

SUBJECT: SEABEES Advanced (Field) Training SOP 2016.01

**U.S. NAVAL SEA CADET CORPS
REGION 3-4**

2016.01

Standing Operating Procedure

**ADVANCED FIELD
SEABEES TRAINING
CF-NY**

Headquarters, Region 3-4 Office of the Director
LONG ISLAND NEW YORK
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STANDARD OPERATING PROCEDURES V1.0

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1. INTRODUCTION

- 1.1. This manual sets forth the Standard Operating Procedures (SOP) and the policies of SEABEES Field Operations - Long Island(CF-NY).
- 1.2. The Naval Sea Cadet Corps (NSCC) expects all training sites to meet a minimum standard of excellence from officers, instructors, staff,and students. CF-NY therefore operates toward the following goals:
- 1.3. To provide military training to NSCC trainees, and to encourage among these trainees' teamwork, accountability, physical fitness, self-confidence, and self-discipline;
- 1.4. To provide leadership and mentorship opportunities to NSCC staff cadets, granting them genuine authority and accountability, and to provide these staff cadets with an opportunity to share their knowledge and expertise while in a supervised military environment;
- 1.5. To develop junior NSCC officers, to provide them with genuine authority and accountability, and to prepare them to run their own quality trainings in the future; and
- 1.6. Rejecting fear and intimidation as leadership tools, instead promoting mentorship and **LEADERSHIP BY EXAMPLE**, and to encourage among all hands the following traits:

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

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

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

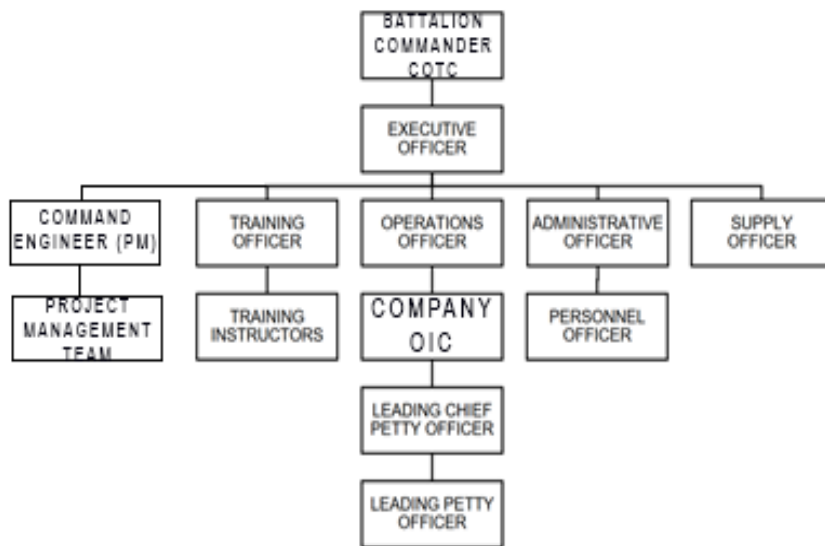
ALL CF-NY OPERATIONS TRAINING COMMAND PERSONNEL ARE RESPONSIBLE FOR UNDERSTANDING AND ADHERING TO THE GUIDELINES SET FORTH IN THIS MANUAL.

2. STRUCTURE

2.1. SEABEES Training also known as CF-NY, which designates this training as a New York-based SEABEES Field Operations Training. The term “CB” also refers to this training.

The organizational structure of the training unit is intended to coincide with that of a US Navy SEABEES unit. Command structure is at the “Battalion” level that is made up of three “Companies” as opposed to the ship-board structure of Companies. Cadet Company Commanders are hereinafter “Company Commanders”. Assistant Company Commanders bear the title of “Assistant Company Commander” and so on. The title of COTC and Battalion Commander are synonymous. Company Officers are titled “Company Officers”.

Quarterdeck functions will normally be run out of the Battalion Operations Center or OPS; therefore, Quarterdeck and Operations Center are synonymous.



CHAIN OF COMMAND

Figure 1

3. FORCE & EFFECT; CHANGES

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

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

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

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

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

4. STAFF BILLETS, CHAIN OF COMMAND, & TRAINING ORGANIZATION

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

4.1. Officer Staff *(Some or all of these positions may be utilized – some may not)*

4.1.1. *COTC - Commanding Officer of the Training Contingent (Command Team)* Responsible to NSCC National Headquarters for planning the training with the host command *(if applicable to the training location)*; for receiving and processing orders; for preparing a budget and collecting training fees; for the auditing of training funds; for recruiting qualified staff; for creating an overall training schedule; for the safe and effective training of the cadets; and for the health, safety, and welfare of the entire training contingent.

4.1.2. *XO - Executive Officer (Command Team)*

Responsible to the COTC for the oversight of the department heads; the creation and publication of a plan of the training and individual plans of the day (in consultation with the MTO and ATO); the creation of a CDO and OOW watch-bill; the day-to-day operations of the training; the maintenance of good order and discipline among all hands; and the health, safety, and welfare of the entire training contingent.

4.1.3. *MTO - Military Training Officer (Department Head)* Responsible to the Executive Officer for the creation and execution of a worthwhile military training program; for the coordination of Company competitions in accordance with this manual; the oversight of the creation of meaningful and detailed individual evaluations for each trainee in accordance with this manual; the oversight of the creation of meaningful and detailed individual evaluations for the CCPO, CCs, and ACCs in accordance with this manual; for the supervision of the Ship's Officer, Command Chief, and/or Company Officers; for the Companies' safe and efficient execution of the Plan of the Day; for the maintenance of good order and discipline among the Military Training Staff Cadets and Trainees; and the health, safety, and welfare of Military Training Staff Cadets and Trainees. The Military Training Officer should be a current or former member of the Armed Forces.

4.1.4. *Company Officers*

Responsible to the Operation's Officer for the health, safety, and welfare of the trainees in their assigned Company; for supervising and advising their respective Company

Commanders; and for overseeing the creation of meaningful and detailed evaluations for each trainee in their assigned Company in accordance with this manual. Company Officers generally will not interact directly with trainees; the role of the Company Officer is to support the Company Commander, to advocate for their assigned Trainees to the chain of command, and to ensure the safety and well-being of their trainees.

4.1.5. *ATO - Academic Training Officer (Department Head)*

Responsible to the Executive Officer for the creation and execution of a worthwhile academic training program based on this manual, the supervision of the Instructor staff, the creation and updating of lesson plans, the management of classroom materials and aids, and the creation and scoring of the final exam in accordance with this manual..

4.1.6. *Academic Instructors*

Responsible to the Academic Training Officer for planning lessons and providing classroom instruction of the Trainees, and for providing to the ATO appropriate questions from the material covered in each class session for the creation of the final exam.

4.1.7. *OPS - Operations Officer (Department Head)*

Responsible to the Executive Officer for logistical support, (including transportation, care of training facilities and equipment, supply, security, and watchstanding); supervision of the Security Officer and Logistics Officer; supervision of the Operations Staff Cadets while in the roles of Master-at-Arms, Ship's Servicemen, or Mess Specialist; the maintenance of good order and discipline among the Operations staff; and for the health, safety, and welfare of the Operations Staff Cadets.

4.1.8. *Security Officer*

Responsible to the Operations Officer for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the Operations Center and maintenance of the same and Fire & Security Watches in accordance with this manual; for the creation of an equitable watch bill for Operations watchstanders; and the supervision of Operations Staff Cadets while in the role of Master-at-Arms. The Security Officer will serve as the Officer of the Watch from 0700-2100 each day.

4.1.9. *Logistics Officer*

Responsible to the Operations Officer for the transportation of cadets and equipment; for the disposition of all training equipment; for the laundry facilities and the efficient and efficacious laundering of all clothing, linen, and towels; for the efficient and efficacious delivery of food to the training contingent; and for supervising Operations Staff Cadets while in the roles of Ship's Servicemen and Mess Specialists.

4.1.10. *Supply Officer*

Responsible to the Logistics Officer for the disposition of all training equipment at CF-NY; for the supervision of the Supply Locker; and for the accurate maintenance of a Supply Log in accordance with this manual.

4.1.11. *ADMIN - Administration Officer (Department Head)*

Responsible to the Executive Officer for the administration of cadet and officer service records, for the creation of award citations and certificates, for the creation and publication of a graduation program, for the collection and distribution of mail, for the disposition and auditing of training funds while on board the training, and for supervising Operations Staff Cadets while in the role of Yeoman. The Administration Officer will also be responsible for checking the command email address (CF-NY-Staff@usnsccregion03-4.us) and dealing with inquiries from parents as they arrive.

4.1.12. *Personnel Officer*

Responsible to the Administration Officer for the administration of cadet and officer service records, and for assisting the Admin Officer in the performance of his/her duties.

4.2. *Officer Collateral Billets*

Officers may be assigned collateral billets in addition to their primary billet as follows:

4.2.1. *Check-In Coordinator*

The Check-In Coordinator is responsible for coordinating the efforts of all Escort Officers and Staff Cadets in the efficient and efficacious processing of Trainees on check-in day in accordance with §27, Figure 4 (Check-In Report) of this manual. Will coordinate with MTO, OPS, ADMIN, and Medical to ensure that all concerns regarding the qualifications, preparation, suitability, and fitness of trainees are addressed quickly, and prior to admitting a cadet to the training. Assignment will generally be given to a Department Head or higher. While in the Check-In Coordinator billet, officers will report to the COTC.

4.2.2. *Graduation Coordinator*

The Graduation Coordinator is responsible for planning a brief and appropriately formal graduation ceremony for the final day of Training, in accordance with this manual; and for issuing formal invitations to appropriate dignitaries. Will coordinate with MTO, OPS, and ADMIN to ensure that all personnel, equipment, and paperwork are prepared for the ceremony, and that Trainees can be dismissed immediately upon the conclusion of the ceremony. While in the Graduation Coordinator billet, officers will report to the COTC.

4.2.3. *PAO - Public Affairs Officer*

The PAO is responsible for keeping parents and the public informed about the training, for liaising with the host command's Public Affairs Office. The PAO will maintain the public website and/or Facebook page and will regularly post pictures and stories of interest. This website is published in the Parent Information Guide and on the Region webpage. While in the PAO billet, officers will report to the ATO.

4.2.4. *Physical Readiness Officer (PRO)*

The PRO is responsible for the creation and execution of a safe and efficacious physical training regimen, and for the administration of Physical Readiness Tests. While in the PRO billet, officers will report to the MTO.

4.2.5. *Academic Instructor*

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

4.2.6. *Company Competition Evaluator*

Officers with expertise will be tasked to judge or evaluate the Company Competitions, as described in this manual. While in a Company Competition Evaluator billet, officers will report to the XO.

4.2.7. *Officer Watchstanding*

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

4.2.8. *Command Duty Officer (CDO)*

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

The CDO will also assume the duty of Officer of the Watch (OOW) from 2100-0700. The OOW is the supervising officer for the Operations Center and Fire & Security Watches in accordance with this manual. As such, the OOW is directly responsible to the COTC for the safety of the personnel and the security of the facilities and equipment at CF-NY, and the maintenance of an accurate logbook. During the 2100-0700 OOW watch, the CDO will be available to the watchstanders, either by staying on or near the Operations Center, or by providing the watchstanders with their location and cell phone number. The CDO will be identified with a plastic ID badge suspended from the left breast pocket.

4.3. *Military Training Staff Cadets (Cadre)*

4.3.1. *CCPO - Command Chief Petty Officer*

Responsible to the MTO and Ship's Officer for the safe and efficient execution of the Plan of the Day, for the maintenance of good order and discipline among the Military Training Staff Cadets and Trainees, for advising the Cadet Company Commanders in the performance of their duties, and for evaluating the CCs in accordance with this manual. Also responsible to the Commanding Officer for representing the interests and concerns of all Staff Cadets to the chain of command. The Command Chief Petty Officer must be an NSCC Chief Petty Officer (E-7), have graduated POLA, have served at least one year as a Recruit Company Commander, be CPR certified, and be recommended by their Unit Commanding Officer. It is preferable that the Command Chief also has experience as a Company Chief (or higher) at POLA. The CF-NY Command Chief Petty Officer will be identified with a scarlet aiguillette (shoulder cord), shall be worn on the left shoulder.

4.3.2. *CC – Cadet Company Commander*

Responsible to the Military Training Officer and the cognizant Company Officer for the safe and efficient execution of the Plan of the Day, for the supervision and training of their assigned Assistant Company Commander, for the basic military training of their assigned trainees in accordance with this manual, for the meaningful evaluation of their trainees in accordance with this manual, for the meaningful evaluation of their assigned ACC in accordance with this manual, for the maintenance of good order and discipline among their assigned trainees, and for the health, safety, and well-being of their assigned trainees.

Cadet Company Commanders hold the most important billet at Field Training Command Long Island. CCs must be model cadets and must lead by example at all times; they should appear to trainees to be both infallible and omniscient. CCs must put their trainees' well-being ahead of their own. They must keep the goals of CF-NY – teamwork, accountability, self-confidence, self-discipline, basic military knowledge, & physical fitness – in mind at all times, and justify every action they take with one or more of these goals.

CCs must be everything to their trainees at once: perfect example, teacher, mentor, big brother/sister, disciplinarian, counselor, motivator, team leader, and team member.

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

CCs must be an NSCC Petty Officer First Class (E-6) or higher, have graduated POLA, have served in a leadership position in a previous year, be CPR certified, and be recommended by their Unit Commanding Officer. Cadet Company Commanders will be identified with a scarlet aiguillette (shoulder cord).

4.3.3. *Assistant Cadet Company Commander*

Responsible to the cognizant Cadet Company Commander for the safe and efficient execution of the Plan of the Day, for the basic military training of their assigned trainees in accordance with this manual, for assisting the CC in the meaningful evaluation of their trainees, for the maintenance of good order and discipline, health, safety, and well-being of their assigned trainees.

ACCs must be a NSCC Petty Officer Third Class (E-4) or higher, have graduated POLA, have served on staff in a previous year, be CPR certified, and be recommended by their Unit Commanding Officer. Assistant Company Commanders will be identified with a yellow aiguillette (shoulder cord).

4.3.4. ***Operations Staff Cadets***

4.3.4.1. *Qualifications*

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

4.3.5. *CMAA – Chief Master-at-Arms*

Responsible to the Security Officer for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the quarterdeck and maintenance of Quarterdeck and Fire & Security Watches in accordance with this manual; for the creation of an equitable Trainee MOOW watch bill; the supervision of Operations Staff Cadets while in the role of Master-at-Arms; and other related duties as assigned. The Chief Master-at-Arms must be an NSCC Petty Officer Second Class (E-5) or higher, have graduated POLA, have served on staff in a previous year, be CPR certified, and be recommended by his/her Unit Commanding Officer. It is preferable that the CMAA have graduated from an NSCC MAA advanced training.

4.3.6. *MAA - Master-at-Arms*

Responsible to the Security Officer, through the CMAA, for the safety and security of the buildings, grounds, facilities, and equipment used at the training; for the Operations Center and Fire & Security Watches in accordance with this manual; and for other related duties as assigned. The duty MAA will be identified by a brassard on the right arm, midway between the shoulder and elbow, on uniforms or outer garments.

4.3.7. *Operations Staff Cadet Watchstanding*

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

4.3.8. *Petty Officer of the Watch (POOW)*

Operations Staff Cadets will stand four-hour POOW watches in the Operations Center. The POOW is responsible to the Officer of the Watch for overseeing the quarterdeck watch in accordance with this manual, for ensuring compliance with the 11 General Orders, for supervising the Messenger, for maintaining an accurate logbook, and for training trainees in watchstanding during the 2100-0500 watches. The POOW will be identified with a plastic ID badge suspended from the left breast pocket.

4.3.9. *Messenger (MOOW)*

From 0500-2100, junior Operations Staff Cadets will stand four-hour Messenger watches in the Operations Center. From 2100-0500, Trainees will stand two-hour Messenger watches in the Operations Center. The Messenger is responsible to the POOW for carrying important communications to and from the Ops Center, and for roving patrol of the Training Areas and grounds used at CF-NY. The MOOW will be identified with a plastic ID badge suspended from the left breast pocket.

4.4. Trainees

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

- 4.4.1. Trainee cadets must have been enrolled in the NSCC no later than 30 April of the training year. See NSCC Training & Operations Manual §0405.8(a).

- Trainee cadets must turn 13 years old no later than 31 August of the training year.
- Trainee cadets must have passed the Physical Fitness Test at their home unit prior to reporting to CF-NY. See NSCC Training & Operations Manual §0405.8(b).
- Cadets must have completed the BMR correspondence course (NAVEDTRA 14325).
- Cadets must have completed NSCC Recruit Training.

4.5. Cadet Companies

- 4.5.1. The Ship's Company shall generally consist of three Companies (Alfa, Bravo and Charlie). Each Company will consist of an approximately equal number of trainees, with no more than 25 Trainees in any one Company. If there are more than 80 Trainees in the Ship's Company, a fourth Company (Delta) shall be added. If there are more than 100 Trainees in the Ship's Company, a Fifth Company (Echo) shall be added.
- 4.5.2. Trainees shall be divided among the Companies such that there is a fair and equal representation in each of different genders, ages, home units, home states, etc. Siblings will never be assigned to the same Company.
- 4.5.3. Companies will be further broken down into three squads, which will generally march in formation together as one file or column. At the Company Commander's discretion, Squads may be broken down into Fire Teams during field operations activities.
- 4.5.4. Companies shall be berthed together (in same location) to the maximum extent possible.

4.6. Cadet Staff Positions

- 4.6.1. In consultation with their respective Company Officers, the Company Commanders shall appoint Trainees to the positions described in the SOP. These appointments shall be reported to the Military Training Officer no later than 1400 on Training Day 2.
- 4.6.2. These roles should be awarded based on potential for outstanding performance and initiative. After appropriate counseling, and with approval from the Company Officer, these appointments can be rescinded for poor performance or inappropriate behavior.

4.6.2.1. Cadet Chief Petty Officer (CCPO)

The Cadet Chief Petty Officer is responsible to the Company Commander for the efficient execution of the Plan of the Day, for the maintenance of good order and discipline among the Company's trainees and assigned spaces, and other duties as assigned.

4.6.2.2. Cadet Leading Petty Officer (CLPO – CPO1)

The Cadet Leading Petty Officer is responsible for assisting the CCPO in the execution of the Plan of the Day, and for other duties as assigned.

4.6.2.3. Cadet Master-at-Arms (CMAA – CPO1)

The Cadet Master-at-Arms is responsible to the CCPO for maintaining good order and discipline among the Company's trainees and assigned spaces, and for other duties as assigned. *Squad Leader (CPO2)* Squad Leaders are responsible to the CCPO for the supervision of the trainees in their squad (who will normally march together in a single column), and for other duties as assigned.

4.7. Chain of Command

4.7.1. Adherence to the Chain of Command

All hands will comply with the Chain of Command, and will exhaust all resources in the proximate levels of the Chain of Command whenever practicable before moving up the Chain.

4.7.2. Open Door Policy

When any Officer, Staff Cadet, or Trainee:

- Feels uncomfortable addressing an issue to their superior as a result of abuse, maltreatment, sexual harassment; hazing; fraternization; prejudice or discrimination; or bullying; or
- Is aware of an instance of abuse, maltreatment, sexual harassment; hazing; fraternization; prejudice or discrimination; or bullying; s/he is empowered to skip steps in the Chain of Command.

4.8. Supervision of Trainees

4.8.1. Two-staffer rule

No Officer or Staff Cadet may have a one-on-one interaction with any subordinate.

Each Company shall be supervised by at least two members of the Cadre at any time the trainees are not in class.

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

All members of the Cadre shall be present during PT.

At no time shall a Training Company be left under the sole supervision of Cadet Staff.

4.8.2. Company Officers are expected to supervise their assigned CC and ACCs on a regular basis, but are reminded that they are generally not to interact directly with trainees and should never counsel or correct the Company Staff Cadets in front of trainees. Company Officers should make unscheduled visits to the Company several times per day, practicing “Leadership by Walking Around”.

4.8.3. Staff Cadets and Officers are encouraged to work in shifts to avoid over exertion.

4.9. TRAINING CONTENT & SCHEDULE

The content of Field Training shall be divided into five main components: Academic Training, Military Training, Physical Training, Confidence Course, and the repelling/climbing wall.

4.9.1. *Academic Training*

Responsibility

The Academic Training Officer is responsible for conducting academic training.

Scheduling

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

4.9.2. *Military Training*

Responsibility

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

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

4.9.2.1. Company Time

Company Time is time, which can be used at the discretion of the Company Commander. In deciding how to use this time, CCs must be mindful of what is on the Plan of the Day for later that day (*e.g.*, classes, working details, etc.) as well as what is coming up in the schedule later in the week (*e.g.*, Company competitions, inspections). CCs may use this time to: instruct military drill, the manual of arms, the general orders, or other military topics; to field day the bivouac area, conduct tent inspections, or prepare uniforms; to run team-building exercises;

or any other activity or evolution so long as it is in keeping with this manual.

4.9.2.2. *Military Training Topics*

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

Military drill	COTC's Top Six (see §8)
Manual of arms	Self-control & military bearing
Wear & care of the uniform	Personal accountability
Care of field encampment	Selflessness/concern for others
Personal hygiene	Teamwork & loyalty
Military terminology	Pride in self, Company, & Courage & self-confidence
Integrity & honesty	Politeness & tact
Dependability & reliability	The 11 General Orders
Love of Corps & country	Military time
Initiative	Motivation & enthusiasm
Phonetic alphabet	Endurance, fortitude, & adaptability
Obedience to lawful commands	

4.9.3. *SEABEES Training*

This training was established to give our cadets the opportunity to experience firsthand, the life of a CB in a field operational environment as well as an understanding of the CB's, their rich history and the diversity of the work CB's do from construction to tactical field operations. To appreciate that the work of a CB is like no other sailor outside of SEALs in terms of combat and field operations. To that end, topics addressed in this training will include, but not limited to:

History and Organization of the Seabees	Organic Communications Equipment
Combat Maneuvers, Formations, Patrols, and Ambushes	Land Navigation
Evasion, Survival, Escape, and Recovery	Individual Protective Measures
Entanglements	First Aid and Field Sanitation
Small Arms Weapons	Marksmanship and Techniques of Fire
Hand Grenades, Land Mines, Pyrotechnics, and Improvised Explosive Devices	Tools and Their Uses (14256)

Safety Rules & Equipment
Plumb Bobs
Electrical Power Tools
Framing of a Building
Civil Engineering

Reading Measuring Scales, Rules and Tapes
Use of Hand tools
Seabee Combat Handbook, Vol 1 (14234A)
Basic and Advanced Construction
Risk Assessment

4.9.4. ***Physical Training***

Responsibility

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

Scheduling

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

Morning Physical Training

The morning PT session typically takes place immediately outside the bivouac area from 0550-0615. All hands will be in uniform at this time, so morning PT will be conducted in such a way as to minimize wear to the uniforms and avoid possible injuries from wearing boots. Morning PT should consist of stretching and light calisthenics, with warm-up and cool-down periods bookending the training session.

Evening Physical Training

The evening PT session typically takes place at locations to be determined. All hands will be in PT gear. Evening PT should consist of stretching, calisthenics, and warm-up and cool-down periods bookending the training session. Evening PT will be determined on a daily basis depending on time constraints, weather and meeting anticipated construction deadlines and milestones met.

Safety

The Company Officers will oversee all activities conducted by their respective Companies to ensure that all issues concerning safety and safe operations are adhered to.

Confidence Course

Responsibility

The COTC will schedule the use of the Confidence Course with Baiting Hollow Scout Camp (BHSC) Staff. The Military Training Department will provide as many adult staff as practicable to supervise the trainees on the course. OPS staff and Corpsmen will supplement.

Purpose

The primary purpose of the evolution is to build individuals' confidence and to encourage

team building.

4.9.5. *Typical Day's Schedule*

0530	Reveille
0550	Physical Training
0615	Morning Med Call
0630	Breakfast
0715	Quarters
0800	Training Block 1
0930	Training Block 2
1100	Lunch
1200	Training Block 3
1330	Training Block 4
1500	Training Block 5
1700	Dinner
1830	Evening PT
2000	Small unit patrolling/tactic
2200	Showers & Letters Evening Med Call
2300	Recruit Taps Department Head Meeting

Plan of the Day

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

4.10. COMPANY COMPETITIONS & EVALUATIONS

Purpose

While each trainee is evaluated as an individual, Companies are also evaluated collectively. The Company which receives the highest evaluation is recognized as the Honor Company at graduation. The competition between Companies builds esprit de corps and provides motivation for the trainees, even in mundane or repetitive tasks.

Scored Activities or Events

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

Academics (15% of overall score)

Classroom Reports (6%)

At the end of each academic class session, the Instructor will fill out a questionnaire on the Company's timeliness, attentiveness, participation, and behavior during the class

session. These scores (as a percentage of possible points earned) will be reported to the FQA Officer.

Average Final Exam Score (9%)

The Company's average final exam score will be determined by the ATO and reported to the FQA Officer.

Reporting

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

TRAINEE EVALUATIONS

It is an explicit goal of CF-NY to provide meaningful feedback to each trainee about their performance. The Military Training Staff are charged with providing regular verbal feedback to each trainee and creating written evaluations for inclusion in each cadet's service jacket. These evaluations should provide trainees with an honest assessment of their strengths and weaknesses, and should provide action points to help them correct any deficiencies. Evaluation scores will be the main criteria used to determine the Honor Graduates from each Company, and the overall Battalion's Honor Graduate.

Evaluation Responsibilities

Company Commanders

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

Company Officers

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

Military Training Officer

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

Evaluation Timeline

Eval Tracking Binders

At the beginning of the training, the MTO will provide to each CC a binder with a page pre-populated for each trainee in his/her Company. These sheets allow CCs and ACCs to record comments throughout the training.

Training Day 5

No later than Training Day 6 (typically the middle Sunday of training), CCs shall present to their Company Officer preliminary scores and draft evaluation comments for each of their trainees. These comments will be reviewed by the Company Officer and forwarded to the FQAO no later than 0900 on Training Day 7 for feedback.

Training Day 6

No later than Training Day 6, CCs shall present to their Company Officer the final scores and final comments for each trainee. These comments will be reviewed by the Company Officer and forwarded to the AO no later than 0900 on Training Day 7. After review by the AO, and MTO, trainee evaluations will be collated and printed for inclusion in the trainees' service jackets.

Evaluation Scores

Scale

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

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

Distribution

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

Trainee Evaluation Criteria

All trainees will be evaluated on six criteria. Those assigned to a Cadet Staff position will be evaluated on a seventh.

Performance

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

Military Bearing

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

Personal Appearance

Cadet's neatness in person and dress; conformity with NSCC Uniform Regulations and grooming standards. Evaluators will take into account the outdoor environment and the working requirements. This is not a spit & shine training but basic neatness and military bearing should be adhered to - to the degree possible. Remember, we are not alone and many eyes are upon us. Appearance and conduct is important.

Teamwork

A trainee's prioritization of team and mission over self, loyalty to teammates, willingness to help others, and refusal to let fellow cadets give up.

Motivation

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

Adaptability

A Cadet's mental agility; the ability to respond to the pressures of CF-NY and bounce back from adversity or stress.

Leadership Potential

A Cadet's ability to plan, direct, motivate, delegate, and lead by example. This attribute is only scored when a cadet has been assigned a cadet staff billet.

Final Exam

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

Reporting

Each trainee's individual scores will be reported on a modified NSCTNG008 Administrative Remarks included in the cadet's service jacket. This will include the scores for each criterion and the Company's average, high, and low score for each criterion. The trainees' final exam score will be reported along with the average, high, and low scores for the entire Battalion. This form will also report whether or not the cadet held a cadet Staff position and whether or not the trainee was an Honor

Graduate.

STAFF EVALUATIONS

CF-NY is two trainings in one: a basic orientation for the trainees, and a leadership training for our staff. As such, it is an explicit goal of CF-NY to provide meaningful feedback to each staff cadet about their performance. Supervisors are charged with providing regular verbal feedback to each staff cadet and creating written evaluations for inclusion in each cadet's service jacket. These evaluations should provide staff cadets with an honest assessment of their strengths and weaknesses, and should provide action points to help them correct any deficiencies.

Evaluation Responsibilities

Command Chief

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

Cadet Company Commanders

The Command Chief will evaluate the CCs, with input from the cognizant Company Officer and Battalion Operations Officer.

Assistant Cadet Company Commanders

The assigned CCs will evaluate their own ACCs, with input from the cognizant Company Officer.

Chief Master-at-Arms

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

Evaluations Timeline

Eval Tracking Binders

At the beginning of the training, the cognizant Department Head will provide each evaluator with an Eval Tracking Binder; the binder will be pre-populated with a page for each cadet whom they will be evaluating. These sheets allow evaluators to record comments throughout the training.

Training Day 7

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

Staff Cadet Evaluation Criteria

Command Presence

Ability to garner the respect and attention of his or her subordinates by the way

s/he presents and carries him/herself; projecting a commanding presence and professional image of authority.

Chain of Command

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

Accountability

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

NSCC Knowledge

Thorough knowledge of the Navy, the NSCC, and the policies, procedures, and mission of CF-NY.

Mental Agility

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

Interpersonal Tact

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

Communication

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

Teamwork

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

Motivation

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

Gets Results

Ability to safely and effectively carry out assigned duties; time management; developing and executing plans while providing direction, guidance, and clear priorities to subordinates; managing resources; accomplishes the mission.

Leads Others

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

Leadership by Example

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

Reporting

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

4.11. COTC'S TOP SIX

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

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

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

4.12. YOUTH PROTECTION

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

Physical Abuse

All forms of physical abuse are strictly prohibited at CF-NY.

Assault

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

Battery

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

Touching in General

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

- A common greeting (e.g., handshake).
- Correcting a cadet position.
- Correcting a cadet movement.
- Fitting or correcting the arrangement of a cadet's clothing or equipment.
- Conducting a lawful examination or inspection of a cadet's person, his/her clothing, or his/her equipment, so long as the examination or inspection is conducted by two or more officers/cadets of the same gender as the cadet.
- Conducting a demonstration incident to training.
- Protecting a cadet from suffering bodily harm or providing first aid/medical treatment.
- Bona fide self-defense.

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

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

Physical Training as Punishment/EMI

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

- Physical training (e.g., push-ups, sit-ups, body-builders, etc.) intended as punishment;
- Stress positions (e.g., wall-sits, front leaning rest, etc.) intended as punishment; and
- Extended periods at attention or parade rest.

Maltreatment and Exploitation

All forms of maltreatment and exploitation are strictly prohibited at CF-NY.

Withholding essential needs

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

Unnecessary exposure to the elements

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

Personal services

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

Theft

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

Financial Transactions

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

Verbal Abuse

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

Mail

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

Threats and Attempts of Self-Harm or Suicide

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

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

CF-NY staff are authorized to restrain a cadet who is actively harming themselves, if the staff member believes they can do so without suffering injury.

Cadets who threaten or attempt self-harm shall be transported to the nearest medical facility as soon as possible.

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

4.13. Two-Staff & Open-Door Rules

Staff Cadets

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

Officers

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

Exigent Circumstances

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

Open Doors

No CF-NY personnel may ever interact one-on-one with another person in a closed room, other than a roommate.

4.14. Medical Care

No staff member without a medical license may diagnose a cadet with injury or illness. All hands are to take medical complaints seriously, and must direct cadets and trainees to the appropriate medical resources upon request. When the Medical Officer or his designee deem it necessary (or common sense dictates), cadets will be transported to off-site medical care.

Concussions

Special care must be taken where cadets complain of head injuries. Any cadet who complains of a head injury is to be taken to an off-site medical facility for thorough evaluation.

4.15. Sexual Harassment

All forms of sexual harassment are strictly prohibited at CF-NY.

4.15.1. SEXUAL HARASSMENT DEFINED:

- Unwelcome sexual advances; or

- Unwelcome requests for sexual favors; or
- Other behavior of a sexual or gender-based nature where:
 - Imposition to such conduct is made either explicitly or implicitly as a term or condition of an individual's participation in any NSCC program or activity or,
 - Refusal or rejection of such conduct by an individual is used as the basis for decisions regarding that individual's participation in any NSCC program or eligibility for any benefit; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of creating an intimidating, hostile, or offensive learning, living, or working environment.

CF-NY has a Zero Tolerance policy for sexual harassment. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent any and all forms of conduct contemplated in this SOP and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

4.15.2. To ensure a respectful, productive, and comfortable learning, living, and working environment at CF-NY, the following behaviors are prohibited:

- Pressure, intimidation, threats, or promises used to coerce sexual favors;
- Sexual advances;
- Unwelcome physical contact;
- Sexual remarks about a person's clothing, body, or sexual behaviors;
- Inappropriate whistling, leering, or staring;
- Conversation of a sexual nature or sexually graphic jokes or stories;
- Obscene or sexually explicit comments, or sexually suggestive gestures;
- The display of sexually explicit materials or writings; and other comparable behaviors that create an intimidating, hostile, or offensive environment.

Personnel found to be in violation of these instructions and directives shall be terminated from CF-NY; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

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

Other conduct that does not automatically rise to the level of sexual harassment may still create an intimidating, hostile, or offensive learning, living, and working environment, especially if the conduct is repeated or pervasive. These behaviors generally rise to the level of sexual harassment only once a member complains. These kind of behaviors include, but are not limited to:

- Questions or conversations of a personal nature;
- Requests for dates;
- Off-color jokes; and
- Foul language or gestures.

Personnel found to be in violation of this shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

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

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

4.16. Hazing

All forms of hazing are strictly prohibited at CF-NY.

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

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

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

CF-NY has a Zero Tolerance policy for hazing. It is therefore the affirmative duty of every

member of the training contingent to abstain from, discourage, and prevent all forms of hazing and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

Any member of the training contingent who imposes or authorizes hazing behaviors as defined herein shall be terminated from CF-NY; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

Any member of the training contingent who is subjectively aware of a pattern of hazing as defined herein, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

4.17. *Fraternization*

All forms of fraternization are strictly prohibited at CF-NY.

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

Fraternization is a gender-neutral concept.

Fraternization is prohibited at CF-NY where it jeopardizes good order, discipline, authority, and morale because it:

- Calls into question a senior's objectivity;
- Results in (or gives the appearance of) favoritism or preferential treatment;
- Undermines the authority of a senior; or compromises the chain of command.

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

Fraternization is most insidious when it involves an officer and a Cadet. Unduly familiar Officer-Cadet relationships are prohibited at CF-NY.

Unduly familiar Cadet-Cadet relationships, where one Cadet is senior to another and/or exercises authority over another, are prohibited at CF-NY.

Any officer in an unduly familiar relationship with a Cadet in violation of NSCC regulations and this policy, shall be terminated from CF-NY; shall receive an evaluation stating the reasons for such termination; and shall be recommended by the COTC to the member's Unit Commanding Officer, Regional Director, and NHQ Field Representative for termination from the NSCC. Conduct that is criminal in nature will be referred to the appropriate law enforcement agency for investigation.

Any member of the training contingent who is subjectively aware of a pattern of fraternization between an officer and a Cadet, in violation NSCC regulations and this policy, but who fails to report this pattern of fraternization to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

Any Staff Cadet in an unduly familiar relationship with a subordinate Staff or Student Cadet, in violation of NSCC regulations and this policy, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

All complaints about fraternization shall be taken seriously at all levels of the chain of command.

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

4.18. *Prejudice and Discrimination*

All forms of prejudice and discrimination are strictly prohibited at CF-NY.

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

“Discrimination” is unjustly making distinctions in the treatment of different categories of people.

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

Prejudice and discrimination are prohibited at CF-NY because they:

- Create an intimidating, hostile, and offensive learning, living, and working environment; and
- Are dangerous to good order, discipline, authority, and moral because they can:

- Call into question an individual's objectivity;
- Result in (or give the appearance of) favoritism or preferential treatment; and
- Damage the legitimacy of the chain of command.

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

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

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

Any cadet/trainee who has engaged in prejudicial or discriminatory conduct prohibited herein, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

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

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

4.19. *Bullying*

All forms of bullying are strictly prohibited at CF-NY.

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

There are genuine "power imbalances" inherent in our hierarchical and authoritarian structure. Where staff cadets or officers harass or threaten trainees, it will generally be

considered Hazing where trainees threaten, assault, harass, or exclude their fellow trainees (or where staff do the same to their peers), it will be considered “bullying”.

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

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

Any cadet who has engaged in bullying conduct defined herein, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

Any member of the training contingent who is subjectively aware of a pattern of bullying conduct defined herein, but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

All complaints about bullying shall be taken seriously at all levels of the chain of command.

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

4.20. CADET CODE OF CONDUCT

Trainees shall conduct themselves in a military manner, so as to bring credit to themselves, their Company, Region 03-4, the Naval Sea Cadet Corps, and the Navy.

Trainees shall wear the Navy’s uniform with pride, and in accordance with all NSCC uniform regulations.

Trainees shall put forth their maximum effort at all times and in all tasks.

Trainees shall put their Company before themselves.

Trainees shall not threaten or attempt bodily harm to any other person.

Trainees shall not lie, cheat, or steal.

Trainees shall not prejudge, discriminate, bully, haze, or harass.

Trainees shall not use racial or ethnic epithets; or vulgar, obscene, or profane

language.

Trainees shall not solicit, collect, or distribute money.

Trainees shall not vandalize, damage, or destroy NSCC, US Government, or private property.

Trainees shall not fraternize with each other or with staff.

Trainees shall not possess or use alcohol, tobacco, or drugs of any kind.

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

All Staff Cadets and Officers at CF-NY, by order of the COTC and by virtue of their obligation to Lead By Example, are also bound by the Cadet Code of Conduct.

5. PERSONAL CONDUCT

5.1. COURTESIES AND FORMS OF ADDRESS

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

Trainees shall snap to attention when addressing staff cadets, officers, and instructors.

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

Before entering a compartment occupied by a staff cadet, officer, or instructor, trainees will knock three times and announce, "[title], Cadet, Seaman, Petty Officer, etc. [name], requesting permission to enter, [title]", as in "sir, Cadet Smith requesting permission to enter, sir", or "chief, Seaman Jones requesting permission to enter, chief."

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

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

Trainees shall address their fellow trainees as "shipmate" or "cadet".

Trainees shall refer to themselves as “this cadet”.

5.2. UNIFORMS, GROOMING, & HYGIENE

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

Trainees shall not be permitted outside of the bivouac area without the prescribed uniform of the day.

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

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

Officers out of height/weight standards will wear the alternative uniform.

All hands will shower at least once daily during CF-NY. Student Cadets will shower as soon as possible after evening PT.

The uniform of the day during CF-NY will be NWUs or BDUs 0530-1800 and PT gear 1800-2130, except as otherwise noted in the Plan of the Day.

Trainees shall wear the prescribed uniform of the day between Reveille and Taps.

When outside of their tent or the head, cadets shall wear (at a minimum) shorts, a t-shirt, and showershoes.

Trainees shall not appear or walk around the encampment area, in a state of undress.

Trainees shall never allow their bare feet to touch the deck, especially in the head. Shower shoes shall always be worn in the showers!

The uniform for PT shall be dark blue or black shorts or sweatpants with the issued Battalion T-shirt.

PT gear will be washed after every PT session.

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

Females shall wear a knee-length (or longer) bathrobe over their sleepwear when

outside of their tent or the head.

All cadets and officers will blouse their NWU or CUU trousers using elastic bands.

Staff cadets and officers may roll the sleeves of their NWU or CUU blouse at the discretion of the Company Officer or Department Head. Uniformity is important.

5.3. CLASSROOM PROCEDURES AND CONDUCT

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

Trainees shall call “attention on deck” and snap to attention when an instructor enters or exits the classroom unless a class is in progress.

Trainees shall stand at attention when speaking during classes.

Trainees shall take notes during class sessions.

Trainees are encouraged to participate and ask questions during class sessions.

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

Instructors will evaluate each Company’s classroom performance and submit these evaluations to the FQA Officer. Trainees should not be penalized on these evaluations for standing up if they are feeling groggy.

5.4. MESSING

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

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

Trainees can take what they want from the chow line, but must eat what they take.

Trainees shall eat with their Company, unless excused for medical reasons. If excused, the Medical Department will provide a meal.

Trainees will have approximately 20 minutes to eat each meal. Cadet Company Commanders will give a two-minute warning, and will pass the word when the

Company is to depart the messdeck. While this is not a Recruit Training, meals are staggered to accommodate NSCC personnel and other groups in training or other activities at BHSC so getting in and out expeditiously is critical.

At the conclusion of each meal, trainees shall police their table, clear plates and utensils, and push all benches in.

Trainees shall leave the mess deck as a Company, at the direction of the Cadet Company Commander.

Unless instructed otherwise, trainees may not drink sugary drinks or soda during chow.

Trainees' intake of milk will be limited to avoid sour stomach.

Trainees' intake of sugar and caffeine will be limited to avoid sugar crash, upset stomach, and sleepless nights. Note: sweets, soda, desserts, maple syrup, and sugary cereals will all be limited.

Cadets are forbidden from taking chow from the mess deck.

The mess deck is off limits during "closed" hours unless otherwise authorized.

5.5. LAUNDRY

Staff cadets and officers are responsible for the proper maintenance of their own uniforms and laundry.

In order to maximize training time, trainee laundry will be processed by Operations Staff in the role of Ships Servicemen. Trainee Laundry Petty Officers will assist in the collection and distribution of Company's laundry.

Washers and dryers in use may never be left unattended.

All washing machines and dryers should generally be secured between staff taps and reveille.

All hands are charged to follow all instructions posted in the laundry room and on the equipment therein. In particular, personnel are reminded to empty the lint trap in each dryer after each load of laundry.

All laundry supplies shall be marked as property of the NSCC, and stored in the Operations Center when not in use.

Irons will be unplugged when unsupervised.

PT shirts will be washed each night after PT.

All clothing items should be marked with the owner's name, and combined loads should be washed using mesh laundry bags.

5.6. GEAR & CONTRABAND

All hands are prohibited from possessing any of the following:

- Weapons;
- Illicit drugs or drug paraphernalia;
- Alcohol;
- Pornography/sexually explicit/suggestive material;
- Anything in a glass bottle; and
- Perfumes/colognes

In addition to the items listed herein, *Staff Cadets* are further prohibited from possessing any of the following:

- Tobacco products or related paraphernalia;
- Medications, either prescription or over-the-counter;
- Cameras; and
- High-caffeine beverages

In addition to the items listed, *Trainees* are further prohibited from possessing any of the following:

- Anything operated by electricity;
- Cameras;
- Food, candy, or soda;
- Anything in an aerosol can;
- Tobacco products or related paraphernalia; and
- Medications, either prescription or over-the-counter

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

The COTC is reserved the authority to order a search of any space or person when misconduct is suspected, or the safety and well-being of NSCC Personnel or a third

party, or the efficiency of the training is threatened. Two male officers will conduct searches of male Cadets and male Cadet spaces; two female officers will conduct searches of female Cadets and female Cadet spaces.

5.7. Seabag List

The basic seabag list for CF-NY is published in the Cadet, Parent and Unit CO's Information Guides.

5.8. DISCIPLINE, EMI, & TERMINATION

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

“Discipline” at CF-NY is understood to mean corrective instruction; discipline at CF-NY is not imposed as punishment.

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

- CF-NY Code of Conduct
- Billeting Procedures & Conduct
- Courtesies & Forms of Address
- Uniforms, Grooming, & Hygiene
- Classroom Procedures
- Messing
- Radio Communications

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

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

- Youth Protection
 - Sexual Harassment
 - Hazing
 - Fraternalization
 - Prejudice & Discrimination
 - Bullying
 - CF-NY Code of Conduct

- Billeting Procedures & Conduct
- Courtesies & Forms of Address
- Uniforms, Grooming, & Hygiene
- Classroom Procedures
- Messing
- Laundry
- Gear & Contraband
- Discipline & EMI
- Emergency Procedures
- Watchstanding
- Supply Storage
- Communication and Guests
- ID Cards
- Military Personnel
- Leave and Liberty
- Vehicles
- Radio Communications
- ADA Compliance
- Heat Safety

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

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

In keeping with this SOP, no physical punishment shall ever be imposed or authorized by any member of the training contingent. Such punishments include, but are not limited to:

- Physical training (*e.g.*, push-ups, sit-ups, body-builders, etc.) intended as punishment; stress positions (*e.g.*, wall-sits, front leaning rest, etc.) intended as punishment;
- Extended periods at attention or parade rest;
- Unnecessary exposure to the elements; and deprivation of sleep, food, or medical care.
- No demeaning or mentally abusive punishment shall ever be imposed or authorized by any member of the training contingent.

Such punishments include, but are not limited to:

- Publicly or privately humiliating or degrading Cadets;
- Publicly or privately calling Cadets by hurtful or insulting names or epithets; and
- Intentionally causing emotional distress.

CF-NY has a Zero Tolerance policy for physical and demeaning punishments. It is therefore the affirmative duty of every member of the training contingent to abstain from, discourage, and prevent the forms of discipline contemplated in applicable sections of this SOP and, further, to immediately report any such acts in their knowledge to the COTC or his/her designee.

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

Any member of the training contingent who is subjectively aware of a pattern of imposing or authorizing the forms of discipline contemplated in applicable sections of this SOP but who fails to report this pattern to the chain of command, shall be disciplined as deemed appropriate by the COTC, up to and including termination from CF-NY.

5.9. Correction in Public

A component of any Advanced Training is intense discipline, which both serves to provide instruction to trainees and serves as a test of character and endurance.

Discipline at CF-NY is progressive; that is, it proceeds in stages. In Phase 1, it is presumed to be intense: delivered calmly but assertively and often delivered in public. As the training begins Phase 2, the discipline is delivered with less force and less likely to be delivered in public. By Phase 3, discipline is presumed to be a private conversation about correcting a deficiency. All discipline is corrective in nature and must be accompanied by instruction or activities directed at improving performance and/or increasing self-control.

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

Staff cadets and officers should never be corrected in front of trainees.

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

Preliminary investigation will be conducted by the Executive Officer (XO) by means of an XO's screening. The results of which will be provided to the COTC along with a recommendation as to where he/she thinks the case should go, based on the results of his/her investigation.

The COTC is reserved the sole and absolute authority to terminate any Student Cadet, Staff Cadet, or Staff Officer for violations of the SOP, NSCC regulations or the commonly understood rules of appropriate military conduct. The COTC has the right and authority to accept, reject or override the recommendations of the XO's screening.

There are no refunds for trainees or staff cadets who are terminated from CF-NY for disciplinary reasons.

6. EMERGENCY PROCEDURES

In case of an emergency situation, the following procedures will be adhered to.

6.1. Procedures for Fire/Emergency

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

In the event of a fire or other emergency, cadets will move in an orderly fashion to a place of safety. The CDO will immediately form the unit and take a headcount to ensure that all personnel are present and accounted for. Staff Cadets and Officers will also have cell phones, two-way radios, and flashlights. The Company Officer will receive a status of all personnel and direct the unit to move on mass to the bivouac area where they will report in to the CDO.

In the event of a fire or other emergency evacuation, all hands will report to the grass field where the tents are located (the bivouac area). Unless circumstances preclude it, this will be the designated rally point to report to in any case of such emergency.

While all hands are mustering, the report of fire/emergency should be delivered to the COTC as soon as possible. If emergency services have not yet been contacted, they should be contacted at this point via 9-1-1.

Trainees will form up by Company and the CCs will take muster again. Trainees standing watch as MOOW should form up with their Company. The CCs will report to the CCPO, who will report to the Company Officer. The Company Officer will then report directly to the COTC.

All remaining Officers should muster with the XO, who will report to the COTC.

When evacuating, the POOW should take the logbook with him/her to maintain a log during the evacuation.

After reporting to the COTC, all hands will standby for further instructions.

As soon as safety allows, the COTC will alert BHSC personnel of the emergency.

6.2. Self-Harm/Suicide Prevention

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

After threatening or attempting self-harm, the person of concern shall not be left unsupervised. At least two people should remain with a person who has threatened or attempted self-harm, while others report it.

Within the meaning of this SOP, CF-NY staff are authorized to restrain a cadet who is actively harming themselves, IF the staff member believes they can do so without suffering injury.

Cadets who threaten or attempt self-harm shall be transported to the nearest medical facility as soon as possible.

6.3. Missing Cadet Procedures

Any person who discovers that a cadet is unaccounted for shall immediately report their concern to the Operations Center Watch.

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

notify the Chain of Command and the BHSC Staff.

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

If a cadet is missing, the Company Officer and CC assigned to that Company will take responsibility for searching the Company's spaces (including berthing tents, heads, common areas, and outbuildings).

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

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

The CDO will assign NSCC Officers as responsible for defined areas and specific search parties.

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

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

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

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

When the missing cadet is located, the BHSC staff will be immediately notified.

7. Terrorist Threat/Active Shooter

7.1. Immediate Action Drills

In the event that any NSCC personnel become aware of a threat of violence to the personnel or facilities aboard the camp, they are to report this threat to the first adult they see. Immediately after, the CDO is to be informed directly of this threat by the fastest means available (i.e., via portable radio, cell phone or in person); the CDO will immediately inform the Command Team.

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

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

Upon an order to shelter in place, all hands will enter the nearest building, lock the doors, silence phones and turn down radios to the minimum audible volume, (DO NOT turn radios off) and remain inside until further directives are received. All hands must be accounted for, and so when practicable NSCC personnel should remain together in their Companies or working parties.

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

7.2. Reporting

The senior member present in each group that is sheltered in place shall attempt to make regular reports of their location and status to their immediate supervisor or the CDO/COTC.

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

7.3. Emergency Contact Card

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

- The CF-NY CDO cell phone number

- The CF-NY Operations Center cell phone number(s)
- The cell phone number(s) for the Medical Officer (and Assistant Medical Officer, if billeted)
- The command email address (CF-NY-Staff@usnsccregion03-4.us)
- Instructions about calling 9-1-1 first in any emergency, and then contacting Medical, the CDO, and the Opns Center.
- The addresses/cross-street locations at BHSC

The back of the card will also include the CF-NY Staff's Creed

8. WATCHSTANDING

8.1. Quarterdeck or Operations Center

A Quarterdeck or (Operations Center) will be maintained below the dining facility. The operations center will be manned by the CDO and on-duty Staff personnel not assigned to other details. The Admin staff will also locate at the Ops Center. NOTE: For this training evolution, the terms Quarterdeck and Operations Center or Ops, shall be synonymous and interchangeable.

8.2. Watchstanders

8.2.1. *Officer of the Watch*

The OOW is the supervising officer for the Quarterdeck, Fire, & Security Watches. As such, the OOW is directly responsible to the Command Duty Officer (CDO) for the safety of the personnel and the security of the facilities and equipment at BHSC, and the maintenance of an accurate logbook. During the training day, the OOW billet will be filled by the Security Officer. The CDO on duty will also serve as the OOW during the last ten hours of their tour (2100 – 0700). During the 2100-0700 OOW watch, the CDO will be available to the watchstanders, either by staying on or near the Ops Center, or by providing the watchstanders with their tent location and cell phone number. The OOW will be identified by an ID suspended from the left breast pocket.

8.2.2. *Petty Officer of the Watch*

The POOW is responsible to the OOW for overseeing the Ops Center, Fire, & Security Watches, for ensuring compliance with the 11 General Orders, for supervising the Messenger, for maintaining an accurate log book, for training trainees in watchstanding during the 2100-0500 watches, and other duties as assigned by the OOW. The POOW will be identified by an ID suspended from the left breast pocket.

All Operations Staff Cadets will stand four-hour POOW watches. Because the OPS Staff

rotate through different positions (MAA, FQA, SS, MS, YN), the OPS Officer and Logistics Chief must endeavor to create a watch bill that allows OPS Staff to work in different departments without overtaxing them or sending them directly from an early-morning quarterdeck watch to a tour in another department.

8.2.3. Messenger of the Watch

The MOOW is responsible to the POOW for carrying important communications to and from the Operations Center, for roving patrol of the bivouac and grounds used at BHSC, and other duties as assigned by the POOW. The MOOW must be familiar with Officer’s Country. Trainees will stand two-hour MOOW watches between taps and reveille. The MOOW will be identified by an ID suspended from the left breast pocket.

Trainees will stand two-hour MOOW watches from 2100-0500. The CMAA is responsible for scheduling the trainees in such a way that: every recruit has the experience once during the training (which means that multiple messengers may be on duty at any one time); no female is ever on watch alone with a male or males; no female is scheduled for watch without a female scheduled for the previous watch (to wake her up, if necessary).

Operations Staff Cadets will stand four-hour MOOW watches from 0500-2100.

8.2.4. Scheduling

DUTY	WHO	WHEN
Officer of the Watch	Security Officer	0700-2100
	CDO (Rotating)	2100-0700
Petty Officer of the Watch	Operations Staff Cadet	0500-0900
	Operations Staff Cadet	0900-1300
	Operations Staff Cadet	1300-1700
	Operations Staff Cadet	1700-2100
	Operations Staff Cadet	2100-0100
	Operations Staff Cadet	0100-0500
Messenger of the Watch	Operations Staff Cadet	0500-0900
	Operations Staff Cadet	0900-1300
	Operations Staff Cadet	1300-1700
	Operations Staff Cadet	1700-2100
	Trainees	2100-2300
	Trainees	2300-0100
	Trainees	0100-0300
Trainees	0300-0500	

8.2.5. Watches

8.2.5.1. *Operations Center Watch*

A watch designed to control access to the training area and to keep a contemporaneous official logbook of the activities of CF-NY.

8.2.5.2. *Fire Watch*

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

Fire watch personnel are charged with remaining alert and attentive.

The POOW shall dispatch the MOOW at least three times per hour to conduct roving patrols. Between taps and reveille, the MOOW will patrol only the bivouac area to inspect for fire or other dangerous conditions. During the training day, the MOOW will patrol the bivouac areas, grounds, and facilities of BHSC to inspect for fire or other dangerous conditions.

If such conditions are detected, the MOOW will raise the alarm immediately, and then contact the POOW/OOW.

8.2.5.3. *Security Watch*

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

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

Additional security patrols may be assigned by the Security Officer or OOW.

8.2.6. *Fire & Other Emergencies*

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

- Remain calm & act quickly
- Raise the alarm – pass the word by shouting “Fire! Fire! Fire!” Before moving on, ensure that others are passing the word and that evacuation has begun.
- Once others are passing the word, contact emergency services via 9-1-1 if you can. Once you have relayed details of the emergency (or if you are not able to call 9-1-1), contact the POOW and/or OOW to give specific details about the location, type, and size of the fire so that they can continue to raise the alarm and/or call

9-1-1.

If the fire is small enough and adequate equipment is on hand, attempt to extinguish the fire IF it can be done safely. ALWAYS raise the alarm before attempting to extinguish a fire.

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

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

9. CF-NY Logbook

The Operations Center logbook is the official and legal record of what happened at CF-NY, and can be used as evidence at any criminal or civil trial regarding events at CF-NY.

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

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

Entries in the logbook shall:

- Be printed – no cursive or shorthand.
- Be made only in black ink.
- Be neat and legible.
- Use standard Navy terminology.
- Be succinct, clear, and concise.
- Be accompanied with the time the information was reported to the Quarterdeck / Operations Center/OOW/POOW/MOOW. Always record the time that you are making the entry, but if you are entering information after it has been reported, begin your entry with (late entry: [time of report]).

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

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

- Injuries, accidents, and/or the transport of any member of the training contingent to the hospital.
- Fire, accidents, or loss of or damage to property.
- Convening of investigations, fact-finding bodies, or Captain's Mast.
- The arrival and departure of COTC, and XO, expected return time, and mobile phone number while off-site.
- Official visits
- Inspections held, including personnel, barracks, or administrative
- Reports made to the OOW or POOW or CDO.
- The comings and goings of entire Companies.
- Changes in watch-standers.
- Termination and time/means of departure of same.
- If you have any doubt about whether or not to include an entry in the logbook – *include it!*

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

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

10. Command Cell Phones

The Command Duty Officer will carry a designated cellphone at all times during his/her watch. This number (702) 672-1258 - will be the primary "emergency contact number" provided to parents, unit commanding officers, and other third parties.

11. SUPPLY LOCKER

11.1. **Organization & Access**

The Supply Officer (or Logistics Officer) is responsible for the organization of the Supply Locker, for labeling containers with their contents, and for ensuring that all CF-NY property is returned to the same containers at the end of the training. [To be maintained within the Ops Ctr.]

11.1.1. **Access**

The Supply Officer is also responsible for controlling access to the Supply Locker. Unless on official business, no one is to be allowed access to the Supply Locker.

11.1.2. Supply Log

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

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

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

12. COMMUNICATIONS & GUESTS

- 12.1.** Trainees may not possess any device that uses electricity, or is capable of making or receiving phone calls, sending or receiving text messages, or accessing the internet. Cellular phones and other such devices and their respective chargers should be returned to parents during check-in, or shall otherwise be labeled with the cadet's name and secured by the Operations or Security Officer for the duration of the training.
- 12.2.** No email will be accepted or forwarded, and no phone calls will be allowed except in case of bona fide family emergencies. Emergencies or exigent messages shall be sent to the official email: CF-NY-Staff@usnscregion03-4.us or the CDO's cell phone at: (702) 672-1258. The trainees' mailing address is published in the Cadet, Parent, and Unit CO's Information Guides.

Trainees will use their home address as the return address on any outgoing mail.

- 12.3.** Staff Cadets may keep their cell phones to make communications between staff more efficient. They may also use their phones to make personal calls. Staff Cadets may not use their phone to take pictures, or for any other inappropriate purpose. Further, cell phone use may not interfere with a staff cadet's duties. Cell phones may be confiscated from staff cadets if any inappropriate use is suspected. Staff Cadets shall not use their cell phone to make personal calls or communications within sight of trainee cadets. Staff Cadets shall not loan their cell phone to any trainee nor shall they permit any trainee to place or receive a call on their cell phone.

12.4. The COTC is responsible to BHSC for all NSCC personnel and their guests. Any NSCC member who is on board BHSC for the purpose of dropping off a cadet, visiting the training, providing instruction, or attending the graduation ceremony is subject to the authority of the COTC and this CF-NY SOP.

12.4.1. Guests – family, friends, and home unit representatives – are a distraction to both Student and Staff Cadets. Therefore, no guests will be permitted to the training during Training Days 1 through 7 without the express prior permission of the COTC.

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

12.5. Telephonic Communications

The Cadet and Officer Staff shall circulate a list of their cellular phone numbers on the first day of the training, such that each Staff member will have the others' numbers on-hand. The administrative officer or designated staff cadet will transpose relevant phone numbers to a pocket-sized card and seal it in acetate to be distributed to each adult and cadet staff as well as the BHSC management office and personnel.

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

13. TRAINING TIME OUT

13.1. What

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

13.2. When

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

13.3. How

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

14. ID CARDS

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

15. OTHER THAN NSCC PERSONNEL

Trainees and Staff Cadets are forbidden from fraternizing with military personnel, scouts or camp staff not directly associated with the training. These personnel should be directed to the nearest NSCC Officer if they need to communicate with anyone at CF-NY.

16. LEAVE AND LIBERTY

Trainees will not receive liberty.

Staff Cadets and Adults, due to the short duration of the training phase and the remote location where the BHSC is located, leave and liberty will not be permitted.

17. VEHICLES

17.1. Any vehicle operated aboard BHSC must have be validly registered, insured, and operated by a person with a valid driver's license whose name is on CF-NY's roster or guest list.

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

18. RADIO COMMUNICATIONS AND PROTOCOL

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

- COTC
- Executive Officer
- Military Training Officer
- Operations Officer Security Officer
- Medical Officer
- Command Chief Petty Officer
- Cadet Company Commanders
- Chief Master-at-Arms
- Master-at-Arms
- POOW/MOOW

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

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

The default transmission frequency will be determined upon arrival at Baiting Hollow.

Each radio will be signed out and back in by each user.

18.2. Radio Protocol

All hands will follow standard US Navy radio protocol.

- When making a call, the intended recipient is to be stated first, followed by the sender (as in, "Chief Master-at-Arms, from XO").
- When called, the intended recipient shall respond in kind (as in, "XO, this is the Chief Master-at-Arms, over").
- To indicate receipt and understanding of a message, the recipient shall state, "received."
- To indicate a failure to receive or understand, the recipient shall state, "repeat your last."
- If the two-way radios have a transmission "chirp," the terms "over" or "out" need not be used.
- No "ten-codes" or "twenty-codes" will be used at CF-NY.
- Only official, training-related communications will be transmitted via two-way radio.
- Messages that need not be transmitted to all hands can be transmitted on an alternative frequency.
- Messages of a sensitive, private, or unofficial nature shall be transmitted via cellular phone or in person.

19. Command Communications

Each CDO will have on his or her person, and the CDO cell phone while on duty. The CDO will answer the CDO phone with "US NAVAL SEA CADET CORPS, MAY I HELP YOU SIR/MAAM" and will take messages, respond to questions and ensure messages or information are related to the appropriate Staff member in a timely manner. Each CDO is responsible for ensuring the duty cell has been charged before passing it on to his/her relief. The CDO is fully responsible for taking care of the duty phone and shall be financially responsible to CF-NY for reckless or negligent

operation, loss or handling of assigned cell, or the failure to return the duty cell or cell components to the COTC at the conclusion of training. A sign out list will be maintained at the change of duty of each CDO.

20. AMERICANS WITH DISABILITIES ACT (42 U.S.C. §§ 12101 ETSEQ.) COMPLIANCE; MEDICATIONS; MEDICAL RESOURCES; PRESCRIPTIONS

- 20.1.** No NSCC member shall be excluded from participating in, denied the benefit of, or subjected to discrimination in, any CF-NY program or activity on the basis of race, sex, age, color, religion, national origin, sexual orientation, or disability.
- 20.2.** CF-NY will make reasonable accommodations for documented disabilities. The essential requirements of Advanced Training cannot be waived, but these requirements 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 Advanced Training include academic work, physical training, military drill, self-discipline, group work, and group living.
- 20.3.** Cadets requiring prescription medications or with pre-existing medical or psychological conditions requiring special accommodation will:
- Comply with the procedures published in the NSCC Medical Reference Policies and Procedures Manual;
 - Forward a NSCADM001 (Page 7/8) to the COTC for review prior to the confirmation of a billet; and
 - Disclose to the COTC any and all medical and psychological conditions, and any prescription requirements and the side effects thereof, prior to the training.

21. Medical Resources

- 21.1.** A NSCC Officer with a professional medical qualification and/or license (EMT, Paramedic, LNP, RN, APRN, PA, or MD) will be billeted as the Medical Officer if such a professional volunteer is a member of the command team.
- 21.2.** The Medical Department will consist of a trained and certified EMT working for the Baiting Hollow Scout Camp (BHSC) and will be generally located at the Camp admin building (Bldg. 1 on BHSC Map) Figure 5.
- 21.3.** The Medical Officer will be “on call” 24 hours each day. S/he will be present in the Admin Bldg. in the mornings (reveille– breakfast) and evenings (PT – taps).
- 21.4.** The designated NSCC Staff Officer has the responsibility for storing and distributing

prescription medications in accordance with this section, the NSCADM001 (Page 7/8) s on file, and the NSCC Medical Reference Policies and Procedures Manual.

21.4.1. 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. These cadets must wear the color-coded wrist band at all times. This rule also applies to asthma and inhalers.

21.5. In the event that a Cadet experiences a severe adverse reaction to medication or any other medical emergency, the procedures in this SOP will be followed. If the reaction is not severe, and/or the medical circumstances allow for transport via personally owned vehicle, the Cadet will be transported to the nearest medical facility.

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

21.6. *Prescription Medication Procedures*

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

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

Prescriptions will only be accepted at CF-NY 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.
- A log will be created to keep track of the dispensation of medication.
- The recipient of the medication (the Cadet), the dispenser of the medication (the Medical Officer or the COTC's designee), and a second NSCC Officer will confirm the medication and the dose and then sign the log at each administration. The log will contain, at a minimum, the following information: Cadet Name, Cadet SSN (Last 4), Prescription Name, Prescription Dose, Date Administered, Time Administered, Cadet Signature, COTC's Designee's Name, COTC's Designee's Signature, Witness' Name, Witness' Signature. The log will be maintained in hard copy for at least two years, and will also be transcribed to an electronic spreadsheet and maintained permanently.
- The Medical Officer (or COTC's designee) will secure all medications in a locked container. The Medical Officer (or COTC's designee) and the COTC will both have keys to the container. Refrigeration facilities will be available for prescription storage.

- In the event of the evacuation of the barracks, the Medical Officer (or COTC's designee) will be responsible for retrieving and securing all medications, if possible.
- The Medical Officer will have face-to-face discussion with the parent(s) of each Cadet who reports with prescriptions to ensure that (1) these procedures are understood and assented to, (2) the nature of our limited medical resources are explicitly understood, and (3) the prescription instructions in the NSCADM001 (Page 7/8) are accurate.

21.7. Over-the-Counter Medications

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

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

22. Reporting & Privacy

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

The privacy requirements of the Health Insurance Portability and Accountability Act (HIPA) are to be strictly observed at CF-NY. Only those people who must know about a condition for safety's sake (e.g., the Medical Department and trainee's Company Staff) may be told, and only the Medical Officer may make the determination that medical information is to be shared outside of the Medical Department. Paperwork, including the medical log, patient care reports, or NSCADM022s, will be secured by the Medical Officer. Patients' names are not to be broadcast

via radio transmission in regards to any specific medical issue, condition, or treatment.

23. Med Alert Bracelets

23.1. No to unnecessarily contradict §22 above, and without releasing further information about one's medical condition, Cadets with certain medical conditions that restrict certain foods, or other extreme allergies that might result in immediate adverse and life-endangering reactions will be required to wear a silicone bracelet, which indicates the nature of their condition. The bracelets are color-coded, as follows:

- **RED** – for trainees and cadets who require an Epi-Pen for an extreme allergy. The bracelet will say “MED ALERT – EPI- PEN” in black letters.
- **ORANGE** – for trainees and cadets who have an allergy to a medication. The bracelet will say “MED ALERT – MED ALLERGY” in black letters.
- **YELLOW** – for trainees and cadets who require a rescue inhaler. The bracelet will say “MED ALERT – INHALER” in black letters.
- **GREEN** – for trainees and cadets who have a food allergy which does not lead to anaphylaxes. The bracelet will read “FOOD ALLERGY” in black letters.
- **BLUE** – for trainees and cadets with a condition that is not classified by any of the above. The bracelet will read “MED ALERT” in black letters.

24. HEAT SAFETY

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

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

Safety guidelines are not a substitute for common sense. CF-NY staff shall shorten work periods or add rest periods as circumstances dictate.

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

The Medical Officer is responsible for monitoring weather forecasts and on-site heat and

humidity readings to determine the Heat Index and for making judgments about flag conditions and appropriate safety measures (increasing water intake requirements, reducing physical activities, cancelling physical training, route-stepping, and/or making adjustments to the uniform of the day).

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

24.1. HEAT INDEX

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

24.2. Activity Limitations & Flag Conditions

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

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

Black Flag	≥ 105° F	Increase Hydration Work: 15 minutes Rest: 30 minutes	Increase Hydration NO MODERATE ACTIVITY	Increase Hydration NO STRENUOUS ACTIVITY
* Heat Index is "felt temperature," taking into account both air temperature and relative humidity. See §35.6 for the Heat Index table.				

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

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

25. TRAVEL

All hands are responsible for providing their own transportation to and from BHSC

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

Personnel traveling to BHSC must purchase refundable fares in the event that the dates are changed or the training is cancelled.

Personnel flying to CF-NY should generally fly into Long Island (McArthur Airport) or into JFK International Airport.

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

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

Cadets may not provide transportation to other cadets.

26. PUBLICATION AND REGISTRATION PROCEDURES

26.1. Information Packet

As soon as the COTC has confirmed the dates of training with BHSC; and has confirmed the cost of training with NSCC NHQ, s/he will publish four information packets for the four constituencies of CF-NY: Trainees, Parents, Unit Commanding Officers, and Staff. These guides will contain, at a minimum: Instructions on how to apply for a billet

26.1.1. Details of the training – reporting date, time, and location; graduation date, time, and location; and cost of the training

26.1.2. Directions to the base and instructions on how to get on the base Special instructions for traveling cadets Requirements for medications Seabag list

26.1.3. Waivers

The COTC will also publish on the same website as soon as practicable a packet of waivers as required and any other commands involved in the training of the cadets. Waivers will be required for participation in training, and will be due to the COTC no later than two weeks before the start of training. Waivers will be provided in hard copy to any and all host commands upon request.

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

26.1.4. Registration

Unit Commanding Officers can collect NSCTNG001, training fee, copy of health insurance card, and all required waivers from trainees before submitting a billet request via Magellan. CO's can, at their discretion, have parents mail all necessary paperwork and payment so long as the CO has reviewed everything and is satisfied the parents have everything in order. Billets will not be confirmed until all paperwork is received in hard copy by the COTC. Billets will be awarded in the order that the hard copy packets arrive.

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

26.1.5. Staff and Escort Officer Positions will be awarded competitively by an application and interview process. The Staff Cadet and Officer Application can be found at the Region 03-4 Training website.

27. CHECK-IN

27.1. Scheduling

Recruit Check-In will be run on Training Day 1. Staff will set up for check-in the previous day, and check-in will run from 0800-1400.

27.1.1. Stations

27.1.1.1. Record Retrieval

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

27.1.1.2. The second station will be Admin. An NSCC Officer will first check to see that each cadet is registered on Magellan. Then, using the Check-In Sheet (see Figure 4), the

Service Jacket will be checked for essential documents and signatures. CF-NY staff will ensure that the cadet's spare key is taped to their service jacket.

- 27.1.1.3. The third station will be Medical. Here, using the Check-In Sheet, the Medical Officer will determine if trainees have any medical issues, will confiscate medications, and will determine if trainees are medically cleared for participation in the training. Trainees who have an allergy or other severe medical condition will be issued a silicone rubber bracelet. Trainees who are ill or injured, have medications that have not been previously disclosed to the COTC, or have a condition which would unreasonably burden CF-NY to accommodate, will be turned away from the training.
- 27.1.1.4. The fourth station will be Seabag Inspection. Trainees will empty their seabag and staff cadets, using the published seabag list, will have the recruit find and display each item. After each item has been displayed, it will be returned to the seabag. Contraband will be confiscated and/or returned to the recruit's parent/guardian at this point. Missing items will be identified, and parents/guardians will be given instructions on how to get the items (from the Ship's Store, from a local shopping center, or by sending it via the mail). Missing items and contraband will be logged on the Check-In Sheet.
- 27.1.1.5. CF-NY shall maintain a Ship's Store during Check-in: a small stock of the kind of items that trainees are likely to forget, have in a lesser quantity than required, or potentially run out of during the training. In general, the Ship's Store will stock items like toothbrushes, toothpaste, soap, shampoo, shower shoes, sewing kits, shoe-shine kits, locks, sunscreen, notebooks, t-shirts, underwear, etc. These items will be for sale at cost during Check-In.
- 27.1.1.6. The fifth station will be Record Return. If a cadet has been cleared from all previous stations, s/he will return his or her service jacket to a CF-NY officer at this station, who will maintain a list of who has made it this far through the check-in process. At this point, parents will be invited for a brief about the training and may take a tour of the training areas, if practicable.
- 27.1.1.7. The sixth station is Hugs & Kisses. Parents/guardians will be informed when a cadet has successfully completed the processing, and can join their trainees outside. Trainees will be given a moment to say goodbye to their parents, and will then form up with an ACC who will march them to the bivouac area.
- 27.1.1.8. The eighth station will take place at the bivouac area. Trainees will receive their Recruit Manual, basic issue equipment and Battalion t-shirt, and be escorted to their respective area and given further instructions. At this point, trainees have completed check-in and are officially a member of the Battalion.

27.1.2. Rejecting Trainees

27.1.2.1. Trainees will be turned away from training if:

- They are not currently enrolled in the NSCC
- They do not have their ID card
- They do not have their service jacket
- They do not meet the requirements of NSCC Training & Operations Manual §0405.8
- They are ill or injured to an extent that will not allow them to fully participate in the training
- They possess medications, which were not disclosed to the COTC at the time of application on form NSCADM001 (Page 7/8)
- They require medications which do not comply with stated requirements
- They have a disability, which requires accommodations that was not disclosed to the COTC at the time of application on form NSCADM001 (Page 9/10)
- They have a disability that would unreasonably burden CF-NY to accommodate, given its size, nature, and limited financial and volunteer resources
- They are missing essential items from their seabag that cannot be replaced or substituted in a reasonable time
- They scored sufficiently below any minimum (or above any maximum) on the PFT administered by their home unit.
- They indicate that they are at CF-NY against their will or ask to go home
- They are so immature or disruptive that the efficacy of the training is threatened

27.1.3. Only the COTC has final authority to reject a recruit from CF-NY. As such, the COTC will be on-hand for the entirety of the check-in process.

27.1.4. *Responsible Adult*

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

28. GRADUATION

In order to acknowledge the effort and accomplishments of our trainees, an appropriately formal – but brief – graduation will be held on the final day of training. At the graduation: The Companies will pass-in-review; the Companies will be inspected by the COTC and any VIPs; the CCs and ACCs will be acknowledged by name; the Outstanding Staff Cadet, Trainee Honor Graduates, and Honor Company Commander will be called forward to receive their awards. OPS Staff will remain on duty and will either be directing guests or sweeping down CF-NY's facilities. A minimum of three OPS Staff will be posted at whatever heads are open to guests, to ensure that they are ready to be secured and inspected immediately after the graduation

ceremony ends.

29. AWARDS

29.2. *Honor Graduates*

29.2.1. *SEABEES Company Honor Graduates*

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

29.2.2. *SEABEES Training Command Honor Graduate*

To account for differences in scoring between Companies, the scores from all three Companies will be standardized and the two trainees who have the highest standard score will be nominated for recognition as the SEABEES Honor Graduate.

29.3. *Honor Board*

The nominees for each Company Honor Graduate and the SEABEES Honor Graduate should be interviewed by an Honor Board, consisting of five officers, including the CO, XO, MTO, and two other officers not in the Military Training Department. The Honor Board will make the final determination as to who will be selected for each award, with an assumption that the trainees with the highest scores should generally be recognized. The Honor Board may take into consideration such factors as the trainee's evaluation scores, answers to interview questions, appearance, demeanor, Final Exam score.

30. *Honor Company Commander*

The Recruit Company Commander of the Honor Company will be recognized at the graduation ceremony as the Honor Company Commander.

1a. Name

1b. Social Security Number

XXX-XX-

1c. Unit

SEABEES TRAINING COMMAND LONG ISLAND 2016

1d. Date of Enrollment (DD MMMYY)

PERFORMANCE EVALUATION - PAGE 1 OF 2

INDIVIDUAL EVALUATION:

4.0 = PERFECTION 3.0 = ABOVE AVERAGE 2.0 = BELOW AVERAGE 1.0 = FAILING
3.5 = OUTSTANDING 2.5 = AVERAGE 1.5 = UNSATISFACTORY 0.0 = REFUSAL TO PARTICIPATE

CRITERION	DEFINITION	SCORE	ALFA AVERAGE SCORE	ALFA HIGH SCORE	ALFA LOW SCORE
PERFORMANCE	SKILL & EFFICIENCY AT ASSIGNED TASKS				
MILITARY BEARING	PERSONAL BEHAVIOR, ATTENTION TO INSTRUCTIONS & ORDERS, MATURITY, SELF-DISCIPLINE				
PERSONAL APPEARANCE	NEATNESS IN PERSON AND DRESS, CONFORMITY WITH NSCC UNIFORM REGULATIONS AND GROOMING STANDARDS				
TEAMWORK	PRIORITIZATION OF TEAM OVER SELF, WILLINGNESS TO HELP OTHERS				
MOTIVATION	DRIVE, ENTHUSIASM, AND ESPRIT DE CORPS				
ADAPTABILITY	MENTAL AGILITY, ABILITY TO RESPOND TO THE PRESSURES OF RECRUIT TRAINING				
LEADERSHIP	ABILITY TO PLAN, DIRECT, MOTIVATE, DELEGATE, AND LEAD BY EXAMPLE [SCORED ONLY IF ASSIGNED A RECRUIT STAFF BILLET]				
TOTAL					

RECRUIT STAFF POSITION IN ALFA DIVISION:

PHYSICAL FITNESS SCORES:

EVENT	SCORE	MINIMUM OR MAXIMUM FOR AGE/GENDER	RESULT
SIT-UPS			
1-MILE RUN			
PUSH-UPS			

FINAL EXAM SCORE (OUT OF 100):

SCORE	SHIP'S COMPANY AVERAGE	SHIP'S COMPANY HIGH SCORE	SHIP'S COMPANY LOW SCORE	RESULT
				PASS

1a. Name

1b. Social Security Number

XXX-XX-

1c. Unit

SEABEES TRAINING COMMAND LONG ISLAND 2016

1d. Date of Enrollment (DD MMMYY)

PERFORMANCE EVALUATION - PAGE 2 OF 2

COMPANY OFFICER'S COMMENTS:

ALFA DIVISION	SCORE	WEIGHT	WEIGHTED SCORE	AVERAGE AMONG COMPANIES	HIGH COMPANY SCORE	LOW COMPANY SCORE
BIVOWAC AREA		15%				
PERSONNEL INSPECTIONS		15%				
ACADEMICS		15%				
ON THE JOB TRAINING OJT		25%				
MILITARY DRILL		10%				
GUIDON		5%				
OBSTACLE COURSE		5%				
ESPRIT DE CORPS		10%				
TOTAL	-	100%				

SUBMITTED BY: CPO J.P. JONES, NSCC
COMPANY OIC

REVIEWED BY: LTJG O.H. PERRY, NSCC ALFA
MILITARY TRAINING OFFICER

COMPANY EVALUATION:

EACH COMPANY COMPETITION SCORED 0 - 100

1a. Name

1b. Social Security Number

XXX-XX-

1c. Unit

SEABEES TRAINING COMMAND LONG ISLAND 2016

1d. Date of Enrollment (DD MMMYY)

STAFF PERFORMANCE EVALUATION - PAGE 1 OF 2

BILLET:

INDIVIDUAL EVALUATION:

4.0 = PERFECTION 3.0 = ABOVE AVERAGE 2.0 = BELOW AVERAGE 1.0 = FAILING
3.5 = OUTSTANDING 2.5 = AVERAGE 1.5 = UNSATISFACTORY 0.0 = REFUSAL TO PARTICIPATE

CRITERION	DEFINITION	SCORE	CADRE AVERAGE SCORE	CADRE HIGH SCORE	CADRE LOW SCORE
COMMAND PRESENCE	ABILITY TO GARNER THE RESPECT AND ATTENTION OF HIS SUBORDINATES BY THE WAY HE PRESENTS AND CARRIES HIMSELF; PROJECTING A COMMANDING PRESENCE AND PROFESSIONAL IMAGE OF AUTHORITY				
CHAIN OF COMMAND	ADHERENCE TO THE CHAIN OF COMMAND, BOTH IN REGARDS TO HER SUBORDINATES AND HER SUPERIORS				
ACCOUNTABILITY	TRUSTWORTHINESS AND RELIABILITY. CAN S/HE BE GIVEN A DIRECTION AND LEFT ALONE TO CARRY OUT THE TASK WITH MINIMAL SUPERVISION?				
NSCC KNOWLEDGE	THOROUGH KNOWLEDGE OF THE NAVY, THE NSCC, AND THE POLICIES, PROCEDURES, AND MISSION OF CF-NY				
MENTAL AGILITY	FLEXIBILITY; ABILITY TO ADAPT TO CHANGING CONDITIONS; CREATIVE AND ORIGINAL THINKING; ABILITY TO BOUNCE BACK FROM SETBACKS, ADVERSITY, AND/OR STRESS WHILE MAINTAINING MISSION FOCUS				
INTERPERSONAL TACT	ABILITY TO INTERACT AND WORK WITH PEERS, SUBORDINATES, AND SUPERIORS IN AN APPROPRIATE MANNER; AWARENESS OF HOW OTHERS SEE YOU; SKILLS IN DIPLOMACY, CONFLICT RESOLUTION, AND MEDIATION				
COMMUNICATION	ABILITY TO CLEARLY EXPRESS IDEAS AND COMMANDS WHILE ENSURING FULL UNDERSTANDING; ACTIVE LISTENING; EFFECTIVE SPEAKING AND WRITING				
TEAMWORK	PRIORITIZATION OF TEAM AND MISSION OVER SELF; WILLINGNESS TO HELP OTHERS				
MOTIVATION	DRIVE AND ENTHUSIASM, EVEN WHEN PERFORMING DULL OR REPETITIVE TASKS				
GETS RESULTS	ABILITY TO SAFELY AND EFFECTIVELY CARRY OUT ASSIGNED DUTIES; TIME MANAGEMENT; DEVELOPING AND EXECUTING PLANS WHILE PROVIDING DIRECTION, GUIDANCE, AND CLEAR PRIORITIES TO SUBORDINATES; MANAGING RESOURCES; ACCOMPLISHES THE MISSION				
LEADS OTHERS	ABILITY TO MOTIVATE, INSPIRE, AND INFLUENCE OTHERS TO TAKE THE INITIATIVE, TO WORK TOWARDS A COMMON PURPOSE, AND TO ACCOMPLISH THE MISSION				
LEADERSHIP BY EXAMPLE	ADHERENCE TO THE MAXIM OF LEADERSHIP BY EXAMPLE; MAINTENANCE OF HIGH STANDARDS IN ALL RESPECTS OF MILITARY BEARING, CONDUCT, APPEARANCE, ATTITUDE, AND CHARACTER. DOES S/HE LEAD FROM THE FRONT? PRACTICE WHAT S/HE PREACHES?				
TOTAL					

U.S. NAVAL SEA CADET CORPS		FIGURE 5 SEABEES TRAINING COMMAND LONG ISLAND CHECK-IN RECORD				Admin Flag	Med Flag	Seabag Flag	PFT Flag
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:				ID:			Company:		
Home Unit:				Bldg.:	693	Room:		Bunk:	
ADMINISTRATION									
<i>Confirm Accuracy of:</i>		Spelling of name <input type="checkbox"/>		Phone numbers <input type="checkbox"/>		Parent email <input type="checkbox"/>			
<i>Requirement</i>				Yes	No	<i>Remarks</i>			
ID Card in-hand									
ID Card expires AUG 2014 or later									
NSCTNG 005 Nat'l Training Authority → <i>Endorse</i>									
NSCTNG 001 Request for Training Authority (Copy)									
NSCTNG 003 Local Training Authority → <i>Endorse</i>									
Copy of ID card (both sides)									
NSCADM 009 Record of Advancement									
NSCADM 001 (page 1/2) Cadet Application									
NSCADM 001 (page 3/4) Med History									
NSCADM 001 (page 5/6) Med Exam									
NSCADM 001 (page 7/8) Med History Supplemental									
NSCADM 001 (page 9/10) Request for Accommodation									
Copy of Medical Insurance Card									
NSCADM 008 Admin Remarks									
Spare key in service jacket									
Admin Comments:									
Admin Sign-Off (print & sign):									
MEDICAL									
NSCADM 001 (page 3/4) Med History & Interview	<i>Issues</i>	Yes	No	<i>Remarks</i>					
	Recent Injuries?								
	Recent Illnesses?								
	Recent Hospitalizations?								
	Recent Fever/Infections?								
	Recent Cough/Cold?								
	Allergies?	*		<i>*Bracelet for med and/or severe</i>					
	Other?								
NSCADM 001 (page 5/6) Med Exam & Interview	<i>Issues</i>	Yes	No	<i>Remarks</i>					
	Abnormalities?								
	Cleared by PCP?								
	Other?								

Name:		Home Unit:		Company:		
NSCADM 001 (page 7/8) Med History Supplemental & Interview <i>Give bracelets for inhaler or Epi Pen</i>	Meds <input type="checkbox"/> Yes <input type="checkbox"/> No		Meds Confiscated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Med 1:		Med 2:			
	Med 3:		Med 4:			
	<i>Acknowledgement</i>				Med 1	Med 2
	No risk to life or limb if medication was temporarily unavailable					
	Instructions on ADM001 (p 7/8)					
	Signatures on ADM001 (p 7/8)					
	Unaltered prescription label w/ matching instructions					
	Sufficient doses, but not more than necessary					
	Expires September 2016 or					
	Pills are pre-cut if necessary					
	Pills match description on label					
	Needles packaged protectively					
FINAL DECISION ON MEDS				ACCEPT		
				REJECT		
Final Med Recommendation:		<input type="checkbox"/> Cleared without restrictions <input type="checkbox"/> Cleared with restrictions (list below) <input type="checkbox"/> Not cleared for participation (contact COTC)				
Med Comments:						
Medical Sign-Off (print & sign):						
SEABAG INSPECTION						
Initial Inspection: Items Missing		<input type="checkbox"/> No <input type="checkbox"/> Yes (list below)		<i>Cross out missing items on re-inspection</i>		
Item			Item			
Items Confiscated <input type="checkbox"/> No <input type="checkbox"/> Yes (Contact OOD & list below)			Disposition?			
Seabag Sign-Off (print & sign):						
PHYSICAL FITNESS TEST						
Passed PFT <input type="checkbox"/> Yes <input type="checkbox"/> No (contact OOD)			PFT Sign-Off:			
FINAL SIGN-OFF						
<input type="checkbox"/> Parent/Escort Informed (or call home) <input type="checkbox"/> Info Card <input type="checkbox"/> Farewell <input type="checkbox"/> Gear Issued <input type="checkbox"/> Released to Company						
Final Sign-Off:						

CLASS EVALUATION

Company:	Date:	Time:
Class:	Instructor:	

Use this scale for the following questions:

SD = Strongly Disagree

D = Disagree

A = Agree

SA = Strongly Agree

How strongly do you agree with the following statements?

The company was on time for class.	SD	D	A	SA
The trainees were ready to learn (notebooks ready, pens in hand, etc.).	SD	D	A	SA
The trainees paid attention.	SD	D	A	SA
The trainees took notes.	SD	D	A	SA
The trainees asked questions.	SD	D	A	SA
The trainees answered questions.	SD	D	A	SA
The trainees participated in the lesson.	SD	D	A	SA
The trainees showed interest in the subject matter.	SD	D	A	SA
The trainees contributed to the lesson with thoughtful comments or questions.	SD	D	A	SA
The trainees were respectful to the instructor.	SD	D	A	SA
The trainees were respectful to each other.	SD	D	A	SA
Trainees spoke without permission.	SD	D	A	SA
Trainees were horsing around.	SD	D	A	SA
Trainees were falling asleep.	SD	D	A	SA

FIGURE 7

