

3.2 Military Training Staff Cadets (Cadre)

3.2.1 CCPO - Command Chief Petty Officer

Responsible to the MTO and Ship's 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 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 New England. 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 New England. 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 Second Class (E-5) or higher, have successfully completed POLA, have served on staff at RTC-NE in a previous year, and be recommended by his/her Unit Commanding Officer. The Fleet Quality Assurance Chief will 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 LCPO - Logistics Chief Petty Officer

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 her charge in accordance with §7 of this manual; and other related duties as assigned. The LCPO 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 Logistics Chief Petty Officer must be an NSCC Petty Officer First Class (E-6) or higher, have graduated POLA, have served on staff at RTC-NE in a previous year, be CPR certified, and be recommended by his/her Unit Commanding Officer. The Logistics Chief Petty Officer will wear a black nameplate with white lettering ("LOGISTICS CHIEF") centered on the flap of his/her right breast pocket.

3.3.3 CMAA - Chief Master-at-Arms

Responsible to the Security Officer and LCPO 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 recruit MOOW watch bill in accordance with §25.2 of this manual; the supervision of Operations Staff Cadets while in the role of Master-at-Arms; and other related duties as assigned. The Chief Master-at-Arms must be an NSCC Petty Officer Second Class (E-5) or higher, have graduated POLA, have served on staff at RTC-NE in a previous year, 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 wear a black nameplate with white lettering ("CMAA") centered on the flap of his/her right breast pocket, and a green pistol belt while on duty.

3.3.4 *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, have served on staff at RTC-NE in a previous year, 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, and a green pistol belt while on duty.

3.3.5 *Mess Deck Master-at-Arms*

Responsible to the Logistics Officer and LCPO 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. The Mess Deck Master-at-Arms will wear a black nameplate with white lettering ("MESS") centered on the flap of his/her right breast pocket.

3.3.6 *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 LCPO 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.

3.3.7 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 Leading 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 Leading Corpsman must be an NSCC Petty Officer Second Class (E-5) 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 Leading Corpsman will wear an orange nameplate with white lettering ("LEADING CORPSMAN") centered on the flap of his/her right breast pocket.

3.4.2 Corpsman

Responsible to the Medical Officer, through the Leading Corpsman, for assisting in the operations of the Medical Department. All cadets wishing to be assigned as Corpsman must be 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.