staff shall carry their cellular phones at all times, unless otherwise instructed.

## **28.0 TRAINING TIME OUT**

### **28.1 What**

Training Time Outs (TTOs) provide a means for students to express concerns for personal safety in a training situation or to indicate that a need for clarification of procedures or requirements exists.

### **28.2 When**

TTOs can be called by any member of the training contingent at any time during training - in the classroom, at PT, during a role play, in the barracks - anywhere, anytime.

### **28.3 How**

TTOs can be signaled verbally, as either "Training Time Out" or "Time Out", or nonverbally, by forming a "T" with both hands.

## **29.0 ID CARDS**

All NSCC Personnel will carry their NSCC ID at all times, unless otherwise instructed.

## **30.0 MILITARY PERSONNEL**

Recruits and Staff Cadets are forbidden from fraternizing with military personnel not directly associated with the training. Any military personnel should be directed to the nearest NSCC Officer if they need to communicate with anyone at RTC-NE.

### **31.0 LEAVE AND LIBERTY**

**30.1** Recruits will not receive liberty.

**31.2** Staff cadets may be granted supervised liberty during the training, provided that they have earned it, and that timing, staffing, and funding permit.

**31.3** 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 the staff on-hand.

### **32.0 VEHICLES**

**32.1** Any vehicle operated aboard Fort Devens must have be validly registered, insured, and operated by a person with a valid driver's license whose name is on RTC-NE's roster or guest list.

**32.2** Staff Cadets may report to RTC-NE in their personal vehicle, but they will not be permitted to drive during the training. Keys will be surrendered to the Executive Officer upon check-in, and will be returned on Graduation Day. NSCC Chief Petty Officers who are filling officer billets are considered Cadets for the purposes of this section.

**32.3** Vehicles entering or leaving Fort Devens may be inspected and are subject to search at any time. Instructions from Base Police, Security Force personnel, or sentries constitute lawful orders that must be obeyed.

### **33.0 RADIO COMMUNICATIONS AND PROTOCOL**

**33.1** At a minimum, the following members of the staff shall carry a two-way radio:

- COTC
- Commanding Officer
- Executive Officer
- Military Training Officer
- Ship's Officer
- Operations Officer
- Medical Officer
- Command Chief Petty Officer
- Recruit Division Commanders
- Chief Master-at-Arms
- Chief Corpsman
- On-Duty Corpsmen
- POOW & MOOW

**33.2** The individual personnel to whom the radios are assigned are responsible for their care and maintenance, and shall be financially responsible to RTC-NE for reckless or negligent operation or handling of assigned radios, or the failure to return a radio or radio components to the COTC at the conclusion of training.

**33.3** Radio operators will take care to turn their radios down (or off) during classes or meetings.

**33.4** The default transmission frequency will be determined upon arrival at Fort Devens.

#### **33.5 *Radio Protocol***

All hands will follow standard US Navy radio protocol.

**33.5.1** When making a call, the intended recipient is to be stated first, followed by the sender (as in, "Chief Master-at-Arms, from XO").

**33.5.2** When called, the intended recipient shall respond in kind (as in, "XO, this is the Chief Master-at-Arms, go ahead").

**33.5.3** To indicate receipt and understanding of a message, the recipient shall state, "received."

**33.5.4** To indicate a failure to receive or understand, the recipient shall state, "repeat your last."

**33.5.5** If the two-way radios have a transmission "chirp," the terms "over" or "out" need not be used.

**33.5.6** No "ten-codes" or "twenty-codes" will be used at RTC-NE.

**33.5.7** Only official, training-related communications will be transmitted via two-way radio.

**33.5.8** Messages that need not be transmitted to all hands can be transmitted on an alternative frequency.

**33.5.9** Messages of a sensitive, private, or unofficial nature shall be transmitted via cellular phone or in person.

**34.0 AMERICANS WITH DISABILITIES ACT (42 U.S.C. §§ 12101 *ET SEQ.*)  
COMPLIANCE; MEDICATIONS; MEDICAL RESOURCES; PRESCRIPTIONS**

**34.1** No NSCC member shall be excluded from participating in, denied the benefit of, or subjected to discrimination in, any RTC-NE program or activity on the basis of race, sex, age, color, religion, national origin, sexual orientation, or disability.

**34.2** 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.

**34.3** Cadets requiring prescription medications or with pre-existing medical or psychological conditions requiring special accommodation will:

comply with the procedures published in the NSCC Medical Reference Policies and Procedures Manual;

forward an NSCADM001 (Page 7/8) to the COTC for review prior to the confirmation of a billet; and

disclose to the COTC any and all medical and psychological conditions, and any prescription requirements and the side effects and contraindications thereof, prior to the training.

**34.4 Medical Resources**

**34.4.1** An NSCC Officer with a professional medical qualification and/or license (EMT, Paramedic, LNP, RN, APRN, PA, or MD) will be

billeted as the Medical Officer.

**34.4.2** The Medical Department will consist of the Medical Officer, an Assistant Medical Officer (when staffing allows), and eight to ten NSCC Cadet Corpsmen. The Corpsmen assist in the operations of the Medical Department, but do not diagnose or provide treatment except in emergencies.

**34.4.3** The Medical Officer will be "on call" 24 hours each day. S/he will be present in the barracks in the mornings (reveille - breakfast) and evenings (PT - taps), and will personally monitor physical training.

**34.4.4** The Medical Officer also has the responsibility for storing and distributing prescription medications in accordance with this section, the NSCADM001 (Page 7/8)s on file, and the NSCC Medical Reference Policies and Procedures Manual.

**34.4.5** In the event that a Cadet experiences a severe adverse reaction to medication or any other medical emergency, the procedures in §24 will be followed. If the reaction is not severe, and/or the medical circumstances allow for transport via personally owned vehicle, the Cadet will be transported to Nashoba Valley Medical Center by the COTC or his/her designee (200 Groton Road, Ayer, MA 01432; approximately 5 miles from Fort Devens; approximately 15 minutes by car).

**34.4.6** It is imperative that parents understand that, due to the size of the training and staffing constraints, medical resources at RTC-NE are extremely limited. There are no medical facilities aboard Fort Devens; beyond the limited resources of the RTC-NE Medical Department, the only medical facilities available to the personnel of RTC-NE are civilian emergency or walk-in facilities off base.

#### **34.5 Prescription Medication Procedures**

**34.5.1** Cadets who arrive with medications (prescription or over-the-counter) must surrender said medications to the Medical Officer (or COTC's designee) upon check-in.

**34.5.2** Prescriptions will not be accepted by the Medical Officer (or COTC's designee) without an NSCADM001 (Page 7/8) signed by parent, Unit CO, and the cadet's primary care provider.

**34.5.3** Prescriptions will only be accepted at RTC-NE if ALL of the following conditions are met:

**34.5.3(a)** the cadet would not suffer grave risk to life or limb if the medication was temporarily unavailable for any reason;

**34.5.3(b)** 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;

**34.5.3(c)** 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);

**34.5.3(d)** the cadet's parent or guardian provides sufficient doses to cover the entire training period, but not more than necessary;

**34.5.3(e)** the "use by" date on the container has not expired;

**34.5.3(f)** pills are pre-cut if partial doses are required;

**34.5.3(g)** the medication inside the container matches any description of the medication on the prescription label or container;

**34.5.3(h)** medications requiring injection are packaged in a way that protects personnel handling sharp needles; and

**34.5.3(i)** for medications requiring injection, the Medical Department must be staffed by at least one licensed medical professional who may legally administer injections.

**34.5.4** A log will be created to keep track of the dispensation of medication. The recipient of the medication (the Cadet), the dispenser of the medication (the Medical Officer or the COTC's designee), and a second NSCC Officer will confirm the medication and the dose and then sign the log at each administration. The log will contain, at a minimum, the following information: Cadet Name, Cadet SSN Last 4, Prescription Name, Prescription Dose, Date Administered, Time Administered, Cadet Signature, COTC's Designee's Name, COTC's Designee's Signature, Witness' Name, Witness' Signature. The log will be maintained in hard copy for at least two years, and will also be transcribed to an electronic spreadsheet and maintained permanently.

**34.5.5** The Medical Officer (or COTC's designee) will secure all medications in a locked container. The Medical Officer (or COTC's designee) and the COTC will both have keys to the container. Refrigeration facilities will be available for prescription storage.

**34.5.6** In the event of the evacuation of the barracks, the Medical Officer (or COTC's designee) will be responsible for retrieving and securing all medications, if possible.

**34.5.7** The Medical Officer will have face-to-face discussion with the parent(s) of each Cadet who reports with prescriptions to ensure

that (1) these procedures are understood and assented to, (2) the nature of our limited medical resources are explicitly understood, and (3) the prescription instructions in the NSCADM001 (Page 7/8) are accurate.

### **34.6 Over-the-Counter Medications**

**34.6.1** Cadets who arrive with over-the-counter medications not accompanied by an NSCADM001 (Page 7/8) signed by parent and Unit Commanding Officer will have the medications confiscated for the duration of the training. Any such medications, which are not excepted in §34.6.2, will not be administered during the training. If this medication is necessary to a cadet's well-being, the cadet will be turned away from the training.

**34.6.2** Unless instructed otherwise in a Cadet's service jacket, the Medical Officer shall be empowered to administer the following medications and treatments to Cadets based on common-sense assessments and without consultation with a Cadet's parents: ibuprofen (e.g., Advil), acetaminophen (e.g., Tylenol), acetylsalicylic acid (e.g., Aspirin), calcium carbonate (e.g., Tums), magnesium hydroxide (e.g., Milk of Magnesia), bismuth subsalicylate (e.g., Pepto-Bismol), diphenhydramine (e.g., Benadryl), benzocaine (e.g., Anbesol), menthol (e.g., Hall's cough drops), hydrocortisone (e.g., Cortaid), calamine and/or pramoxine (e.g., Caladryl), bacitracin, neomycin, and/or polymyxin B (e.g., Neosporin). Any exceptions should be noted on the NSCADM001 (Page 3/4) Medical History form in the Cadet's service jacket.

### **34.7 Reporting & Privacy**

**34.7.1** All injuries will be reported to the Medical Officer as soon as practicable. The Medical Department will keep a log of all injuries and illnesses, and will prepare NSCADM022 Accident/Illness reports for any accident, injury, or illness which requires hospitalization or could require follow-up care.

**34.7.2** The privacy requirements of the Health Insurance Portability and Accountability Act are to be strictly observed at RTC-NE. Only those people who must know about a condition for safety's sake (e.g., the Medical Department and recruit's Division Staff) may be told, and only the Medical Officer may make the determination that medical information is to be shared outside of the Medical Department. Paperwork, including the medical log, patient care reports, or NSCADM022s, will be secured by the Medical Officer. Patients' names are not to be broadcast via radio transmission in regards to any specific medical issue, condition, or treatment.

### **34.8 Go-Bags**

**34.8.1** Recruits are not permitted to possess their own medications.



Each Recruit Division will have a "go-bag" which will be present with the Division at all times during the training day, and which will be returned to Sick Bay at taps each evening. Rescue inhalers and Epi-Pens belonging to the recruits in a Division will be kept in that Division's go-bag. Administrations of such medications must be recorded and immediately reported to the Medical Officer and 911, if necessary.

## **35.0 HEAT SAFETY**

**35.1** The Heat Index is a measurement that takes into account temperature and humidity. Immoderate heat and humidity, combined with the sun's rays and still air, will reduce the amount of physical work that can be done safely, and will increase the amount of rest and water required by all hands.

**35.2** The following Heat Index guidelines set forth the maximum work periods and minimum rest periods for various heat index levels; shorter work periods and longer rest periods may be required according to the intensity of the training and the physical preparedness of the Cadets and staff and their acclimation to the climate.

**35.3** Safety guidelines are not a substitute for common sense. RTC-NE staff shall shorten work periods or add rest periods as circumstances dictate.

**35.4** All hands shall drink at least 64 ounces of water each day, and more when heat conditions dictate.

**35.5** The Medical Officer is responsible for monitoring weather forecasts and on-site heat and humidity readings to determine the Heat Index (see §35.6) and for making judgments about flag conditions (see §35.7) and appropriate safety measures (increasing water intake requirements, reducing physical activities, cancelling physical training, route-stepping, and/or making adjustments to the uniform of the day).

**35.6** The "Heat Index" combines air temperature and relative humidity to determine the "felt air temperature". Because high relative humidity reduces the evaporation rate of sweat from the body, high relative humidity leads to a higher perceived temperature.

### HEAT INDEX

		Temperature (°F)										
		80	82	84	86	88	90	92	94	96	98	100
Relative Humidity (%)	40	80	81	83	85	88	91	94	97	101	105	109
	45	80	82	84	87	89	93	96	100	104	109	114
	50	81	83	85	88	91	95	99	103	108	113	118
	55	81	84	86	89	93	97	101	106	112	117	124
	60	82	84	88	91	95	100	105	110	116	123	129
	65	82	85	89	93	98	103	108	114	121	128	136
	70	83	86	90	95	100	105	112	119	126	134	
	75	84	88	92	97	103	109	116	124	132		
	80	84	89	94	100	106	113	121	129			
	85	85	90	96	102	110	117	126	135			
	90	86	91	98	105	113	122	131				
	95	86	93	100	108	117	127					
	100	87	95	103	112	121	132					

(Adapted from [http://www.nws.noaa.gov/os/heat/heat\\_index.shtml](http://www.nws.noaa.gov/os/heat/heat_index.shtml))

### 35.7 Activity Limitations & Flag Conditions

The amount of work performed relative to the periods of rest that must be granted will reduce as the Heat Index rises.

Rating	Heat Index*	Light Work	Moderate Work	Strenuous Work
		(walking, standing in formation)	(military drill, routine activities)	(PT, long marches, field activity)
No Flag	≤ 80° F	Hydrate & Common Sense Precautions	Hydrate & Common Sense Precautions	Increase Hydration Work: 50 minutes Rest: 10 minutes
Green Flag	80 – 89° F	Hydrate & Common Sense Precautions	Increase Hydration Work: 50 minutes Rest: 10 minutes	Increase Hydration Work: 40 minutes Rest: 20 minutes
Yellow Flag	90 – 99° F	Increase Hydration Work: 50 minutes Rest: 10 minutes	Increase Hydration Work: 30 minutes Rest: 30 minutes	Increase Hydration Work: 20 minutes Rest: 40 minutes
Red Flag	100 – 105° F	Increase Hydration Work: 30 minutes Rest: 30 minutes	Increase Hydration Work: 20 minutes Rest: 40 minutes	Increase Hydration NO STRENUOUS ACTIVITY
Black Flag	≥ 105° F	Increase Hydration Work: 15 minutes Rest: 30 minutes	Increase Hydration NO MODERATE ACTIVITY	Increase Hydration NO STRENUOUS ACTIVITY

\* Heat Index is "felt temperature," taking into account both air temperature and relative humidity. See §35.6 for the Heat Index table.

**35.8** All hands should wear sunscreen and lip balm with an SPF of 30 or higher every day.

**35.9** Cadets who suffer one heat injury are more likely to suffer another; as such, any recruit or staff cadet who suffers a heat injury during RTC-NE will wear an orange armband so that division and medical staff can more carefully observe their well-being.

## **36.0 TRAVEL**

**36.1** All hands are responsible for providing their own transportation to and from Fort Devens.

**36.2** Personnel traveling by rail, bus, or air will provide detailed travel information to the COTC, including train/ bus/ flight number; departure city; departure time; layovers; arrival time; arrival city; and taxi company.

**36.3** Personnel traveling to Fort Devens must purchase refundable fares in the event that the dates are changed or the training is cancelled.

**36.4** Personnel flying to RTC-NE should generally fly into Boston (Logan International Airport).

**36.5** An escort officer must be present until all Student and Staff Cadets have been picked up, either by parents or taxi.

**36.6** NSCC personnel may not travel via train, bus, or plane in uniform.

**36.7** Cadets may not provide transportation to other cadets.

## **37.0 PUBLICATION AND REGISTRATION PROCEDURES**

### **37.1 *Information Packet***

As soon as the COTC has confirmed the dates of training with Fort Devens; and has confirmed the cost of training with NSCC NHQ, s/he will publish four information packets for the four constituencies of RTC-NE: Recruits, Parents, Unit Commanding Officers, and Staff. These guides will contain, at a minimum:

Instructions on how to apply for a billet

Details of the training - reporting date, time, and location; graduation date, time, and location; and cost of the training

Directions to the base and instructions on how to get on the base

Special instructions for traveling cadets

Requirements for medications

Seabag list

### **37.2 *Waivers***

The COTC will also publish on the same website as soon as practicable a packet of waivers as required by Fort Devens and any other commands

involved in the training of the cadets. Waivers will be required for participation in training, and will be due to the COTC no later than two weeks before the start of training. Waivers will be provided in hard copy to any and all host commands upon request.

A form will be included as part of the waiver packet to provide details of each participant's travel plans and t-shirt size.

### **37.3 Registration**

Unit Commanding Officers will collect NSCTNG001, training fee, copy of health insurance card, and all required waivers from recruits before submitting a billet request via Magellan. Billets will not be confirmed until all paperwork is received in hard copy by the COTC. Billets will be awarded in the order that the hard copy packets arrive.

Recruits who require any medication (prescription or over-the-counter) are required to inform the COTC at the time of application using form NSCADM001 (Page 7/8). Recruits who arrive with undisclosed medications may be turned away from training.

Staff and Escort Officer Positions will be awarded competitively by an application and interview process. The Staff Cadet Application can be found at Figure 6 and the Escort Officer Application at Figure 7.

## **38.0 CHECK-IN**

### **38.1 Scheduling**

Recruit Check-In will be run on Training Day 0. Staff will set up for check-in the previous day, and check-in will run from 0800-1400.

### **38.2 Stations**

**38.2.1** The first station will be Record Retrieval. At this station, recruits will gather their Service Jacket and a bottle of water, and be directed to a waiting area. Parents/guardians will travel with recruits until station 5 (Record Return).

**38.2.2** The second station will be Admin. An NSCC Officer will first check to see that each recruit is registered on Magellan. Then, using the Check-In Sheet (see Figure 4), the Service Jacket will be checked for essential documents and signatures. RTC-NE staff will ensure that the recruit's spare key is taped to their service jacket, and will provide each recruit a length of line to wear their primary key around their neck. At this station, parents/guardians will be given a document which contains emergency contact information and information about graduation.

**38.2.3** The third station will be Medical. Here, using the Check-In Sheet, the Medical Officer will determine if recruits have any medical issues, will confiscate medications, and will determine if recruits are medically cleared for participation in the training. Recruits who have an allergy or other severe medical condition will be issued a silicone rubber bracelet, per §34.8. Recruits who are ill or injured, have medications that have not been previously disclosed to the COTC, or have a condition which would unreasonably burden RTC-NE to accommodate, will be turned away from the training (see §38.3.1).

**38.2.4** The fourth station will be Seabag Inspection. Recruits will empty their seabag and staff cadets, using the published seabag list, will have the recruit find and display each item. After each item has been displayed, it will be returned to the seabag. Contraband will be confiscated and/or returned to the recruit's parent/guardian at this point. Missing items will be identified, and parents/guardians will be given instructions on how to get the items (from the Ship's Store, from a local shopping center, or by sending it via the mail). Missing items and contraband will be logged on the Check-In Sheet.

**38.2.4(a)** RTC-NE shall maintain a Ship's Store during Check-in: a small stock of the kind of items that recruits are likely to forget, have in a lesser quantity than required, or potentially run out of during the training. In general, the Ship's Store will stock items like

toothbrushes, toothpaste, soap, shampoo, shower shoes, sewing kits, shoe-shine kits, locks, sunscreen, notebooks, t-shirts, underwear, etc. These items will be for sale at cost during Check-In.

**38.2.5** The fifth station will be Record Return. If a recruit has been cleared from all previous stations, she will return her service jacket to an RTC-NE officer at this station, who will maintain a list of who has made it this far through the check-in process. At this point, parents will be invited for a brief about the training and may take a tour of the barracks procedures, if practicable.

**38.2.6** The sixth station will be the Physical Fitness Test. Recruits will stage their gear outside the check-in facility and have a chance to review a pre-printed document that displays their minimum/maximum scores for the sit-ups, push-ups, and 1-mile run. After ensuring that recruits have been appropriately hydrated, each of these three events will be scored. Recruits who score sufficiently below any minimum (or above any maximum) that it is reasonable to believe they will not pass the PFT by Training Day 10 will be turned away from the training (see NSCC Advancement & Training Manual Ch. 4(B)(1)(c)). Recruits who fail one event will be given a second opportunity for that event, after a rest period, to try again. Recruits who pass will receive their final sign-off on the Check-In sheet and will retrieve their gear.

**38.2.7** The seventh station is Hugs & Kisses. Parents/guardians will be informed when a recruit has successfully completed the PFT, and will join their recruits outside. Recruits will be given a moment to say goodbye to their parents, and will then form up with an ARDC who will march them to the barracks.

**38.2.8** The eighth station is RDC Indoc, which will take place at the barracks. Recruits will meet their RDC, receive their Recruit Manual and division t-shirt, and be escorted to their cube by an ARDC. At this point, recruits have completed check-in and are officially a member of the Ship's Company.

### **38.3 *Rejecting Recruits***

**38.3.1** Recruits will be turned away from training if:

They are not currently enrolled in the NSCC

They do not have their ID card

They do not have their service jacket

They do not meet the requirements of NSCC Training & Operations Manual §0405.8

They are ill or injured to an extent that will not allow them to fully participate in the training

They possess medications which were not disclosed to the COTC at the time of application on form NSCADM001 (Page 7/8)

They require medications which do not comply with §34.5.3

They have a disability which requires accommodations which was not disclosed to the COTC at the time of application on form NSCADM001 (Page 9/10)

They have a disability which would unreasonably burden RTC-NE to accommodate, given its size, nature, and limited financial and volunteer resources

They are missing essential items from their seabag that cannot be replaced or substituted in a reasonable time

They score sufficiently below any minimum (or above any maximum) on the PFT that it is reasonable to believe they will not pass the final PFT by Training Day 7

They indicate that they are at RTC-NE against their will or ask to go home

They are so immature or disruptive that the efficacy of the training is threatened

**38.3.2** Only the COTC has final authority to reject a recruit from RTC-NE. As such, the COTC will be on-hand for the entirety of the check-in process.

#### **38.4 Responsible Adult**

A responsible adult (parent, guardian, escorting officer, etc.) must stay at Fort Devens until a recruit has been cleared through all check-in stations; this adult will be responsible for purchasing missing gear; collecting missing paperwork; and/or transporting a rejected recruit home.

### **39.0 GRADUATION**

In order to acknowledge the effort and accomplishments of our recruits, an appropriately formal - but brief - graduation will be held on the final day of training (generally the 13<sup>th</sup> day of training). At the graduation: the Recruit Divisions will pass-in-review; the Recruit Divisions will be inspected by the COTC and any VIPs; the RDCs and ARDCs will be acknowledged by name; the Outstanding Staff Cadet, Recruit Honor Graduates, and Honor Division Commander will be called forward to receive their awards (see §40); and the Ship will be decommissioned (see §41.7). Corpsmen will remain on-duty and OPS Staff will either be directing guests or sweeping down RTC-NE's facilities.

A minimum of three OPS Staff will be posted at whatever heads are open to guests, to ensure that they are ready to be secured and inspected immediately after the graduation ceremony ends.

### **40.0 AWARDS**

#### **40.1 Honor Graduates**

##### **40.1.1 Recruit Division Honor Graduates**

The two recruits with the highest evaluation scores from each Recruit Division will be nominated for recognition as their Division's Honor Graduate. There will be a Recruit Division Honor Graduate recognized from each Division.

##### **40.1.2 Recruit Training Command Honor Graduate**

To account for differences in scoring between Recruit Divisions, the scores from all four Recruit Divisions will be standardized using  $[z = (x - \mu)/\sigma]$ , and the two recruits who have the highest standard (z) score will be nominated for recognition as the RTC Honor Graduate.

##### **40.1.3 Honor Board**

The nominees for each Recruit Division Honor Graduate and the RTC Honor Graduate should be interviewed by an Honor Board, consisting of five officers, including the CO, XO, MTO, and two other officers not in the Military Training Department. The Honor Board will make the final determination as to who will be selected for each award, with an assumption that the recruits with the highest scores should generally be recognized. The Honor Board may take into consideration such factors as the recruit's evaluation scores, answers to interview questions, appearance, demeanor, Final Exam score, PFT scores, and whether or not the recruit had received a Recruit Staff appointment.

#### **40.2 Honor Division Commander**

The Recruit Division Commander of the Honor Division (see §5) will be recognized at the graduation ceremony as the Honor Division Commander.



**40.3 *LTJG William P. Dockham Outstanding Staff Cadet Award***

The Command Team will solicit nominations from the Department Heads for the most Outstanding Staff Cadet (other than the Honor Division Commander), who will be recognized at the graduation ceremony.

**40.4 *LCDR George T. Macintyre Award for Outstanding Adult Leadership***

The Command Team will solicit nominations from the Department Heads for the most Outstanding Officer, who will be recognized at the graduation ceremony.

**40.5 *LCDR G. David Carchia Award for Sustained and Extraordinary Service to Recruit Training Command New England***

The Carchia Award is reserved for those adult volunteers who have given multiple years of meritorious service to RTC-NE. The COTC will identify candidates, and an appropriate plaque and citation will be presented at Graduation. No award will be made in most years.

#### **41.0 CREST, SEALS, MOTTO, CREED, AND NAMING & COMMISSIONING THE SHIP**

##### **41.1 Crest of RTC-NE's Staff**

The Crest of RTC-NE's staff shall be composed of a shield displaying a Spartan helmet (acknowledging the discipline, skill, and endurance of our staff) with a motto banner at the bottom (see §41.3); superimposed over two crossed cannons (acknowledging our US Army hosts).



##### **41.2 Seal of RTC-NE's Staff**

The Seal of RTC-NE shall consist of the Crest (see §41.1), topped with a wreathed anchor (to acknowledge our Naval heritage and organization), encircled by "Recruit Training Command New England" inside a solid circle.



##### **41.3 Motto of RTC-NE's Staff**

The Motto of RTC-NE's Staff is "*Sequimini Meum Exemplum*", meaning "Follow My Example".

#### **41.4 Creed of RTC-NE's Staff**

The staff of RTC-NE will take the following oath during their orientation; the CCPO, RDCs, and ARDCs will also take the oath in front of the recruits during recruit orientation on Training Day 0.

"These recruits are entrusted to my care. I will train them to the best of my ability. I will develop them into smartly disciplined, physically fit, basically trained Naval Sea Cadets, thoroughly indoctrinated in love of Corps and country. I will demand of them and demonstrate by my own example, the highest standards of personal conduct, morality and professional skill."

#### **41.5 Seal of RTC-NE's Recruits**

The seal of RTC-NE's recruits consists of the NSCC Crest (Eagle, Shield, & Anchor) encircled by "Recruit Training Command New England" inside a rope circle.



#### **41.6 Naming the Ship**

Just as US Navy Recruits at RTC Great Lakes live in barracks organized as ships (multiple Divisions; a Leading Chief Petty Officer; a Ship's Officer; and living, berthing, and messing spaces all in one building) and named for famous Navy vessels, so to will RTC-NE be organized as a ship (see §3). All ships must be named, however. Each year, RTC-NE's ship will be named for a different NSCC member who has made significant contributions to RTC-NE, to NSCC Region 1, to the NSCC in general, and/or to the service of their country.

##### **41.5.1 Naming Convention**

The RTC-NE ship will be a "Naval Sea Cadet Ship" or "NSCS", and will be granted a "hull number" corresponding to the year of the training, as in the following examples:

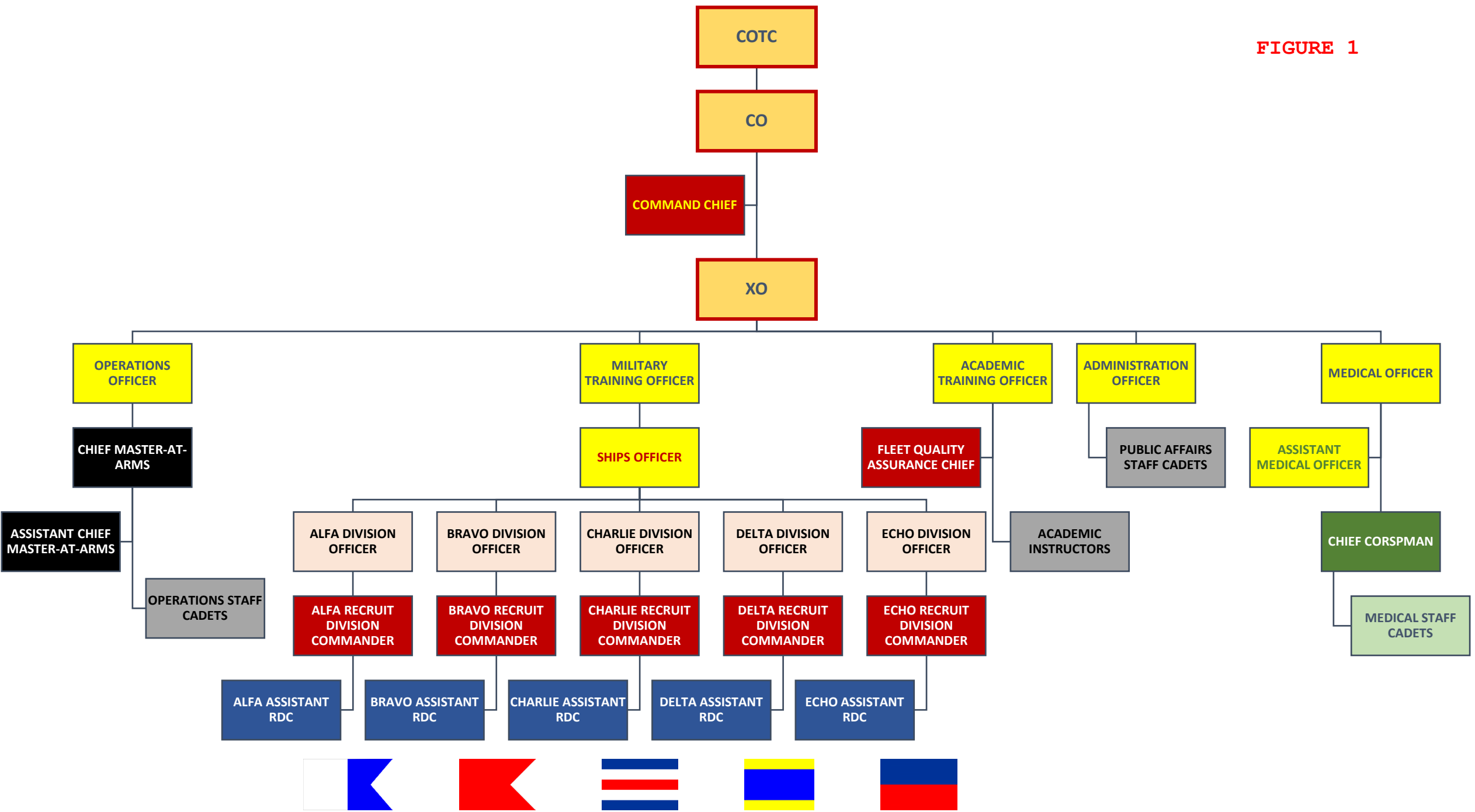
NSCS Denis A. Thiede (RTC-NE-15)  
NSCS Marvin A. Mortens (RTC-NE-16)  
NSCS Joshua L. Booth (RTC-NE-17)  
NSCS Corey M. Shea (RTC-NE-18)  
NSCS Kevin A. Houston (RTC-NE-19)

NSCS Nicholas A. Arvanitis (RTC-NE-20)  
NSCS George T. Macintyre (RTC-NE-23)  
NSCS Gary W. Neisz (RTC-NE-24)

#### **41.7 *Commissioning & Decommissioning the Ship***

The Ship will be commissioned during Recruit Indoctrination, on Training Day 0 (Recruit Check-In Day), at the same ceremony where the Recruit Divisions receive their Guidons. The Ship will be decommissioned at the graduation ceremony. Family members of the person for whom the Ship is named will be invited to attend the graduation ceremony, where they will be offered the guidon flag.

FIGURE 1



<b>U.S. NAVAL SEA CADET CORPS</b> <b>U.S. NAVY LEAGUE CADET CORPS</b>	<h2 style="margin: 0;">ADMINISTRATIVE REMARKS</h2>	<b style="color: red;">FIGURE 2</b>
<b>1a. Name</b>	<b>1b. USNSCC ID</b>	
<b>1c. Unit</b> RECRUIT TRAINING COMMAND NEW ENGLAND	<b>1d. Date of Enrollment (DD MMM YY)</b>	

PERFORMANCE EVALUATION – PAGE 1 OF 2

**INDIVIDUAL EVALUATION:**

4.0 = PERFECTION  
3.5 = OUTSTANDING

3.0 = ABOVE AVERAGE  
2.5 = AVERAGE

2.0 = BELOW AVERAGE  
1.5 = UNSATISFACTORY

1.0 = FAILING  
0.0 = REFUSAL TO PARTICIPATE

CRITERION	DEFINITION	SCORE	ALFA AVERAGE SCORE	ALFA HIGH SCORE	ALFA LOW SCORE
PERFORMANCE	SKILL & EFFICIENCY AT ASSIGNED TASKS				
MILITARY BEARING	PERSONAL BEHAVIOR, ATTENTION TO INSTRUCTIONS & ORDERS, MATURITY, SELF-DISCIPLINE				
PERSONAL APPEARANCE	NEATNESS IN PERSON AND DRESS, CONFORMITY WITH NSCC UNIFORM REGULATIONS AND GROOMING STANDARDS				
TEAMWORK	PRIORITIZATION OF TEAM OVER SELF, WILLINGNESS TO HELP OTHERS				
MOTIVATION	DRIVE, ENTHUSIASM, AND ESPRIT DE CORPS				
ADAPTABILITY	MENTAL AGILITY, ABILITY TO RESPOND TO THE PRESSURES OF RECRUIT TRAINING				
LEADERSHIP	ABILITY TO PLAN, DIRECT, MOTIVATE, DELEGATE, AND LEAD BY EXAMPLE [SCORED ONLY IF ASSIGNED A RECRUIT STAFF BILLET]				
<b>TOTAL</b>					

**RECRUIT STAFF POSITION IN ALFA DIVISION:**

**PHYSICAL FITNESS SCORES:**

EVENT	SCORE	MINIMUM OR MAXIMUM FOR AGE/GENDER	RESULT
PLANK			
1-MILE RUN			
PUSH-UPS			

**FINAL EXAM SCORE (OUT OF 100) :**

SCORE	SHIP'S COMPANY AVERAGE	SHIP'S COMPANY HIGH SCORE	SHIP'S COMPANY LOW SCORE	RESULT
				<b>PASS</b>

Page

U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	ADMINISTRATIVE REMARKS	FIGURE 2				
1a. Name		1b. USNSCC ID				
1c. Unit RECRUIT TRAINING COMMAND NEW ENGLAND		1d. Date of Enrollment (DD MMM YY)				
PERFORMANCE EVALUATION - PAGE 2 OF 2						
RECRUIT DIVISION COMMANDER'S COMMENTS:						
SUBMITTED BY: CPO J.P. JONES, NSCC ALFA RECRUIT DIVISION COMMANDER						
REVIEWED BY: LTJG O.H. PERRY, NSCC ALFA DIVISION OFFICER						
DIVISION EVALUATION:						
EACH DIVISION COMPETITION SCORED 0 - 100						
ALFA DIVISION	SCORE	WEIGHT	WEIGHTED SCORE	AVERAGE AMONG DIVISIONS	HIGH DIVISION SCORE	LOW DIVISION SCORE
BARRACKS, BUNK & CUBE		15%				
PERSONNEL INSPECTIONS		15%				
ACADEMICS		15%				
ATHLETICS		15%				
MILITARY DRILL		10%				
COLOR GUARD		7.5%				
GUIDON		7.5%				
DC OLYMPICS		5%				
OBSTACLE COURSE		5%				
ESPRIT DE CORPS		5%				
TOTAL	-	100%				
Page						

<b>U.S. NAVAL SEA CADET CORPS</b> <b>U.S. NAVY LEAGUE CADET CORPS</b>	<h2 style="margin: 0;">ADMINISTRATIVE REMARKS</h2>	<b style="color: red;">FIGURE 3</b>
<b>1a. Name</b>	<b>1b. USNSCC ID</b>	
<b>1c. Unit</b> RECRUIT TRAINING COMMAND NEW ENGLAND 2023	<b>1d. Date of Enrollment (DD MMM YY)</b>	

STAFF PERFORMANCE EVALUATION – PAGE 1 OF 2

**BILLET :**

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**INDIVIDUAL EVALUATION:**

4.0 = PERFECTION

3.0 = ABOVE AVERAGE

2.0 = BELOW AVERAGE

1.0 = FAILING

3.5 = OUTSTANDING

2.5 = AVERAGE

1.5 = UNSATISFACTORY

0.0 = REFUSAL TO PARTICIPATE

CRITERION	DEFINITION	SCORE	CADRE AVERAGE SCORE	CADRE HIGH SCORE	CADRE LOW SCORE
COMMAND PRESENCE	ABILITY TO GARNER THE RESPECT AND ATTENTION OF HIS SUBORDINATES BY THE WAY HE PRESENTS AND CARRIES HIMSELF; PROJECTING A COMMANDING PRESENCE AND PROFESSIONAL IMAGE OF AUTHORITY				
CHAIN OF COMMAND	ADHERENCE TO THE CHAIN OF COMMAND, BOTH IN REGARDS TO HER SUBORDINATES AND HER SUPERIORS				
ACCOUNTABILITY	TRUSTWORTHINESS AND RELIABILITY. CAN S/HE BE GIVEN A DIRECTION AND LEFT ALONE TO CARRY OUT THE TASK WITH MINIMAL SUPERVISION?				
NSCC KNOWLEDGE	THOROUGH KNOWLEDGE OF THE NAVY, THE NSCC, AND THE POLICIES, PROCEDURES, AND MISSION OF RTC-NE				
MENTAL AGILITY	FLEXIBILITY; ABILITY TO ADAPT TO CHANGING CONDITIONS; CREATIVE AND ORIGINAL THINKING; ABILITY TO BOUNCE BACK FROM SETBACKS, ADVERSITY, AND/OR STRESS WHILE MAINTAINING MISSION FOCUS				
INTERPERSONAL TACT	ABILITY TO INTERACT AND WORK WITH PEERS, SUBORDINATES, AND SUPERIORS IN AN APPROPRIATE MANNER; AWARENESS OF HOW OTHERS SEE YOU; SKILLS IN DIPLOMACY, CONFLICT RESOLUTION, AND MEDIATION				
COMMUNICATION	ABILITY TO CLEARLY EXPRESS IDEAS AND COMMANDS WHILE ENSURING FULL UNDERSTANDING; ACTIVE LISTENING; EFFECTIVE SPEAKING AND WRITING				
TEAMWORK	PRIORITIZATION OF TEAM AND MISSION OVER SELF; WILLINGNESS TO HELP OTHERS				
MOTIVATION	DRIVE AND ENTHUSIASM, EVEN WHEN PERFORMING DULL OR REPETITIVE TASKS				
GETS RESULTS	ABILITY TO SAFELY AND EFFECTIVELY CARRY OUT ASSIGNED DUTIES; TIME MANAGEMENT; DEVELOPING AND EXECUTING PLANS WHILE PROVIDING DIRECTION, GUIDANCE, AND CLEAR PRIORITIES TO SUBORDINATES; MANAGING RESOURCES; ACCOMPLISHES THE MISSION				
LEADS OTHERS	ABILITY TO MOTIVATE, INSPIRE, AND INFLUENCE OTHERS TO TAKE THE INITIATIVE, TO WORK TOWARDS A COMMON PURPOSE, AND TO ACCOMPLISH THE MISSION				
LEADERSHIP BY EXAMPLE	ADHERENCE TO THE MAXIM OF LEADERSHIP BY EXAMPLE; MAINTENANCE OF HIGH STANDARDS IN ALL RESPECTS OF MILITARY BEARING, CONDUCT, APPEARANCE, ATTITUDE, AND CHARACTER. DOES S/HE LEAD FROM THE FRONT? PRACTICE WHAT S/HE PREACHES?				
<b>TOTAL</b>					

Page



U.S. NAVAL SEA CADET CORPS U.S. NAVY LEAGUE CADET CORPS	ADMINISTRATIVE REMARKS	FIGURE 3				
1a. Name		1b. USNSCC ID				
1c. Unit RECRUIT TRAINING COMMAND NEW ENGLAND		1d. Date of Enrollment (DD MMM YY)				
PERFORMANCE EVALUATION - PAGE 2 OF 2						
SUPERVISOR' S COMMENTS:						
SUBMITTED BY: CPO J.P. JONES, NSCC COMMAND CHIEF PETTY OFFICER						
REVIEWED BY: LT O.H. PERRY, NSCC SHIP' S OFFICER						
DIVISION EVALUATION:						
EACH COMPANY COMPETITION SCORED 0 - 100						
ALFA DIVISION	SCORE	WEIGHT	WEIGHTED SCORE	BATTALION AVERAGE	BATTALION HIGH SCORE	BATTALION LOW SCORE
BARRACKS, BUNK & CUBE		15%				
PERSONNEL INSPECTIONS		15%				
ACADEMICS		15%				
ATHLETICS		15%				
MILITARY DRILL		10%				
COLOR GUARD		7.5%				
GUIDON		7.5%				
DC OLYMPICS		5%				
OBSTACLE COURSE		5%				
ESPRIT DE CORPS		5%				
TOTAL	-	100%				
Note: Division Evaluations are only included for RDCs and ARDCs						
						Page

U.S. NAVAL SEA CADET CORPS		<b>FIGURE 4</b> <b>RECRUIT TRAINING COMMAND NEW ENGLAND</b> <b>CHECK-IN RECORD</b>				Admin Flag <input type="checkbox"/>	Med Flag <input type="checkbox"/>	Seabag Flag <input type="checkbox"/>	PFT Flag <input type="checkbox"/>
Name:		ID:		Company:					
Home Unit:		Bldg: 693		Room:		Bunk:			
<b>ADMINISTRATION</b>									
Confirm Accuracy of:		Spelling of name <input type="checkbox"/>		Phone numbers <input type="checkbox"/>		Parent email <input type="checkbox"/>			
<i>Requirement</i>		<i>Yes</i>	<i>No</i>	<i>Remarks</i>					
ID Card in-hand									
ID Card expires AUG 2023 or later									
<b>TRAINING JACKET LEFT SIDE</b>									
NSCTNG 005 Nat'l Training Authority → Endorse									
Fort Devens Liability Waiver									
NSCC COVID Waiver									
<b>TRAINING JACKET RIGHT SIDE</b>									
NSCADM 001 (page 1/2) Cadet Application									
NSCADM 001 (page 3/4) Med History									
NSCADM 001 (page 5/6) Med Exam									
NSCADM 001 (page 7/8) Med History Supplemental									
NSCADM 001 (page 9/10) Request for Accommodation									
Spare Key in Service Jacket									
Admin Comments:									
Admin Sign-Off (print & sign):									
<b>MEDICAL</b>									
<b>NSCADM 001</b> <b>(page 3/4)</b> <b>Med History</b> <b>&amp; Interview</b>	<i>Issues</i>	<i>Yes</i>	<i>No</i>	<i>Remarks</i>					
	Recent Injuries?								
	Recent Illnesses?								
	Recent Hospitalizations?								
	Recent Fever/Infections?								
	Recent Cough/Cold?								
	Allergies?	*		<i>*Bracelet for med and/or severe</i>					
	Other?								
<b>NSCADM 001</b> <b>(page 5/6)</b> <b>Med Exam</b> <b>&amp; Interview</b>	<i>Issues</i>	<i>Yes</i>	<i>No</i>	<i>Remarks</i>					
	Abnormalities?								
	Cleared by PCP?								
	Other?								

Name:		Home Unit:		Company:	
-------	--	------------	--	----------	--

<b>NSCADM 001 (page 7/8) Med History Supplemental &amp; Interview</b>	Meds? <input type="checkbox"/> Yes <input type="checkbox"/> No	Meds Confiscated? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Med 1:	Med 2:						
	Med 3:	Med 4:						
	<i>Acknowledgement</i>				Med 1	Med 2	Med 3	Med 4
	No risk to life or limb if medication was temporarily unavailable							
	Instructions on ADM001 (p 7/8)							
	Signatures on ADM001 (p 7/8)							
	Unaltered prescription label w/ matching instructions							
	Sufficient doses, but not more than necessary							
	Expires August 2014 or later							
	Pills are pre-cut if necessary							
	Pills match description on label							
	Needles packaged protectively							
	FINAL DECISION ON MEDS				ACCEPT			
REJECT								

Final Med Recommendation:	<input type="checkbox"/> Cleared without restrictions <input type="checkbox"/> Cleared with restrictions (list below) <input type="checkbox"/> Not cleared for participation (contact COTC)
---------------------------	---

Med Comments:

Medical Sign-Off (print & sign):

**SEABAG INSPECTION**

Initial Inspection:    Items Missing <input type="checkbox"/> No <input type="checkbox"/> Yes (list below)		<i>Cross out missing items on re-inspection</i>
Item	Item	

Items Confiscated <input type="checkbox"/> No <input type="checkbox"/> Yes (Contact OOD & list below)	Disposition?

Seabag Sign-Off (print & sign):

**PHYSICAL FITNESS TEST**

Passed PFT <input type="checkbox"/> Yes <input type="checkbox"/> No (contact OOD)	PFT Sign-Off:
---	---------------

**FINAL SIGN-OFF**

<input type="checkbox"/> Parent/Escort Informed (or call home) <input type="checkbox"/> Info Card <input type="checkbox"/> Farewell <input type="checkbox"/> Gear Issued <input type="checkbox"/> Released to Company	
Final Sign-Off:	

## FIGURE 5

RECORD OF COUNSELING		DATE										
<b>PRIVACY ACT STATEMENT</b> The authority for requesting the following information is contained in 10USC 8012 and EO 9397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed the form may or may not become a source document to support administrative separation. Data is also releasable to higher headquarters officials when used to support administrative separation. Completion of the form by a counselor is mandatory; however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts may not be in counselee's best interest in the event administrative, disciplinary or separation action is subsequently deemed warranted by the counselee's commander.												
Name (Last, First Middle Initial)	RANK	SEACADET ID NUMBER										
UNIT	NAME/GRADE OF COUNSELOR											
<b>REASON FOR COUNSELING</b> <table border="0"><tr><td><input type="checkbox"/> PERSONAL BEHAVIOR</td><td><input type="checkbox"/> OTHER - Specify</td></tr><tr><td><input type="checkbox"/> SUBSTANDARD DRESS/APPEARANCE</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> PERFORMANCE</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> COURSEWORK PROGRESS</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> RESPONSIBILITIES</td><td><input type="checkbox"/></td></tr></table>			<input type="checkbox"/> PERSONAL BEHAVIOR	<input type="checkbox"/> OTHER - Specify	<input type="checkbox"/> SUBSTANDARD DRESS/APPEARANCE	<input type="checkbox"/>	<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/> COURSEWORK PROGRESS	<input type="checkbox"/>	<input type="checkbox"/> RESPONSIBILITIES	<input type="checkbox"/>
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<input type="checkbox"/> COURSEWORK PROGRESS	<input type="checkbox"/>											
<input type="checkbox"/> RESPONSIBILITIES	<input type="checkbox"/>											
<b>RESUME OF REASON WHICH CAUSED THE COUNSELING REQUIREMENT (Give details, facts, specific dates, names, sequence of events, etc)</b>												
<b>SOLUTION THAT YOU AND THE INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(s) AND PRECLUDE FUTURE INVOLVEMENT. (Outline all solutions and indicate which one(s) individual freely elected)</b>												
<b>OTHER AGENCIES INDIVIDUAL REFERRED:</b>												

<b>COUNSELEE's COMMENTS:</b>	
<b>COUNSELEE's SIGNATURE</b>	<b>COUNSELOR's SIGNATURE</b>
<b>REMARKS/FOLLOW-UP ACTION(Outline all efforts indicating dates, names, progress, etc.)</b>	
<p style="text-align: center;"><b>KEY COUNSELING POINTS</b></p> <ul style="list-style-type: none"> <li>* Counseling is performed to solve a problem or to fulfill a need. Determine interview objective prior to meeting; review available records, and arrange office seating for best results.</li> <li>* Give the individual the facts whether they are pleasant or unpleasant</li> <li>* Be a good listener---Be fair.</li> <li>* Refer individual to other base agencies for professional help. You don't have the answers to all the problems.</li> <li>* Follow-up on referrals to base agencies to make certain that there is a continuity of action and that referrals are complete.</li> <li>* Keep the individual's problems confidential.</li> <li>* Help the person to grow in self-understanding.</li> <li>* DO-NOT lose your self control. The results could be disastrous.</li> <li>* DO-NOT make promises you can't keep.</li> <li>* DO-NOT make snap decisions.</li> <li>* DO-NOT forget to document the counseling and have the counselee sign the counseling sheet.</li> </ul>	



FRONT:

**RECRUIT TRAINING COMMAND NEW ENGLAND**  
*Self-Confidence · Teamwork · Self-Discipline · Accountability · Basic Military Knowledge · Physical Fitness*

RTC-NE CDO: 000 000 0000  
Bldg. 693 Quarterdeck: 000 000 0000  
RTC-NE Medical Dept: 000 000 0000 or 000 000 0000  
Fax Number: 000 000 0000  
Command email address: rtc-ne@seacadets.org

*In an emergency, FIRST call 911 and give the nature and location of the emergency. Then contact Medical, CDO & Quarterdeck.*

Main Barracks = Bldg. 693 (MacArthur & Charlestown Streets)  
Classrooms/OPS Barracks = Bldg. 637 (Queenstown & Lafayette Streets)  
Chow Hall = Bldg. 665 (Quebec & Saratoga Streets)  
PT Field (between Quebec & MacArthur Streets)

BACK:



*These recruits are entrusted to my care. I will train them to the best of my ability. I will develop them into smartly disciplined, physically fit, basically trained Naval Sea Cadets, thoroughly indoctrinated in love of Corps and country. I will demand of them and demonstrate by my own example, the highest standards of personal conduct, morality and professional skill.*