

UNITED STATES NAVAL SEA CADET CORPS
2018 SUMMER POLA
USCG TRACEN, PETALUMA, CA
NP-CA-1802

Welcome Aboard

POLA Cadets and Families: welcome to the 2018 POLA training at USCG TRACEN, Petaluma, California.

Cadets are responsible for packing their seabag. Cadets are responsible for knowing and following the information in this package, the Standing Orders and Code of Conduct.

REGISTRATION PROCEEDURES:

To secure a confirmed slot, you will:

1. Have your unit's training officer register you for the training in Magellan.
2. Complete and sign an NSCTNG 001 (cadets) or NSCTNG 002 (adults) and sign.
3. Signed forms shall be scanned and/or saved as a PDF and uploaded to Magellan, unless otherwise requested via mail.
4. Complete and sign any NSCADM 001 Medical History Supplement and Request For Accommodation forms. Provide to the COTC well in advance for review. Scan and save as PDF and upload to Magellan.
5. ADA or Requests for Accommodation at the Unit level are not automatically approved for the training, and are subject to approval by the COTC for the specific training. Your Unit must assist with this. All reasonable requests will be evaluated and efforts will be made to adopt.
6. You will receive confirmation after providing the completed and signed NSCTNG 001(Cadets) or NSCTNG 002(adults).
7. When confirmed, the Unit will need to generate an invoice through Magellan. The invoice will be required to accompany the payment.
8. Pay the training registration fee.

REGISTRATION PAYMENT:

Unit checks or Money Orders made out to "USNSCC PCR12-3" should be sent to LCDR Mark E. Lewis, 6711 Mesa Court, Yountville, CA 94599-1240. Personal checks will not be accepted. Cash will not be accepted.

Payments by PAYPAL will be accepted with prior approval and arrangement by the COTC. Email me at: PCR12_3@att.net to arrange payment via PAYPAL. A processing fee of \$2.55 will be added to cover the transactions costs.

All payments must include the first and last name of the cadet for which the payment applies.

In accordance with NSCC regulations, training deposits are non-refundable.

TRAINING LOCATION:

This training will take place primarily on the campus of the USCG TRACEN, Petaluma. This is an active Coast Guard Station. Cadets will be in uniform with proper Sea Cadet flash at all times unless specifically directed otherwise by the COTC or through the chain of command. Berthing will be in dorms. Double or quadruple occupancy per room. Beds are twin.

REPORTING PROCEDURES:

Cadets need to plan on checking in at 1000 hours on 12 JUL 18. Reporting will conclude by 1200. Be sure to eat breakfast prior to check-in. TRACEN's address is: 599 Tomales Road, Petaluma, CA 94952.

Petaluma is located about 40 miles North of San Francisco and 20 miles South of Santa Rosa.

- Take Highway 101 to Petaluma
- Exit at East Washington Street
- Head west on East Washington Street about 10 miles to Tomales Road. Note: East Washington Street becomes Bodega Avenue after it passes through Petaluma. A sign is posted at the intersection of Bodega Avenue and Tomales Road with the words "Coast Guard Training Center" and an arrow indicating the correct direction.
- Turn left on Tomales Road. Proceed about one mile to a flashing amber light. Turn left (at the light) into the Training Center entrance.

Detailed information on where to go on-base will be provided via email.

REPORTING UNIFORM:

NWU's or working uniform. ALL Sea Cadet flash, rates, nametapes, uniform items must be present, complete, and correct. Cadets **MUST** have Sea Cadet ID on their persons at all times. **Commercial travel SHALL be in civilian cloths.** Change on arrival at TRACEN.

Cadet Reporting Uniform: NWU's or working uniform.

Adult Staff Reporting Uniform: NWU's or working uniform, or alternate uniform consisting of khaki pants, blue polo with NSCC patch and ID tag, and black shoes.

HAIRCUTS:

Haircuts shall conform to NSCC standards. Haircuts will not be provided at training. Cadets will not be checked in without proper haircuts.

SERVICE RECORD:

Cadets and adults **MUST** have their service record in their possession at check in. Cadets also shall have a copy of their **signed orders, signed and completed NSCC Training Check-Off List (NSCTNG 013)**, and **valid NSCC ID**. Adults also shall have their valid NSCC ID in their possession.

If taking or using medications, a SUPPLEMENTAL HEALTH HISTORY (NSCADM 001 pages 7/8) shall be included, along with your medications. This form **MUST** be current.

CADET PREPARATION:

Cadets must understand this is a *training* evolution. You, the cadet, are responsible for what you get out of this evolution. You will get out of this what you put into it. Be responsible for yourself. Pack and know what is in your seabag. Know your uniforms. Know your regulations. Know yourself.

PHYSICAL READINESS TEST (PRT):

Cadets attending any NSCC training **MUST PASS THE PRT**. Both prior to the training, as well as during the training. Any accommodations must be arranged in advance and are subject to acceptance of the COTC. Those cadets who **DO NOT PASS** the PRT will have their CO and parents notified. Cadets may not receive credit for the training if they are not able to pass the PRT. Per guidance from NHQ, those cadets who do not pass the initial PRT will be given an opportunity to re-test later in the training cycle; any cadet who does not pass PRT prior to the conclusion of the training will not be given credit for the training.

In summary:

- 1 – Everyone is provided the standards and are aware they are a requirement for sign-up and participation in training.
- 2 – Successful completion of the PRT is a mandatory factor in advancement.
- 3 – It is the cadet's responsibility to be prepared and able to pass the PRT.

GRADUATION:

Graduation will be on FRI 20 JUL.

1015 Guest Arrivals

1030 Graduation Ceremony

1130 Secure from Ceremony

1130 – 1230 Pickup Records and Seabags

OUTSIDE PARTY CONTACT:

To create and maintain the most productive military environment needed for a successful training, it is necessary to generally isolate trainees from outside influences that may prove distracting. To this end, it is essential for parents, family, friends to understand:

- Visits from parents, relatives and friends will not be allowed.
- Visits from home unit staff not attached to the training will not be allowed, unless arranged in advance with the COTC.

- Trainees are not allowed to place or receive phone calls. In the event of a family emergency: parents are to contact the unit CO. The unit CO will then contact the Training Contingent. If there is an emergency involving a cadet, the COTC or Training Contingent will contact the parents and unit CO.

MEDICAL CHECK IN & RESTRICTIONS:

This is a medically friendly training, based on COTC prior approval. Cadets WILL NOT SELF-MEDICATE. ALL medications WILL be controlled through the Training Contingent Officers, per the SUPPLEMENTAL HEALTH HISTORY form uploaded to Magellan with the NSCTNG001 and advance discussions with the COTC. All original completed, current, and signed Medical History Supplemental, Authorization, Consent, and Release forms MUST be in the service jacket.

All medications must be in their original labeled container. Do not consolidate or mix medications to reduce space. Since staff will be dispensing medications, it is imperative they are in their original labeled container so we positively know what we are dispensing. Discontinued use of medication during training is not advised. Any allergies, especially food or insect, need to be declared and documented. Wearing of medical alert bracelets is permissible. Cadets bringing inhalers or epi-pens will keep them on their person at all times.

The final determination of participation in training due to medical condition lies with the Commanding Officer Training Contingent (COTC), based on NSCC Regulations.

HYDRATION:

A canteen or Camelback is required.

CADET SEABAG:

Review the seabag list. All items must be marked with the cadet's last name and first initial. A seabag inspection will be conducted on the first day of training. If required items are not in the seabag, escort officer/parent will be required to obtain the items needed. DO NOT set your cadet up for failure. Make sure all items are in cadet's seabag. IF IT IS NOT ON THE LIST, LEAVE IT AT HOME.

ADULT SEABAG:

Follow the cadet seabag list and substitute where appropriate. CPO and Officer may include khaki as working uniform.

CELL PHONES:

Cadets will be allowed to use cell phones for travel. Cell phones will be turned in at check in. Bring your own charger. Staff will not be able to provide chargers for dead batteries. Phones will be returned at the conclusion of the training. Use of cell phones during training will be grounds for dismissal.

CONCLUSION OF TRAINING:

Graduation will be FRI 20 JUL. Phones will be returned with records and seabags.

COMMUNICATIONS:

Please ensure that I have an email address for Cadet and Parents. The best place to have that information is in Magellan. Be sure to keep information in Magellan current.

QUESTIONS/CONCERNS:

Please work through your Unit Commanding Officer (CO) or Designated Officer/Administrative Officer for this training. If you still have questions, you may email me at PCR12_3@att.net. Be sure to cc your CO and designated officer on any correspondences.

Welcome aboard!

LCDR Mark E. Lewis, NSCC
Commanding Officer Training Contingent
2018 POLA Training NP-CA-1802

Attachments:

1. Cadet Seabag List
2. Code of Conduct
3. Standing Orders
4. Check-list for parent of Required Items for Successful Check-in
5. Travel Information Form

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SEABAG LIST

NOTE: CADETS are responsible for packing their seabag. Parents and CO's shall inspect the seabag to assure all items are present and there is no contraband. All seabag items must be marked with the cadet's name.

- ☐ 1 Sea Bag
- ☐ 1 ID Card
- ☐ 1 Dress White uniform – (packed in garment bag with hangers recommended)
 - ☐ 1 White belt with silver buckle
 - ☐ 1 black neckerchief
 - ☐ 1 Jumper, dress, white, with proper NSCC flash
 - ☐ Sleeve insignia
 - ☐ Ribbons
 - ☐ Name tag if unit provided
 - ☐ 1 Trousers, Jumper, white (male)
 - ☐ 1 Slacks, Jumper, white (female)
 - ☐ 1 pair dress black shoes
 - ☐ 1 pair socks, black
 - ☐ 1 Dixie Cup (male)
 - ☐ 1 Combo cover (female)
- ☐ 2 Sets working uniforms. NWU, BDU, or Utilities if the uniform of your unit, with all appropriate NSCC flash, nametapes, and appropriate belt
- ☐ No more than 6 additional hangers for working uniforms if desired
- ☐ 1 working uniform jacket, parka and/or utility jacket. Fleece lining if available.
- ☐ 1 pair black boots
- ☐ 1 Cover – working uniform appropriate (one each if multiple working uniforms such as one NWU and one BDU uniform)
- ☐ 9 T-shirts working uniform appropriate
- ☐ 2 crew neck white T-shirts
- ☐ 9 pairs underwear (males boxers OK)
- ☐ 1 pair PT shorts and PT shirt

- ☐ 1 Watch cap (optional)
- ☐ 1 pair of gloves (optional)
- ☐ 9 pairs black socks
- ☐ 9 pairs white socks
- ☐ 1 pair athletic shoes
- ☐ 1 padlock with 2 keys (1 in service record)
- ☐ 1 neck chain for padlock key
- ☐ 1 sewing kit
- ☐ 1 shoe polish kit
- ☐ 1 lip balm or Chap stick
- ☐ 1 tube sunscreen
- ☐ 1 small flashlight with spare batteries
- ☐ 1 or 2 athletic bras (female)
- ☐ 1 set NAVY/USNSCC sweats, top and bottom, or 1 set dark-blue plain sweats
- ☐ 1 pair shower shoes
- ☐ 2 or 3 towels
- ☐ 2 or 3 washcloths
- ☐ 1 mesh laundry bag
- ☐ 1 kit hygiene supplies – toothbrush, toothpaste, shampoo, soap, shaving kit (as appropriate), deodorant, comb, brush, and nail clippers (optional).
- ☐ Female items – hair pins and ties, gel for securing hair, feminine products, etc.
- ☐ 1 canteen or Camelback
- ☐ Religious material (optional)
- ☐ 1 sleeping bag and pillow with pillow case
- ☐ 1 full or twin xl size sheet if desired to cover mattress. Mattresses are twin-xl, but special purchase not mandatory
- ☐ A watch is acceptable for males and females

CONTRABAND

The following items are EXPRESSLY PROHIBITED (Do NOT Bring)!!!

Perfume, cologne, weapons, controlled substances, matches/lighters, pornographic materials, tobacco products, electrical appliances, alcoholic beverages, glass containers, aerosol cans (hairspray, shaving cream), jewelry (except 1 set silver ball earring for females or as expressly allowed by regulations).

** NOTE: Cell Phones – phones will be turned in at check-in and returned on departure day.

Prescription or over-the-counter medications are permitted if a Supplemental Medical History (pages 7/8) are completed and approved prior to being confirmed for training. Medications must be in the original container, placed in a baggie with a SIGNED copy by a medical professional for prescriptions, guardian for OTC medications. **Discontinued use of required medication for training is not advised.**

The final determination of participation in training due to a medical condition lies with the Commanding Officer, based on NSCC Regulations. All medications must be approved before your cadet will be confirmed in their training.

SEABAG: Review the seabag list. All items must be marked with the cadet's last name and first initial. A seabag inspection will be conducted on the first day of training. IF IT IS NOT ON THE LIST, LEAVE IT AT HOME. Commercial travelers should bring money and cell phone for travel. ALL cadet cell phones will be turned in at check-in.

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CODE OF CONDUCT

So that this command and all its personnel may effectively work together as a team in a safe environment conducive to learning and esprit de corps, all will follow the following Code of Conduct. It will govern all of our behavior, from the Commanding Officer to the most junior Cadet. All personnel, cadets, and staff:

1. Will conduct themselves in a military manner to bring credit to themselves, their company, their home unit, the Naval Sea Cadet Corps, and the Coast Guard, and the Navy.
2. Will not use vulgar, obscene, profane, humiliating, racially/ethnically slanted language or address to one another.
3. Will not threaten, or attempt to do bodily harm to one another.
4. Will not take, obtain, or withhold by any means, the property, money or other articles of value from another.
5. Will not introduce with the intent to use, sell, transfer, or distribute any amount of illicit drugs or paraphernalia.
6. Will not introduce with the intent to use, sell, transfer, or distribute any amount of alcoholic beverages.
7. Will not use tobacco products.
8. Will not engage in collection, soliciting, or distributing funds of any kind except as authorized by the command.
9. Will not willfully damage or destroy any government or personal property.
10. Male and female members will refrain from physical contact, hand-passed notes, romantic interludes, and any behavior deemed inappropriate by training standards.
11. Will speak to or about each other in a respectful manner. There is to be no arguing, gossiping, backbiting, teasing, or other language deemed not acceptable. The words "shut up" will not be used during training.

Failure to abide by these rules, and other guidelines established by the Commanding Officer will result in disciplinary action up to and including removal from training.. Any individual dismissed from training will be responsible for transportation costs.

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STANDING ORDERS

These orders are to remain in effect for the duration of the training unless modified by competent authority. Failure to obey them will be regarded as a breach of discipline and will subject you to disciplinary action.

1. All cadets will rise at reveille. You will rise promptly and put on the uniform of the day. You will clean and square away your company area in preparation for morning inspection. You will be ready for muster at the appropriate time. Staff Cadets and Officers will rise 30 minutes prior to trainees.
2. You will be present at every muster and in the proper uniform of the day unless excused by the proper authority.
3. You will maintain proper military bearing at all times and observe all military customs and courtesies.
4. You will stand all assigned watches in a military and seamanlike manner.
5. You will not leave the assigned training area or berthing area without the approval of proper authority.
6. You will observe the chain of command.
7. You will at all times display due regard for the health, welfare, and safety of yourself and your shipmates.
8. You will not pretend to be ill or injured.
9. You will not embarrass or degrade another person.
10. There will be no smoking, tobacco use, or vaping.
11. You will not fight or engage in skylarking.
12. The use of illegal or controlled substances is prohibited.
13. You will not leave any electrical appliances unattended while plugged into a circuit.
14. No trainee will be out of their bunks between lights out and reveille unless they are on watch, using the restroom (head) or with approval of proper authority. Staff Cadets will observe light out 30 minutes after trainees.
15. Staff will remain in uniform while in a duty status.
16. All trainees will respect and observe "out of bounds" notices and "off limits areas" throughout the facility.
17. No Cadet may use phones.
18. You will not loiter on the quarterdeck. All trainees on the quarterdeck will be in the uniform of the day.
19. All meals will be eaten as a company unless excused by proper authority.
20. Forms of address:

- a. The Commanding Officer will be addressed as Captain, Skipper, or by rank and name.
- b. The Executive Officer will be addressed as Commander or by rank and name.
- c. All other officers will be addressed by rank and name (Ex.: LCDR O'Riley, Ensign Collins, Instructor Gorman).
- d. Chief Petty Officers will be addressed as CHIEF.
- e. Company Commanders will be addressed as CC.
- f. Assistant Company Commanders will be addressed as ACC.
- g. All other cadets will be addressed by rank and name (Ex.: Petty Officer Brown, Seaman Smith, Cadet Salt).
- h. Recruits will be addressed as Recruit (last name) (Ex.: Recruit Johnson).

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Parent Check-List for Successful Check-In

In order to ensure a smooth check-in for this training, the following is a list of what you will need for your cadet:

- ☐ Cadet Service Record – obtained from the Unit
- ☐ Current / Valid NSCC ID – Cadet must have on their possession
- ☐ Copy of Orders / Training Authority (Cadet) NSCTNG 005 with Commanding Officers Initial Date Certifying the cadet is physically/medically qualified for training. – Should be in Service Record.
- ☐ NSCC/NLCC Training Check-Off List NSCTNG 013 properly filled out and signed by the Unit Commanding Officer or Designated Officer. – Should be in Service Record.
- ☐ Seabag that has been verified in accordance with the Seabag List.
- ☐ Report of Medical History Supplemental Form NSCADM 001 Pages 7&8, if needed. MUST be uploaded to Magellan and discussed with COTC prior to approval and reporting to training. – Signed original should be in Service Record.
- ☐ Medications in their original and labeled container from the pharmacy. – As applicable.
- ☐ Report of Medical History Form NSCADM 001 Pages 3&4. MUST be updated within 30 days of reporting to training. – Should be in Service Record.
- ☐ Travel Information Form provided to COTC.

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TRAVEL INFORMATION FORM

Cadet Rank: _____ (Ex.: SN or PO3)
Cadet's Full Name: _____ (Ex.: John Paul Jones)
Cadet's Email Address: _____ (Ex.: jpjones@navy.mil)
Unit Name: _____ (Ex.: NEVERSAIL Div.)

ARRIVAL INFORMATION

Mode of Transportation

☐ AIRPLANE ☐ TRAIN ☐ BUS
☐ PERSONAL VEHICLE – List ALL passengers

Name of Airline/Train/Bus carrier as applicable: _____
Flight/Travel Number (as applicable): _____
Date and Time of Arrival (military time): _____

Personal Vehicle Passenger List: _____

DEPARTURE INFORMATION

Mode of Transportation

☐ AIRPLANE ☐ TRAIN ☐ BUS
☐ PERSONAL VEHICLE

Name of Airline/Train/Bus carrier as applicable: _____
Flight/Travel Number (as applicable): _____
Date and Time of Arrival (military time): _____

Personal Vehicle Passenger List: _____

Additional Comments (as required):