

UNITED STATES NAVAL SEA CADET CORPS  
SEABEES TRAINING LONG ISLAND NEW YORK

CF-NY 1601 (CF-NY)

20 Aug 2016 – 28 Aug 2016 · Baiting Hollow Scout Camp

<http://usnsccregion03-4.us/CF-NY%20Training.html>

LCDR Forrest Woodward, NSCC · Commanding Officer of the Training Contingent

STAFF CADET & ESCORT OFFICER’S INFORMATION GUIDE

VERSION 1.0 (UPDATED 29 APR 16)

*This guide contains essential information about getting a staff billet at CF-NY, and the expectations of the staff. You (and our Recruits) will have a much better training experience if you know what to expect!!*

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### §1. When is CF-NY SEABEES Training?

- CF-NY SEABEES Training is running Saturday August 20<sup>th</sup> through Sunday, August 28<sup>th</sup>, 2016
  - Cadets should be dropped off between 0800 and 1300 on August 20<sup>th</sup>
  - Graduation will be held at 1100 on August 28<sup>th</sup>.
  - Escort Officers: report Friday 19 Aug 2016 @ 1000
  - Staff Cadets: report Friday 19 Aug 2016 @ 1000
  - Graduation: Sunday 28 Aug 2016 @ 1100. Recruits dismissed @ 1200
  - Staff Cadets and Escorts: dismissed upon completion of sweep-down, sometime 1230-1400 on 28 Aug 2016.

### §2. Where is CF-NY SEABEES Training?

CF-NY SEABEES Training is being held at Baiting Hollow Scout Camp, on the north shore of eastern Long Island. Directions are included at Appendix 1 of this guide.

Baiting Hollow Scout Camp is owned and operated by the Suffolk County Council, Boy Scouts of America, and has been serving Scouting since 1926. Located on the North Shore of Long Island, the camp has a freshwater lake and access to a beachfront on Long Island Sound.

Please visit the BSA Baiting Hollow website to view some of the facilities in which your cadet will be training. Go to <http://sccbsa.org/bhsc/>.

### §3. What are the goals of Recruit Training?

Training Command Long Island serves two main goals:

- To train NSCC cadets in basic military knowledge, while instilling in them the virtues of self-discipline, teamwork, accountability, self-confidence, and physical fitness.
- To train NSCC Cadets in leadership by providing genuine leadership opportunities in a supervised military environment.

### §4. What are the expectations for Officers and Staff Cadets?

- CF-NY Officers and Staff Cadets are expected to...
  - ***Lead By Example*** at all times
  - prioritize the safety and well-being of the trainees
  - demand perfection from themselves and the Cadets & Trainees they are supervising
  - be tireless workers
  - be flexible
  - be creative and proactive problem solvers
  - speak up when they see things going wrong
  - refrain from, actively discourage, and report instances of...
    - hazing
    - bullying
    - sexual harassment

- fraternization
- prejudice or discrimination
- Enforce and abide by the Chain of Command at all times
- Keep safety up front and remain alert for any potential safety related situation

**§5. What are the minimum requirements for serving as a Staff Cadet at CF-NY?**

- All Staff Cadets must be E-3+ and should have attended an advanced training.
- All Staff Cadets must pass the minimum PFT for their age and gender (see §9).
- Staff Cadets wishing to serve as Command Chief, Cadet Division Commander or Assistant Cadet Division Commander, must have served on staff at RTC in a prior year, and have graduated POLA,.
- Staff Cadets wishing to serve as CMAA must have graduated POLA, have a current CPR certification, and preferably have completed an NSCC MAA advanced training.
- See <http://usnsccregion03-4.us/CF-NY%20Training.html> for more detailed billet descriptions and minimum requirements.

**§6. What kind of staff cadet billets are available? How can I compete for the best jobs?**

There are 8 male cadet and 4 female cadet “leadership” staff cadet billets at CF-NY, where you will supervise trainees and/or other staff cadets. These billets will earn you credit (per Admin Manual §0107.7(g)) toward promotion to Chief Petty Officer, assuming you have already completed POLA.

- 1 x Command Chief Petty Officer
- 4 x Cadet Division Commander
- 4 x Assistant Cadet Division Commander
- 1 x Master-at-Arms

You are more likely to be appointed to the billet of your choice if you...

- hold appropriate rank for the billet
  - have excelled in the path of advancement
  - have graduated POLA with high evaluation scores (with special consideration given to graduates of POLA)
  - have graduated any relevant advanced training (e.g., Basic Medical, MAA, etc.) with high evaluation scores
  - have served in leadership billets at other trainings and/or your home unit
  - have served on staff in prior years at RTC or POLA
  - receive a strong recommendation from your Unit Commanding Officer
- See <http://usnsccregion03-4.us/CF-NY%20Training.html> for more detailed billet descriptions and minimum requirements.
  - **Staff Orientation will take place 1100-1430 on Friday 19 Aug 2016 at Baiting Hollow Scout Camp 51774 Sound Ave., Calverton, NY 11933** (Escort Officers from the local commuting area will report by 0930, Officers arriving from outside of the commuting area should arrive by 1030, depending on flight times). Cadets who can make it to Orientation will be more likely to receive their preferred billet. Cadets applying for leadership positions will interview with the COTC and other senior CF-NY officers after training. Apply early for these billets!

**§7. How do I apply for a Staff Cadet billet?**

**To apply for a Staff Cadet billet** – SCC Staff Cadets – your Unit CO must submit a Magellan request for NX-NY-1601 (covering 19 Aug) and CF-NY-1601 (covering 20-28 Aug). To apply for a staff billet, submit the following to the COTC through your Unit Commanding Officer: (your unit CO may direct you to mail application documents yourself)

- A typed NSCTNG001 Request for Training Authority (endorsed by parent and Unit CO)
- \$220 training fee (cashier's check or money order made out to "USNSCC") with associated Magellan Invoice
  - (online payment is optional from the Region 03-4 website)
- Copy of Magellan Invoice (if payment is made via the online option, send the Invoice annotated "Paid online")
- Staff Waivers (endorsed by parent/guardian)
- Standards of Conduct for Staff Cadets (signed)
- Copy of health insurance card
- NSCADM001 (pp. 07/08), required if cadet will be bringing any prescription or over-the-counter medications (endorsed by parent/guardian, CO, & primary care provider)
- CF-NY Staff Cadet Application endorsed by Unit CO (follow this link for staff cadet billet descriptions). Download the form and open it in Adobe Acrobat (not your browser) so that you can type in it. You will know if you did this right if you see drop-down menus for "t-shirt size", "rank" and "position requested" after filling in the entire form SAVE IT to your hard drive with something like "Staff Cadet App SMITH" (substitute your name in the file name). Print the completed form, sign it and send in with your application package.

DO NOT submit partial packets. All Staff Cadet packets must arrive to the COTC NLT 15 JUL 16.

LCDR Forrest Woodward, NSCC  
CF-NY / Staff  
10-11 162<sup>nd</sup> St 3-B  
Whitestone, NY 11357

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

All forms and waivers are available at <http://usnsccregion03-4.us/CF-NY%20Training.html>

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

NSCC Escort Officers – your Unit CO must submit a Magellan request for NX-NY-1601 (covering 19 Aug) and CF-NY-1601 (covering 20-28 Aug).

To apply for an officer billet, please submit the following to the COTC: Please ensure that an updated [NSCADM001 \(Page 3/4\) Report of Medical History](#) is filled out and included in your service jacket within 30 days before the start of training (06JUN16 or later).

- Escort Officer Application – download the form and open it in Adobe Acrobat (not your browser) so that you can type in it. First-time advanced training volunteers should have their unit CO email an endorsement of their application to LCDR Woodward.

All Escort Officers *should be* CPR/AED certified. Any certification (AHA, Red Cross, etc.) will suffice. (Not mandatory)

**To apply for an Escort Officer billet** – NLT 15JUL16, submit the following to the COTC:

- A Magellan request for **NX-MA-1601** (02-03JUL) **and** **RT-MA-1601** (04-16JUL)
- A **typed** [NSCTNG002 Request for Training Authority](#) signed by member & unit CO
- [Escort Officer Application](#) Have your unit CO forward an endorsement to the COTC at [co@trdivseacadets.com](mailto:co@trdivseacadets.com) See instructions for utilizing this form in §7 above.

DO NOT submit partial packets. All Staff Officer, Instructor and Midshipman packets must arrive to the COTC NLT 15 JUL 16.

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All forms and waivers are available at <http://usnsccregion03-4.us/CF-NY%20Training.html>

## §9. Physical Fitness

All CF-NY Trainees must pass the NSCC Physical Fitness Test at their home unit. Officers should be in compliance with height-weight standards if you are wearing a military/USNSCC uniform. You can't ask the recruits to do something you can't do yourself. Make sure that you are in good physical condition as this can be a demanding training. IF at any time during the training, you feel you have outpaced yourself, notify someone in the chain of command (do NOT try to tuff it out to prove a point). Remember: *Leadership by Example!*

## §10. What if I have a disability?

CF-NY will make reasonable accommodations for documented disabilities. The essential requirements of SEABEES Training cannot be waived for cadets, but these requirements as related to out adult staff may be modified if an adjustment or alternative can reasonably be offered by CF-NY, given its size, nature, and limited financial and volunteer resources. The essential requirements of CF-NY Training vary depending on the staff billet for which a cadet or officer has applied and been selected. Contact the [COTC](#) with questions regarding disabilities.

Disabilities are documented on the [NSCADM001 \(page 9/10\) Request for Accommodation](#), which must be signed by the Unit Commanding Officer.

To request an accommodation plan at CF-NY, forward the completed and signed [NSCADM001 \(page 9/10\)](#) to the COTC with the rest of the application packet (see §7).

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§11. What if a Staff Cadet needs to take any medications at Recruit Training?

If you intend to come to CF-NY with **any** medications, you must fill out an [NSCADM001 \(page 7/8\) Medical History Supplemental](#) and submit it with the rest of your Staff Cadet Application packet (see §7).

Unit COs must inform the COTC of the medication via the [NSCADM001 \(page 7/8\)](#) **prior to the training.**

- If you are bringing any over-the-counter medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian and home unit Commanding Officer.
- If you are bringing prescription medications, the [NSCADM001 \(page 7/8\)](#) must be endorsed by parent/guardian, home unit Commanding Officer, ***AND the cadet's primary care provider.***  
Note: CF-NY will not administer vitamins or supplements unless they are prescribed.
- Prescription medications will only be accepted if all of the following conditions are met:
  - the cadet would not suffer grave risk to life or limb if the medication was temporarily unavailable for any reason;
  - the instructions for storing and administering the medication, including the size and frequency of dosage, circumstances which indicate administration, and (for medications requiring injection) the appropriate locations for injection, are specified in detail on a [NSCADM001 \(page 7/8\)](#), signed by parent/guardian, unit Commanding Officer, and the appropriate medical provider, and provided to the COTC prior to the start of the training;
  - the medication is in a container with an unaltered prescription label showing the cadet's name and the same storage, frequency, and dosage information submitted on the [NSCADM001 \(page 7/8\)](#);
  - the cadet's parent or guardian provides sufficient doses to cover the entire training period, but not more than necessary;
  - the "use by" date on the container has not expired;
  - pills are pre-cut if partial doses are required;
  - the medication inside the container matches any description of the medication on the prescription label or container;
  - medications requiring injection are packaged in a way that protects personnel handling sharp needles; and
  - for medications requiring injection, the Medical Department must be staffed by at least one licensed medical professional who may legally administer injections.

**Because of the serious legal and health risks of improperly administering medication to cadets, if any of the criteria listed above are not fully met, CF-NY is legally obligated to **refuse** to accept the medication.** If a refused medication is necessary to a cadet's well-being, the cadet will be turned away from training.

Cadets may not hold or self-administer any medications during CF-NY. Cadets will report to the Medical Office for each necessary administration.

Cadets may not hold or self-administer any medications during CF-NY with **one exception**; if a cadet is subject to **severe allergic reactions** from such things as stinging insects such as yellow jackets, bumble bees, honey bees, wasps, fire ants to mention a few. These reactions usually occur within seconds to



minutes of exposure and can be life threatening; therefore, any such affected cadet must have an epinephrine kit on their person at all times, if one has been prescribed by a Doctor. Any cadet with such a 'potential' allergic reaction as cited above must have appropriate Medical History Supplemental and notify Staff at check-in. Cadets will report to the Medical Department for each necessary "routine" administration.

Do not "withdraw" from a necessary medication for the purposes of participating in SEABEES Training – it is ill-advised, unethical, and dangerous. If you need a medication, submit the appropriate paperwork ahead of time.

## **§12. What should Officers and Staff Cadets bring to CF-NY?**

See Appendix 2 for a modified Seabag List. Please note that NWUs or CUU's are the preferred working uniform at CF-NY but officers are also authorized to wear khaki's. Instructors may also wear the alternate NSCC uniform.

Officers and Staff Cadets may make adjustments to the standard Seabag List within some basic guidelines:

Staff Cadets **MAY NOT** bring any of the following:

- Illicit drugs, alcohol, tobacco, pornography, or sexually explicit/suggestive material
- Prescription or Over-the-Counter medications, unless following the guidelines in §11
- Weapons, blades, or tools (Field or pocket knife for CB use are authorized)
- Anything in a glass bottle
- Perfumes or colognes
- Cameras
- High-caffeine beverages (Red Bull, Monster, etc.)

Officers **MAY NOT** bring any of the following:

- Illicit drugs, alcohol, pornography, or sexually explicit/suggestive material
- Weapons, blades, or tools (Field or pocket knife for CB use are authorized)
- Anything in a glass bottle
- Perfumes or colognes

Officers and Staff Cadets **SHOULD** bring...

- A laptop computer, if you can spare one from home (we will have a number of laptop computers available for official use for admin and training)
- A surge-suppressing power strip – IF you bring your own computer
- A mobile phone, with charger
- An alarm clock
- A watch
- \$25 - \$50 in spending money

Officers and Staff Cadets will probably **WANT** to bring...

- A folding table & chair
- A Camelbak or similar hydration system (NWU pattern, navy blue, camouflage or black)
- A pillow
- An iPod or .mp3 player with charger and earphones (*no speakers*)
- Reading material and/or movies to watch in your (rare) down-time
- Snacks and drinks (but no high-caffeine beverages)

### **§13. Can I bring a cell phone?**

If you have a cell phone, please bring it (and its charger). A list of staff phone numbers will be created and circulated on 02AUG16, so that we can use cell phones as a back-up method of communication (if radios are down). There will be a designated Command Staff Duty cell phone.

Staff Cadets **shall not** use their cell phones in front of Recruits, except on official business. Further, Staff Cadets **shall not** use their cell phones to take pictures, unless instructed to do so. Violations of these rules will result in your cell phone being confiscated for the duration of the training, in accordance with Action Letter 08-05 §1(D), and/or discipline, up to and including termination from CF-NT.

CF-NY reserves the right to inspect Staff Cadets' phones for adherence to these rules.

### **§14. Can Staff Cadets wear a watch? jewelry? makeup?**

- All Staff Cadets are expected to bring and wear a watch – time management and duty/training rotations are time related and a watch is critical to compliance with time schedules.
- Staff Cadets may not bring or wear any perfume or cologne
- Staff Cadets may wear one ring and one necklace in keeping with good taste
- Staff Cadets may not wear bracelets or anklets
- Female staff cadets E-3 to E-6 may wear one pair of silver ball earrings (approx. 4-6mm in size). Female Chief Petty Officers, Instructors, Midshipmen, and Officers may wear one pair of gold ball earrings.
- Female Staff Cadets may wear makeup/cosmetics in good taste and so that colors blend with natural skin tones. Exaggerated or faddish cosmetic styles are not authorized.
- Please note: CF-NY is not responsible for lost or stolen property

### **§15. Will Staff Cadets need to have a haircut?**

This should go without saying; however, male Staff Cadets should report to CF-NY with a haircut that is short enough to be within regulations on 19AUG16. If at any time during CF-NT your hair is out of regulations, you will be required to get a haircut administered by a CF-NY adult staff member equipped with a dull pocketknife.

Female Staff Cadets must have a hair style that can be quickly and easily styled at or above the collar of the uniform, that does not show from under the brim of any headgear, and that does not interfere with the appropriate wear of any headgear. Pony tails, braiding, or plaiting are not permitted. Faddish or outrageously colored hair is not permitted. Hair fixtures are limited to bobby pins, hair bands, barrettes (3" or shorter), or small scrunchies. Hair fixtures must be matte finished and should blend with the Cadet's hair color whenever possible. (See §2202.2(a) of the NSCC Uniform Manual for additional guidance).

Remember: *Leadership by Example!*

**§16. What sort of things should Staff Cadets be prepared to teach to Recruits?**

Staff Cadets are expected to know everything in the Long Island SEABEES' Training Command SOP. In particular, every staff cadet should be able to teach the what's, how's and why's of each of the following:

- [The Eleven General Orders of a Sentry](#)
- Enlisted rates & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)
- Officer ranks & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)
- [The phonetic alphabet](#)
- Basic [customs & courtesies](#) (who & when to salute)
- Wear & care of the uniform
- Quarterdeck procedures & watchstanding
- How to tell [military time](#)
- Military drill
- Guidon
- Color Guard

Use the [NSCC Training & Operations Manual \(Ch. 8\)](#) to learn it and teach it *the right way!*

**§17. Can Staff Cadets be fired? sent home from the training?**

The Commanding Officer of the Training Contingent, LCDR Forrest Woodward, retains sole and absolute discretion as to what billet a Staff Cadet holds. If, during the training, it becomes apparent that a Staff Cadet is not a good fit for their billet, they can and will be swapped out.

Further, LCDR Woodward retains sole and absolute discretion as to when and if a Staff Cadet needs to be dismissed from training. This goes for Staff Cadets as well.

If a Staff Cadet is dismissed, the parent/guardian will be responsible for transporting the cadet home at the earliest practicable time. Your family should not schedule a vacation during Training; someone needs to be available to pick up a cadet in case of dismissal.

There will be no refunds for cadets who are dismissed from training.

Any Staff Cadet who is relieved "for cause", that cadet's CO will be contacted and advised of the circumstances. "Cause" means "for a reason" such as disrespect, as well as any of the following offenses: Lack of motivation, attitude or effort to participate, Misconduct or Inappropriate Behavior, committing sexual harassment, fraternization, and/or hazing of any type, Consumption of alcohol and the possession, use or sale of drugs and other controlled substances, consistently and intentional Non-compliance with uniform wear or grooming standards and any other conduct considered unbecoming and/or in conflict with the goals and objectives this training or of the NSCC as determined by the chain of command.

**§18. How does my family get in touch with me?**

Staff Cadets may use their cell phones for personal conversations when off-duty, and out of the sight & hearing of Trainees. In addition, families may correspond with you via the mail. The mailing address is as follows:

Naval Sea Cadets  
CPO John P. Jones - Staff

CF-NY Operations  
51774 Sound Ave  
Calverton, NY 11933

**§19. Can I receive visitors aboard Baiting Hollow Camp?**

No.

**§20. Will liberty be granted to the staff?**

No.

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

Graduation will take place at 1100 on Sunday 28AUG16 and will last approximately one hour. There is no limit to the number of guests who may attend for each Cadet. If your friends and family want to watch the ceremony, please remind them to arrive early. Please note: most Staff Cadets will be working during the ceremony and will not be “visible”. Also, Trainees will be dismissed immediately upon the conclusion of the ceremony, but Staff Cadets may be required to stay behind to help secure the facilities. If you are flying out – take this into account and do not make departing flight arrangements before 1500 or 1600 hours.

The location of graduation aboard Baiting Hollow Camp will be the area near the repelling tower and dining facility; guests will see staff cadets directing them to parking and seating areas. There won't be enough seating for everyone – tell your guests to bring camping/beach chairs. The graduation will be outdoors, rain or shine; please warn your guests to wear weather-appropriate clothes and to bring sunscreen and water. Photography is encouraged!

**§22. Facebook – following CF-NY**

Encourage family, friends, and unit staff to visit SEABEES Training CF-NY 1601 at <https://www.facebook.com/groups/1585595391752447/> regularly during the training for photos of the training contingent and information about the Trainees' activities. *Do not* use Facebook to contact the staff of cf-ny (see §§23-24). This is a public page and does not require registering for.

**§23. Whom do I contact if I have a question about the training?**

First, please carefully check this guide, the cf-ny Standard Operating Procedures, and <http://usnsccregion03-4.us/CF-NY%20Training.html> to see if your question has already been answered.

If you can't find an answer to your question in any of these documents...

... contact your Unit Commanding Officer. If s/he doesn't know the answer...

...before the training, email LCDR Woodward: [co@trdivseacadets.com](mailto:co@trdivseacadets.com)

...during the training, email the training staff: [CF-NY-Staff@usnsccregion03-4.us](mailto:CF-NY-Staff@usnsccregion03-4.us)

**§24. Whom should my parents contact in case of an emergency during the training?**

CF-NY Command Duty Officer Cell Phone: (702) 672-1258)

LCDR Woodward's Cell Phone (*emergencies only*): (646) 522-2917

## APPENDIX 1 –DIRECTIONS TO FORT DEVENS

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Go here to view a map to Baiting Hollow: <https://www.google.com/maps/place/Baiting+Hollow+Scout+Camp-+Boy+Scouts+of+America/@40.958512,-72.772751,7308m/data=!3m1!1e3!4m2!3m1!1s0x89e860ef7a1318c5:0xce878336f544800e?hl=en>

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### See Travelers' instructions for detailed information about arrivals and departures.

MacArthur Airport is the closest airport to Baiting Hollow and is the preferred arrival and departure point for personnel traveling by air.

Baiting Hollow is in Suffolk County

Baiting Hollow is located approximately...

45 minutes 16.4 miles from Port Jeff Ferry

45 minutes 33.2 miles from the Orient Point Ferry.

74.5 miles east of NYC

68.5 miles east of JFK International

29.7 miles east of MacArthur Airport.

**YOU MUST PROVIDE A COPY OF YOUR FLIGHT ITINERARY**

to [CO@TRDIVSEACADETS.COM](mailto:CO@TRDIVSEACADETS.COM) no later than 31 JUL 16 but it is not necessary to provide this information when you register. See [Traveler Instructions](#) on the website for further details.

Notice: If you are using a GPS to navigate, you will still need to use the directions above to get to our training site.

**GPS address:** 51774 Sound Ave., Calverton, NY 11933

**APPENDIX 2 – MINIMUM SEABAG REQUIREMENTS**

ITEM		QTY (MALE)	QTY (FEMALE)	ON HAND?
NSCC ID card <i>[expiring Sep 2016 or later]</i>		1		
NSCC Service Jacket <i>[confirm with your home unit how &amp; when service jackets will be delivered to CF-NY – you cannot begin check-in w/o it]</i>		1		
Service Dress Whites	Jumper, Service Dress White, w/ flashes	1		
	Pants, Service Dress White	1		
	Cover, “Dixie cup”	1	n/a	
	Cover, combination w/ NSCC cap device	n/a	1	
	Skirt, Service Dress White [optional]	n/a	optional	
	Neckerchief	1		
	Belt, white web style w/silver tip & silver buckle	1		
	Undershirts, CREW neck, white	2		
	Shoes, smooth dress-style, black leather [no corfam or patent leather]	1 pair		
<b>Work uniforms</b> , as issued by home unit... any combo of NWUs & CUUs (Utilities are no longer an authorized NSCC uniform!)		<b>2 complete sets</b>		
NWUs	Blouse, NWU pattern w/ flash & embroidered nametapes	NWUs are the preferred uniform at CF-NY		
	Pants, NWU pattern w/ embroidered nametape			
	Cover, NWU pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>blue</i>			
	Parka, Gore-Tex, NWU pattern w/ embroidered nametape [optional]			
CUUs	Blouse, woodland camouflage pattern w/ flashes & embroidered nametapes	Good idea to have one set of CUUs patrolling		
	Pants, woodland camouflage pattern w/ embroidered			
	Cover, woodland camouflage pattern, 8-point w/ flash			
	Undershirts, crew-neck, <i>brown</i>			
	Jacket, woodland camouflage (M65 field jacket style) w/ flashes & embroidered nametapes [optional]			
Undershirts, CREW neck, for work uniforms <i>(blue for NWUs, brown for CUUs)</i>		5		
Elastic blousing bands (see <a href="http://amzn.com/B000TD7JAC">http://amzn.com/B000TD7JAC</a> )		2 pair		
Belt, black web style w/silver tip & silver buckle		1		
Raincoat, black [optional]		optional		
Boots, high-top, black leather [well worn!!!!]		1 pair		
Shoes, athletic [well-worn!!!!]		1 pair		
Socks, white, athletic, mid-calf length (no ankle highs)		6 pair		
Socks, black, athletic, mid-calf length (no ankle highs)		6 pair		
Underwear, white		9 pair		
Sports bras		n/a	3	
Shorts, athletic, navy blue or black		2 pair		
Swim suit, black or navy blue (1-piece for females)		1		
Shower shoes (flip-flops)		1		
Bath towels, solid color		3		
Wash cloths, solid color		3		
Bath robe, knee-length or longer		n/a	1	

ITEM	QTY (MALE)	QTY (FEMALE)	ON HAND?
Hygiene kit bag	1		
Razor & shaving cream (no aerosol)	as needed		
Bar soap (2 bars) & soap dish	1		
Toothbrush w/ travel holder & toothpaste	1		
Shampoo	1		
Body talc (pure cornstarch – do NOT get the “medicated” kind)	1		
Foot powder	1		
Deodorant (no aerosol)	1		
Cotton Swabs (Q-Tips)	10		
SPF 30+ lip balm	1		
SPF 30+ sunscreen	1		
4oz+ bug spray (pump bottle, no aerosol)	1		
Nail clippers	1		
Comb & brush	n/a	1 each	
Hair fixtures (bobby pins, hair bands, 3” or shorter barrettes & small scrunchies are OK; hair fixtures must be matte finished and should blend with the cadet’s hair color whenever possible)	n/a	as needed	
Sanitary products as necessary	n/a	as needed	
1-subject notebook (black cover) w/ pre-perforated paper	1		
Pens, black ink, ballpoint, click-type	3		
Stamped envelopes & stationary for correspondence home	at least 10 sets		
Mesh laundry bag	1		
Hangers (for each uniform top, bottom, and jacket)	at least 10		
Canteen, military style with cover & ALICE clips or Camelbacks	1		
Belt, olive drab, quick release for canteen	1		
Shoe shine kit	1		
Travel sewing kit	1		
Seabag	1		
Padlock with two keys [ <i>spare key to service jacket; no combination locks</i> ]	1		
Blanket, twin-size, thin, solid dark color <b>or sleeping bag</b>	1		
Flashlight	1		
Sheets, twin-size, flat, white (or one flat, one fitted)	2		
Pillow case, white	1		
Cell phone and charger	1		
Alarm clock	1		
Watch (preferably cheap)	1		
\$25 - \$50 spending money	??		
Laptop, powersrtip, cheap printer, necessary cables	if available		
Folding table, folding chair, fan, snacks, drinks, books, .mp3 player w/charger, auto shut-off iron, ironing board, extra PT gear, extra	??		

- Staff Cadets and Officers will report to CF-NY in NWUs; bring all other uniforms on hangers (Officers and Instructors are also authorized Navy khaki uniform and Instructors are authorized the NSCC alternate uniform)
- The quantities listed are minimum required amounts – you may add to the quantity of any item.
- The following items are expressly prohibited at CF-NY:



- Tobacco, alcohol, illicit drugs, and related paraphernalia
- Medications, vitamins, and supplements (see §11)
- Pornography or other sexually explicit or suggestive material

- Blades, or tools
- Anything in a glass bottle
- Perfumes & cologne

**CF-NY is not responsible for lost, stolen, or damaged property**