



FREEDOM TRAINING CONTINGENT  
WINTER 2017  
CAMP HIGHROAD, MIDDLEBURG, VA

27 November 2017

SUBJECT: Master at Arms Training, PO-VA-1702 Students

1. WELCOME - On behalf of the Freedom Training Contingent, congratulations on your selection to attend the Master at Arms Training Course, PO-VA-1702. Parents and cadets must read this Welcome Letter in its entirety, then print it and highlight action information. This Welcome Letter is not a substitute for information provided on our training website, [nscffreedomtraining.com](http://nscffreedomtraining.com). Check our website often for updates and additional information.
2. INTRODUCTION – This dynamic, fast-paced, challenging law enforcement training will expose each cadet to the rigors of a law enforcement career. Our instructors are law enforcement professionals with decades of relevant experience in areas such as investigations, vice/narcotics, SWAT, patrol, hostage negotiations/hostage rescue, crisis intervention, and much more. We have partnered with the Fairfax County Police Department and the Fairfax County Criminal Justice Academy to bring you the best law enforcement training resources. We are looking forward to you joining us for an exciting training.
3. WHAT TO EXPECT - Each day will include intense physical training, defensive tactics/combatives/ground fighting, classroom training on a variety of law enforcement topics, and practical exercises. There will also be marksmanship training, which consists of small arms, live fire training and an opportunity to earn your marksmanship ribbon. Last year, among many other adventures, cadets participated as passengers in high speed emergency vehicle training and witnessed several emergency driving techniques on a closed driving course with highly trained and skilled law enforcement driving instructors.
4. PREPARE – This is NOT Recruit Training. We will NOT be teaching you information that you should have learned during RT. As a Seaman Apprentice or above you are expected to have the Sea Cadet Oath and 11 General Orders memorized. You will be required to recite from memory the Oath and all 11 G.O.'s upon check-in during your seabag inspection. You will constantly be evaluated during your entire time at training, everything counts towards your final score, including seabag inspection, general knowledge, physical fitness, etc.

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5. ENROLLMENT PROCEDURES - Have your unit upload the following documents in Magellan (If you are unable to upload documents into Magellan, you can mail copies of them with payment; however, your billet will not be approved until paperwork is received.):
  - A. Due when requesting a billet but no later than 01 December 2017:
    - a) **All Hands-NSCTNG001** (must be signed by your parent and CO).
    - b) **All Hands-NSCADM001 pages 3-4** signed and dated in the last 30 days
    - c) **If requesting ADA accommodation**, you must email **NSCADM001, pages 9-10**, to [nscffreedom@gmail.com](mailto:nscffreedom@gmail.com) at the same time you request a billet. All ADA requests **MUST BE APPROVED IN ADVANCE. DO NOT SHOW UP AT CHECK-IN WITH AN ADA REQUEST THAT HAS NOT BEEN PRE-APPROVED BY THIS TRAINING COMMAND.**
  - B. Due in service jacket at check-in, **NO EXCEPTIONS**:
    - a) **All Hands: NSCADM001, pages 3-4** signed and dated after 26 NOV 17
    - b) **All Hands: NSCADM001, pages 5-6** (Medical Exam, signed by a medical professional) dated within 12 months of the training date. Per NSCC Regulations, proof of up-to-date immunizations must be provided; **WAIVERS FOR IMMUNIZATIONS WILL NOT BE GRANTED.**
    - c) **If bringing ANY medication (OTC or prescription)**, you must bring a current **NSCADM001, pages 7-8** in your service jacket. If bringing prescription medications, the forms must be signed by a medical professional.
  - C. After your billet has been "Confirmed" in Magellan, **immediately obtain a MONEY ORDER (NO personal checks) in the amount of \$150, made out to: FREEDOM TRAINING CONTINGENT mail to LTJG Matt Powell, NSCC, P.O. Box 616, Round Hill, VA 20142**
  - D. Cadets will only be approved when ALL forms applicable AND payment are received. You will not receive your final training orders to attend this training until you are in "Approved" status in Magellan.
6. LOCATION – Camp Highroad, 21164 Steptoe Hill Rd., Middleburg, Virginia 20117
7. TRAVEL TO CAMP HIGHROAD – Camp Highroad is easily accessible by Privately Owned Vehicle (POV). If traveling by plane, only use Dulles International Airport (IAD). All air travelers must fly unaccompanied, as we are unable to meet anyone at their arrival gate. Arrive NLT 1200 (noon) on 26 DEC 17 and depart no earlier than 1500 on 31 DEC 17. Make sure you purchase refundable airline tickets and/or travel insurance. Book air travel after you have been confirmed and approved for training and your final orders are available to print. Limited pickups available, transportation to and from training may have to be arranged via SuperShuttle for an additional fee. **If flying, cadets must travel in civilian clothes.** Email your flight itinerary to [nscffreedom@gmail.com](mailto:nscffreedom@gmail.com) on or before 01 DEC, failure to provide a flight itinerary by 01 DEC may result in **NO ORGANIZED TRANSPORTATION**; meaning you will be on your own to get from the airport to training.

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8. WHERE TO REPORT – If traveling by POV, once you enter Camp Highroad follow signs and directions to “NSCC Check-In.”
9. IN-PROCESSING – 26 December 2017 at Camp Highroad, **check-in arrival 1145-1215 only**. Eat lunch **BEFORE** you arrive. Uniform of the Day: NWU. Have the following items readily accessible when you arrive: service jacket, medication (if applicable), cell phone and money (commercial travelers **ONLY**).
10. BILLETING – Cadets will reside at the Oak Lodge at Camp Highroad for the duration of their training. The lodges are equipped with multiple bunk beds per room and **NO** lockers or personal storage. All cadets are required to bring two flat white sheets (no fitted sheets allowed), pillow, white pillow case, solid dark-colored blanket (no patterns or designs). All items will be stowed in your seabag. **Make sure you bring a lock and provide either the combination or a spare key on the inside right side of your service jacket.** Only bring items on the seabag list; anything not on the seabag list is considered contraband and will be confiscated at check-in. Seabag list will be posted on [nscffreedomtraining.com](http://nscffreedomtraining.com).
11. UNIFORM AND APPEARANCE - Cadets must maintain a neat, orderly appearance at all times and conform to the haircut and grooming standards prescribed in the NSCC/NLCC Uniform Regulations, NSCPUB 500, October 2011. The Navy Working Uniform (NWU) is the prescribed uniform while attending class unless otherwise instructed. All uniforms should be prepared with appropriate NSCC flashes, nametapes, rank, etc. *Students need to bring NSCC approved boots- Plain steel-toed, laced 8 or 9-inch high top made of water resistant leather with rubber outsoles, no side zippers, no canvas uppers. Example: <http://workboots.com/bates-9-us-navy-durashocks-st-black~2> (This is not an endorsement or requirement for these boots, just a resource.) **Make sure all footwear is well broken-in BEFORE training.***
12. PHYSICAL TRAINING POLICY - Physical training and readiness is essential to all cadets and is one of the cornerstones of all military training. Cadets should participate in a physical training program prior to arriving at training. A Physical Readiness Test (PRT) will be administered during training, failure to pass the PRT will result in failing the course and **NO** advanced training credit will be granted.  
  
If you cannot pass a PRT, or you struggle to make the minimum PRT standards, this training is **NOT** for you. **RUN.** You will be doing PT outside and inside, in the mornings, afternoons, and/or at night. **RUN.** In all types of weather and terrains. **RUN.** At times you will chase and other times you will be chased, be prepared. **RUN.** Work on core strength; practice the following: plank, wall sits, and stretch.
13. SPECIAL EQUIPMENT REQUIRED - **ALL MAA PARTICIPANTS MUST BRING A MOUTHGUARD, BLACK BELT, AND 4 BELT KEEPERS.** See website for details, <http://www.nscffreedomtraining.com/master-at-arms.html>

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14. EMERGENCY CONTACT INFORMATION – Make sure that all emergency contact information is updated in your service jacket before you arrive. If a parent needs to contact the training command *for emergencies only*, email [nscfreesdom@gmail.com](mailto:nscfreesdom@gmail.com), which is monitored by multiple people around the clock. Please respect the challenge and rigorous training that your cadet will be going through. If your pet Fluffy dies, there is nothing your cadet can do about it while at training and informing him/her of this “emergency” will only distract them.
15. COMMUNICATION - Do not send emails asking for information that is readily available on our website, [nscfreesdomtraining.com](http://nscfreesdomtraining.com). Parents and cadets should NOT be calling or emailing this command, rather, use your unit chain of command for questions FIRST.
16. MAIL CALL - Say your good-byes before check-in. Cadets will not have contact with their families until graduation. Due to the fast pace of this training we will not respond to personal emails nor give cadets any personal messages from home, so DO NOT send them. Also, we may not be able to post any pictures during the training; therefore, DO NOT send emails or Facebook messages asking for pictures of the training to be posted. Our focus will be on providing the best training and experience possible for the cadets that we have for only 6 short days. Taking time to post pictures means that we are taking time away from the needs of the recruits and the training contingent.
17. MED CALL – This is a LIMITED MEDICALLY FRIENDLY TRAINING. If you require medications of any kind, contact this training command, [NSCCFreedom@gmail.com](mailto:NSCCFreedom@gmail.com), to see if accommodations can be made. Cadets requiring medication or ADA accommodations will be considered on a case by case basis.
18. GRADUATION AND CHECK-OUT – Graduation will take place on 31 December 2017 at 1000 hours at Camp Highroad. There will be very limited parking and limited seating, carpools encouraged for multiple cadets from the same unit. Check-out will take place immediately following graduation. Commercial travelers plan your return flight AFTER 1500 on 31 December 2017 out of Dulles International Airport (IAD). We will provide transportation to the airport after the graduation ceremony.
19. CLOSING - The Master at Arms Training course is a challenge to most students. Keep in mind that there is much to learn and a short time to learn it. The key to success is ATTENTION TO DETAIL. BRING a good attitude. We will give you OUR BEST and we expect nothing less from you in return. We have ZERO tolerance for foul language, bullying, malingering, disrespect, discrimination, or any behavior that is not conducive to learning or in any way brings discredit to the NSCC. We look forward to seeing you soon.