



U.S. NAVAL SEA CADET CORPS  
FREEDOM TRAINING CONTINGENT  
SUMMER 2018  
RANDOLPH MACON MILITARY ACADEMY  
FRONT ROYAL, VIRGINIA

18 May 2018

SUBJECT: Recruit Training, RT-VA-1801

1. **WELCOME** - On behalf of the Freedom Training Contingent, congratulations on your selection to attend the NSCC Recruit Training Course, RT-VA-1801. Parents and recruits 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, [nscfreesomtraining.com](http://nscfreesomtraining.com). Check our website often for updates and additional information.
2. **INTRODUCTION – RECRUIT TRAINING** (per NSCC Training and Operations Manual, NSCPUB 300, September 2017)
  - **Mission:** NSCC Recruit Training is designed to foster personal growth in the areas of character, courage, and professional competence for newly enrolled cadets.
  - **Goals:** The goals of the training are to ensure the cadet feels comfortable when in a military uniform situation, to develop self-confidence in the individual's role as a Sea Cadet, and to instill a sense of pride in one's accomplishment upon successful completion of the training. Modeled after the US Navy Recruit Training curriculum, NSCC Recruit Training serves as the cornerstone for the successful completion of all follow-on NSCC training.
  - **Purpose:** Recruit Training is the cadet's introduction to military routine and discipline and is the first step toward advancing in the Sea Cadet Program. Cadets learn basic Navy subjects, elementary seamanship, basic damage control, and physical fitness in either a 9-day or 14-day training program. It is your unit Commanding Officer's responsibility to ensure that cadets are prepared medically, physically and psychologically prior to attending Recruit Training.
3. **PREREQUISITES** – Recruit Training is a 120-hour curriculum; however, since this is only a 9-day RT, certain prerequisites must be met. Recruits should take the **pre-qualification exam** found here <https://www.proprofs.com/quiz-school/story.php?title=9day-rtc-prequalification-examination>. All recruits will be held accountable for knowledge of the subjects below:
  - Chain of Command
  - Ranks and Rates, Officer
  - Rank and Rates, Enlisted
  - Honors and Courtesies
  - Core Values, Code of Conduct
  - Core Values, Decision Making
  - Core Values, Leadership
  - Heritage, Navy History
  - Heritage, Ships
  - Heritage, Aircraft
  - Watch Standing
  - Standards of Conduct

#### 4. HOW TO ENROLL -

- Before requesting a billet in this training, make sure you read and meet all of the requirements.
- ALL TRAINING DEPOSITS ARE NON-REFUNDABLE.
- Request a billet in Magellan. This can only be done by certain officers in your home unit.
- 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. DO NOT EMAIL any of these forms to this training command:
  - A. Due when requesting a billet (but no later than 01JUN18 for Recruit Training):
    - a) **NSCTNG001** - must be signed by your parent and CO.
    - b) **NSCADM001 pages 3-4** (form Rev. 08/17 only)- must be signed and dated within the 30 days of the start date of training. Proof of immunization for polio, measles, mumps, rubella, hepatitis B, pertussis and tetanus plus diphtheria and Menactra vaccine for Meningitis must be attached. There are no waivers for required immunizations. Failure to provide proof of immunizations at check-in will result in the cadet being sent home at their expense.
    - c) **If bringing ANY medication (OTC or prescription)**, you must upload **NSCADM001, pages 7-8** (form Rev. 8/17 only). All forms must be signed by a parent and unit CO. If bringing prescription medications, the forms must also be signed by a medical professional, no exceptions. All prescription meds must be pre-approved by emailing **NSCCFreedom@gmail.com**.
    - d) **If requesting ADA accommodation**, you must upload **NSCADM001, pages 9-10** (form Rev. 8/17 only), at the same time you request a billet. All ADA requests MUST BE APPROVED IN WRITING AND IN ADVANCE. DO NOT SHOW UP ON CHECK-IN DAY WITH AN ADA REQUEST THAT HAS NOT BEEN PRE-APPROVED BY THIS TRAINING COMMAND. ADA accommodations will be considered on a case by case basis based upon staff limitations and facility restrictions.
  - B. Due in service jacket at check-in:
    - a) **All Recruits/Cadets:** The 2017 Admin Manual requires that each cadet receive an annual physical, reported on form **NSCADM001 (page 5/6)** Report of Medical Exam (form Rev 5/17 or Rev 8/17 only). All cadets will be expected to present an updated Report of Medical Exam, signed by a medical professional within the previous 12 months, at check-in, NO EXCEPTIONS.
- After your billet has been "Confirmed" in Magellan: immediately **obtain a unit-generated invoice** and **MONEY ORDER** or Cashier's Check in the amount of your training cost found above, **made out to: Freedom Training Contingent and mail BOTH to LTJG Matt Powell, NSCC, P.O. Box 616, Round Hill, VA 20142. NO PERSONAL CHECKS.**
- Cadets will be "approved" when payment and all required paperwork is received or uploaded. You will receive your final training orders from your unit CO.

#### 5. LOCATION – Recruit Training will take place at Randolph-Macon Academy, 200 Academy Drive, Front Royal, VA 22630.

6. TRAVEL INFORMATION –

**Arriving by personal vehicle:**

Check-in times are as follows:

- All adult escort officers and staff cadets arrive Thursday, 21JUN18, between 1730-1830.
- Recruit Training participants arrive Friday, 22JUN18, between 1300-1500.

Be sure to ONLY arrive at your designated time.

**Commercial Travelers:**

- Do not book commercial travel until your billet has received final "Approved" status in Magellan and you have permission to print your final orders.
- All air travelers must be able to fly unaccompanied, we are unable to meet any cadet at their arrival gate. Air travelers must use Dulles International Airport (IAD) and arrive NLT 1200 (noon) on 22JUN18 and depart no earlier than 1500 on 30JUN18.
- Make sure you purchase refundable airline tickets and/or travel insurance.
- Limited pick up schedule available, transportation to and from training may have to be arranged via SuperShuttle for an additional fee depending on how many cadets need ground transportation from and to the airport.
- **Travel in civilian clothes.**
- Provide your flight itinerary to [nscffreedom@gmail.com](mailto:nscffreedom@gmail.com) on or before 01JUN18 to coordinate a ride from the airport to the training location. Failure to provide a flight itinerary by the deadline will result in NO ORGANIZED TRANSPORTATION for you from the airport to the training facility, you will be on your own to get from the airport to training.

**ARRIVAL INSTRUCTIONS FOR AIR TRAVELERS:**

- Upon arrival at Dulles International Airport, immediately call home to let your family know of your safe arrival, then follow the signs to baggage claim in the main terminal-arrivals level.
- You will have to board either a tram or "people mover" aka large bus to get from your plane to the main terminal. Once in the main terminal, find your baggage carousel to retrieve your seabag, then report to the USO Lounge, which is across from Baggage Carousel 12.
- **Check in to the USO Lounge using your NSCC ID card.** Once you check in, the USO will give you a phone number to our training, immediately text that phone number with your name and the word "ARRIVED."
- Inside the USO Lounge you will have access to charging stations for your personal electronics, complimentary snacks, free WiFi, and other amenities. \*\*\*Remember that accessing the USO Lounge is reserved for military personnel and it is a privilege to use their facility. DO NOT abuse this privilege! Conduct yourself professionally at all times, you will be representing the NSCC.
- There will only be one pick-up time from the USO Lounge by our officers: 1300 for all flights. Make sure that you are ready to be picked up at the appropriate time.
- IF YOU GET LOST AT ANY TIME INSIDE THE AIRPORT, JUST ASK ANY AIRLINE EMPLOYEE OR POLICE OFFICER TO DIRECT YOU TO THE **USO LOUNGE**.
- MAKE SURE YOU TRAVEL WITH YOUR SEA CADET ID AND SERVICE JACKET ON YOU, NOT PACKED IN YOUR SEABAG.

7. WHERE TO REPORT – Once on campus follow signs and directions to "NSCC Check-In."

8. **IN-PROCESSING** – In-processing will take place on Friday, 22 June 2018 at Randolph-Macon Academy in Front Royal, VA as follows, **only report during the specified times below**. Only dinner will be served on check-in day; eat lunch BEFORE you arrive:
  - 0800-0900; All Escort Officers, Staff Cadets, and training volunteers
  - 1300-1400; All Recruits attending Recruit Training
9. **BILLETING** - Recruits will reside at the at Randolph-Macon Military Academy, which is an Air Force JROTC boarding school. The rooms are equipped with bunkbeds and common or shared heads (bathrooms).
10. **SEABAGS** - All recruits are required to bring four flat solid-white sheets (no fitted sheets allowed), one pillow, two solid-white pillow cases, solid dark-colored blanket (no patterns or designs). Make sure you bring a lock and provide either the combination or a spare key on the inside right cover 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 is posted on [nscfreesomtraining.com](http://nscfreesomtraining.com). **Parents can help recruits pack their seabags, but parents should NOT be doing it for their child.**
11. **UNIFORM AND APPEARANCE** - Recruits 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, 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: [https://www.batesfootwear.com/US/en/9"-us-navy-durashocks-steel-toe-boot/22092W.html?ref=navy&dwvar\\_22092W\\_color=E01788-q=navy&start=1](https://www.batesfootwear.com/US/en/9) (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 Recruits/Cadets and is one of the cornerstones of all military training. Recruits should participate in a physical training program prior to arriving at Recruit Training. **A Physical Readiness Test (PRT) will be administered during RT, failure to pass the PRT will result in failing RT; NO training credit will be granted until RT is repeated and the PRT is passed.** Each recruit must bring at least **TWO SETS** of the official NSCC PT gear, which can be purchased at <https://www.vanguardmil.com/collections/ns-nlcc-clothing> You can order the official PT sweats from Vanguard or just bring a plain navy blue set of sweats.
13. **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 [nscfreesom@gmail.com](mailto:nscfreesom@gmail.com), which is monitored by multiple people around the clock. Please respect the challenge and rigorous training that your recruit will be going through. If your pet Fluffy dies, there is nothing your recruit can do about it while at training and informing him/her of this “emergency” will only distract them.
14. **COMMUNICATION** - Do not send emails asking for information that is readily available on our website, [nscfreesomtraining.com](http://nscfreesomtraining.com). Parents and recruits should NOT be calling or emailing this command, rather, use your unit chain of command to answer your questions FIRST.

15. MAIL CALL - Say your good-byes before check-in. Recruits 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 recruits that we have for only 9 short days. Taking time to post pictures means that we are taking time away from the needs of the recruits and the training contingent.
16. MED CALL – This is a LIMITED MEDICALLY FRIENDLY TRAINING. If you require medications of any kind, contact the training command, [NSCCFreedom@gmail.com](mailto:NSCCFreedom@gmail.com), to see if accommodations can be made. Cadets or recruits requiring medication or ADA accommodations will be considered on a case by case basis.
17. GRADUATION AND CHECK OUT – Graduation will take place on 30 June 2018 at 1000 hours on the football field. There will be parking around campus but you may have to walk a distance or traverse hills to get to the football field. There limited seating on the bleachers at the field, but you may want to bring a blanket or folding chairs to ensure that you have room to sit. Check out will take place immediately following graduation and might last up to two hours, YOUR PATIENCE IS REQUIRED. Tip: If you want a picture of your cadet in uniform do so immediately after graduation. All cadets will depart RT in either civilian clothes or PT gear. You may bring a change of clothes to give them after graduation but they cannot bring civilian clothes in their seabag unless they are a commercial traveler. Commercial travelers plan your return flight AFTER 1500 on 30 June 2018 out of Dulles International Airport (IAD). We will provide transportation to the airport after graduation, commercial travelers will be released FIRST.
18. CLOSING - The Recruit 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.