

Standard Operating Procedures

**For
RT-NM 08
SEA LION 1**

LEADERSHIP IN THE MAKING

INTRODUCTION:

This manual sets forth the Standard Operating Procedures (SOP) and the policies of RTC NM. The USNSCC expects all regional Recruit Training sites to meet a minimum standard of excellence, from both the staff and the recruit cadets. Our goals are to provide the highest quality of training to recruit cadets and staff cadets and to provide an environment of professionalism and respect for both cadets and staff.

RTC NM operates toward the following goals:

To provide basic military training to cadets entering the US Naval Sea Cadet Corps (USNSCC).

To provide training and leadership experience to NSCC senior cadets and provide them with an opportunity to utilize their abilities in a supervised military environment.

To maintain the high level of training that is consistent within the area units, and provide the recruits with an atmosphere of 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 the recruit training staff for the upcoming training. All of the information contained within this work, unless otherwise noted, may be distributed freely.

To the cadet staff and escort officers: The staff policies may deviate from your previous training experiences. Review the policies thoroughly before submitting your staff application. Expect to follow our guidelines, they are not empty posturing on our part. In return, a RTSC staff member can expect a highly professional atmosphere for learning and NSCC career development.

This manual is a dynamic work and will be revised as circumstance dictate. Users should note the revision date at the bottom of the page for new material or information. This manual will be sent to staff applicants as requested and be readily available at RT-NM.

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GENERAL INFORMATION

Staff Roster

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The recruit training staff roster for 2008 is attached. Home units should address their correspondence and inquires to the Senior Escort Officer.

Billet	Name
Commanding Officer, Training Contingent (COTC)	LT Tallchief, NSCC
Executive Officer, Training Contingent	LTCDR Sartain, NSCC
Operations Officer, Training Contingent	INSTRUCTOR Archbald
Academic Training Officer, NSCC	
Assistant Academic Training Officer, NSCC	
Military Training Officer, NSCC	
Administrative Officer	
Personnel Officer	
Medical Officer	
Military Evaluations Officer	
Physical Training Officer	
Supply Officer	
Security Officer (MAA)	
Mess Specialist Officer	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	
Company Division Officer (DIVO)	

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Parental Briefing Topics

Portions of this manual should be used during the mandatory Recruit Training Parental Briefings cadets and parents are curious about what will happen at recruit training. It is vitally important to review certain recruit training policies and practices to prevent any surprises and confusion. All recruits will adhere to these policies, so it is wise to review them and field any potential problems before sending the recruit to Recruit Training.

A list of the important points follows. These policies represent the minimum information that should be covered with the recruits and parents. If there are any questions, contact the recruit training COTC. **Also refer to NSCC ACTION LETTER 4-98, (Physical Readiness Program), NSCC ACTION LETTER 8-94 (Standards of Conduct), NSCC INFORMATION LETTER 9-94 (Prescription drugs), NSCC ACTION LETTER 6-00 (Asthmas policy), NSCC INFORMATION LETTER 5-05, NSCC/NLCC Advancement and Training Manual, and NSCC information Letter 04-06 NSCC/NLCC SUMMER TRAINING.**

PARENTAL BRIEFING TOPICS

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The training fee for the NSCC recruit training is \$150 per recruit. Cost for all Staff Cadets is \$150. These amounts will be the only payments required to cadets. It will be due with the submission of all NSCTNG-001s (Training Request-Cadet). **These payments are non-refundable.**

Home units shall submit completed NSCTNG 001 (Training Request-Cadet) for each recruit and staff cadet along with the required deposit for each to the **COTC** no later than 20 days prior to the training start date. Also, a copy of the NSCTNG 001 must be in the cadet's service jacket directly under the NSC-24. Staff Cadets and Escort Officers will have additional pre-requisites to submit for COTC approval.

Enrollment (ID CARDS) must be current through the ENTIRE TRAINING PERIOD BEFORE submitting NSCTNG 001. All requests submitted with enrollments ending prior to training completion will be returned to unit.

The address for submission of NSCTNG-001s and deposits is:

**RT-NM
SL1 LT Tallchief, NSCC
8001 MOUNTAIN ROAD PLACE
ALBUQUERQUE, NM 87123**

If the deposit is for more than one person, please submit a roster along with the deposit.

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Cadet Preparations

Contrary to popular belief, it is possible to make recruit training more enjoyable through a little planning and effort before the start of training. The following steps will help the new recruit cope with the challenging first few days of boot camp. It will be easier for the recruit to encounter these problems at home, away from the pressures of training.

Dietary Preparations: Recruits will be restricted from certain foods for the duration of training. These restrictions are necessary to insure that each recruit has energy for the strenuous activities involved, at the same time, these restrictions will reduce the chance of upset stomach or bouts of nervousness. Specific restrictions include: limited dairy intake, limitations on desserts, a limit on caffeine products, and a limit on sugar intake.

Recruits that generally intake a high level of sugar and/or regular doses of caffeine may respond to this diet with upset stomachs, a reduction in energy levels, and a general feeling of sickness. Parents should impose similar restrictions upon a recruit's diet two weeks prior to attending training. This restriction should emphasize the limiting of caffeine intake (sodas, coffee or tea, chocolate, etc.), as caffeine withdrawal can be a most serious problem.

WATER is a very important part of a cadet's daily life during RT. Recruits should be consuming at least 64 ounces of water per day (8-8 oz. Glasses) prior to attending RT. This will insure they are properly hydrated upon arrival and it will be mandatory that they consume water on an hourly basis to prevent dehydration.

Footwear: The most common health problems (80-90%) at boot camp are blisters and soreness of the feet. Most of this is due to shoes that have not been "broken in" properly or fit incorrectly. New shoes and boots should be worn at home and drill as much as possible. This will soften the leather and get the recruit accustomed to wearing them for long periods of time. There are many ways to break in boots (saddle soap, soaking, etc.) but only one way to tell if they are ready. The cadet should wear them for extended periods and distances if possible and make sure they fit properly.

It also helps for a recruit to wear a pair of HEAVY athletic socks under the required BLACK SOCKS. This helps cushion the feet and provide for absorption of perspiration. Moisture is the major cause of blisters. A good or bad pair of socks can make or break a recruit. *It is worth it to spend a few extra dollars on socks for this training.* It is also recommended that a good foot powder be used. A recruit can expect to spend 2-3 hours marching/running per day and spending long periods standing in formation. Go to an outdoor or a sports store and ask for heavy-duty hiking socks for hot weather.

Physical Conditioning: Recruit training is full of strenuous activities and a large amount of close order drill. Recruits should insure that they are in their best physical condition. Recruits should exercise regularly to prepare for boot camp, with particular emphasis on walking, running and aerobic conditioning. **Cadets must have successfully completed their physical fitness test per NSCC Action Letter 4-98, prior to reporting for training.** Cadets found not capable of passing a physical fitness test at the training site will be provided extra physical instruction. This will be provided to improve their fitness while also more closely monitoring them for possible injuries. **Cadets must pass the Physical Readiness Test to successfully complete Recruit Training. Unit CO s are responsible for approving requests for training for only those cadets who can PASS THE PRT!**

Cadets should acclimate themselves to the warmer weather prior to RT by spending time out in the warm/hot weather daily at least one week before boot camp.

Age Requirements: Cadets must be enrolled no later than six weeks prior to the start date of NSCC RT. Cadets will not be permitted to attend training at Sea Cadet Recruit Training unless: the cadet will be **14 prior to 5 JUL OR** he/she is a **former League Cadet** who is 13 years of age and has successfully completed League Cadet Orientation Training scheduled by

NSCC NHQ, and is considered mature enough by his/her CO to be accepted into the RT. Unit Commanding Officers must ensure that each newly enrolled cadet and parent clearly understands what to expect at Recruit Training. **They must also understand the new Accident/Sickness Medical Plan** (refer to Action Letter 3-03).

BMR AND TRAINING PRE-REQUISITES: RT SC is a 14-day Recruit Training. It is the unit Commanding Officer's responsibility to insure the recruit requesting orders to RT-SC has met the additional prerequisites for the 14-day recruit training. These are outlined in Chapter 4 of the NSCC Advancement & Training Manual and NSCC Information Letter 04-06; and are in addition to the standard requirements for the 14-day training. NSCC Action Letter 07-01 requires cadets to have completed, at a minimum, the BMR correspondence course sections in Chapter 1 on Hazing, Sexual Harassment and Fraternalization in addition to all sections in chapter 1, 5, 7, 9, and 10. It is preferred that the recruit has completed the entire BMR prior to reporting to exercise the recruit training. Refer to the NSCC training portal at [HTTP://COMPASS.SEACADETS.org](http://COMPASS.SEACADETS.org) for up-to-date information.

The unit CO's signature on the request for orders certifies that the cadet is ready for recruit training and that he/she is knowledgeable of the specified sections and all 14-day program requirements have been met.

Policies and Procedures

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Reporting Procedures

All Recruit Training Staff and Staff Cadets will report onboard by 0800-1200 hours on the published reporting date. Staff will be allowed to check onboard at 1300. Late arrivals need to clear their arrival time with the COTC at least one week in advance if you cannot meet this requirement. There will be a MANDATORY SOP/LEADERSHIP training one-day prior to recruit check-in. Recruits will NOT be allowed to report to RT-SC earlier than the recruit report date/time. The uniform of the day for staff officers is khakis or alternate uniform of NSCC Navy blue polo and khaki slacks. Woodland Camo BDUs are optional for officers working in the Military Training and Operations Department. The “duty” uniform for NSCC RT company staff cadets and MAA forces is Woodland Camo BDUs. See uniform manual for uniform wear information.

NSCC recruits will report aboard in Whites. Due to the high security at most military installations, check-in procedures are subject to change. Please read all notices sent by this command and NHQ regarding check-in procedures.

All units sending cadets to RT-SC must inform us two weeks prior to Recruit training of the following: Responsible Driver's name and cell phone number, names/SS# of cadets being transported, also, please identify whether they are a recruit or staff cadet.

All cadets and staff must present current NSCC ID upon arrival. All cadets, staff or recruit, must possess a NSCC Service Jacket containing all of the required forms. A list of the required forms may be found in the NSCC Administration Manual. Failure to possess these items will result in early termination of training.

The check-in process some times may take up to 2-3 hours depending upon the influx of recruits at any one time. Be prepared to wait. All transporting personnel will be assisted and given a tour of the facilities while their cadets are being checked in. **No transporting personnel may leave until all cadets that they transported have been processed.** The following requirements are strictly enforced:

1. Cadets who have a disqualifying pre-existing medical condition will be sent home with the transporting party. The COTC has the final authority on this.
2. If any articles are missing from the sea bag list, it will be the responsibility of the TRANSPORTING PERSON to procure those items before that cadet may be fully checked in. An incomplete sea bag can slow down the check-in process significantly. Unit CO's are instructed to please conduct a **sea bag inspection prior to transporting recruits to RT-NM.** The Sea Bag list will be available online and in this SOP.

All recruits are expected to be onboard prior to 1500 the day of check-in. During these first few hours onboard a great deal of beneficial information and instruction is presented to the recruits. It is important that all recruits receive all of training that is provided. If a recruit cannot meet this requirement, notify the COTC at least one week prior to the start of training.

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Outside Party Contact

To create and maintain the intense military environment needed for the successful training of recruits it is necessary to isolate the recruits from influences that will prove distracting to them. To this end, it is essential for the home units to inform parents, relatives, and friends of recruits of the policies adopted to eliminate outside interference. These policies are as follows:

Visits from parents, relatives, or friends of recruits are strictly prohibited for the duration of recruit training.

Recruits are NOT allowed to place or receive phone calls for the duration of recruit training. In the event of a family emergency, parents are asked to contact their home unit's CO. The home unit CO will then contact recruit-training staff

(See SOP: Emergency Phone Procedures). If there is an emergency regarding the recruit, a call will be placed to the home unit CO and/or directly to the parent/guardian.

Due to the short time-frame of Recruit Training, USPS mail is not encouraged. E-mail is encouraged (e-mail address will be forthcoming). Cadets will be allowed free time to hand-write letters home.

Unit Commanding Officers should instruct cadets on the proper procedures for addressing an envelope. A lot of mail is returned because the post office cannot interpret the address. Please stress this.

Cadets are requested to use their home address as the return address on any outgoing mail.

All persons transporting cadets to RT-NM will be responsible to report back to the unit Commanding Officer and the parents of all cadets transported that the cadet(s) arrived safely at RTC. Any cadet who arrives without an escort will be allowed to make a phone call home to report their safe arrival at RTC.

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Early Dismissal and Refund Policy

Occasionally, it is necessary to dismiss a recruit from training before the graduation date. Recruits can be dismissed for a variety of reasons.

The most common reason for early dismissal includes illness or injury, immaturity, or pre-existing medical conditions.

The other reason for early dismissal is as a result of a Commanding Officer's Mast. A CO's Mast is the last disciplinary measure available to the recruit. If a recruit undergoes a CO's Mast, it is because all earlier measures have failed to produce a change in the offending recruit or that the infraction was serious enough to warrant an automatic CO'S Mast. Examples of such offenses are theft, fighting, serious breach of the Cadet Code of Conduct, and gross misconduct. All reasonable measures will be taken to keep a recruit in the training, but disruptive recruits affect everyone and sustained or repeated misbehavior will not be tolerated. ***Recruits who are***

dismissed due to disciplinary problems will not receive credit for the training and will not be readmitted to the current training session for any reason.

Because of the possibility for early dismissal, it is suggested that parents do not schedule vacations during the first week of boot camp. If a parent cannot be reached, the dismissed cadet will be released into the custody of another relative or the home unit Commanding Officer. Failing that, the dismissed recruit will be confined to the administrative spaces, away from the recruit company, until suitable arrangements can be made. The dismissed recruit will not receive training credit for time spent in administrative hold.

No Refunds will be available for early dismissal from Recruit Training.

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Emergency Contact

Refer to section 2-2 Outside Contact. The RTC-SC Admin Office phone number should be available at recruit check-in. this line is manned 24 hours a day but to be **used as a secondary Emergency Contact** after all attempts to contact home unit CO have been exhausted.

PRIOR TO THE START OF RT:

COTC CELL PHONE

505-321-5123

Please use this number if you have problems in transit to RTC for CHECK-IN
Or if you are delayed.

E-MAIL COTC:

bataanacademy@aol.com

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STAFF GUIDELINES

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STAFF REGULATIONS

The staff of RTC-NM, besides performing their primary duties, must serve as examples to the recruits. Professional behavior by the staff towards each other and the recruits will help us guide the recruits towards meeting our training goals. The behavior of the staff will be noticed by recruits and emulated, regardless of whether that example is good or bad. The following document is a set of guidelines for the example that the recruit training staff will set. These guidelines are furnished to allow incoming staff members to prepare for the training evolution.

Forms of Address: Staff members will address each other by rank and last name or by billet duty (ex. OPS, ADMIN). The commanding officer will be referred to as Captain or Skipper. The executive officer will be referred to as Commander or XO.

Staff Cadets will be referred to by rank and title (ex. PO Smith). Recruits will be referred to as Recruits or by last name.

Military Courtesy: All personnel are required to render proper military courtesy at all times. This includes addressing personnel with the respect due their rank, saluting when appropriate and rendering proper honor to the Colors.

Uniforms: Staff members will be in the prescribed uniform of the day from reveille to taps, unless they are within their own berthing area. After hours, staff will wear the uniform of the day if there is a need to enter any recruit spaces. Civilian attire, with the exception of non-uniformed instructors, is NOT permitted between reveille and taps. Civilian attire will be authorized for liberty.

Hygiene: Staff will comply with the US Navy/NSCC regulations concerning military appearance. Regulation haircuts are required. Male officers will shave daily. Females will keep their hair according to the regulations.

Personal Behavior: Staff will set a personal example for recruits at all times, both in and out of their presence. Smoking and the use of tobacco products will not be allowed in the sight or presence of cadets. Staff will refrain from the use of alcoholic beverages for the duration of recruit training. **Officers will not disagree in front of staff cadets or recruits. Any discussion of orders or dissension among the staff will be carried out in private. Fowl Language will NOT be tolerated**, nor will you use “substitute words” in place of these words (ex. “freakin”). It is not necessary to use these words to get your point across and it is NOT looked upon as “cool.”

All staff quarters are subject to inspection at any time. Staff will keep their berthing area clean, neat, and free of GEAR ADRIFT. Recruits may pass through your berthing area in the process of duty and they will see the example you set.

All staff are invited to participate in all physical training but no observing of PT unless assigned to assist. Exception: During final PRT all staff are encouraged to observe and give moral support.

All officers/staff will be on time and conduct themselves in a military manner for morning/evening quarters.

NO NSCC ADULT OFFICER OR STAFF CADET WILL BE ALONE WITH A CADET OR RECRUIT AT ANY TIME (ON BASE OR OFF)

NO ADULT/STAFF CADET WILL TAKE ANY CADET OR RECRUIT OFF BASE WITHOUT WRITTEN PERMISSION.

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OFFICER STAFF POSITIONS

ACADEMIC TRAINING OFFICER (DEPT. HEAD): Responsible for the quality of the recruit academic training program and for all aspects of the academic training process (classroom, aids, exams, lesson plans).

MILITARY TRAINING OFFICER (DEPT. HEAD): Responsible for the operations of all recruit companies. Responsible for the quality of the recruit military training program and for all aspects of the military training process (military drill, proper care of uniforms and living areas, military competitions, and physical readiness).

OPERATIONS OFFICER (DEPT. HEAD): Ensures compliance to the Plan of the Day. Responsible for logistical support, supply, public works, security and transportation.

ADMINISTRATIVE OFFICER (DEPT HEAD): Calculate and produce necessary statistics and reports for National Headquarters and RTC command.

SECURITY OFFICER: Works under the direction of the COTC, is responsible for the overall security of buildings, grounds, equipment and personal effects. Supervise the MAA force. Overseas assignment and setting of watches.

SUPPLY OFFICER: Works under the direction of the operations officer. Facilitate the logistical support of the training camp including drawing and issue of linens. Keep a written record of all supplies and equipment issued and report on status of same on completion of Recruit Training. Is responsible for all laundry facilities and there efficient operation.

PHYSICAL READINESS OFFICER: Works under the Military Training Officer. Plan and execute the Physical Readiness Program.

PERSONNEL OFFICER: Works under the direction of the Admin Officer. Maintains the service jackets of all personnel with appropriate entries and documentation.

MILITARY EVALUATIONS OFFICER: Works under the direction of the Academic Training Officer and oversees the cadet Military Evaluators. Evaluates the quality of the training program and oversees and calculates the scoring competition between companies.

INSTRUCTORS: Work under the Academic Training Officer. Prepare lessons plans and teach assigned topics.

DIVISION OFFICER: works under the Military Training Officer. Responsible for the day-to day operations of the Recruit Companies.

COMPANY OFFICER: Works under the Division Officer. Is responsible for the safety and welfare of the recruits in his/her assigned company and the supervision of the assigned Company Commander.

ALL STAFF OFFICERS WILL BE ASSIGNED OOD DUTIES ON A ROTATING SCHEDULE

Staff Officers who feel they have instructing abilities should note so on application.

ALL STAFF WILL REPORT ONBOARD BY 0830 ON 16 JUL 08 FOR RTC-SC SOP TRAINING

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SENIOR CADET STAFF POSITIONS

COMPANY COMMANDER (CC): Must be P03 or above, completed leadership training, participated in previous AT, must have untarnished record and be recommended by unit CO. Responsible to the Company Officer. Responsible for all cadets assigned to company. Maintain the best possible training and conduct atmosphere within the company.

CHIEF MASTER-AT-ARMS (CMAA): Must be PO3 of above, completed national or local leadership training, participated in previous AT, have an untarnished record and be recommended by unit CO. Responsible to the Security Officer for the security and safety of the camp and for the conduct and administration of the MAA staff including setting the cadet watch bill.

ASSISTANT COMPANTY COMMANDER (ACC): Must be E-3 or above, completed leadership training (local or national), and be recommended by unit CO. Works directly under the direction of the CC, be responsible for all recruits assigned to him/her. Assist the CC in their duties.

CHIEF MILITARY EVALUATIONS PETTY OFFICER (CME): Must be PO3 and above, completed POLA, previously staffed at RTC, have an untarnished record, and be recommended by unit CO.

Works under the direction of the Military Evaluations Officer. Be responsible for the operation and administration of the cadet military evaluations and **act as Chief Leading Petty Officer for all Staff Cadets to include the responsibility of keeping communications between staff officers and cadets open and update staff cadets in changes to the POD.**

MILITARY EVALUATOR (ME): Must be E-3 or above, completed AT, and be recommended by unit CO. Duties include working under the direction of the MEPO, and performing assigned duties.

MASTER-AT-ARMS (MAA): Must be E-3 or above, completed leadership training (local or national), have an untarnished record and be recommended by unit CO. Works under the CMAA and performs duties assigned.

SUPPLY PETTY OFFICER (SPO): Must be E-2 or above, have an untarnished record and be recommended by the unit CO. Works closely with the Supply Officer, he/she will be responsible for the operation and administration of the supply department.

YEOMAN (YN): Must be E-3 or above, completed an AT, be familiar with service record/administration and be detail-oriented, and be recommended by unit CO. Works closely with Administration Officer and perform assigned duties.

MESS SPECIALIST (MS): Must be E-2 and above, have an untarnished service record and be recommended by unit CO. Duties include food service preparation, management, culinary calculations, and galley operation. This is a great training for a cadet interested in the Culinary field.

SOME OF THE REQUIREMENTS LISTED ABOVE MAY BE WAIVED WITH WRITTEN APPROVAL BY THE COTC.

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RECRUIT GUIDELINES

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CADET CODE OF CONDUCT

In order to live, work, learn and become a team, certain rules must be established under which recruits may grow and work together and complete Recruit Training. To that end, the following Code of Conduct is established.

1. Cadets will conduct themselves in a military manner to bring credit to themselves, their Company, their home unit, the USNSCC and the US Navy.
2. **Cadets will not use vulgar, obscene, profane, humiliating, or racially/ethnically slanted language or address to one another.**
3. Cadets will not threaten, or attempt, to do bodily harm to one another.
4. Cadets will not take, obtain, or withhold, by any means, the property, money, or other article of value from another.

5. There will be strict adherence to NSCC Regulations, regarding alcohol, tobacco and drugs.
6. Cadets will not engage in collection, soliciting or distributing funds of any kind, except as authorized by and in the presence of the Division Officer.
7. Cadets will not willfully damage or destroy any US Government property.
8. There will be no fraternization or physical contact at any time.
9. There will be **NO HARASSMENT** of any kind.

Violations of the Cadet Code of Conduct shall be grounds for disciplinary action including extra military instruction, Captain's Mast and the possibility of termination of training, recommendation for disenrollment, or other such actions as deemed appropriate.

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Medical Restrictions

All recruit service jackets will be inspected upon arrival at recruit training. Commanding Officers shall ensure that **the pre-training medical screening** is accomplished per NSCC Advancement and Training Manual. Cadets with disqualifying medical histories listed in the back of NSC-5B **WILL BE SENT HOME**. In addition, any cadet who arrives with prescription medication(s) that have **NOT BEEN AUTHORIZED BY COTC prior to RT** will be sent **HOME**. Furthermore, **cadets who are immature or mentally unable to cope with recruit life WILL BE SENT HOME AND NO TRAINING CREDIT GIVEN.**

Medication, shelf or prescription, are NOT permitted by ANY CADET during RT. Over-the-counter medication such as pain relievers, anti-itch/insect and allergy medication will be made available through the MEDICAL OFFICER. **All medications will be signed over to the medical officer upon check-in.**

NO cadet shall possess or use over-the-counter stimulants (caffeine pills, "Jolt", No-Doze, etc)

If a cadet requires regular use of a prescription medication, it is MANDATORY THAT YOU SPEAK WITH THE COTC BEFORE RT APPROVAL CAN BE AUTHORIZED.

It is recommended that prescription medications be stopped at least SIX WEEKS (under medical supervision) prior to the start date of Recruit Training. ***Withholding information concerning prescription medication or stopping too soon before RT can cause serious harm to the recruit.***

Any injury or condition requiring the use of an orthopedic brace is considered a pre-existing condition. Documentation should be recorded from physician that condition is no longer an issue.

The Medical Officer will treat all minor injuries and administer over-the-counter medications. The medical staff is trained in the medical field either Dr, EMT, or Nurse. Medical staffs are on-call 24 hours a day and the Base Medical Facility is staffed during regular working hours. A Medical Hospital is less than 7 miles away, in the event of a medical emergency requiring off-training treatment, your cadet will be taken to the closest medical facility. **The facility may require information on private medical insurance information. NOTE: NSCC ACCIDENT/ILLNESS INSURANCE POLICY DOES NOT COVER PRE-EXISTING INJURIES!**

Sick Call will be open from 0500-0520 unless it is an emergency.

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4-3 NSCC RECRUIT TRAINING SEA BAG LIST **ALL ITEMS WILL BE PROPERLY STENCILED WITH THE CADET'S NAME**

See Blue Jacket Manual: Uniforms; ownership markings
Minimum # required

ITEM	MALE	FEMALE	ADMIN. USE
SEA BAG (DUFFLE)	1	1	
PADLOCK W/2 KEYS Bring chain for around NECK	1	1	
Cover, NSCC ball cap	1	1	
Suit Case	1	1	
Working Blues uniform	1	1	
Shirts (lt. blue/chambray w/NSCC shoulder flashes*	2	2	
Pants, blue work-type	2	2	
Sweats* navy blue	2pr	2 pr	
1 watch cap	1	1	
Socks, black*	4	4	

Socks, white, athletic Heavy/hiking-type*	10	10	
1pr leather/ water proof gloves	1 pr	1 pr	
Belt, black web-type w/silver tip	1	1	
sleepwear	2 pr	2 pr	
1 utility winter jacket (black)	1	1	
Shoes, smooth leather, dress (not corfams)	1 pr	1 pr	
Boots	1 pr	1 pr	
Shoes, Athletic (sneakers)	1 pr	1 pr	
Rain Coat (military-style (w/o liner)	1	1	
Underwear, white*	10	10	
Undershirt, white (crewneck-fitted)*	10	10	
Sports Bras		8	
Thermal underwear	2 pr	2 pr	
White flat sheet	1	1	
Shower shoes	1 pr	1 pr	
Bath Towels (white)	2	2	
Wash Cloths (white)	2	2	
Personal Hygiene Kit: (soap, soap holder, shaving gear, toothpaste, tooth brush, comb/brush, shampoo, deodorant, body/foot powder, contact lens gear, etc) NO GLASS CONTAINERS OR AEROSOL CANS	1	1	
Feminine Hygiene Items (bring even if you think you won't need them!)		Enough for 7 days	
Canteen/ camel pack	1	1	
Laundry bag*	1	1	
Heavy blanket	1	1	
1 pillow/ pillow case	1	1	
Flash light/ new batteries	1	1	

* more can be taken

The following items are NOT PERMITTED: CELL PHONES/ELECTRONIC DEVICES, food/snack items, Civilian attire, medication.

NSCC STAFF Cadets/Officers are authorized to wear BDUs (appropriately marked as USNSCC) if your billet assignment involves Field Training/Outside activities with recruits. A minimum of 3 sets is advisable.

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4-5

Recruit Hair Regulations

This regulation seems to be the most controversial (from a cadet and parent viewpoint) yet it is one of the most straightforward. Home units should include this subject in their pre-RT briefing. This will help eliminate the problems that occur upon arrival at RT.

Refusal to conform to the hair standards will NOT be tolerated and will result in early dismissal from recruit training.

Male Hair Regulations: All recruits will arrive at RT Check-in with their hair cut (Boot-Camp style).

Female Hair Regulations: Hair must be arranged in accordance with NSCC/USN personal standards. These standards specify that back hair may not fall below the middle of the collar. No ponytails or plaiting of the hair (can have one braid tucked under). Hair shall not fall below the brim of the headgear. Bulk must not interfere with the wearing of headgear, and faddish or outrageously colored hair is NOT permitted. Hair fixtures are limited to bobby pins, hair elastics (**match hair color**), barrettes (no greater than 3 inches long), or small scrunches and must match hair color as closely as possible.

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4-6

Physical Security

Physical security of valuables and uniforms is essential to the smooth function of recruit training. Recruits are responsible for the security of their valuables at all times.

Recruits are required to bring a key-type padlock with two keys. One key will be kept in the recruit's service jacket. This key will be used in case the recruit's key is locked in the locker or lost. The other key should be kept on a chain around the recruit's neck at all times. Keyed locks are necessary for three reasons:

1. In a recruit-training environment, spare time is minimal and keyed locks can be opened more quickly than combination locks.
2. Recruits on nightly fire watch will have to dress while the other recruits are sleeping, and keyed locks are easier to open in the dark
3. The recruits, while absorbing new facts, may easily forget their combinations. They key, though, is always around their neck.

Theft is considered to be a serious infraction and will not be tolerated. Violation of this infraction will mean immediate removal from training and a recommendation will be sent to the home unit for dismissal from the USNSCC.

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4-7

Mess Hall/Galley Routine

Recruit cadets will be allowed 15 minutes to each chow for each meal and will then form up outside the mess hall (galley). Recruits will not linger in the mess hall for “bull sessions.” Talking in the galley is prohibited. Recruits/Staff will receive 3 nutritious, well-balanced meals per day. Please remember that some dietary restrictions will be implemented for precaution: limited sugar, caffeine, and dairy consumption.

***If there is a recruit/cadet/staff with serious food allergy, the Medical Officer and Mess Officer should be made aware.**

Procedure for Entering/Exiting Galley:

Recruits will arrive at least 5 minutes prior to scheduled chow time and post outside galley entrance. When given the signal, recruits will be allowed entry.

Recruits will line up along the bulkhead (wall) to the right but will not REST on the bulkhead or TALK. You are to stand at parade rest.

When it is your turn, you are to sound off “ALL THE WAY, GALLEY CREW” or “HOLD THE...___ GALLEY CREW.” Speak clearly.

Beverages: Breakfast: One glass of juice.

Lunch/Evening Chow: One glass of Lemonade or Fruit Punch
ONE GLASS OF JUICE THEN WATER

You will sit down at your assigned table and EAT. When you are finished, take your plate, cup and utensils to the Scullery (dishwashing area).

- Liquids go in one bucket, silverware in the soapy bucket
- Trash/scrap in the trash
- Cups (if plastic) go through the scullery window
- Bowls or trays (if applicable) go through the scullery window

Exit the galley and go outside and wait for the remainder of your company

Duty Mess Hall Clean-up Crew: CLEAN-UP CREW SHOULD CONSIST OF 4-5 CADETS

Each company will be on a rotation as clean-up crew after evening chow. CCs will insure that each duty is completed and checked off by MESS SPECIALIST OFFICER.

1. Tables will be wiped down with cleaner and rag (check chairs for any crumbs/spills)
2. Chairs will be stacked on top of tables (turned upside down)
3. Decks will be swept (including under tables, male/female heads, and around scullery)
4. Trash cans will be emptied and RE-LINED (including heads)
5. Decks will be swabbed (mopped) with HOT soapy water (including heads)

***Before crew starts swabbing, have MSO check other duties for completion**

CLEAN-UP CREW SHOULD CONSIST OF 4-5 CADETS

The Mess Deck will also be used as our Training Classroom. Care should be taken to clean up after yourselves and put chairs back where you found them.

BARRACKS PROCEDURES

5-1

Berthing

All recruits, Staff Cadets, and Officers/Staff may be berthed in the same building (depending on billet assignments).

Female Cadets/Recruits will be berthed in the same barracks.

Division Officers/Company Commanding Officers will be berthed in Recruit Barracks for safety and security of your companies.

Male/Female officers will be in separate barracks away from recruits (with the exception of DIVOs/CCO).

NO MALE CADET (RECRUIT OR STAFF) IS ALLOWED IN FEMALE BERTHING UNLESS ON OFFICIAL BUSINESS AND ESCORTED BY STAFF OFFICER.

NO FEMALE CADET (RECRUIT OR STAFF) IS ALLOWED IN MALE BERTHING UNLESS ON OFFICIAL BUSINESS AND ESCORTED BY STAFF OFFICER.

Company Training evolutions will take place in the Mess Hall (when available) or in berthing areas (secondary). Outside bleachers are located outside of each barracks or behind the galley for further training locations.

Fire/Security Watches will be from 2100-Reveille. Males will stay in Male berthing/Females in female berthing. MAA (male or female) may request to come aboard for security inspection but **must be accompanied by Staff Officer.**

Reveille: Check POD for times/changes

Taps: 2100

***CCs will insure that this time is strictly followed.
CCs/Staff Cadets will be in their bunks 30 minutes after Recruit Taps**

(Unless given prior written authorization or standing watch)!!

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5-2

Dress Code

The prescribed uniform of the day will be worn by all uniformed personnel between reveille and taps. While “on duty,” recruits will wear the duty uniform of the day. Off duty, between reveille and taps, they will be in the blue utility (working/dungaree) uniform.

Females will wear the proper under garments when wearing T-shirts and shorts. Sports bras will be required due to the daily physical activities. Clean PT GEAR will be worn in the rack. ***It is recommended that they sleep wearing their bras incase of fire drill or other spontaneous need for middle-of-the-night activity.***

Males will wear CLEAN PT GEAR for sleeping. T-shirts and Shorts will remain on while in the rack.

There will be NO BARE FEET allowed ANYWHERE at RTC. Shower shoes will be worn while showering and around barracks. Uniform/shoes of the day will be worn outside barracks.

Recruits that have advanced to the rank of E-2 or higher are authorized to wear their rank on **SERVICE DRESS UNIFORM**. Rank is not authorized on recruit working uniform during Recruit Training.

Uniform for the day for Physical Training (PT) is navy blue sweats with no writing or pictures, white athletic socks and **good, comfortable** athletic shoes.

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**US NAVAL SEA CADET CORPS
2007 RECRUIT TRAINING COMMAND
ARMY NATIONAL GUARD TRAINING CENTER-
SANTA FE, NM**

STANDING ORDERS:

1. All watches stood on the Quarterdeck shall be stood in the prescribed duty uniform of the day unless otherwise directed by the Commanding Officer or his/her representative.
2. The Quarterdeck watch shall consist of a Petty Officer of the Watch (POOW) and the Messenger of the Watch (MOOW) from Taps to Reveille in the Administration building.
3. The watch will be stood in proper military fashion. All military courtesies shall be rendered to boarding and disembarking officers. The POOW will stand and render the proper courtesies to officers that board or disembark. The arrival of personnel from the host command (SCANG personnel) or visiting VIPs shall be immediately reported to the COTC or in their absence, the XO. Visiting officers and dignitaries will be properly greeted and logged aboard. If the POOW is in doubt of the status of a visiting officer, err on the side of caution and treat the visitor as if they were the commanding officer.
4. Fire and Security rounds will commence at 2100 and will be made at 60 minute intervals until 0500. The Fire and Security Watch will make a roving patrol of the vertical ladders (front back steps) and will look to port/starboard of each building inspecting for smoke, fire, or other unauthorized activities/events. The Fire/Security Watch will not go beyond the hatch (door) on the recruit decks/barracks unless an emergency situation is seen to exist or suspected. Fire and Security Watch will also circle the perimeter of each building.
5. The watch will be relieved in time so that the on-coming watch has time to be briefed by the off-going watch. This is normally 15 minutes prior to the scheduled relief time. Any modification to the standing orders issued by an appropriate officer or Chief Master-At-Arms shall be passed along to the coming watch.
6. The POOW is in charge of the Quarterdeck and the conduct of the watch. He/she is also responsible for the proper maintenance of the quarterdeck logbook.
7. Logbook entries shall be made in BLACK ink and NEATLY PRINTED in BLOCK LETTERS. If a mistake is made, a single line shall be drawn through the error and initialed. The correct entry shall then be written after the correction. No unnecessary entries or "doodling" is permitted in the

log. DO NOT tear any pages from the logbook. It is NOT scratch paper. Use both sides of the page. All entries shall be professional and reflect a military bearing.

8. The POOW shall log recruit companies aboard/ashore as applicable. It is important that the watch knows the location of all senior personnel ashore.
9. All questions on watch standing procedure shall be directed to the Chief Master-at-Arms or Command Duty Officer (CDO). The XO is available to clarify any questions these individuals cannot answer. The assigned CDO will be indicated in the POD.
10. All Watch standers shall know their 11 GENERAL ORDERS.
11. The Quarterdeck is a formal area. No horseplay or skylarking (loitering) will be permitted. It is the responsibility of the POOW to insure this is enforced.
12. All accidents, injuries or other situations that represent a hazardous or important event/situation should be immediately reported to the first available officer.
13. The Quarterdeck Watch will be familiar with and understand the Standing Orders. If in doubt of any situation-IMMEDIATELY ask for help. A copy of these orders shall be maintained in the Quarterdeck Logbook.
14. All staff cadets are expected to present themselves in a manner which brings credit to themselves, the USNSCC, and our host command. The projection of a professional and mature image gives the impression of an organized and competent staff. Staff shall be appropriately attired during working and off-duty hours.

The following are specifically PROHIBITED:

1. Any torn, frayed, or ripped clothing (uniform or civilian) or clothing with holes
2. Beach attire EXCEPT when authorized
3. Dirty, soiled or stained clothing of any type
4. Low cut or low riding articles which expose any portion of an undergarment
5. Any clothing designed to expose bare abdominal area
6. Tank top/Muscle shirts
7. Tube/Halter tops
8. Any tight, revealing and/or sexually provocative clothing

Questionable attire, disputes or discussion regarding clothing shall be brought to the attention of the senior officer staff via the chain of command. The decision of the XO shall be final.

15. Master-at-Arms/Military Evaluator staff residing in recruit barracks or Officers' quarters will ensure the following guidelines are met:
 - a. Staff cadet areas will be neat and clean and free of gear adrift
 - b. Recruits will do an "After-hygiene" cleanup of heads which will consist of swabbing up any water/picking up trash/replenishing paper products. No Heavy Cleaning will be done at this time.
 - c. Staff Cadets will clean up after themselves after their personal hygiene time and insure the heads in order.
 - d. NO LOUD TALKING OR HORSEPLAY is permitted by staff cadets after taps.
 - e. No food or drinks should be in berthing areas
 - f. Any problems or complaints should be brought to the attention of the Security Officer.
 - g. Any faulty equipment or mishaps should be reported to the Operations Officer immediately.
16. The duty uniform of the day for Company staff (officers and cadets), MAAs and others participating in field training will be BDUs (woodland camouflage) appropriately marked as USNSCC. They are to be cleaned and pressed. Boots should be shined and cleaned daily.

17. All Petty Officers of the Watch shall read these standing orders prior to assuming the watch and shall sign the accompanying page indicating they have read the standing orders, understand them, and will obey them.

LT TALLCHIEF, NSCC
COTC, RT-NM 2007

RT-NM
December 2007

RECRUIT BARRACKS STANDING OPERATING PROCEDURE NSCC RECRUIT TRAINING 2007 NMANG- SANTA FE, NM

Message from the Commanding Officer, Training Contingent (COTC):
The purpose of this manual is to provide the recruits and company staff with a uniform procedure for the uniform arrangement of the recruit's gear and barracks operating procedure. Use this to your benefit to turn out the best recruit company possible.

This is a living document. It can and will be revised as time and experience feel new ideas and methods into our training.

LT TALLCHIEF, USNSCC
COTC, RT-NM 07

FIRE WATCH

The primary duty of the fire watch is to detect a fire or other hazardous situation in the incipient stage and to warn the occupants of the compartment so that an orderly and effective escape can be made. Upon detecting a fire or other hazardous situation, the fire watch shall immediately sound the alarm to alert the Company Commanding Officer (CCO) and Company Commander (CC). A fire watch shall post between taps and reveille whenever the barracks are occupied by cadet personnel. The fire watch shall remain alert and attentive; and shall make frequent roving patrols about their assigned area.

Fire Watch personnel will have a walkie-talkie for communication with the Quarterdeck and be required to carry a flashlight while roving.

PASSAGEWAY LIGHTING

After taps, the lighting in the passageway shall be reduced to a minimum to provide the recruits with a minimum of distraction when they are sleeping. Minimal lighting is to be left on in the heads to allow the passageways to be safely navigated by staff and recruits.

LOCKER STORAGE AREA

Each recruit/cadet will be assigned one locker.

The top shelf on the locker should hold the Rubbermaid container for personal hygiene (left) and Dress uniform cover (right). Sea Bag should be folded into a square and stored under cover.

Uniforms are to be hung with the dress uniform hanging furthest to the right. Next are the working (dungaree) uniforms and raincoat hangs on the far left. Only one uniform per hanger. Folded gear should be stored with undershirts along the back wall of the locker, then PT shirts along the side (right) wall, underwear and PT shorts are folded neatly in front of undershirts, socks are rolled tightly and lined up neatly in front of the underwear. Females: Bras are lined up beside underwear.

Keeping them UNIFORMED IS KEY TO THE INSPECTION PROCESS

Lockers are to be LOCKED when left unattended for any amount of time.

RECRUIT BERTHING SPACE ARRANGEMENT

RACK:

The recruit rack shall be made in a 4 & 8 military fashion. Hospital corners on both sheets and the bedspread (is applicable). The blanket will be folded in a square, centered on the mattress, 12 inches from the bottom. The top fold of the blanket will be folded back to form a triangle with the fold running diagonally from the top right to the bottom left of the square when viewed from the foot of the rack. The pillowcase should have the opening facing away from the main hatch and folded under the pillow.

The recruit's bath towel will be folded vertically, equally in thirds; then folded in half horizontally and hung over the last rung of the rack towards the head of the bed. Bottom bunk-left side, Top bunk-right side. Washcloth should be folded in half and placed on top of towel with seams facing in.

Laundry bags should be placed at the foot of the rack tied to the last rung but not touching the deck. Again, bottom rack's to the left, top rack's to the right.

FOOTWEAR

Recruit's shoes shall be placed under the rack so that the toes face out from under the rack. Footwear will be placed in the following order from left to right: Dress shoes, Boon dockers (or black sneakers), Athletic shoes, shower shoes. A space will be left for footwear currently on the recruit's feet. The toes of the footwear shall be even in an imaginary line drawn from the front leg to the rear of the rack. For stacked racks (bunks), footwear of the upper rack shall be on the right and bottom rack's shoes on the left.

**COMPANY COMMANDERS KEEP YOUR DIAGRAMS HANDY TO GUIDE
RECRUITS IN RACK-MAKING, UNIFORM STOWAGE, ETC.
YOUR RACKS SHOULD BE USED FOR INITIAL DEMONSTRATION PURPOSES**

