



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

04 July 2015 – 18 July 2015 · Fort Devens, Massachusetts

[www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc)

LCDR David I. Hull, NSCC · Commanding Officer of the Training Contingent

- What:** Recruit Training Staff Orientation and Interviews
- When:** Saturday 13 June 2015  
Escort Officers report at 0730 All hands dismissed at 1630  
Staff Cadets report at 0830
- Where:** US Coast Guard Base Boston  
[427 Commercial Street](#) (at the end of Hanover Street)  
Boston, MA 02109  
  
Building 1 (white building)  
2<sup>nd</sup> Deck – Training Room
- Base Access & Parking:** As long as the cadet/officer has submitted a Magellan request for RT-MA-1502, your name will be on the access roster and you should be able to enter and park on the base.  
  
If driving on to the base, be prepared to show NSCC ID card, driver's license, registration, and proof of insurance at the gate. Park toward the piers to leave space for USCG personnel near the buildings.  
  
Cadets can be dropped at the corner of Commercial and Hanover and walk on to the base with an NSCC ID, and can be picked up there as well. An adult will stay until all cadets are picked up.
- Uniform:** NWUs or equivalent
- Bring:** NSCC ID card, NSCTNG003 (Local Orders), notebook, pen, water
- Review:** The [Staff & Escort Officer Information Guide](#) & [RTC-NE SOP](#) (both are posted at [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc)).
- Cost:** None
- Lunch:** Will be provided
- Be prepared:** ...to reflect on and discuss your experiences at RT, both as a recruit and as staff  
...to interview for senior staff cadet positions and convince the COTC that you have what it takes to lead and train recruits

<b>U.S. NAVAL SEA CADET CORPS</b> <b>U.S. NAVY LEAGUE CADET CORPS</b>	<b>LOCALLY ARRANGED TRAINING AUTHORITY (CADET)</b>	Non-Transferable Cadet Orders (local)
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**INSTRUCTIONS: USE FOR LOCALLY ARRANGED TRAINING NOT COORDINATED OR SCHEDULED BY NATIONAL HEADQUARTERS USING THE NSCTNG 001**

From: Commanding Officer	1a. Unit Name	1b. Unit Code	1c. Date (DD MMM YY)		
To:	2a. Last Name	2b. First Name	2c. MI	2d. Rate	2e. Social Security Number
	2f. Exp. Date	2g. Date of Birth	2h. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	2i. Home Phone	2j. E-Mail Address
	2k. Home Address		2l. City	2m. State	2n. Zip Code + 4
	2o. Parent/Guardian Name(s)			2p. E-Mail Address (if different from above)	
	2q. Emergency Contact Name (other than Parent/Guardian)		2r. Emergency Contact Primary Phone	2s. Emergency Contact Alternate Phone	

Ref: (a) NSCC Regulations (b) OPNAVINST 5760.5 (c) SECNAVINST 5720.44 (d) COMDINST M-5728.2 (e) NSCC Uniform Regulations (f) NSCC Awards Manual

Report to:	3a. Training Name/Description RTC-NE 2015 Staff Orientation			3b. Training Location USCG, 427 Commercial St, Boston, MA	
	3c. Training Code NX-MA-1501a	3d. Training Start Date 13 Jun 15	3e. Training End Date 13 Jun 15	3f. No. Days 1	3g. Serving as a Staff Cadet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	3h. COTC/SEO (Name and Rank) LCDR David I. Hull		3i. COTC/SEO Primary Phone Number	3j. COTC/SEO E-Mail Address dhull@seacadets.org	
	3j. Recruit Training/Orientation complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year Completed	3k. Physical Fitness Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Passed	The NSCC Physical Readiness Manual outlines minimum fitness standards for Recruit Training. Consult Training Schedule for training evolutions that have specific physical fitness requirements. Cadets who do not meet these minimums will be returned home at their expense.

1. The basic responsibility for expenses incident to your transportation and messing rest with you, your parent or legal guardian if you are under 18 years of age, your unit and your local Navy League Council or other sponsoring organizations. If your training is terminated prior to completion due to misconduct, transportation home will be your responsibility. While the Navy or Coast Guard support NSCC training, the law requires that you pay for your berthing and meals (when applicable). Messing and berthing bills must be paid in full (unless otherwise directed) prior to completing training. Cadets MUST be fully qualified Physically and Medically to attend training.

2. You must receive a Medical Screening using the Report of Medical History form within 30 days of the reporting date indicated above. The unit commanding officer is authorized to conduct this screening and sign the "Physically/Medically Qualified" endorsement on the reverse of this form. A Report of Medical History form or NAVMED 6120/3 must be completed and provided to the unit commanding officer prior to screening. **IF YOU ARE FOUND NOT PHYSICALLY/MEDICALLY QUALIFIED, YOU ARE NOT AUTHORIZED TO REPORT FOR TRAINING** and must return these orders immediately to the commanding officer. If unable to comply for other reasons, please indicate the reason(s).

3. Upon reporting you must provide the Commanding Officer of the Training Contingent (COTC), escort officer, or training point of contact with your NSCC Service Record which will include:

- a. Locally Arranged Training Authority - Cadet (NSCTNG 003).
- b. Cadet Enrollment Packet (NSCADM 001) signed by you and your parent/guardian which includes current a Report of Medical History and Report of Medical Examination.
- c. NSCC Administrative Remarks (NSCADM 008), Record of Cadet Advancement (NSCADM 009), and Record of Awards (NSCADM 010) authenticating all training completed, awards given, and test grades earned.

4. You must wear the NSCC uniforms authorized in references (a) through (e) and any modifications as prescribed by the host command. NSCC/NLCC Flashes are MANDATORY on all uniform outer garments (shirts, coats, sweaters, etc.); and you must possess a CURRENT NSCC/NLCC identification card for personal identification and to enable you to make authorized purchases in base exchange facilities. **IF YOUR ENROLLMENT HAS EXPIRED OR WILL EXPIRE PRIOR TO THE END OF TRAINING, YOU ARE NOT AUTHORIZED TO REPORT TO OR PARTICIPATE IN TRAINING.**

**NOTE TO UNIT COMMANDING OFFICER:** Upon completion of training and once these orders have been properly endorsed, retain the original in service record and enter training completion in MAGELLAN. Notify NHQ of any accidents, particularly those requiring hospitalization. **ENSURE AN ACCIDENT REPORT (NSCADM 022) IS PROPERLY COMPLETED AND SUBMITTED TO NHQ FOR ALL ACCIDENTS AND INJURIES WITHIN 30 DAYS IF NOT SOONER.**

THE FOLLOWING ENDORSEMENTS ARE REQUIRED BEFORE SUBMITTING THIS FORM TO NHQ		
Time Reported 0830	Date Reported 13 Jun 15	COTC/SEO/POC Signature
Time Departed 1630	Date Departed 13 Jun 15	COTC/SEO/POC Signature

## TRAINING AUTHORITY

<b>4. STATEMENT OF UNDERSTANDING (MEDICAL &amp; STANDARDS OF CONDUCT)</b> BY INITIALING YOU CERTIFY YOUR UNDERSTANDING & CONSENT TO THE FOLLOWING PARAGRAPHS:	Parent/Guardian Initial Below
<b>4a.</b> I have been advised and understand that the training requested by my son/daughter/ward is strenuous and both physically and mentally demanding. I certify that, to the best of my knowledge, my son/daughter/ward has no medical conditions or physical disabilities that would preclude him/her from participating in such training. I understand that should a disqualifying medical or physical condition arise prior to his/her departure for training, that the unit commanding officer will be notified immediately. Further, I understand authority for my son/daughter/ward to participate in the training requested will be cancelled.	
<b>4b.</b> I have been advised and understand that should my son/daughter/ward report for training with a preexisting medical/physical condition that makes it impossible for him/her to participate in scheduled training activities, or should become either physically or medically disqualified during such training, he/she will be returned home at my expense. Further, I certify that my son/daughter/ward is not under a physician's care and I further understand that he/she may not be eligible to report for training if taking prescription drugs or medication.	
<b>4c.</b> I authorize any Health Care Provider, Insurance Company, Employer, Person, or Organization to release any information regarding medical, dental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient to the Naval Sea Cadet Corps' Accident Insurance Provider, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. This data may be extracted for audit purposes or for statistical analysis. I understand that I or my authorized representative will receive a copy of this authorization upon request.	
<b>4d.</b> Cadets are responsible for maintaining the highest standards of conduct. Most service component berthing is 2 to a room and approaches Hotel/Motel standards. I have explained to my child that they are responsible for following ALL COTC instructions, and that improper conduct resulting from violation of instructions (i.e. sneaking out of rooms after-hours, lack of motivation, cheating, disobeying orders, etc.) will be cause for immediate dismissal from the training at my expense.	

<b>5a.</b> Medical Insurance Provider Name	<b>5b.</b> Medical Insurance Policy Number
<b>5c.</b> Medical Insurance Provider Address	<b>5d.</b> Medical Insurance Provider Phone

**6. TRANSPORTATION NOTICE**  
 The Department of the Navy no longer has the scheduling authority to support the Naval Sea Cadet Corps for air transportation needs. The NSCC Unit, Unit Sponsor, Council, or individual cadet family **MUST** provide for transportation to and from the training site. Transportation of NSCC personnel returned home for disciplinary reasons, illness, or at own request, will be at their **OWN EXPENSE** or at the expense of their **PARENT/GUARDIAN, NSCC UNIT, OR UNIT SPONSOR.**

**7. ENDORSEMENTS**  
**By endorsing this form you affirm that the cadet has received a medical screening and as a result is physically and medically qualified to attend the requested training and that all information provided, to the best of your knowledge, is truthful and accurate; and you consent to the above listed NSCC/NLCC training and all terms and conditions of the preceding paragraphs. NOTE: DEPOSITS ARE NON-REFUNDABLE.**

<b>7a.</b> Parent/Guardian (Print or Type)	<b>7b.</b> Signature	<b>7c.</b> Date (DD MMM YY)
<b>7d.</b> Commanding Officer (Print or Type)	<b>7e.</b> Signature	<b>7f.</b> Date (DD MMM YY)
<b>7g.</b> Commanding Officer's Primary Phone Number	<b>7h.</b> Commanding Officer's Alternate Phone Number	<b>7i.</b> Commanding Officer's E-Mail Address

**THE ABOVE MUST BE COMPLETED AND SIGNED PRIOR TO DEPARTURE FOR TRAINING**

**8. SPECIAL NOTES**  
 This is a Staff Orientation for Recruit Training Command New England (RT-MA-1502). Cadets will report at 0830 (Escort Officers will report at 0730). Most of the day will consist of training from LCDR Hull about leadership and the expectations of RTC-NE staff. Senior cadets may be invited to interview for leadership billets at the end of the training day.

All hands are asked to review the "Staff & Escort Officer's Information Guide" and the "RTC-NE Standard Operating Procedures", both of which are posted at [www.newenglandseacadets.org/training/rtc](http://www.newenglandseacadets.org/training/rtc).

Cadets should bring their ID, this signed NSCTNG003 form, a notebook, a pen, and at least one bottle of water. The uniform of the day is NWUs. Lunch will be provided. There is no cost for this training.

**NOTE: Refer to Appendix A of the Training and Operations Manual for a list of training codes.**