

Recruit Training Northwest 2008

Fort Lewis, Washington



RT STAFF CADET HANDBOOK and GUIDE

Revision 2.0
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Staff Cadet Name: _____

Staff Cadet Unit: _____

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Welcome

Welcome aboard! We believe that this staff training will be some of the most rewarding and demanding that you will find in the Sea Cadet program. Staffing at this training will earn you the Sea Cadet Staff Ribbon along with fulfilling your requirement for your training for promotion. For those reasons, know that this evolution will be demanding physically, mentally and require an intense amount of focus on your part! Do you have what it takes to train other Cadets to the highest standard? Can you keep up and carry out multiple tasks while ensuring the well-being and safety of others? Can you give yourself totally to the task of meeting deadlines, drilling recruits and all the while maintaining the absolute highest standards of military bearing, immaculate appearance and conduct? These are the questions that will be answered over the 4 days of Staff Cadet training. These are honorable and important jobs. Primarily as a Staff Cadet you will ensure a smooth operation by assisting other Officer billets within the Staff organization and standing ready to fill in where needed. All Staff cadets will go through the same training and you will be utilized where your abilities best match. You will want to stand tall, look good and remain intensely focused on the tasks assigned you during your 4-day staff training evolution. Only by doing so, will you gain the knowledge required and be recognized as having the motivation, maturity, skills and requirements to be given the privilege of serving the recruits as one of their Staff Cadets.

Rewarding? Yes in that the work you do to help shape future Sea Cadets will be an exciting experience as you watch your recruits go from raw material to finished cadets on graduation day. Demanding because of the amount of study, hours of teaching and drilling and the rigorous schedule that you will maintain should you be chosen as a Cadet Drill Instructor. First to rise and last to bed with many long hours in between will require stamina and intensity that can never waiver in front of your recruits.

We wish you well and best of luck in your choice to serve this year. Read the material in this handbook and use it to your advantage. It will give you guidance and help set policy that will be followed throughout RT. If you should have any questions please use your chain of command and we will attempt to insure answers are provided in a timely fashion.

Respectively,

COTC

About This Handbook

Purpose:

This book was designed to give the Staff Cadet applicants a guide to use in preparing for Recruit Training. This book is intended to help you to prepare for a role as a Cadet Drill Instructor (CDI), a Cadet Classroom Instructor or a Billet Staff cadet. In which capacity you will function is determined by your hard work, abilities and the needs of the training.

Use:

Most of what you need to know about process, procedure and policy you will find in this handbook. Much of what you need to know on handling recruits will be taught to you during your staff orientation evolution beginning 4 days prior to Recruit Training.

Use this book to help you prepare for the Staff Cadet training evolution prior to Recruit Training.

Expectations:

You are expected to become familiar with all of the material in this handbook. This is just one of many assignments you will receive and be tested on during the 4 days of your staff orientation. It is expected that if you find content errors in this handbook, you will bring them to the attention of the XO through your chain of command. We hope you will find this information useful in preparing you for this training.

General Information

Recruit Training is scheduled to run from Sunday, August 10th through the Saturday, August 23rd, 2008. RT will be held at Fort Lewis, Washington. Staff Cadets and DIVO's will arrive no later than 5pm on August 6th to begin Staff Orientation. Officer billets will arrive no later than 5pm on Friday, August 8th to set up their respective areas. Ops and Training should plan to arrive the same time as the Staff Cadets and DIVO's

This 4 day Staff cadet evolution will be an intense schedule of preparing themselves and our training area for RT. Many tasks will be assigned and carried out as well as PT will be run every day. The POD shows the schedule as starting at 0515 and going through 2200 and will run the same as a normal training day during RT.

Staff cadets will be required to stand watches during this time.

If you haven't been doing PT you need to make sure you start now! Work up to running 2 miles without stopping and doing so in about 18 minutes (9 minute miles). This will help you when you begin orientation.

You need to read and study this handbook! Make sure you bring the right stuff to RT and ONLY the right stuff. If you are here for your own well-being, find a different training. Keep in mind that you are here for non-other than the recruits. We look forward to seeing you there!

In Processing

Personnel Jacket different

1. To be reviewed by personnel and Medical
 - a. Forms to be checked
 1. Orders Request
 2. National Orders with Parents Signature
 3. Medical Exam
 4. Medical History
 5. Medical History Supplement
 6. Emergency Contact Information
 7. Current through August Sea cadet ID card
2. What will be added at the end of training
 - a. Administrative Remarks

Sea bag list

1. Please see Attachment A for a Sea bag list
2. All sea bags will be inspected on the first day of arrival.

Uniforms for Staff Cadets

1. Working Uniform – BDU's with Sea Cadet flashes, brown Tee, Combat boots, black belt w/buckle, BDU 8 pt. Cover with Flash
2. Dress Uniform – Summer Whites with ribbons.
3. PT uniform – Navy Blue Shorts, Staff T-Shirt, White Socks, Tennis Shoes, Sports Bra – females only
4. Civilian Attire – Appropriate civilian attire is allowed after training hours and not in front of the cadets.

Barracks, Racks and Linens

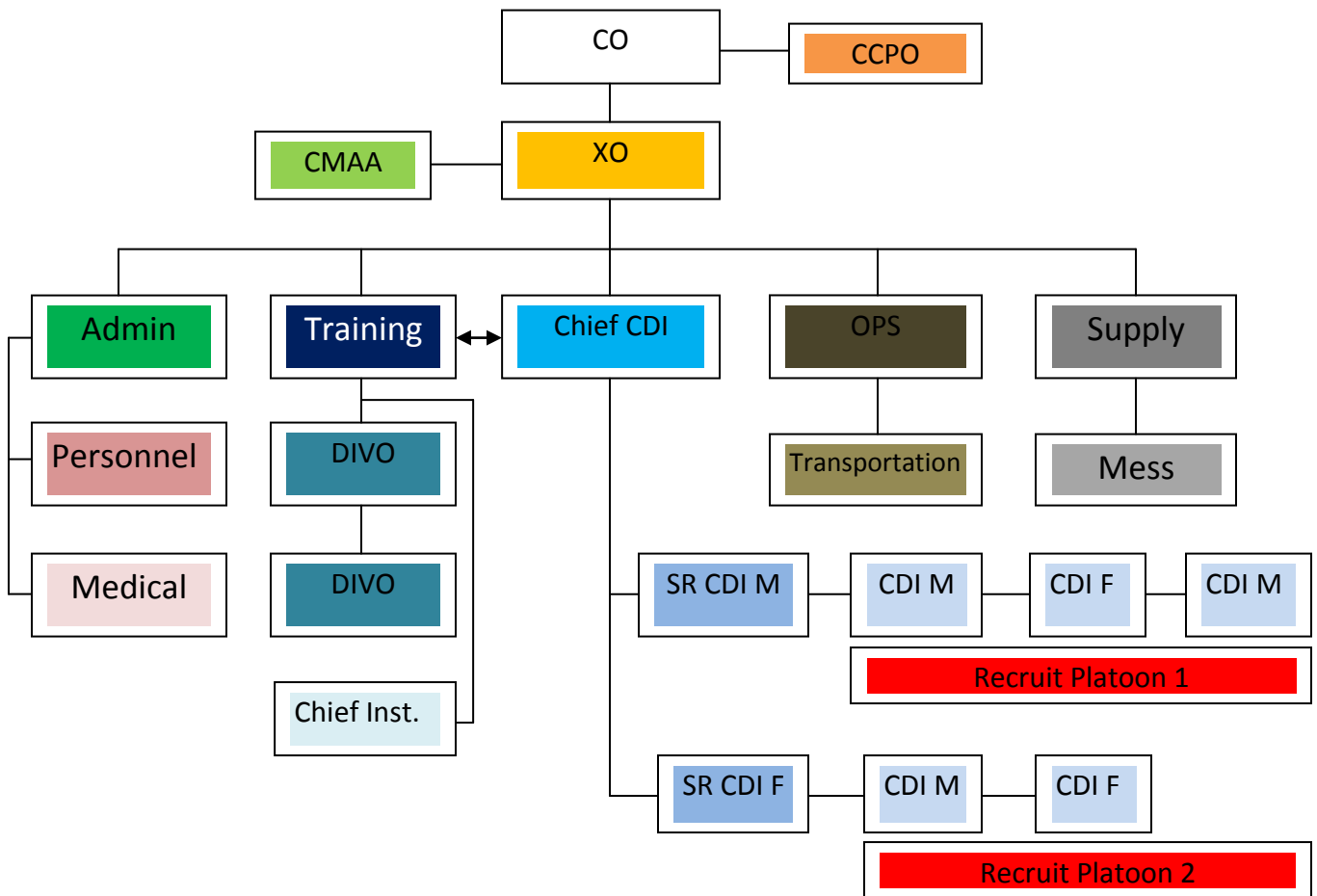
1. Barracks – Will be assigned upon arrival per the needs of the training
2. Racks – Will be assigned upon arrival per the needs of the training
3. Linens – Sheets, pillows & pillow cases and blankets will be issued upon arrival
4. Wall Lockers & Footlockers will be assigned upon arrival. You are expected to keep all personal gear in these two devices. There will be a wall locker/footlocker inspection daily during Staff Orientation.

Mess

1. Chow Hall – For Procedures see Attachment B
2. In Barracks Food – There will be a staff break room where snacks and drinks may be allowed. No food or drink is allowed in the barracks.

Organization Chart

The following Org chart will be utilized for RT at Ft. Lewis. Any questions about the Chain of command should be addressed to the XO or CO.



Billet Roles & Responsibilities

COTC								
XO								
OPS	Transportation	Graduation Ceremony	Firing Range	Pool	Chow	Daily Barracks Inspections and report		
TNG	POD's	Oversee testing program	Instructor Preparation	Test Score Tracking - Academics, PRT, Hands On, Swim Quals, Weapons Quals	Classroom Coordination	Platoon Level Awards	Daily Training report	Training Aids - Secure & Build as needed
ADMIN	In Processing Records Check	Track COTC report data during checkin	Prepare Admin remarks for COTC on all Billets	Prepare COTC Training report	Graduation Invites Mailed out			
Personnel	In Processing Records Check	Prepare Graduation Certificates	Prepare Graduation Program	Prepare Award Certificates	Prepare Swim Qual & Marksmanship Certificates w/apertuance Certs as well	Daily Muster report	Prepare Daily POD's with any Changes/Updates	
SUPPLY	Prepare list for purchase of daily Materials as required	Secure & Issue all Materials, cleaning supplies, etc	Issue & track all Linens	Daily Inventory report of Supplies	Secure & Issue Staff Cadet T-Shirts			
Transportation	Safe transport of Cadets	Vehicle tracking and care	Pick up supplies from daily list as required	Daily vehicle Report - condition, mileage, Fuel, Maintenance				
Mess	Set Up Mess Schedule	Insure Mess Bill is paid prior to departure	Insure any Meals to be taken out are ordered, picked up and delivered					
DIVO	Health & Welfare of Cadets & Staff	DIVO Time Leadership	Personal Hygiene of Cadets	Test Score Tracking	Barracks Inspections	Observe Recruit Movement	Daily Health and comfort report	Hydration
Chief CDI	Mentor CDI's	Train Recruits	Personal Hygiene of CDI's & Recruits	Watch Bill	Daily CDI Disposition report	Hydration		
SR CDI	Train Recruits	All Musters	Recruit Movement	Personal Hygiene of Recruits	Hydration			
CDI	Train Recruits	Recruit Movement	Balanced Meal Chow Watch	Hydration				
Classroom Instructor	Prepare Lesson Plans	Conduct Classroom Training	Prepare Classrooms	Prepare Training Aids	Insure Training Equipment is ready prior to Class			
Staff Cadet	Assist Billet Assigned to	Stand Watch						
Staff Cadet - photographer	Take Pictures	Prepare slide show for Graduation	Burn CD's (1 per unit)	Must know POD & be at Training Evolutions	Recruit portraits			
Canada West Cadet	?							

Notes:

All Hands are responsible for knowing POD
Recruit Safety is the responsibility of all Staff

Administration and Personnel

1. In-processing review of personnel records for completeness
2. Tracking of data for COTC reports as required
3. Any correspondence that must be typed during the school that will be sent out.
4. Preparation of following
 - a. Graduation Certificates
 - b. Swim Qualification Certificates
 - c. Administration remarks for Personnel Jackets
 - d. Any Ribbons that will be recommended for approvals
 - e. Graduation Program (working with OPS)

5. COTC Reporting Requirements
 - a. Per Unit Tracking during check in

Operations:

1. Transportation falls under operations
 - a. All vehicles, scheduling of vehicles and maintenance of vehicles
 - b. Transportation Plan for Arrival of Recruits & Staff
 - c. Transportation Plan for departure of Recruits & Staff
2. General Operations
 - a. Radio's - issue and recharging
3. Graduation Day program
 - a. Graduation parade field
 - b. Sound System
 - c. Graduation program
 - d. Guest Speaker
 - e. Color Guard – Graduation color guard team to be trained by OPS
4. Watch List Monitoring
5. Barracks Inspections

Training:

1. Oversee the Plan of the Day and insure all facilities, equipment and instructors are prepared and doing their job in a proper manner.
2. Coordinate equipment and classrooms as required to support the training mission per the POD's
3. Review Lesson Plans and Training Aids
4. Track scores for following:
 - a. Pre-Test
 - b. PRT
 - c. Swim Qualifications
 - d. Firing Range
 - e. Class Diagnostic Tests
 - f. Final Exam
 - g. Hands On Final

Supply:

1. Be responsible for all materials, equipment and supplies that are purchased or secured to support the training contingent.
2. Insure the barracks are equipped with the appropriate supplies when requested
3. Coordinate with transportation on a daily basis to insure the supply list to be purchased for the day is picked up and delivered to the appropriate requestors once purchased and received.
4. Maintain an inventory of all items in the supply room inventory throughout the training

Medical:

1. Medical support will come from the Field Medical Training Contingent.
2. Medical support will include sick call procedures in the am and pm as well as emergency sick/injured cadet support as needed.

Division Officers (DIVO's)

1. Insure the health and welfare of their respective recruits
2. Work closely with the CDI's on troop movement and be involved and around when troop movement occurs
3. Conduct DIVO time in the barracks every evening with meaningful classes.
4. Insure all material that is on final exam is covered during RT

Drill Instructor

1. Mentor and oversee the Staff Cadet Drill Instructors (CDI's)
2. Train recruits
3. Personal hygiene of staff and recruits
4. Staff Watch Bill
5. Daily CDI disposition report
6. Hydration

Senior Drill Instructor

1. All musters
2. Train recruits
3. Recruit movement
4. Personal hygiene of recruits
5. Hydration

Cadet Drill Instructor

1. Insure the safety of your cadets
2. Insure your cadets are where they are supposed to be when they are supposed to be there
3. Instruct cadets in military drill
4. Insure a balanced meal how watch
5. Hydration

Classroom Instructor

1. Prepare lesson plans for classroom training as required
2. Prepare teaching aids for classroom training as required
3. Prepare classrooms for instructional periods as required
 - a. Tables & chairs
 - b. Teaching aids
 - c. Projector (if required)
 - d. Paper, pencils etc. if needed
4. Teach assigned classes in an interesting, informative and professional manner
5. Insure proper military bearing is maintained throughout the class
6. Insure that training starts and ends on time per the plan of the day.
7. Prepare progress exams per class per following guidelines
 - a. Progress testing does not use "trick" questions
 - b. Progress testing will have no more than 20 questions with attempts to keep it around 10 questions.
 - c. Progress testing will help the instructor to realize the effectiveness of their teaching style, teaching aids and teaching materials.

- d. Questions on progress testing MUST have been discussed during the classroom session (back to NO TRICK QUESTIONS).

CDI Selection Criteria

1. Military Bearing
2. Motivation
3. Common Sense
4. Leadership
5. Teamwork
6. Knowledge
7. Physical Fitness
8. Maturity
9. Reliability
10. Ability to accomplish assignments with little to no supervision
11. Command Presence
12. Uniform
13. Ability to follow directions
14. Attitude
15. Perseverance

The COTC and XO will assign Staff Cadets to roles based on evaluation of the above characteristics and the needs of the training. Billet staff assignments to supply, personnel, admin, training, transportation, etc. are important roles to the success of the training as well as cadet drill instructor roles. Just to be clear... No one is guaranteed a CDI position when attending staff orientation.

Staff Cadet Instructor Selection Criteria

1. Military Bearing
2. Motivation
3. Communications Ability – speaking and teaching style will be evaluated
4. Leadership
5. Teamwork
6. Knowledge
7. Physical Fitness
8. Maturity
9. Reliability
10. Ability to accomplish assignments with little to no supervision
11. Command Presence
12. Uniform
13. Ability to follow directions
14. Attitude
15. Perseverance

The COTC, XO and Chief Drill Instructor will assign Staff Cadets to roles based on evaluation of the above characteristics and the needs of the training. Billet staff assignments to OPS, supply, personnel, admin, training, transportation, etc. are important roles to the success of the school as well as cadet drill instructor roles.

RT To Do List

1. Set up Wardroom
2. Set Up Offices
3. Set Up Supply
4. Set Up Classrooms
5. Plan Lesson Plans for Classes (x the # of classes in POD's)
6. Prepare Name Tags for Bunks Assignments
7. Break down Recruits into assigned Platoon, barracks, Bunks, Squads, etc.
8. Pick up Linens and get to Supply area
9. Pick up supplies and get to Supply area
10. Pick up PC's, Printer/fax/copier and get to office
11. Establish watch bill for Barracks
12. Establish watch bill for Staff
13. Establish CDO watch bill
14. Secure Transportation
15. Prepare Arrival Transport pick up plan
16. Check out all Barracks, racks, equipment for serviceability
17. Prepare In-processing area
18. Schedule sick call times with medical
19. Insure Barracks all have cleaning supplies
20. Study Staff cadet handbook
21. Uniform Inspections
 - a. BDU's
 - b. Working whites
 - c. PT Gear
22. Establish radio Procedures
23. Take Daily PT
24. Establish a Mess plan
25. Establish personal hygiene & shower plan
26. Establish Laundry plan
27. Wall Locker lay out diagram
28. Foot Locker layout diagram
29. Graduation Ceremony planned
 - a. Parade field reserved
 - b. Guest Speaker ID'd
 - c. Host Command invited
 - d. Music planned
30. Graduation program designed
31. Color Guard selected
32. Color Guard trained
33. Check on Firing range schedule
34. Check on Swim pool schedule
35. Honor plaques ordered
36. Guidon Pennants ordered
37. Staff T-Shirts ordered

38. Chow Hall menu ID'd
39. Chow Hall notified an numbers and dates
40. Staff break area setup
41. Internet service checked on
42. Sea Bag List done and out
43. Welcome letter done and out
44. Budget finalized and submitted
45. Camera and PC interface ID'd for photographer
46. POD's for RT finalized
47. POD's for Staff cadet orientation finalized
48. All manuals required are available. Will brought by whom? ID who is bringing what
49. Finance handling and procedures planned
50. Notify the Staff cadets and Adults that they have been selected and times/dates/places for all of the conference calls, and start of training

Staff Training POD's

RT 2007 Staff - Day 1 - Wed - 8 AUG 07 - Secure Barracks, Linens and Transportation			
Time	Plan of the Day	Instructor	Notes
0800	Transportation & Arrivals		
0900	Transportation & Arrivals		
1000	Transportation & Arrivals		
1100	Transportation & Arrivals		
1200	Transportation & Arrivals		
1300	Training Evolution #1 Barracks, Transportation, Linens, Wall & Foot Locker Prep		Staff Arrival throughout day
1400	Training Evolution #2 Barracks, Transportation, Linens, Wall & Foot Locker Prep		
1500	Training Evolution #3 Barracks, Transportation, Linens, Wall & Foot Locker Prep		
1600	Training Evolution #4 Barracks, Transportation, Linens, Wall & Foot Locker Prep		
1630	Evening Chow		
1800	Training Evolution #5 Prep for COTC Meeting - (Read your CDI handbook)		
1900	Training Evolution #6 COTC Welcome & Briefing	COTC/XO	Roles & Expectations
2000	Training Evolution #7 COTC Welcome & Briefing	COTC/XO	CDI Handbook, Uniforms
2100	Training Evolution #8 COTC Welcome & Briefing	COTC/XO	Watch List, Fire Drill,
2230	Quarters - Staff Cadets		
2300	Taps - Staff Cadets & CDI's		

RT 2007 Staff - Day 2 - Thu 9 AUG 07 - Procedures, Roles, COD, PT			
Time	Plan of the Day	Instructor	Notes
0500	Reveille - Staff CDI's		
0515	Reveille - Recruits		
0600	P.T.		CDI Formation Structure
0700	Morning Chow		
0730	Personal Hygiene		Haircuts
0800	Barracks Maintenance		
0830	Quarters - Personnel & Barracks & Streamers		Check Uniforms
0900	Training Evolution #1 Wall Locker & Foot locker layout and Inspection		
1000	Training Evolution #2 POD Review & Adjust		
1100	Training Evolution #3 Mess Hall Procedures & Roles		
1130	Noon Chow		
1200	Training Evolution #4 Barracks Procedures & Roles		
1300	Training Evolution #5 COD		
1400	Training Evolution #6 Recruit Movement Procedures & Roles		
1500	Training Evolution #7 Emergency Procedures & Roles		
1600	Training Evolution #8 Emergency Procedures & Roles		
1630	Evening Chow		
1800	Training Evolution #9 POD Class Assignments		
1800	8 o'clock reports - Daily Reports		
1900	Training Evolution #10 CDI Handbook - Review		
2000	Training Evolution #11 CDI handbook - Review		
2230	Quarters - Staff Cadets		
2300	Taps - Staff Cadets & CDI's		

RT 2007 Staff - Day 3 - Fri - 10 AUG 07 - Paperwork - Lists, Watches & Lesson Plans			
Time	Plan of the Day	Instructor	Notes
0500	Reveille - Staff CDI's		
0515	Reveille - Recruits		
0600	P.T.		
0700	Morning Chow		
0730	Personal Hygiene		
0800	Barracks Maintenance		
0830	Quarters - Personnel & Barracks & Streamers		
0900	Training Evolution #1 Bunk Assignments & Name Tags		
1000	Training Evolution #2 Watch Lists		
1100	Training Evolution #3 Uniform & Insignia		
1130	Noon Chow		
1200	Training Evolution #4 Lesson Planning		
1300	Training Evolution #5 Class Prep Time		
1400	Training Evolution #6 Class Prep Time		
1500	Training Evolution #7 Lesson Plans & Training Aids Review		
1600	Training Evolution #8 Lesson Plans & Training Aids Review		
1630	Evening Chow		
1800	Training Evolution #9 COD		
1800	8 o'clock reports - Daily Reports		
1900	Training Evolution #10 MOVIE		
2000	Training Evolution #11 MOVIE		
2230	Quarters - Staff Cadets		
2300	Taps - Staff Cadets & CDI's		

RT 2007 Staff - Day 4 - Sat 11 AUG 07 - Area Setup & Staff Assignments			
Time	Plan of the Day	Instructor	Notes
0500	Reveille - Staff CDI's		
0515	Reveille - Recruits		
0600	P.T.		
0700	Morning Chow		
0730	Personal Hygiene		
0800	Barracks Maintenance		
0830	Quarters - Personnel & Barracks & Streamers		
0900	Training Evolution #1 HQ Setup - Orderly Room, Supply, Admin, etc		
1000	Training Evolution #2 HQ Setup - In processing area's		
1100	Training Evolution #3 HQ Setup - Classrooms		
1130	Noon Chow		
1200	Training Evolution #4 HQ Setup - Classrooms		
1300	Training Evolution #5 HQ Setup - Barracks		
1400	Training Evolution #6 Staff Assignments		
1500	Training Evolution #7 In Process Overview		
1600	Training Evolution #8 Staff Breakouts		
1700	Training Evolution #9 Staff Lesson Planning		
1800	Dinner Out		
1900	Dinner Out		
2000	Training Evolution #11 Staff Lesson Planning		
2230	Quarters - Staff Cadets		
2300	Taps - Staff Cadets & CDI's		

Sunday – Day 5 – Recruit In Processing

Staff Cadet Role

1. Assist with troop movement from in processing to barracks
2. Supervise in barracks to insure wall lockers and bunks and footlockers are getting squared away
3. Assist with troop movement to haircut area
4. Do NOT act like a Drill Instructor but be firm
5. Assist adult billet roles as needed

DIVO Role

1. Conduct sea bag inspections
2. Supervise and advise Recruits when not doing sea bag inspections

Adult Billet Role

1. Admin – review personnel jackets for all forms
2. Field Med – review medical histories and exams
3. OPS – insure transportation plan runs smoothly getting cadets to Ft Lewis
4. Supply – insure barracks, bunks and linens are ready
5. Training – insure classroom is ready for COTC briefing

CDI Role

1. Stay out of site during in-processing
2. Continue Training outside of the training area
3. Prepare your uniforms and be ready to meet the Cadets when time is right

In Processing Overview

In general, in processing is not a high stress environment. It is a very rigid time with strict military discipline but no one should be screaming or hollering at recruits. The recruits are to be in processed as efficiently as possible and moved through the process in an organized fashion with support from all staff cadets except CDI's. The CDI's will have continued training out of sight and hearing.

1. Recruits arrive and are in civilian clothes
 - a. A staff cadet will escort them to the proper barracks to change into dress whites
 - b. You will then escort them back to their adult escort to get rid of any personal gear and say goodbyes.
 - c. Parents are told to wait in the parent waiting area
2. Cadet reports in wearing dress whites with sea bag
3. ADMIN checks personnel jacket for completeness and accuracy
 - a. No problems ADMIN send to MED
 - b. Any issues contact COTC or XO
4. MED checks personnel jacket for medical exam and history
 - a. No problems Med send to DIVO
 - b. Any issues contact COTC or XO
5. DIVO conducts sea bag inspection
 - a. No problems DIVO send recruit with staff cadet to barracks
 - b. Any issues contact COTC or XO

- c. Once recruit has completed in processing the DIVO will inform COTC or XO to release adult escort/parents from parent waiting area
6. Staff cadet escorts recruit with sea bag to barracks
 - a. Put sea bag on assigned bunk and change to utilities
 - b. Escort cadet(s) to supply to draw linens and ball caps
 - c. Escort back to barracks
7. Once a recruit has linens they are to do square away time
 - a. Wall lockers
 - b. Foot lockers
 - c. Racks
 - d. Boots
 - e. Read Blue Jackets Manual
8. Recruits will be brought out for haircuts by XO as time permits throughout the afternoon.
9. XO briefing on the grinder
10. All staff cadets double time intro immediately following XO briefing on grinder prior to COTC briefing
11. COTC briefing
12. CDI intro in the barracks
13. End of In Processing

Instruction Section

Lesson Planning

1. Lesson plans will be due to the training officer and XO. These plans will follow the format outlined in your CDI handbook.
2. Every class will have a Lesson Plan prepared for it. The instructor of the class has the responsibility to prepare the lesson plan.

Teaching Aids

1. Teaching aids are encouraged for all classes and can be as creative as you wish to make them within reason and budget. Charts, drawings, pictures, PowerPoint slide presentations, actual devices for hands on and any other teaching aids help to make a training evolution more interesting and productive.
2. Specific teaching aid materials can be order through the training officer who will requisition the supply officer with budget approval by the COTC.
3. Teaching aid supplies that will be required should be identified immediately after assignment to teach a class by the instructor and requested at that time. All classes on the POD's will be assigned the second day of orientation. Make sure you decide what teaching aids and materials you need to allow for supply to have the maximum time to get you what you need.

Testing

1. Testing of classes is encouraged. If a class is to be tested it should be no more than 10 questions and should cover the relevant material that was taught in the class.

2. The training officer must approve the test prior to administering. The purpose of these tests will be to evaluate the success of your training aids, technique and to determine that the recruits actually retained the material being taught.
3. There will be several tests (hands on and written) throughout the recruits two weeks at RT. For this reason, keep your tests to no more than 10 questions and relevant. This is not an opportunity to try and trick recruits with tough and obscure questions. These tests should be designed to help the recruits build confidence in what they are learning.

Reporting

The following daily reports are due:

1. Muster
2. 8 O'clock report
3. Sick Call
4. PT fall outs
5. Discipline
6. Others as may be required by the adult staff

(All report formats are listed in the appendices)

Forms

Staff Watch List

See attachment C– Is based on an excel spreadsheet and will be completed during staff orientation

Barracks Watch List

See attachment D– Is based on an excel spreadsheet and will be completed during staff orientation

Supply Requisition

See attachment E– Will be used by anyone needing to request supplies and forwarded through the supply officer onto the COTC for approval.

Counseling

See attachment F– Will be used when counseling a recruit

Medical Chit

See attachment G

Wall Locker Layout

See attachment H– Will be developed during orientation

Foot Locker Layout

See attachment I– Will be developed during orientation

Recruit Hard card

See attachment J

Handling of Cadets

Troop Movement

1. Troop movement will be handled by the senior platoon drill instructor who will be assisted by the platoon drill instructors.
1. No other staff is to attempt troop movement or interfere with the drill instructors in their role of troop movement.

Road Guards, Guidons and Port & Starboard Watches

1. Road Guards will be utilized at all times
2. Wearing a fluorescent orange vest over their training uniform will identify Road Guards
3. A Guidon will be utilized from the beginning of training

Class Room Environment

1. The classroom is a place where recruits are to be focused on the learning objective. This is not a “high-stress” environment typically.
2. Although the classroom is not a high-stress environment, Instructors will insure their classroom maintains military bearing.
3. It is not acceptable to nod off or sleep during a class. Any recruit caught sleeping will be made to stand at the back of the classroom
4. Any recruit habitually sleeping will be recommended to the senior drill instructor for counseling.
5. DIVO's will assist with the classroom military bearing when available to do so.

Barracks Environment

1. The barracks environment will be dictated by the senior drill instructor and DIVO. This will change depending on the training evolution and time of day.
2. Recruits will maintain a barracks safety watch per the barracks watch schedule.
3. At no time will any personal gear be left adrift in the barracks.
4. Wall Lockers and Foot Lockers will be kept inspection ready at all times
5. Racks will be kept made at all times until recruits have been put into their rack for lights out

Mess Facility Environment

1. The chief drill instructor and DIVO will insure proper mess hall procedures are maintained at all times
2. Recruits are not allowed to talk during chow.
3. Recruits must eat a balanced diet. It is the responsibility of the CDI's to insure the recruits are eating the food given them and not sharing their food items.

Close Order Drill

1. COD will be conducted per the Marine Corps Drill Manual. Certain excerpts have been extracted and added as an appendix to this CDI handbook.
2. All staff cadets will be trained and tested and evaluated throughout Staff Orientation on your ability to drill according to the MC Drill manual. Study this and apply what you learn.
3. ONLY CDI selected staff will ever be allowed to move recruits using COD. No other staff cadets will be involved with troop movement at any time. If you are not assigned as a CDI do not attempt to control recruits.

Physical Training

1. You will take PT every day and are expected to keep up with the group.
2. During the exercises you are expected to perform each exercise correctly and for the number of repetitions given.
3. If you fall out of a run you are expected to try and catch up after you are done with the dry heaves or feeling of sickness.
4. Your physical fitness is an important element in being able to perform your staff duties. Try to insure you show up in shape and can run at least two miles non-stop. You should be able to do at least 30 pushups and 30 sit ups nonstop. These are the minimums! You will find that most of you will be able to far exceed these.
5. After our morning PT session, there may be additional PT sessions throughout the day or night as deemed necessary.
6. An advanced PT class will be offered during orientation for those cadets desiring more PT. This will be optional for any participants who care to partake of this opportunity.

Sick Call Procedures

1. Morning sick call will happen immediately following morning chow and after PT.
2. Evening sick call will happen immediately following evening chow and prior to DIVO time.
3. The ability to go to Sick call will be available for 15 minutes.
4. Recruits will go as a group to sick call and be escorted to field medical.

Missing Recruit Procedure

1. Muster will be held every morning and recruits will be accounted for daily. In addition, throughout the day as recruits are formed, CDI's will continuously know the location of their platoon members.
2. If a recruit is found to be missing, the CDO and XO will be notified immediately.
3. Staff members will immediately begin an investigation to determine where the recruit was last seen or told to go and will send organized search parties to find the missing recruit.
4. Only adult staff will be allowed to call for additional help or to notify authorities or parents.

Emergency Procedure

Hurt or Injured Recruit Procedure

1. If a cadet is injured you will have a CDI remove the recruit from training while the remaining CDI's maintain control and order and continue the training evolution if feasible.
2. You will do an immediate assessment of rather the Recruit can/should be moved to Field medical, the hospital or should be treated locally.
 - a. If treating locally – you will notify field medical that you need medical assistance immediately for an injured cadet along with a description of the injury. If you can not reach field medical via radio you will send a staff runner to Field Medical to request medical support.
 - b. If treatment will be done at field medical location you will escort the recruit to field medical after insuring further injury will not occur by moving recruit. If you need a wheel chair or stretcher to move the recruit you will seek medical support to assist with that activity. If the injury is serious enough call 911.
3. You will notify the XO/CO via radio or runner of the injury immediately. An injury or sickness report must be filled out within 4 hours.

4. State the seriousness of the injury, and how soon the recruit will be back in ranks when reporting to the XO/CO.

Life Threatening Injuries

1. You will request medical assistance immediately via radio and identify this as a life threatening injury.
2. If qualified to give emergency first aid you will give life saving first aid until medical help arrives.
3. The senior person at the life-threatening situation will make the emergency call for 911 assistance if required. Use any cell phone that is available or send a staff member to call 911.
4. You will notify the XO/CO of the life-threatening emergency via radio, or runner, if he can't be reached via radio.
5. An injury or sickness report must be filled out within 4 hours.
6. At no time will you notify the Recruits parents or anyone outside of the training contingent. Only adult staff (COTC, XOTC or Medical COTC) will discuss any Recruit conditions with parents or other's requesting this information.

Monitoring of Recruits – Physical & mental

1. Recruits safety and health are of utmost importance and consideration. While they will be fatigued from the vigorous training that they are participating in, it is important to monitor their mental well being and to anticipate where encouragement can avoid recruits trying or wanting to give up and quit.
2. Physical injuries such as blisters, twisted ankles, sprains, sun burns, etc. can be quite painful and even debilitating in some cases. It is important to be able to assess and determine rather a recruit has passed the point of discomfort and is now aggravating a physical condition that will lead to more severe injury. It is important to get recruits medical attention to prevent injury aggravation.
3. Never push the recruits past your own abilities and limitations while taking into consideration of their age and maturity level.

Discipline

Discipline is the function of the XO. All staff will be aware of military customs and courtesies and to observe and practice these at all times.

Discipline, when warranted, will be a reactive set of circumstances that will be administered appropriately, fairly and swiftly based on an infraction of the Sea Cadet code of conduct, Navy core values and/or the policies set forth in this handbook.

You will find that your XO has a zero tolerance policy for any conduct unbecoming of a US Naval Sea Cadet Staff Cadet. You will receive very high expectations the first day you meet him and you will be held to those expectations not only during your stay as a staff cadet but throughout your Sea Cadet career.

Fraternization:

1. **DON'T DO IT HERE!** No exceptions, No excuses, No leniency. Your focus is on your job as a staff cadet and that is your ONLY focus. Lose sight of that focus and you are no longer functional in your role and no longer needed.

Smoking, Drugs & Alcohol

1. US Naval Sea Cadets do not promote the use of these products. Therefore Cadets are not allowed to use any of these products.
2. Adult staff may only smoke when not in the presence or view of any cadets (recruits or staff).

Conflict Resolution:

1. Any conflict should first be resolved between the two concerned parties in a professional and mutually respectful way. Using first priority of the safety and welfare of the cadets and secondly common sense and good judgment.
2. If the conflict still remains after a good faith effort then you will use your chain of command to assist with resolution.
3. Try to solve the conflict at the lowest level, but let the higher authorities know what is going on.
4. At no time will staff adults or cadets argue in front of the recruits in trying to resolve a conflict. You will always take the discussion offline and away from the mainstream recruit activity. Staff must be a unified front in front of the recruits, working for the same objective.
5. The XO and CO have an open door policy at all times. If you need to see him make sure you inform your chain of command. No one in the chain of command can prevent you from seeing the XO/CO, however, the first question that will always be asked is; does your chain of command know you are here?

Conduct:

You are expected to act like US Naval Sea Cadets at all times. You will use military customs and courtesies to guide your day-to-day activities. You will be treated respectfully and professionally and at the same time you will be challenged. Don't mistake firmness or high expectations for disrespect. You will be expected to be on time and in the correct uniform. You will maintain a high level of military bearing at all times. You will give your best effort at all times. Sub Standard performance due to lack of effort will not be tolerated. Do not mistake a vigorous verbal reprimand of sub-standard performance as disrespect. You will be corrected on the spot throughout Staff Orientation and you are expected to take constructive criticism and advice and to improve each day. You will be expected to be a team member and to work as a team whenever told to do so. You are expected to run PT every day and to be able to follow orders the first time with little to no guidance depending on the task. You will wake up first and go to bed last. You will be above reproach with your personal integrity. This includes all aspects of your being as a staff cadet such as work ethic, military bearing, following orders, abiding by the rules and in general setting the example for all others to follow. As a staff cadet, you are the example that all others will look to and follow. Every minute you are in front of the recruits you are being tested...how you act, how you look, how you speak and your personal demeanor will be subject to intense scrutiny at all times. How you rise to this challenge and deal with these pressures will have a lot to do with who is selected to be a drill instructor and who will be working other staff roles.

Freedoms & Liberties:

1. Staff cadets will all have a curfew during your entire stay at RT. This will be monitored closely by OPS and the XO.
2. Staff cadets will have some liberties not allowed recruits. Visits to the Post Exchange and other offsite activities will be organized and done in groups.
3. Staff cadet break area will be for staff only. This area is a privilege and will be maintained in a clean and organized manner. Trash will be removed daily and common sense will prevail on the judicious use of the drinks and snacks, which are provided free. **(This means don't abuse this privilege!)** If this becomes a problem, the Staff cadet break area will be taken away and this privilege will be lost.

Things to avoid (if you value your job)

1. Lying, Stealing, Cheating or violating rules
2. Attitude – Negative or Pessimistic
3. Any Conduct Unbecoming of a Sea Cadet
4. Swearing or Cursing
5. Making the same bad decision more than one time
6. Hurting or allowing the hurt of a recruit.
7. Sloppy appearance
8. Lack of Military Bearing
9. Becoming too friendly or familiar with a recruit
10. Showing Favoritism towards a recruit
11. Missing Muster or being late for Troop Movement
12. Insubordination for anyone up your chain of command
13. Arguing or bickering amongst the staff (especially in front of recruits)
14. Not using Chain of Command properly
15. Dereliction of any of your duties
16. Being late for a watch
17. Missing a watch
18. Leaving a watch without being properly relieved
19. Destruction of Sea Cadet or Base facility property
20. Failure to report any violation of these rules by another staff member.

Acronyms

Manual Acronyms	
ADMIN	Administration Officer or Department
BDU	Battle Dress Uniform
CDI	Cadet Drill Instructor
CG	Color Guard or Coast Guard
CO	Commanding Officer
COD	Close Order Drill
COTC	Commanding Officer Training Contingent
Cover	Headgear such as a BDU cover or Sea Cadet Ball Cap
DI	Drill Instructor
DIVO	Division Officer
Med	Medical Officer or Department
Mess	Refers to the chow hall or food
OPS	Operations Officer or Department
Org	Organization
PERS	Personnel Officer or Department
POD	Plan of the Day
PRT	Physical readiness Test
PT	Physical training
Rack	Bed or bunk
RT	Recruit Training
SR CDI	Senior Cadet Drill Instructor
TNG	Training Officer or Department
XO	Executive Officer

Acknowledgements:

Special Thanks go to LCDR Ted Smith who provided much assistance with the information and materials that are included.

Former Cadet, Senior Drill Instructor and now Midshipman Nate Jones supplied additional input and review of the materials.

This manual will continue to evolve so I would encourage anyone who uses this material to provide feedback on how to make it more effective and precise. The goal of this handbook is to give staff cadets as much information as possible to use as a guideline when coming to staff orientation in the hopes of becoming a cadet drill instructor. In that light I want to thank any of you who take time to provide constructive feedback in the future.

All comments should be emailed to:

Disclaimer

I take full responsibility for any error's, spelling, grammar, punctuation and content within this document.

The material contained herein was used to support Recruit Training 2007 – Ft. Lewis, Washington.

The material contained herein does not reflect any official US Naval Sea Cadet Rules, Regulations, Policies or Opinions.

Attachments Follow

Attachment A

Sea Bag List for Staff Cadets

Note to Parents: Your Cadet is responsible for preparing and packing his/her sea bag. Please inspect Their sea bag for the following items a week prior to Boot Camp, and then lock it up. The **travel uniform will be civilian clothes**. They must have a current I.D. Card. For cadets driving personal cars to RTC, all keys will be turned into the Commanding Officer upon arrival.

- 1 Service summer whites with ribbons (no Medals) including white belt and published silver buckle.
- 1 Pair black dress shoes
- 1 White Cover (Male)
- 1 Combo white cover(Female)
- 1 Sea Bag
- 1 Alarm clock
- 1 Small Flashlight
- 1 Black belt w/silver buckle
- 3 BDU shirts and trousers with flashes and names
- 1 Tube of **SFP 30** (minimum) sun screen
- 1 Sewing kit
- 2 Padlocks with 2 keys (NO COMBINATION LOCKS)
 - 1 key to be placed in personnel file
- 1 Pair athletic running shoes
- 1 Athletic supporter (male)
- 1 Bead chain to wear around neck (with key)
- 3 Sports bra (at least 3) - 1 regular bra for dress uniform
- 12 Pair black socks
- 1 shoe shine kit
- 6 Pair white socks/athletic
- 1 Lip balm or chap stick
- 2 White crew neck T-shirts
- 6 Plain white cotton briefs (no boxers or thongs)
- 1 Item of religious material (optional)
- 1 Swim suit (females – one piece / males – no speedos)
- 1 Pair of shorts – black or blue
- 1 pair of shower shoes
- 1 BDU jacket (utility)
- 2 White towels
- 2 White washcloths
- 1 Bathrobe or shower wrap (optional)
- 1 Wrist watch

- 1 Canteen with Belt (military issue)
- 1 Clothes iron
- 1 Hygiene kit to include 1 bar of soap in plastic holder with lid, deodorant, shampoo/conditioner, Foot powder (Cornstarch type), toothbrush and tooth paste, and feminine hygiene products as necessary. Females: pins, rubber bands to secure hair in accordance with Uniform Regulations.

Shirt and pants should be similar to Officers whites

Self addressed stamped envelopes with paper and stamps

Portable CD players / walkmans – **not to be used in presence of cadets or during duty hours.**

Cellular phones are authorized to bring to training, however, they will be confiscated upon arrival after notifying parents of safe arrival.

CONTRABAND

The following items are EXPRESSLY PROHIBITED (do not bring)

- | | | |
|---|------------------------|---------------------|
| Matches/lighters | Pornographic materials | Tobacco products |
| Electrical appliances | Liquid shoe polish | Alcohol of any kind |
| Perfumes | Glass containers | |
| Aerosol cans (hairspray, shaving cream) | | |
| Medications (shelf items or prescribed) | | |
| Jewelry (except 1 optional religious medallion) | | |

No form of personal gaming system will be allowed. I.E., game boy Advance and play station personnel.

Money (paper or coin) no more than \$50.00 No personal checks

Note: A sea bag inspection will mbe performed upon arrival at RTC Ft. Lewis

All sea bag items must be stenciled with cadet's name

Attachment B

Mess Regulations

Attachment C

Staff Watch List

Attachment D

Barracks Watch List

Attachment E

Supply Requisition

Attachment F

Counseling

Sea Cadet Corrective Counseling Form USNSCC Recruit Training – Ft Lewis, WA 2007				
Authority:	USNSCC REGULATIONS Manual			
Purpose:	To assist leaders in conducting and recording counseling data pertaining to subordinates			
Use:	This form to be used as a guide for leaders when counseling subordinates per regulations			
NAME: _____ RANK/GRADE: _____ TIME IN SERVICE: _____ DATE: _____				
Unit name:	NAME AND TITLE OF COUNSELING AUTHORITY:			
PART II – Background Data				
TIME & DATE OF INCIDENT:	1ST OFFENSE ___	2ND	3RD	4TH
FORM OF COUNSELING:	Verbal:	Written:	Discipline Required:	[begins / ___ and ends / ___]
DESCRIPTION OF INCIDENT:				
REGULATIONS AND/OR POLICIES VIOLATED:				
PREVIOUS COUNSELING: ___ Same Issue(s) – Attach documentation ___ Other Issues - Attach documentation				
PART III - Summary of Counseling				
WHY A CONCERN:				
CONSEQUENCES OF NO IMPROVEMENT: ___ DISCIPLINARY ACTION ___ DISMISSAL WILL BE RECOMMENDED				
FOLLOW UP DATE: ___ 1 day ___ 2 day ___ 3 day ___ End of Week 1 ___ End of Week 2				
Counseling form to go into Cadet Personnel File: ___ YES ___ NO				
Comments:				
Counselor:	Individual Counseled:	Date:		

Attachment G

Medical Chit

Attachment H

Wall locker layout

Attachment I
Foot Locker Layout

