

UNITED STATES NAVAL SEA CADET CORPS CF-NY SEABEES FIELD OPERATIONS TRAINING

CF-NY-1601

20 August 2016 – 28 August 2016 · Long Island, New York

[CF-NY Website](#)

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

UNIT COMMANDING OFFICER'S INFORMATION GUIDE

VERSION 1.0 (UPDATED 01MAY16)

This guide contains essential information about getting your Recruits signed up and prepared for training – please read the whole guide. Your cadets will have a much better training experience if they, their parents, and you know what to expect!!

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Use of terms: Throughout this Guide, the terms CADET and TRAINEE are used interchangeably and mean the same thing. The terms SEABEES Training and CF-NY are also used throughout this Guide and are interchangeable.

§1. Unit Commanding Officer’s Checklist

Action	When?	Complete?
Email the COTC to give an estimate of how many Cadet billets your unit will need	ASAP	
Direct all hands to http://usnsccregion03-4.us/ and distribute Cadet Information Guides and Parent Information Guides	ASAP	
Assemble application packets for Trainee & Staff Cadets (see §§5-6)	ASAP	
Submit all Trainee and Staff Cadet application materials (including INVOICES) to COTC (see §§5-6)	NLT 20JUL16	
Update NSCADM001 (Page 3/4) Medical Histories for all personnel	after 20JUL16	
Conduct a briefing for all parents of cadets coming to this training		
Conduct a seabag inspection for all Recruits (see §10 & Appendix2)		
Conduct a Physical Fitness Test for all Trainees (see §12 & Appendix3)	NLT 20JUL16	

§2. When is SEABEES Training?

- CF-NY SEABEES Training is running Saturday August 20th through Sunday, August 28th, 2016
- Cadets should be dropped off between 8AM and 1PM on August 20th.
- Escort Officers should report by 1000 on Friday 19 Aug 16
- Staff Cadets should report by 1000 on Friday 19 Aug 16
- Graduation will be held at 11AM on August 28th.

§3. Where is CF-NY SEABEES Training?

CF-NY SEABEES Training is being held at Baiting Hollow Scout Camp, on the north shore of eastern Long Island. Directions are included at Appendix 1 of this guide and **Traveler Instructions** on the CF-NY Training [website](#).

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

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

§4. What are the qualifications for CF-NY SEABEES Training?

- Cadets must be 13 and have graduated from NSCC Recruit Training.
- Cadets must have a valid NSCC ID good through *at least* 30 August, 2016.
- Cadets must have passed a Physical Fitness Test at their home unit in 2016.
- Cadets must have completed the Basic Military Requirements correspondence course.

Please see the NSCC Training and Operations Manual §0405.8 for more information on prerequisites. These minimum qualifications are not waivable or negotiable, and Unit COs will not even be able to request a billet on Magellan (our online personnel management system) unless these requirements are met.

§5. What do I have to do to get my cadet a billet at CF-NY SEABEES Training?

Submit the following to the SEABEES COTC:

- A typed NSCTNG001 Request for Training Authority signed by parent/guardian
- CF-NY Waiver Packet signed by cadet and parent/guardian
- Standards of Conduct signed by attending cadet
- \$220 cashier's check or money order made out to "USNSCC"
 - (online payment is optional from the [Region 03-4 website](#))
- Copy of Magellan Invoice (if payment is made via the online option, send the Invoice annotated "Paid online")
- Copy of Health Insurance card
- Signed [Standards of Conduct for Staff Cadets](#)
- If a cadet is bringing any medications: [NSCADM001 \(Page 7/8\) Medical History Supplemental](#) signed by parent/guardian and medical provider.

Please ensure that an updated [NSCADM001 \(Page 3/4\) Report of Medical History](#) is filled out and included in each cadet's service jacket.

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

DO NOT submit partial packets. Please combine packets whenever practicable. All Cadet packets must arrive to the COTC NLT 20 JUL 16. Keep in mind that this is first come – first served so the submit by date may not insure your cadet can secure a slot.

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

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

*A warning: Just because a billet has been "confirmed" in Magellan does not mean that the billet is "reserved" or "finalized." Billets are not reserved via a Magellan request or even by mailing paperwork to the COTC. **Billets will only be finalized as 'approved' in Magellan upon the COTC's receipt of both a Magellan request and a hard copy of the completed packet (including payment with associated Invoice).** Billets will be awarded in the order in which the hard copy packets are received... don't delay!

§6. How do I reserve Staff Cadet billets at SEABEES Training?

- Staff Cadet Requirements:
- All Staff Cadets must be E3+ and have attended an advanced training *other than RT Staff*.
- Staff Cadets wishing to serve as CMAA or ACMAA must have attended POLA, and preferably have completed an NSCC MAA advanced training.
- Staff Cadets wishing to serve as Cadet Division Commander or Assistant CDC must have served as staff at some advanced training in a prior or current year, have completed POLA.
- Staff Cadet Orientation & Interviews – 19AUG16 – Baiting Hollow Camp
- Staff Orientation will take place 0830-1630 on Friday 19 Aug 16 at Baiting Hollow Camp (Escort Officers to report by 0830).
- Cadets applying for competitive staff positions will interview with the COTC at Orientation. Encourage your senior cadets to apply early for these billets!
- Staff Cadets will report to CF-NY on Friday 19AUG16 at or by 1000 for training and set-up.
- **To apply for a Staff Cadet billet** – NLT 15JUN16, the Unit CO will submit the following to the COTC for each Staff Cadet applicant:
- Magellan requests for **NX-NY-1601** (19AUG16) **and** **CF-NY-1601** (20-28AUG16) Once the billet has been “Confirmed” by the COTC, create an [Invoice](#) in Magellan for the cadet and forward the following in hard copy:
 - A **typed** [NSCTNG001 Request for Training Authority](#) signed by parent/guardian & CO
 - [CF-NY Staff Waiver Packet](#) signed by cadet & parent/guardian
 - \$220 cashier’s check or money order made out to “USNSCC,” with associated [Invoice](#)
 - *online payment is optional from the Region 03-4 website*
 - if payment is made via the online option, send the Invoice annotated “**Paid online**”
 - Copy of Health Insurance card
 - Signed [Standards of Conduct for Staff Cadets](#)
 - If a cadet is bringing **any** medications: [NSCADM001 \(Page 7/8\) Medical History Supplemental](#) signed by parent/guardian, CO, & medical provider (see §16)
 - [Staff Cadet Application](#), with candid assessment from Unit CO

Please ensure that an updated [NSCADM001 \(Page 3/4\) Report of Medical History](#) is filled out and included in each Cadet’s service jacket within 30 days of the start of training (on 20AUG16 or later).

DO NOT submit partial packets. Please combine packets whenever practicable. All Cadet packets must arrive to the COTC NLT 20 JUL 16. Keep in mind that this is first come – first served so the submit by date may not insure your cadet can secure a slot.

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§7. How do I apply for an Escort Officer billet?

Escort Officers will report to CF-NY on Friday 19AUG16 by 1000 for orientation and set-up.

To apply for an Escort Officer billet – NLT 15JUN16, submit the following to the COTC:

- A Magellan request for **NX-NY-1601** (19AUG) **and** **CF-NY-1601** (20-28AUG16)
- A **typed** [NSCTNG002 Request for Training Authority](#) signed by member & unit CO
- [Escort Officer Application](#) (first-time volunteers must have their unit CO forward an endorsement to the COTC at CO@trdivseacadets.com and put **CF-NY** in the Subject line of the email)
- Signed [Standards of Conduct for Adults Officers](#), Instructors and Midshipmen.

DO NOT submit partial packets. Please combine packets whenever practicable. All Cadet packets must arrive to the COTC NLT 20 JUL 16. Keep in mind that this is first come – first served so the submit by date may not insure your cadet can secure a slot.

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§8. Parent Briefing

At some point in June or July, the Unit CO shall conduct an in-person briefing with at least one parent/guardian of each cadet trainee attending CF-NY. This briefing is meant to set expectations for parents about CF-NY. The Unit CO should be an expert on all procedures discussed in this Commanding Officer's Guide, and should establish him/herself as the first line of defense for questions regarding CF-NY. Contact the [COTC](#) if you want me (or another CF-NY officer) to join you during the briefing. Please ensure that your cadets parents fully understand the physical requirements of this SEABEES training and that they are aware that this will be one-week of living in a two-man tent without the amenities of indoor billeting.

Parents should have received the CF-NY 2016 Parent Information Guide prior to this briefing. Please also have printed copies available for all trainees' parents at this briefing. The Parent's Information Guide is posted at <http://usnscregion03-4.us/CF-NY%20Training.html> .

The entire Guide should be covered at the briefing, with special emphasis on the following topics:

- Paperwork requirements (§4 of the PIG), and a reminder that billets are first-come, first-served
- Reporting procedures, and the requirement that a responsible adult remain present until each trainee is completely processed (§5 of the PIG)
- Medication procedures (§10 of the PIG)
- Haircut requirements (§11 of the PIG)
- Seabag requirements & preliminary Seabag Inspection date (Appendix 2 of the PIG)
- Dietary preparations & footwear considerations (§13 of the PIG)
- Contact information, mailing trainees, and attending graduation (§§21-25 of the PIG)

§9. Cadet Trainee Briefing

Unit COs have obviously been preparing their cadets for RT and Advanced Trainings since they were enrolled and each cadet attending AT has already done so at least once so there should be no huge surprises to anyone. At some point in June or July, each CO should ensure that their cadets fully understand the physical requirements of this SEABEES training and that they are aware that this will be one-week of living in a two-man tent without the amenities of indoor billeting.

Trainees should have received the CF-NY 2016 Cadet Information Guide (CIG) prior to this briefing. Please also have printed copies available for all attending cadets at this briefing. The CIG is posted at <http://usnsccregion03-4.us/CF-NY%20Training.html>

The entire CIG should be covered at the briefing, with special emphasis on the following topics:

- Basic knowledge requirements (§13 of the CIG)
- Paperwork requirements (§4 of the CIG)
- Reporting procedures, and the requirement that a responsible adult remain present until each trainee is completely processed (§5 of the CIG)
- PFT requirement at home unit & physical conditioning preparations (§6 & §12 of the CIG)
- Medication procedures (§9 of the CIG)
- Haircut requirements (§10 of the CIG)
- Seabag requirements & preliminary Seabag Inspection date (Appendix 2 of the CIG)
- Dietary preparations (§12 of the CIG)
- Footwear considerations (§12 of the CIG)
- Contact information and mailing Recruits (§§19-20 of the CIG)

§10. Seabag Inspection

At some point in June or July, each Unit CO needs to conduct a Seabag Inspection for every cadet attending CF-NY. CO's need to check the required items and quantities, keeping in mind that this training is in the woods and there are no facilities to purchasing any missing items.

Please distribute the Parent and Cadet Information Guides as early as possible.

§11. What happens on Check-In Day?

- Trainees should be dropped off to Baiting Hollow Camp between 0800 and 1300
- Cadets will report in NWU or CUU, with ID card and personnel file in-hand
- Remember, your cadets cannot start check-in without their service jackets; please make arrangements to get these to Baiting Hollow Camp with a staff member on 20AUG16.
- A responsible adult needs to stay at Baiting Hollow until each cadet/trainee is fully processed
- The parent/guardian/escort MAY NOT leave until given the "all clear" by the CF-NY staff
- The responsible adult may be asked to purchase missing items (see §18 and Appendix 2) or gather missing paperwork
- If a trainee has a disqualifying medical condition, is missing essential paperwork, or has failed to take the home/unit PFT (see §12), the responsible adult will transport the Cadet home
- Please tell your parents/guardians/escorts to plan for check-in to take 1-2 hours from the time they arrive, to bring their own lunch, and to make any necessary arrangements to keep this time clear
- Each Recruit will pass through a series of stations to...
- ensure that all paperwork is in order
- review medical history
- take custody of any medications previously approved by the COTC (see §9)

- inspect the contents of each seabag for compliance with the Seabag List (see §18 and Appendix 2) and confiscate any contraband
- While parents/guardians/escorts are waiting for their cadet to be processed, they may receive a briefing from a senior officer about the training and take a short tour of the facilities if practicable.

§12. Physical Fitness Test

Unit COs are responsible for conducting at least two PFT’s annually. NSCC Training & Operations Manual §0405.8(b) states that Recruits must “pass a Physical Fitness Test *prior* to being released to attend Recruit or Advanced Training,” and §0405.3, §0501.1, §0501.1(c), and §0501.2(f) all require Unit COs to test and certify that all cadets attending training are physically qualified before even requesting a billet.

On the NSCTNG001 Request for Training Authority, parents and unit CO’s certify that their cadet meets the NSCC’s minimum physical fitness requirements, and acknowledge that “cadets who do not meet these minimums will be returned home at their expense”.

§13. RESERVED

NOT USED

§14. What if a Cadet is injured before Training starts?

Cadets, parents, and unit Commanding Officers are obligated to disclose any injuries or illnesses to the COTC. In general, injured or ill cadets will not be accepted at the training. The unit CO may contact the COTC to discuss the possibility of an accommodation.

§15. What if a Cadet has a disability?

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.

Disabilities are documented on the [NSCADM001 \(page 9/10\) Request for Accommodation](#), which must be signed by Parent/Guardian, Unit Commanding Officer, cognizant Regional Director, *and* cognizant NHQ Field Representative.

If your cadet needs accommodations for testing (including extra time on exams, a distraction-free testing environment, or an administrator to read the questions), the unit CO should contact the COTC to give a “heads up” – no [NSCADM001 \(page 9/10\)](#) necessary.

To request any other type of accommodation plan at CF-NY, forward the completed and signed [NSCADM001 \(page 9/10\)](#) to the COTC with the rest of the application packet (see §5).

§16. What if a Recruit needs to take any medications at Training?

If you intend to send a cadet to CF-NY with *any* medications, they must fill out an [NSCADM001 \(page 7/8\) Medical History Supplemental](#) and submit it with the rest of their application packet (see §5).

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

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

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

Cadets may not hold or self-administer any medications during CF-NY with **one exception**; if a cadet is subject to **severe allergic reactions** from such things as stinging insects such as yellow jackets, bumble bees, honey bees, wasps, fire ants to mention a few. These reactions usually occur within seconds to minutes of exposure and can be life threatening; therefore, any such affected cadet must have an epinephrine kit on their person at all times, if one has been prescribed by a Doctor. Any cadet with such a 'potential' allergic reaction as cited above must have appropriate Medical History Supplemental and notify Staff at check-in. Cadets will report to the Medical Department for each necessary "routine" administration.

Do not encourage your cadets or parents to "withdraw" from a necessary medication for the purposes of sending them to Training – it is ill-advised, unethical, and dangerous. If they need the medication, submit the appropriate paperwork ahead of time.

§17. Will Cadets need to have a haircut?

All male cadets will either report to CF-NY with a military style haircut that is fully compliant with US Navy and NSCC regulations.

Females must have a hair style that can be quickly and easily styled at or above the collar of the uniform, that does not show from under the brim of any headgear, and that does not interfere with the appropriate wear of any headgear. Pony tails, braiding, or plaiting are not permitted.

Faddish or outrageously colored hair is not permitted. Hair fixtures are limited to bobby pins, hair bands, barrettes (3" or shorter), or small scrunchies. Hair fixtures must be matte finished and should blend with the Cadet's hair color whenever possible. (See §2202.2(a) of the NSCC Uniform Manual for additional guidance).

§18. What do Cadets need to bring to Training?

See Appendix 2 for the Seabag List. Cadets will NOT be admitted to training until a seabag inspection at check-in confirms that they have the minimum quantity of required items.

Unit Commanding Officers will conduct a Preliminary Seabag Inspection at the home unit in June or July, using the Seabag List in Appendix 2 as the standard (see §10).

Please note: *Recruits need **two sets** of working uniforms.* NWUs and/or CUU's are the working uniform at CF-NY.

All uniforms must have the appropriate NSCC flashes and nametapes.

Per Action Letter 05-14, Utilities are no longer an authorized NSCC uniform as of 30APR15.

This is a training that combines construction and combat field operations, both of which Navy SEABEES engage. If your cadets have Airsoft equipment, they are authorized to bring it and any field equipment as indicated below. NOTE: Tell your cadets: DO NOT attempt to transport any airsoft item onboard any commercial conveyance. Should they decide to bring an airsoft with them, CF-NY will not be responsible for lost or broken property; retention, safekeeping and care of personal property is the responsibility of the cadet. Admonish them that should they discover any personal property is missing, they must immediately notify a responsible staff member. Do not wait a day or two. Airsoft rifles and pistols – SEABEES conduct combat operations in the field and this training will include small unit combat patrolling. If your cadets are traveling by POV (privately owned vehicle) and they own an airsoft, they are authorized to bring it for use during training operations. DO NOT bring pellets as we need to supply bio-degradable only.

Eye protection – If your cadets have appropriate eye protection for paintball or airsoft functions, they are encouraged to bring them.

Field gear – Cadets are authorized to bring appropriate military-type field gear such as 'boonie hats' tactical vests, 'Shemagh' Tactical Scarf, camo face paint, flashlight, MOLLE gear, tactical gloves, military style helmet, etc., that are utilized in a tactical field environment.

§19. What sort of things should Cadets be doing to prepare for SEABEES Training?

A few simple preparations can make Training far less stressful for your Cadets, and make them less prone to illness or injury.

- Dietary Preparations
 - Cadets will be restricted from certain foods during the training. These restrictions are necessary to ensure that each cadet has the energy necessary for the long training days, but also to limit the risk of upset stomach or sleepless nights.
 - Restrictions include limited dairy intake, **limited sugar intake**, and **no caffeine**.
 - Cadets who regularly take in a lot of sugar and/or caffeine may have headaches, upset stomachs, low energy, and/or a general feeling of sickness on their training diet. Please encourage parents to start them on a low-sugar, no-caffeine diet at least one week before the beginning of our training – no soda, coffee, tea, chocolate, candy, etc...

- Footwear
 - The most common health problems at Advanced Training are blisters and sore feet. Cadets will walk and run every day, and spend long periods of time standing in formation or working on their feet.
 - The main cause of foot issues are boots and athletic shoes that have not been **sufficiently broken in**, or which **fit incorrectly**. New shoes and boots should be worn as often as possible (to drill, school, work, etc.), for extended periods, and for extended distances to make sure they are broken in and fit properly.
 - Cadets must wear black socks with all uniforms, but the standard black “dress socks” you might find at the department store are *guaranteed* to lead to blisters! A pair of heavy athletic socks worn *under* the black socks will cushion the feet and absorb more moisture (moisture is the primary cause of blisters). Go to an outdoor/sports store and ask for heavy-duty hiking socks for hot weather – the extra few bucks will be well worth it. Foot powder will also help to eliminate moisture (and odor...!).

- Physical Conditioning
 - In addition to daily physical training, cadets will participate in close order drill and field operations tactics on uneven, rocky and rough terrain each day. They will be giving maximum effort every moment of the day. Cadets who are “out of shape” will tire easily and will be more prone to injury.
 - Cadets should be in the habit of exercising regularly (at least five days a week), with particular emphasis on **aerobic conditioning** and **walking/running**. If cadets only PT at drill, they may not be ready for Advanced Training.

§20. What sort of things should Cadets know before reporting to Training?

All cadets who are qualified to attend Advanced Training have successfully graduated from Recruit Training and have completed their Basic Military Requirements (NAVEDTRA 14325) at minimum so they should be well aware of basic fundamental things, which they sometimes tend to forget shortly thereafter. Cadets should review and familiarize themselves with the subjects below. Unit COs: prepare your Recruits!

- Basic Military Requirements (NAVEDTRA 14325)
 - [Chapter 1](#) – Hazing, Sexual Harassment, & Fraternalization
 - [Chapter 9](#) – Customs & Courtesies
 - [Chapter 10](#) – Uniforms & Formations
- [The Eleven General Orders of a Sentry](#)
- Enlisted rates & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)

- Officer ranks & insignia of the [NSCC](#), [US Navy](#), [US Coast Guard](#), and [USMC](#)
- [The phonetic alphabet](#)
- NSCC ID number (last four (4) of SSN)
- Basic [customs & courtesies](#) (who & when to salute)
- Basic wear & care of the uniform
- Basic quarterdeck procedures
- How to tell [military time](#)
- [Military drill](#)
- Left from right!

§21. Can Cadets be sent home from the training?

The Commanding Officer of the Training Contingent (COTC), LCDR Forrest Woodward retains sole and absolute discretion as to when and if a cadet needs to be dismissed from training. Trainees are most often dismissed for medical or disciplinary reasons. Cadets may also “Drop on Request”

– while we do our best to convince every cadet to stick it out, CF-NY cannot keep cadets at the training against their will.

If a cadet is dismissed, the parent/guardian will be responsible for transporting the cadet home at the earliest practicable time. Please encourage families not to schedule a vacation during Training, and to ensure that an adult family member is available to pick up a cadet in case of dismissal.

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

§22. Can my Cadets wear watches? jewelry? makeup? contact lenses?

- Cadets should bring a watch to CF-NY. Please do not send expensive watches that will cause serious heartbreak if broken, lost or otherwise damaged.
- Cadets may not bring or wear any makeup, perfume, or cologne at CF-NY. *(Except cammo face paint or cammo stick)*
- Cadets may not bring or wear any rings, bracelets, or anklets at CF-NY.
- Female Cadets may wear one pair of silver ball earrings (approx. 4-6mm in size). *Not recommended for wear during working details or field operations.*
- Cadets may wear one necklace, if of a religious nature.
- It is strongly recommended that cadets who require corrective lenses wear glasses. Cadets will be house in tents and have just minutes to get ready each morning, and fumbling with contact lenses may lead to unnecessary stress, injury, and/or loss of the lenses.
- Please note: Neither CF-NY nor the Baiting Hollow Scout Camp is not responsible for lost or stolen property.

§23. How do families get in touch with their Cadets?

Cadets will not be able to call or email home, except in cases of emergency. Families may correspond via mail; however, the opportunity to exchange mail is very limited and if the families want to send one letter they may want to send that letter before Monday, 22 AUG 16. It is suggested no mail should be sent after that time as it

may not be received in time and will be returned to sender.

Each cadet will compose and send a letter home on Tuesday, 23 Aug 16. If parents or friends want to letters, send them to:

Naval Sea Cadets
Cadet's Last Name, First Name
CF-NY Operations
51774 Sound Ave
Calverton, NY 11933

§24. Can parents visit their Cadets?

No – it is very disruptive and distracting to cadets to have family or friends visit during the training.

§25. Can unit Officers visit Recruit Training?

It is also very disruptive to have home unit Officers visit during the training. Unless on official business (e.g., guest instruction or dropping off gear or paperwork), NSCC Officers may not visit CF-NY without the express prior permission of the COTC. When visiting, NSCC Officers should report directly to the CF-NY Command Duty Officer, without stopping anywhere on the way. Such officers will not be permitted to visit with their unit’s cadets while at the training site.

§26. Graduation

Graduation will take place at 11AM on Sunday 28 Aug 16 and will last approximately one hour. There is no limit to the number of guests who may attend for each cadet.

Guests will see signs and staff cadets will be available to direct them to parking and seating areas. There won’t be enough seating for everyone – please advise guests to bring camping/beach chairs. The graduation will be outdoors, rain or shine; please advise guests to wear weather-appropriate clothes and bring sunscreen and water. Photography is encouraged!

§27. Facebook – following Cadets during the training

Encourage family, friends, and staff to visit <https://www.facebook.com/groups/1585595391752447/> regularly during the training for photos of the training contingent and information about the Cadets’ activities. Do not use Facebook to contact the staff of CF-NY (see §§28-29).

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

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

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

...before the training, email LCDR Woodward: co@trdivseacadets.com

...during the training, email the training staff: CF-NY-Staff@usnsccregion03-4.us

§29. Whom do I contact in case of an emergency during the training?

CF-NY Command Staff Duty Officer Cell Phone: (702) 672-1258 will be manned 24/7 during raining.

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

APPENDIX 1 – DIRECTIONS TO Baiting Hollow Scout Camp

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

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

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

Baiting Hollow is located approximately...

45 minutes 16.4 miles from Port Jeff Ferry

45 minutes 33.2 miles from the Orient Point Ferry.

74.5 miles east of NYC

68.5 miles east of JFK International

29.7 miles east of MacArthur Airport.

YOU MUST PROVIDE A COPY OF YOUR FLIGHT ITINERARY

to CO@TRDIVSEACADETS.COM no later than 31 JUL 16 but it is not necessary to provide this information when you register

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

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

APPENDIX 2 – MINIMUM SEABAG REQUIREMENTS

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

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

- Cadets will report to CF-NY in NWU or CUU uniform unless traveling by commercial carrier, then report in civilian clothes and change to NWU or CUU – bring all uniforms on hangers
- Cadets will not be admitted to training until a Seabag inspection confirms cadet has all required items.
- The quantities listed are minimum required amounts – you may add to the quantity of any item.
- All items should be marked with cadet’s last name.
- The following items are expressly prohibited to at CF-NY.
 - Anything in an aerosol can
 - Anything in a glass bottle
 - Perfumes, colognes, or make-up
 - Tobacco, alcohol, illicit drugs, and related paraphernalia
 - Items requiring electricity, including phones, tablets, & cameras

- Food or snacks
- Medications, vitamins, and supplements (see §10)
- Most jewelry (see §22)
- CF-NY is not responsible for lost, stolen, or damaged property