Welcome Aboard

RECRUIT TRAINING COMMAND

Navy Reserve Accession Course

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Introduction

Welcome to Recruit Training Command (RTC) Great Lakes, Illinois. The entire staff is ready and anxious to assist you in any way. You will have the benefit of the very finest and most dedicated instructors in the Navy. Our goal is to make your learning experience worthwhile and to instill in you motivation and pride in our Navy.

This Welcome Aboard Package provides information about the course of instruction and the general facilities aboard RTC, as well as individual requirements before and during your assignment at RTC.

We hope this information will help you in planning your stay with us. We look forward to your arrival and anticipate your assignment will be both professionally and personally rewarding.

All students must comply with the contents of this Welcome Aboard Package! Reporting students shall bring a copy of their Welcome Aboard Package and their NRAC Annual Training (AT) Checkout Screening Sheet with them on their AT.

Mission

The mission of NRAC is to provide Navy accession level skills and knowledge to prepare Non-Prior Service Navy Reserve personnel for Navy Service.

Academic Policy

Our educational philosophy is acknowledging the fact we have the opportunity and obligation to enhance the achievements, teamwork, and self-esteem of the Navy and Navy Reserve Force. From this philosophy comes our teaching strategy that every lesson and practical exercise be programmed into the total curriculum with a specific learning objective in mind. The model of teaching method selected is designed to encourage maximum student learning. Acquiring, storing and retrieving information, thinking deductively, practical exercises, and student oral and written applications of principles are some of the models used. Academic standards are that each student satisfactorily completes qualitative and/or quantitative tests. Professionally all Sailors will conform to the Navy's Core Values, Honor, Courage and Commitment; the ethics expected of each student as well as staff are honesty, integrity, loyalty, and coherence to the highest traditions of Navy Service.

Web Site Information

NRAC has its own web page at **www.nsgreatlakes.navy.mil/NRAC**.

Preparing for NRAC

Required Paperwork/Records

Your reserve activity will package up a copy of your:

- Dependency Application/Record of Emergency Data (NAVPERS 1070/602) - Verified within the last 30 days
- Original and three copies of Annual Training (AT) orders
- Medical and dental records
- Shot records
- AT check out sheet NAVRES 3500/18 ***(Rev 03-01)*** with body fat measurements annotated

All of the above will be placed in a large envelope marked on the outside with your rate, last name, first initial and NRAC. A check off sheet with a list of enclosed items will be attached to the envelope.

You will be immediately returned to your Navy Reserve Activity (NRA) if reporting to Recruit Training Command without:

- A copy of your Dependency Application/Record of Emergency Data - NAVPERS 1070/602
- Your medical and dental records
- Bodyfat measurement annotated completed in section 4.C of the AT checkout form NAVRES 3500/18 ***(Rev 03-01)***
- Being fit for moderate-risk classes
- Meeting body fat composition per current policy.

Memorization

You will be required to know and recite from memory the 11 General Orders of a Sentry, Sailor's Creed and Anchors Aweigh at various times during your training. **It is your responsibility to memorize these prior to your arrival for training.** To assist you, enclosure (1) contains the 11 General Orders of a Sentry, The Sailor's Creed and Anchor's Aweigh. Recruits will also be required to memorize the Recruit Training Command Chain of Command which can be found on the NRAC web site **www.nsgreatlakes.navy.mil/NRAC**.

What You Must Pay For At RTC

Upon check-in, you will be required to pay **$16.00** to take care of personal laundry. You will have your personal laundry picked up and washed four times within the 17-day period. This must be paid for upon arrival by cash, check or personal credit card. Government travel cards will not be accepted for payment.

You must also have funds to pay for haircuts (**money for haircuts no longer required - see haircut section)** and any uniform items that were lost or forgotten at home in order for you to stay in the course.

Items to Bring to RTC

DO NOT bring your entire Sea Bag. Class participation requires you to report with seasonal uniforms only. Enclosures (2) through (5) are comprehensive checklists of all uniform items you need to bring to RTC. Don't bring any item not on the list! All items must conform to Uniform Regulations.

The following is a list of required generic items (other than uniforms) that **must** bring to basic training. **(Revised 7/2003)** If you do not have **some** these items, they can be purchased at the Navy Exchange **during your second day of training**.

ITEMS

- Fingernail clippers
- Soap box
- 5 pk disposable razors
- Toothpaste
- Toothbrush
- Dental floss
- Deodorant (stick type, 4 oz. or less)
- Shaving cream (11 oz. or less) or Gel
- Soap (Body wash is recommended)
- One bottle of shampoo (no conditioner required)
- **Seabag locks - minimum of two with a 2 1/2" inch shank. One to lock your seabag and the other to lock your personal items in your individual locker at RTC. Ensure that one lock fits through the "D" ring of your seabag.**
- Two pair of prescription glasses or reading glasses.

Additional items authorized you may want to bring with you:

- **Contact lenses are not authorized at NRAC**

- One small Bible or equivalent religious text (no larger than the Blue Jacket Manual)
- Wristwatches will be authorized for divisional personnel as prescribed by RDCs, otherwise wristwatches will be kept in the lockers.
- Rings (Only a wedding ring may be worn). Engagement rings are at your own risk.
- Religious medallion (no larger than the size of dog tags)
- Hairbrush, combs, small plastic picks and rakes
- Feminine sanitary items
- Barrettes that match hair color
- **Foot Powder (no aerosol cans)**
- Bobby pins

Civilian Clothes

You are limited to having only the civilian clothing you wear to RTC, (no other clothing and luggage is authorized). Females are not required to bring their military issued purse/handbag but may bring a small civilian purse or wallet. You will not be authorized to carry wallet or purses while in military uniform.

During in-processing, civilian clothing will be folded and placed within your sea bag for the duration of training.

Prohibited/Unauthorized Items at RTC

The following items will be confiscated and mailed home at members expense or discarded:

- Cellular phones/pagers
- **PDA's/Pocket Computers/Personal Organizers**
- Large cans of shaving cream (greater than 11 oz)
- All aerosol containers
- Any after shave, cologne or perfume type products
- Lighter fluid
- Disposable lighters, matches (the fluid cartridge of a (Zippo) lighter will be confiscated.
- Magazines, books (non-Navy)
- Playing cards, dice, gambling paraphernalia
- Any style of hair dryer
- Large hair picks, rakes or anything made of metal
- Anything in glass containers including cosmetic mirrors
- Double edge razors/blades
- Cigarettes, cigars, pipes, tobacco, chewing tobacco
- Large deodorants (greater than 4 oz.)
- Alcohol-based health and comfort items
- Pocket knives, ice picks and scissors
- Radios or tape/CD players
- Cameras
- Electric razors
- Curling irons
- Other electrical items deemed unnecessary by the in-processing staff
- All miscellaneous items that are large/bulky, of significant value or deemed not required for training will be sent home or donated to charity at your discretion.
- Backpacks, Garment Bags and Hand Bags.

The following items will be confiscated and turned over to security for disposition and may not be returned:

- Firearms
- Ammunition/fireworks
- Clubs, batons, etc
- Brass knuckles
- All straight razors, knives with blades over 3 inches long
- Narcotics/illegal drugs or any paraphernalia for drug usage (roach clips, hash pipes, hypodermic needles, etc)

All non-prescription drugs and medicines will be confiscated and disposed of. These include, but are not limited to:

- Rubbing alcohol
- Motion sickness medications
- Commercial sleeping aide
- Antihistamines
- Analgesics
- Sex related materials (other then Birth Control Prescriptions for females)
- Vitamins
- Mouthwash containing alcohol

Tailoring/Rating Badges/Unit Identification Markings

These uniform items must be tailored **(with embroidered nametapes and without rating badges and Unit Identification Markings (UIMs)**. **RTC Great Lakes is not responsible for issuing uniforms to students.** It is the Navy Reserve Activities responsibility for the issuance of all uniform items. If you forget or lose any issued items, it is your responsibility to purchase them or be returned to your NRA.

Female Swimsuits

Females are required to bring their own swimsuit. These must be one piece, solid black or dark blue in color, conservative, with no low tops and minimal exposure all around. However, swimsuits may be purchased at your own expense at the Navy Exchange at a cost of approximately $29.50. Females with long hair may bring a hair cap (white, black or blue) if desired.

Uniform Stenciling

Do not stencil any uniform or clothing items, as all stenciling will be completed at RTC during your course.

Medical/Dental Policy

Medical records must state you are "fit for full duty" and dental records must show you completed a dental examination. Currently, students are waived from the Dental Class I or II requirement. Students will only receive emergency dental treatment due to the training schedule required to complete this course. Students must be physically qualified and prepared to complete all training components during NRAC.

- **Medical and Dental records shall conform and be documented IAW MANMED Chapters 6 and 16.**

- Students in a Temporary Not Physically Qualified (TNPQ) status, except for dental classification, cannot perform the training and **WILL NOT** be issued orders until their physical condition is resolved.

- Due to the special training requirements (moderate-risk) conducted during this course of instruction, members not within compliance with the Navy physical readiness standards, **including body fat** will have their AT orders terminated.

- All students will report with a complete Medical Record, including SF88 and 93; recording of current HIV (current within 12 months); immunization record; G6PD, accurate blood typing, sickle cell trait and summary of care. _____

within 12 months of reporting to class. Students without the appropriate medical documentation will be dropped from the course and have their orders canceled. **All lab results are required, no "Pending" results are allowed.**

- Ensure Dental Class of member is stated in members Dental Record and if a civilian dentist is used to complete this examination, ensure they use the DOD Reserve Forces Dental examination form (DD form 2813) and enter this in member's Dental Record.

- Personnel with orthodontic appliances (braces) undergoing active treatment are not authorized per MANMED 15-55 to attend IADT and thus are not permitted to attend NRAC.

- Per COMNAVRESFORINST 6000.1A, **pregnant servicewomen are not authorized to attend the Non-Prior Service accession training.** Pregnant servicewomen should notify their Navy Reserve activity concerning their condition so orders may be canceled or modified appropriately.

- **Personnel must meet moderate risk medical screening criteria and Navy physical readiness standards**. Students must report with their medical, dental and the bodyfat measurements annotated in Section 4.C of the AT checkout form NAVRES 3500/18 (Rev 08-00)

Personnel with the following medical conditions will not be allowed to attend: Pneumonia, bronchitis/asthma, conjunctivitis (eye infection), fracture, sprain, splint, cast, pregnancy, recent stitches or severe burns, Athletes foot/fungus infection, a new tattoo within 72 hours of class convening, taking prescribed or over-the-counter medications which may have side effects causing drowsiness, dizziness, visual disturbance or decreased muscle coordination, claustrophobia, hydrophobia and hernia. Members should arrive healthy, any conditions **(i.e. body tattoos)** requiring waivers must have supporting documents.

Also members who are in a light duty or TNPQ status or have had recent surgery (including tooth extraction within 72 hours of class convening) will not be authorized to participate in this course.

Various other medical conditions that are noted on the risk factor screening may result in the student being returned to their Navy Reserve Activity (NRA) if a doctor determines the member is unable to participate in moderate-risk training.

Travel to RTC Great Lakes

Flight Scheduling

Your Navy Reserve Activity will attempt to schedule flights to arrive at Chicago O'Hare Airport between the hours of 1200 and 1500. However, flights are required to be scheduled to arrive O'Hare airport no earlier than 0900 and no later then **1900** on member's reporting date Departing flights from O'Hare airport should be scheduled no earlier than 1700 on the scheduled day of graduation. Your Annual Training will cover a period of **17** days, beginning on a **Monday** and ending on a **Wednesday**.

In some instances you may get an extra travel day depending on available flights. The only exceptions would be those places that have very restricted flights like Alaska and Hawaii. NRAs will ensure all avenues have been researched to ensure students depart O'Hare airport the day of graduation and no students should report any earlier then their scheduled class convening date.

Appropriate Travel Attire

DO NOT TRAVEL IN YOUR DRESS UNIFORM OR UTILITIES! Appropriate casual, civilian attire is appropriate for travel to RTC. You should ensure that your dress and personal appearance are appropriate and will not discredit the Navy. Current styles and fashions, which are conservative and in good taste are authorized. Tank-top shirts, white undershirts worn as outer garments, cut-off shorts or shower sandals are not appropriate.

Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy.

If you report in attire that the NRAC in processing staff deems inappropriate, you will be asked to change into your service dress uniform at the airport. (Entire paragraph added 7/2003)

USO – Airport Check-in

Upon arrival at O'Hare airport you are directed to report to the USO on the second level of Terminal 2 if you arrive prior to 1200 noon. If you arrive after 1200 report to the NRAC in-processing area located in the baggage claim area, lower level Terminal 2. The NRAC in-processing area is at the north end of the terminal in front of the United Operations Department Office. Do not go to the USO after 1200 unless the NRAC staff is not at the in-processing area. NRAC staff starts in processing at approximately 1200 (noon) and will remain there until approximately 1900 (7:00 p.m.). DO NOT arrange your own transportation to RTC as you will not be reimbursed!

Transportation to RTC

The Navy Reserve has contracted Continental Express to provide transportation from O'Hare to RTC. Departure times from the airport are based on the number of students and incoming flight times. The **NRAC inprocessing staff** at the airport will provide you with a departure time.

The shuttle service is provided <u>at no cost to you.</u> You must have a copy of your orders to give to the driver to use as a voucher. <u>Do not give the driver your original orders!</u>

Late Arrivals at O'Hare

If you arrive at the airport after the last shuttle has left or the USO is closed, report to Continental Express in the lower level of **Terminal 2.** Tell the representative that you are a Navy Reservist and that you need transportation to RTC, you must pay $18.00 to $25.00 for the service, which will be reimbursed when you file a travel claim after the training.

Local Personnel

Due to the restricted parking area on RTC, a family member or friend should drop you off. Report to Building 1405: Recruit In-processing, between the hours of 1500 and 1700 on the Thursday report date on your orders. <u>You will not be authorized to park personal vehicles on RTC, Great Lakes.</u>

NRAC at RTC

Amnesty Collection Procedures

Upon arrival at RTC, you will place all personal items in front of you. An in-processing or NEX staff member will aid you in determining what action should be taken with each item.

All dangerous weapons (firearms, knives over 3 inches long, martial arts weapons, etc.) and illegal items (drugs, drug paraphernalia, fireworks, etc) will be immediately deposited in the Amnesty Box. Security personnel will be notified immediately for disposition of these items.

All perishables and consumables (gum, snack food, soft drinks, tobacco products, etc.) will be placed in the trash.

Items that cannot be mailed due to their hazardous/flammable nature (lighters, lighter fluid, alcohol-based health and comfort items, items where contents are placed under pressure, etc.) can be donated to charity or placed in the trash. You have no option with these items.

Training you will receive

A great variety of training, both classroom and practical applications are provided during accession level training. Some examples of what you will experience during your accession training are:

- **Basic Shipboard Firefighting**: Live firefighting training is conducted, you will experience the use of several types of fire suppressants, don firefighting gear and put out several fires in different scenarios.
- **Chemical, Biological and Radiological Defense (CBRD)**: Following classroom training you will be required to don a gas mask, enter a gas-filled chamber and remove the mask prior to exiting the chamber. This will help give you the confidence of the equipment you will be wearing in an actual CBR attack.
- **Physical Training (PT)**: You will participate in physical training (PT) throughout your training You will be required to complete a baseline Physical Readiness Test (PRT) at the beginning of your training and an official PRT halfway through your training.

- **Third Class Swimming Qualification:** Don't panic if you are not a proficient swimmer we will provide remedial training during the course if needed. However you should be preparing to satisfactorily complete the following requirements for the Navy's Third Class Swim Test:

  MODULE I (Swimming)
  - ❑ Enter the water feet first in the abandon ship position from a minimum height of 5 feet (we use a platform of about 10 feet).
  - ❑ Treading water or using the prone float), remain afloat for 5 minutes.
  - ❑ Swim 50 yards using any combination of water survival strokes (American crawl, breaststroke, sidestroke and the elementary backstroke).

  MODULE II (Water Survival Demonstration)
  - ❑ How to enter the water feet first, inflate coveralls for flotation support.

RTC Course Policy

- Off base LIBERTY is not authorized.
- Cosmetics (including acrylic nails, finger nail and **toenail** polish and lipstick) are not authorized during the course. **All polish shall be removed prior to arriving at RTC.** Recruits may bring cosmetics to use for the Class Photo and Graduation Ceremony only.
- Possession or consumption of alcohol beverages is not authorized during the course.
- Tobacco use of any kind is not permitted.

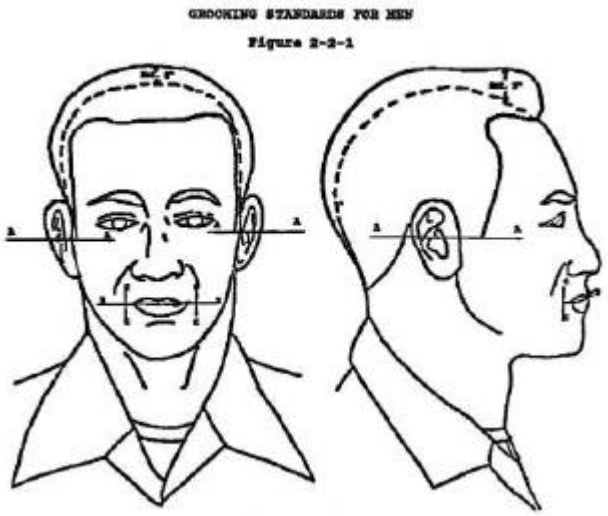
Note: You can have no alcohol/tobacco products eight hours prior to training. For example no drinking on aircraft or at the airport. Do not show up with tobacco products of any kind. Also, this training is not a social event and fraternization will not be tolerated.

Visitor/Liberty Policy

NRAC is intensive training, with after hour's study required. **Family members cannot accompany and/or visit you during training**. Family members are invited and encouraged to attend your graduation ceremony.

Haircuts

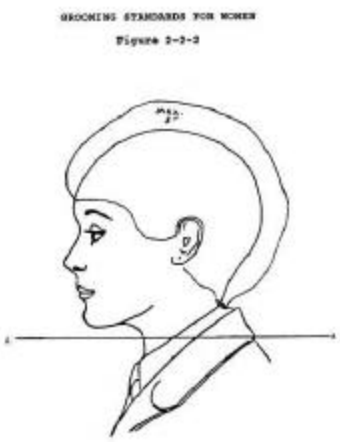
Males will be required to have a **Navy regulation haircut upon arrival at RTC**. **See example below. All male recruits will receive a 3rd week recruit haircut upon arrival at RTC which is paid for by the Navy Reserve Force. The barbers will trim your hair to 1/4" on top and 1/8" on the sides.**



Male Navy Regulation Haircut
------ INDICATES SCALP LINE) Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A". Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

All male students are required to be clean-shaven (no beards and/or mustaches).

Females will be required to wear their hair up within United States Navy Uniform Regulations, section two, Grooming Standards See below:



Female Navy Regulation Hairstyle

- **No outrageously multicolored or faddish hairstyles, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair.**
- **Hair coloring must look natural and complement the individual.**
- **Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized.**
- **Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized.**
- **Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance.**
- **Foreign material (i.e. beads, decorative items) shall not be braided into the hair.**
- **Short hair may be braided in symmetrical fore and aft rows (corn rowing), which minimize scalp exposure. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.**
- **Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited.**
- **When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. (See diagram above).**
- **With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar.**
- **Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head.**
- **No portion of the bulk of the hair as measured from the scalp will exceed approximately two inches.**
- **A maximum of two small barrettes/combs/clips, similar to hair color, may be used to hold hair in place, if necessary.**

- **Fabric elastics bands are not authorized. Hair ornaments shall not present a safety hazard. Hairnets shall not be worn unless authorized for a specific type of duty.**

If you need to put your hair up, you must come to RTC with the materials you will need. Because of the Physical Training schedule, it is highly advised to buy long bobby pins instead of short ones because they hold your hair tighter during running. When using additional bobby pins, do your best to conceal them.

There are two easy styles that hold well during the day. One is a simple French Braid and the tuck the end under and clasp down with bobby pins.

Another style is to gather your hair in a ponytail at the nap of the neck. Second, braid the tail and use a small rubberband to secure the end. Third, wrap the braided part around the upper portion to form a braided bun. Lastly, secure the upper, lower and each side with the large bobby pins.

Buy large and small rubber bands and bobby pins that are the closest match to your haircolor.

If you cannot conform to these standards, (including the 2-inch bulk from the scalp) you will be required to get their hair cut **at the Navy Reserve's expense.** It is recommended that females cut their hair to fall no lower than the bottom of their dungaree shirt collar for the following reasons:

a. Hair dryers of any style are not authorized at RTC.
b. You will get very little time for hair care. Extra time will not be incorporated into the training schedule to accommodate hair care.
c. There is a health concern if you have wet hair outside in the winter months.
d. Donning CBRD and firefighting gear within required timeframes will be safer and easier.

Refusal to train

This training is mandatory for all non-prior service personnel enlisting in the Navy Reserve. Personnel who refuse to train and/or participate in any evolution will be returned to their NRA for separation processing.

Berthing/Messing

Due to the nature of the course, you will be berthed in the RTC Barracks regardless of permanent residence or quarter's availability noted on the orders. **No berthing arrangements from Service Area Travel Office (SATO) are required for NRAC students**. All NRAC students will eat at the galley at no additional expense to you.

Physical Training

Physical training (PT) is an integral part of the NRAC. Your Recruit Division Commanders (RDC) will lead you through a series of PT modules designed to increase your strength and aerobic conditioning. During your training, you will be given a Personal Fitness Assessment (PFA) by the RTC staff to determine your fitness level. Failure to successfully pass the PFA will disqualify you from participating in certain training evolutions and standing at graduation.

BE IN SHAPE WHEN YOU GET TO RTC! Don't wait until you arrive at RTC to start exercising! Start a PT program well in advance of the course convening date based on your

physical condition. The exercises in the “APG/AIA Information Guide” are a good start. You can obtain one of these guides from your recruiter.

Items Issued at RTC

The following clothing articles will be issued as a ditty bag during your in processing:

- Recruit ball cap
- Knit Laundry Bags
- Blue gym shorts (2)(will be used as swim shorts)
- PT Shirts (1)
- Sweatshirt (blue, hooded)
- Sweatpants (blue)
- Recruit Notebook (1)
- **Shower shoes**
- **Running Shoes**
- Wool Knit Face Mask (seasonal)
- White Scarf (seasonal)
- **Thinsulate Gloves (seasonal)**

These items are paid for by the Navy Reserve Force and given to you at no cost. If you leave training anytime prior to graduation, you will be required to return these items to your Recruit Division Commander (RDC).

Mailing Address

Your mailing address and telephone numbers while at RTC Great Lakes are as follows:

SR LAST NAME, FIRST
SHIP 03 DIV 800
1015 5TH AV.
GREAT LAKES, IL 60088-3106

Navy Reserve Accession Course Office
Commercial: (847) 688-7684/5/6
DSN: 792-7684/5/6

Phone Calls

You will be given only two phone calls while at RTC. The first is upon arrival to let your family/friends know that you are at Great Lakes. The second phone call is scheduled for the second Saturday of training (to be made in the morning, schedule permitting).

You **are not** permitted to phone out or receive telephone calls other than those of an immediate emergency nature during the course. Point of contact for family emergencies is the American Red Cross. Give them the name, situation and that you are at Recruit Training Command Great Lakes, Illinois attending the Navy Reserve Accession Course (NRAC), 800 Division.

Prescription Drugs

Any prescriptions for medication must be documented in your medical record. The limit for prescription medicine is a three-week supply. Females are authorized their birth control prescriptions and all nicotine prescriptions must be clearly annotated in members medical record. Any student bringing prescription drugs will be sent to medical for evaluation and/or validation of prescription.

Graduation Ceremony

The NRAC graduation ceremony is held on the last day of training (**Wednesday**) starting at **11:30 a.m.** at RTC's **Battle Stations Ceremony Room**. Family, friends and guests are encouraged to attend the ceremony. If attending, visitors should arrive between **10:30 a.m.** and **11:00 am** and assemble in the Visitors Center located in Building 1212 MCPON Hall. Visitors will be escorted to the Drill Hall. Wheelchair shuttle services will be provided on request. Further information is found in Encl (7).

Visitors are not to bring expensive, bulky items or gifts for recruits. No pets are allowed on RTC. For travel arrangements, call SATO at (800) 485-6881. Point of contact is RTC Public Affairs Office at (847) 688-2405.

Division Photo

On graduation day, your division will have their photo taken at the Navy Exchange photo lab. This memento is a lasting memory of your training. You may purchase the 11 X 14 photo at a cost

of $18.50 (includes shipping). You do not have to pay at the time the photo is taken. You will be given an order form along with your original orders and paycheck at the end of training.

Course Completion

You will be paid by Electronic Funds Transfer (EFT) not later 5 business days after graduation day. Complete information on pay can be found on the NRAC web site www.nsgreatlakes.navy.mil/NRAC. Ensure you have credit cards, ATM cards and/or personal checks to provide funds for Navy Exchange items needed, payment for personal laundry services, haircuts and/or travel funds for taxi service needed. Upon return to your NRA, you will need to complete a supplemental travel claim and forward it to Personnel Support Activity Detachment, Navy Training Center, Great Lakes for liquidation of your authorized return expenses. Your NRA can assist you in completing and forwarding this claim.

Transportation to O'Hare

Transportation to O'Hare from RTC has been contracted by the Navy Reserve Force and is provided to you at no cost. Buses depart RTC at a predetermined time and location. Local personnel will be told by their RDC when they may leave.

Final Thoughts

Remember this is your Basic Navy Training. It's fast-paced with a lot of information and physical exercise completed in a short period of time. When you execute your orders you are no longer a civilian, you are a SAILOR. During this course we will be stressing military bearing, protocol, customs and courtesies. You will need all your focus, attention to detail, military discipline and above all - BE IN GOOD PHYSICAL AND MENTAL CONDITION!

11 GENERAL ORDERS OF A SENTRY

1. To take charge of this post and all government property in view.

2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

3. To report all violations of orders i am instructed to enforce.

4. To repeat all calls from posts more distant from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.

7. To talk to no one except in the line of duty.

8. To give the alarm in case of fire or disorder.

9. To call the officer of the deck in any case not covered by instruction.

10. To salute all officers and all colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

THE SAILORS CREED

* I AM A UNITED STATES SAILOR

* I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA AND I WILL OBEY THE ORDERS OF THOSE APPOINTED OVER ME

* I REPRESENT THE FIGHTING SPIRIT OF THE NAVY AND THOSE WHO HAVE GONE BEFORE ME TO DEFEND FREEDOM AND DEMOCRACY AROUND THE WORLD

* I PROUDLY SERVE MY COUNTRY'S NAVY COMBAT TEAM WITH HONOR, COURAGE AND COMMITMENT

* I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL

Anchors Aweigh

Stand Navy out to Sea
Fight our battle cry:
We'll never change our course
So vicious foe steer shy, yi, yi, yi:
Roll out the T.N.T;
Anchors aweigh;
Sail on to victory,
And sink the bones to Davy Jones hooray!

Anchors aweigh, my boys, anchors aweigh.
Farewell to foreign shores,
We sail at the break of day, day, day, day.
Through our last night on shore.
Drink to the foam.
Until we meet once more.
Here's wishing you a happy voyage home.

RTC Maxim

I will not lie, cheat or steal nor tolerate those among us who do.

Know Your Blood Type

Recruit Training Command
Chain of Command

President of the United States
Mr. George Bush

Vice President of the United States
Mr. Dick Cheney

Secretary of Defense (SECDEF)
Mr. Donald Rumsfeld

Secretary of the Navy (SECNAV)
Mr. Donald Winter

Chief of Navy Operations (CNO)
ADM Mullen

Master Chief Petty Officer of the Navy (MCPON)
MCPON(SW/FMF) Campa JR.

Commander, Navy Education and Training Command (NETC)
VADM Moran

Force Master Chief, Navy Education and Training Command
FORCM(SW) McCalip (Force Master Chief)

Commander, Navy Service Training Command
RADM Jones

CNO Directed Master Chief, Navy Service Training Command
CNOCM(SW/AW) Driver (CNO Master Chief)

Commanding Officer, Recruit Training Command
CAPT Andrews

Executive Officer, Recruit Training Command
CDR Czarapata

Command Master Chief, Recruit Training Command
CMDCM(AW/SW) Beldo (Command Master Chief)

Military Training Department
CDR Delaney

Fleet Commander
LT Finin

Fleet LCPO
BMC(SW) Brown

Ship's LCPO
YNC(AW) Dyer

Seabag Checklist
Females

Winter (3 October to 30 April)

Member's Name _____Reserve Activity _____

Item	Required
Bag, Duffle, Nylon	1
Coat, All Weather (Raincoat, with liner)	1
Jacket, Utility Black	1
Gloves, Black	1
Cap, Knit Black	1
Sweater, Blue, Wool (Crew neck) No V-neck or cardigan	1
Service Dress Blues	
Coat, Service Dress Blue (No crows)	1
Slacks, Service Dress, Poly/Wool Blue (no belt Loops)	1
Shirt, White, Short Sleeve	1
Necktab, Black	1
Hat, Combination	1
Insignia, Combination Hat	1
Shoes, Black Service Oxford	1 pair
Winter Blue Uniform	
Slacks, Winter Blue	1
Shirt, Winter Blue (No crows or unit identification markings on uniform)	1
Utility Uniform	
Ball Cap, Navy	1
Slacks, Utility	Min 2 pair
Shirt, Utility (long sleeve, no crows)	Min 2
Coverall	1
Belt, Black, with Silver Tip	1
Buckle, Silver (finish matching with belt tip)	1
Shoes, Safety Chukka	1 pair

Item	Required
Socks, Nylon/Cotton, Black – Note: Bring 1 pair dress socks and at least 5 pairs of thick, heavy socks to wear with the Chukka Boots.	Min 6 pair
Socks, White	Min 6 pair
Underwear, White or Neutral, Briefs	Min 6 pair
Bra, Sport (white or neutral)	3
Bra, White or Neutral, Normal Wear	2

Towel, Bath, White	4
Undershirts, White, Cotton (No V-necks)	6
Swimming Suit (one piece, black or blue)	1
Locks (keyed with 2 keys)**(long shank and must fit though "D"ring of seabag)**	2
Shoe shine kit (no "quick shine") with old tooth brush	1
Approximately 30-inch black shoe laces	1 pair

Other Required Items

Item	Required
Money (minimum of $50, maximum $100 cash in small bills)	
Government/Personal credit card, check or ATM card	
Military Identification card	
Annual Training (AT) checkout sheet	
Welcome Aboard Package	

Seabag Checklist

Female

Summer (1 May to 03 October)

Member's Name _____ Reserve Activity _____

Uniform Items Issued by Reserve Activity

Item	Required	Actual	Size, if missing
Bag, Duffle, Nylon	1		
Coat, All Weather (Raincoat, with liner)	1		
Jacket, Utility Black	1		
Cap, Knit Black	1		
Sweater, Gloves, Black	1		
Service Dress Whites			
Slacks, Service Dress, White (no belt loops)	1		
Jumper, Service Dress, White (No crows or unit identification markings on uniform)	1		
Neckerchief, Black Acetate	1		
Hat, Combination	1		
Insignia, Combination Hat	1		
Shoes, Black Service Oxford	1 pair		
Summer White Uniform			
Slacks, Summer White	1		
Shirt, Summer White (No crows or unit identification markings on uniform)	1		
Belt, White, with Silver Tip	1		

Utility Uniform			
Ball Cap, Navy	1		
Slacks, Utility	At least 2 pair		
Shirt, Utility (long sleeve, no crows)	At least 2		
Coveralls	1		
Belt, Black, with Silver Tip	1		
Buckle, Silver (finish matching with belt tip)	1		
Shoes, Safety Chukka	1 pair		

Items You Must Purchase If Not Issued By Reserve Activity

Item	**Required**	**Actual**	**Size, if missing**
Socks, Nylon/Cotton, Black – Note: Bring 1 pair dress socks and at least 5 pairs of thick, heavy socks to wear with the Chukka Boots.	At least 6 pair		
Socks, White	At least 6 pair		
Underwear, White or Neutral, Briefs	At least 6 pair		
Bra, Sport (white or neutral)	3		
Bra, White or Neutral, Normal Wear	2		
Towel, Bath, White	4		N/A
Undershirts, White, Cotton (No V-necks)	6		
Swimming Suit (one piece, black or blue)	1		
Locks (keyed with 2 keys)**(long shank and must fit though "D"ring of seabag)**	2		
Shoe shine kit (no "quick shine") with old tooth brush	1		N/A
Approximately 30-inch black shoe laces	1 pair		N/A

Other Required Items

Item	**Brought to NRAC?**
Money (**minimum of $50, maximum $100 cash in small bills**)	YES NO
Government/Personal credit card, check or ATM card	YES NO
Military Identification card	YES NO
Annual Training (AT) checkout sheet	YES NO

Enclosure (4)

Seabag Checklist
Males

Winter (3 October to 30 April)

Member's Name _____ Reserve Activity _____

Uniform Items Issued by Reserve Activity

Item	Required
Bag, Duffle, Nylon	1
Coat, All Weather (Raincoat, with liner)	1
Jacket, Utility Black	1
Gloves, Black	1 pair
Cap, Knit Black	1
Sweater, Wool, Blue (Crew Neck)	1
Service Dress Blues	
Trousers, Dress Blue (13 bottons)	1
Jumper, Service Dress, Blue (No crows or unit Identification markings on uniform)	1
Neckerchief, Black Acetate	1
Hat, White Service	1
Shoes, Black Service Oxford	1 pair
Winter Blue Uniform	
Slacks, Winter Blue	1
Shirt, Winter blue (No crows or unit identification markings on uniform)	1
Neck Tie, Black	1
Utility Uniform	
Ball Cap, Navy	1
Slacks, Utility	Min 2 pr
Shirt, Utility (long sleeve, no crows)	At least 2
Coverall	1
Belt, Black, with Silver Tip	1
Buckle, Silver (finish matching with belt tip)	1
Shoes, Safety Chukka	1 pair

Items You Must Purchase If Not Issued By Reserve Activity

Item	Required
Socks, Nylon/Cotton, Black – Note: Bring 1 pair dress socks and at least 5 pairs of thick, heavy socks to wear with the Chukka Boots.	Min 6 pair
Socks, White	Min 6 pair
Underwear, White, Briefs	Min 6 pair
Towel, Bath, White	4
Undershirts, White, Cotton (No V-necks)	6
Locks (keyed with 2 keys)**(long shank and must fit though "D"ring of seabag)**	2
Shoe shine kit (no "quick shine") with old tooth brush	1
Approximately 30-inch black shoe laces	1 pair

Other Required Items

Item	Required
Money (min $50, max $100 cash in small bills)	
Government/Personal credit card, check or ATM card	
Military Identification card	
Annual Training (AT) checkout sheet (must be downloaded from website each time)	
Welcome Aboard Package	

Seabag Checklist

Males

Summer (1 May to 03 October)

Member's Name _____ Reserve Activity _____

Uniform Items Issued by Reserve Activity

Item	Required
Bag, Duffle, Nylon	1
Coat, All Weather (Raincoat, with liner)	1
Jacket, Utility Black	1
Cap, Knit (Watchcap)	1
Sweater, Glovers, Thin	1
Service Dress Whites	
Trousers, Dress White	1
Jumper, Service Dress, White (No crows or unit Identification markings on uniform)	1
Neckerchief, Black Acetate	1
Hat, White Service	1
Belt, White, with Silver Tip	1
Buckle, Silver (finish matching belt tip)	1
Shoes, Black Service Oxford	1 pr
Summer White Uniform	
Slacks, Summer White	1
Shirt, Summer White (No crows or unit identification markings on uniform)	1
Utility Uniform	
Ball Cap, Navy	1
Slacks, Utility	Min 2 pr
Shirt, Utility (long sleeve, no crows)	Min 2 pr
Coverall	1
Belt, Black, with Silver Tip	1
Buckle, Silver (finish matching with belt tip)	1
Shoes, Safety Chukka	1 pair

Items You Must Purchase If Not Issued By Reserve Activity

Item	Required
Socks, Nylon/Cotton, Black – Note: Bring 1 pair dress	Min 6 pair

socks and at least 5 pairs of thick, heavy socks to wear with the Chukka Boots.	
Socks, White	Min 6 pair
Underwear, White, Briefs	Min 6 pair
Towel, Bath, White	4
Undershirts, White, Cotton (No V-necks)	6
Locks (keyed with 2 keys)**(long shank and must fit though "D"ring of seabag)**	2
Shoe shine kit (no "quick shine") with old tooth brush	1
Approximately 30-inch black shoe laces	1 pair

Other Required Items

Item	Required
Money (minimum of $50, maximum $100 cash in small bills)	
Government/Personal credit card, check or ATM card	
Military Identification card	
Annual Training (AT) checkout sheet (must be downloaded from website each time)	
Welcome Aboard Package	

Welcome Aboard,

Your student will participate in a graduation ceremony of the Navy Reserve Accession Course in the near future. He/She has worked extremely hard and has accomplished much in a very short period. In recognition of his/her accomplishments, you are cordially invited to witness this significant event in their Navy career.

The following information is provided for your planning purposes.

Plan to arrive at RTC no earlier than 10:30 a.m on the day of graduation. Your recruit can provide you with their graduation date. The ceremony will be held indoors at the Battle Stations Ceremony Room, commencing at 11:30 a.m.and concluding at approximately 12:00 p.m. There is no set dress code.

You will be able to watch the division graduate and afterwards visit with your new sailor. They will be permanently released from RTC immediately following the ceremony and transported to Chicago O'Hare International Airport.

Due to the lack of storage facilities for recruit use, please do not bring expensive or bulky items or gifts for the recruits. Pets are not allowed on the grounds of RTC. There is no guest housing or government transportation available at RTC. Luggage brought to RTC must remain in your vehicle or with you at all times.

PLANNING YOUR TRIP

YOU WILL NEED TO MAKE YOUR OWN TRAVEL ARRANGEMENTS INCLUDING ALL TRANSPORTATION AND LODGING. For wide ranges of travel options, you may contact SATO travel at (800) 485-6881. In addition, there is limited lodging available at Navy Lodge, which can be contacted at (800) NAVY-INN or (847) 689-1485. You may also make your own arrangements; the cities within about 10 miles of the base are Gurnee, Libertyville, Waukegan and North Chicago.

If you are flying into Chicago O'Hare, Chicago Midway, or Milwaukee, you will need to arrange for your own transportation to Great Lakes. Transportation desks are located at the baggage claim area for your convenience.

SPECIAL ACCOMMODATIONS

Wheelchair shuttle services are provided for those guests requiring assistance to and from the parking lot and the ceremony, but must be turned in immediately following the graduation.

If you require other special accommodations due to disability, please call the Public Affairs Office for assistance in making arrangements. Their phone number is (847) 688-2405.

MORE INFORMATION

--For area information on things to do around Great Lakes contact the Lake County Visitors Bureau at (800) 688-2405 or visit their WebPages at www.lakecounty.org.
--Learn more about Recruit Training Command on RTC's internet website a http://www.nsgreatlakes.navy.mil and get recreational information at www.mwrgl.com.
--If you still have questions after reading this letter in its entirety, please call the Public Affairs Office at (847) 688-2405 or (847) 688-5670. Hours of operation are 8 a.m. to 4 p.m. central time, Monday through Friday. Once again, welcome aboard.

C.M. Finin
LT, USNR
Fleet Commander

Enclosure (7)