



Navy League Cadet Corps & Naval Sea Cadet Corps Fort Custer Training



LCDR Lisa Stoyanovich, NSCC

Commanding Officer Training Contingent

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Web site: www.custercadet.com; Facebook: 2017 Fort Custer Trainings
586-201-4638

Welcome to 2017 Fort Custer Summer Training to be held at Fort Custer Training Center, Battle Creek, Michigan (located in southwest Michigan). During your week of training you will receive the highest level of training that is consistent with NSCC/NLCC National Goals in an atmosphere of respect, support, and esprit de corps.

My staff and I are committed to the success of everyone at this command, from the most junior NL Cadet Recruit, to our advance training cadets, to our Staff Cadets, and including our adult escorts. To instill the highest standards of Honor, Courage, and Commitment, I share with you the CO's Top 6:

CO'S TOP 6

Sexual Harassment: Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature that interferes with an individual's performance, or creates an intimidating or hostile work environment. This policy is gender neutral, and applies the same way to male or females at the training. This is not the place for jokes, kidding, or teasing about sexuality, flirting, or connecting on Facebook for dates later. Leave that at home; it's not what you're here for.

Racism: we are a color blind, gender blind organization. There is no place in Sea Cadets for ignorant biases, racism, sexism, or bigotry. Discrimination of any kind does not belong here, and will not be tolerated.

Fraternization: Fraternalization is an unduly familiar relationship between superiors and subordinates that is prejudicial to good order and discipline. Fraternalization weakens the chain of command by creating favoritism, or the appearance of favoritism in our training environment. Everyone here has a job to do; your job is to learn everything we need to teach you, and the best way for all of us to succeed at our jobs is to be professional, keep your mouths shut, and your eyes and ears open.

Cadet to Cadet Contact: There is to be no cadet to cadet contact; keep your hands to yourself! Any relationships between Cadets must be professional in all respects. Focus on your mission, and focus on your division's success.

Hazing: Hazing is conduct that causes a Cadet to suffer or be exposed to any activity which is abusive, humiliating, oppressive, or harmful, even if the victim is a willing participant. This kind of behavior is unacceptable.

Substance abuse: we have a zero tolerance policy that covers illegal drugs, as well as prescription and over the counter medications. All of your medications will be confiscated at check-in. You cannot take any medication here, unless it is prescribed **to you** and administered by our adult staff. Sharing your medications with other Cadets is also strictly prohibited.

This is a long letter; it contains information we have learned over many years to give each cadet the best possible chance of success. **Please review the information listed below carefully, and in its entirety**, with family members and your officers to help insure a safe and positive training experience for all.

THE BARE ESSENTIALS:

1. Culinary cadets will check in Thursday 20 July by 0900. Culinary air travelers – see details in letter.
2. Staff Cadets will check in Friday 21 July by 0900 for their orientation.
3. SCUBA cadets will check in Friday 21 July at 1500.
4. Air Travelers must arrive no later than 1500 Friday 21 July. (Details in letter).
5. Escort Officers: Report in civilian attire Friday, 21 JULY NLT 2000.
6. All other trainings Intake Day will be Saturday 22 July 2017, 0930 – 1100.
7. Graduation will be Saturday 29 July 2017 at 1000. (Details in letter).
8. If you are flying to the training, **READ THE TRAVEL GUIDELINES** in this letter & on the website www.custercadet.com.

9. Please **carefully follow** the instructions in this letter regarding how, where, and when to report to training **and** for graduation.
10. Updates, information, and photos will **ONLY** be provided on the closed group Facebook training page, 2017 Fort Custer Training.

To get "Approved" slot at the training, you **must**:

- a. Have your unit's designated officer register you on Magellan.
- b. Upload to Magellan (unit designated officer) a completed and signed NSCTNG001– this is **essential**, as we need parent signatures.
- c. Upload to Magellan documentation of any medications that Cadet will take during the training. Your unit officer's will help you with this.
- d. Upload any ADA Request for Accommodation well in advance for review, subject to approval. An approved Request for Accommodation at the home unit does not automatically apply at the training. Your unit's officers will help with this.
- e. Pay the \$150 or \$400 registration fee for the training. Payment details are in the letter.
- f. Order a PT t-shirt and short size on the website.

The NSCTNG001 and any Medical Supplement forms should be uploaded through Magellan. Alternately, a scanned PDF of the NSCTNG001 and any medical forms can be emailed with the cadet's last name as the filename (ie: smith.pdf). Email it to LCDR Jack Madsen, jmads38@hotmail.com with the subject line FORT CUSTER ORDERS - NAME. Put the original form with the signatures in the cadet's service record.

The COTC for training is LCDR Lisa Stoyanovich, NSCC. The email address for training is: lstoyanovich@seacadets.org. The Financial Officer is LCDR Jack Madsen. jmads38@hotmail.com.

Updates, information and photos will **ONLY** be provided on the secure Facebook training page, 2017 Fort Custer Training. You may not "do Facebook" in your personal life, but this is the only way we will communicate.

The public link for Magellan is <https://magellan.seacadets.org/training.asp> .

Billets will be filled on a first-come, first serve basis with 1) registration on Magellan 2) payment of training fees and 3) completed and signed NSCTNG001 and any documentation regarding medications. Once all billets are full, requests will be put on a wait list in the order received. Magellan will be updated daily to reflect confirmed spots. Registration does not guarantee you a billet, the payment fee and NSCTNG001 will lock you in. Do not pay before your cadet has been registered.

In accordance with NSCC regulations, training deposits are non-refundable except in exceptional circumstances. COTC will decide what circumstances might warrant a refund.

TRAINING LOCATION:

Our training site is in southwest Michigan at Fort Custer Training Center, Battle Creek, MI. We will be using the base facilities for berthing as well as classroom and outdoor training.

PAYMENT:

- **Payment is made by money order payable to: USNSCC, Fort Custer Training.**
- **Mail payment to: LCDR Jack Madsen, 5805 N. Brandon Brook Lane, Muncie, IN 47304.**
- Be sure to include cadet, first & last name, training attending, and home unit in the comments section.
- Your billet will be approved only when we receive the fees and NSCTNG001.
- Visit the website, www.custercadet.com to complete the Supplemental Registration and for Welcome Aboard Letter & Sea Bag List.

Travel by Auto and Base Security

Any cadet driving their own vehicle will need to obtain prior permission from the COTC as per NSCC Regulations.

No cadet may transport another cadet as per NSCC Regulations. Fort Custer Training Center security requires the following from all personnel entering the base:

- All guests must have a current driver's license or NSCC/NLCC ID card with them when they arrive.
- Drivers must be prepared to show current insurance card, and proof of registration.
- All persons, vehicles, bags, and packages are subject to search.
- Weapons of any type are not allowed on base.
- **GPS address: Fort Custer Training Center, 1201 Denso Road, Battle Creek, MI 49037**

INTAKE DAY PROCEDURES:

CULINARY ARTS CADETS: Cadet will report in *NWUs, trousers and blouse (with NSCC flashes and name tapes), blue t-shirt black web belt with silver buckle, NWU eight point cover, black socks and black boots (NSCC) at **0900 on Thursday, 20 JULY 2017 at 2452 McMahan Road. Follow USNSCC road signs.**

STAFF CADETS: Cadet will report in *NWUs, trousers and blouse (with NSCC flashes and name tapes), blue t-shirt black web belt with silver buckle, NWU eight point cover, black socks and black boots (NSCC) at **0900 on Friday, 21 JULY 2017 at 2452 McMahan Road. Follow USNSCC road signs.**

SCUBA CADETS: Cadet will report in *NWUs, trousers and blouse (with NSCC flashes and name tapes), blue t-shirt black web belt with silver buckle, NWU eight point cover, black socks and black boots (NSCC) at **1500 on Friday, 21 JULY 2017 at 2452 McMahan Road. Follow USNSCC road signs.**

In your possession you will have:

- a. Service Record
- b. ID card
- c. Complete sea bag per the attached sea bag list.
- d. Proper haircut (Males)/Secured (Females)
- e. Medication (if required)
- f. For individuals traveling as a group, the service jackets should be in one envelope with an accurate training roster attached.
- g. **ESCORT OFFICERS/PARENTS WILL NOT LEAVE UNTIL NOTIFIED THAT THE CADET(S) HAS BEEN FULLY CHECKED IN BY ADMIN, MEDICAL, and SEA BAG INSPECTION IS COMPLETE. IN-PROCESSING MAY TAKE AS LONG AS 2 HOURS. (SEE MEDICAL & RESTRICTIONS SECTION BELOW).**

ALL OTHER TRAININGS:

1. Cadets arriving via Private Vehicles (POV) will report in *Navy Working Uniform's (NWU), trousers and blouse (with NLCC/NSCC flashes and name tapes), blue t-shirt, black web belt with silver buckle, NWU eight point cover, black socks and black boots between **0930 and 1100 on Saturday, 23 JULY 2016 at Augusta Armory (follow the USNSCC road signs) We ask that you not arrive before 0930.**
2. Cadets arriving via Commercial Travel, (air) will travel in appropriate civilian attire per USNSCC Regulations. Commercial travelers will arrive on **Friday 21 JULY 2017 before 1500.**
3. In your possession you will have:
 - a. Service Record Yes we still need them.
 - b. ID card
 - c. Complete sea bag per the attached sea bag list.
 - d. Proper haircut (Males)/Secured (Females)
 - e. Medication (if required)
 - f. For individuals traveling as a group, the service jackets should be in one envelope.
 - g. **ESCORT OFFICERS/PARENTS WILL NOT LEAVE UNTIL NOTIFIED THAT THE CADET(S) HAS BEEN FULLY CHECKED IN BY ADMIN, MEDICAL, and SEA BAG INSPECTION IS COMPLETE. IN-PROCESSING MAY TAKE AS LONG AS 2 HOURS. (SEE MEDICAL & RESTRICTIONS SECTION BELOW).**

***Uniforms**

The preferred uniform at FCT is the Navy Working Uniform (NWU) however; we understand the current uniform shortages associated with the Navy's changeover to Navy Working Uniforms (NWUs). As a result, the following uniforms are authorized for wear at Fort Custer: Woodland CUUs, and NWUs. Whichever uniforms you bring must fit correctly, and MUST conform to USNSCC/USNLCC uniform regulations in all respects.

COMMERCIAL TRAVEL GUIDELINES:

Transportation for cadets arriving via commercial air is the responsibility of the parent/unit. Cadets arriving by air MUST email or mail their Transportation Form as soon as possible to LCDR Jack Madsen at 5805 N. Brandon Brook Lane, Muncie, IN 47304 or email: jmads38@hotmail.com.

- **Arrival should be after 0900 (9:00 am) but no later than 1500 (3:00pm) on Friday, 21 JULY 2017.**
- **Culinary cadets you must arrive Thursday, 20 July 2017 between after 0900 (9:00 am) and before 1500 (3:00 pm).**
- **Departure for all cadets is after 1400 (2:00) on Saturday, 29 July 2017.**

- Please include this information on the Transportation Form. Complete itinerary including all flight numbers, parent contact phone number, and cadet's phone number. This will allow our Transportation Officer, INST Charlotte Tripp to follow all the flights and prepare in the event of a missed flight or delays. INST Charlotte Tripp: 248-910-1539.
- **Must use Detroit Metropolitan Airport, MI.** It is the only airport we will provide transportation.
- **Upon arrival you must wait at your gate to be met by our Transportation Officer. Do NOT proceed to baggage claim unless instructed to.**
- One of our NSCC Adult Escorts will drive the cadets to the base, about a 2 hour drive.
- Please state on itinerary if your cadet is traveling by "unaccompanied minor" ticket. The volunteer picking up cadets is **INST Charlotte Tripp.**
- Cadets will travel in civilian clothes while traveling commercial air carrier.
- Cadets will carry their Sea Cadet ID card and cell phone with them during travel.
- Cadets will call home after they have been met by the Escort Officer.
- Air Travelers: Due to the airlines policy on baggage weight limits and number of checked bags we will not require you to use a sea bag and a garment bag. If a suitcase will better accommodate your sea bag list, you may use it instead of a sea bag. Fold and stow your dress uniform into the suitcase/sea bag. You will be required to bring your own sheets; however, this training will provide a blanket for your use during the training if you need one. As your boots are a heavy item, it might be a good idea to wear them on the plane and pack your running shoes.
- For the return home traveling money of no more than \$50.00 must be in an envelope in the service jacket.

MEDICAL CONSIDERATIONS:

Trainees with pre-existing medical conditions that will affect training will not be allowed to participate (for example: a sprained ankle, in grown toe nail, broken arm...). While we want cadets to complete their training, safety is our first concern. As stated above, **ESCORT OFFICERS/PARENTS WILL NOT LEAVE UNTIL NOTIFIED THAT CADETS HAVE BEEN FULLY CHECKED IN BY MEDICAL.** Advance preparation on the part of you and your home division staff will make this process go much more smoothly and quickly. We recommend that you review your service record and make sure the **CURRENT VERSION** of the following forms are completed properly and in your record. We will particularly look for:

- Request for Training Authority (Cadet) (NSCTNG001, rev. 03/14), current contact information for parents and alternate emergency contacts and parent initial/signatures in boxes 6a, 6b, 6c, & 9.
- Cadet Member Application (NSCADM001, rev. 08/14), parent signatures in boxes 8a & 9d on the back. This includes the Medical History, Medical Exam, and Medical History Supplemental, and Request for Accommodation.

A NOTE ON MEDICATIONS: This is a medically friendly training. This means that cadets **MAY** be allowed to continue taking prescription or over the counter medications that they take regularly at home while at Fort Custer. Discontinued use of required medication is not advised. Cadets **DO NOT SELF-MEDICATE**; all medications will be turned into the Medical staff and your cadet will be given the opportunity to take their medication during scheduled sick call only.

- A copy of the Medical History Supplemental NSCADM001 (Rev 8/14) pages 7&8 must be uploaded in Magellan prior to training (home unit responsibility). This form must be completely filled out and signed by the parent if over the counter or the cadet's physician if prescription medication.

IMPORTANT NOTE ABOUT MEDS: All meds **MUST** be in their original container from the pharmacy. Please don't mix meds to consolidate into one bottle. Since our medical staff administers the meds, we have to positively know what we're giving your cadet. Asthmatics: bring your inhaler (very hot and dusty at Fort Custer). If you have insect or food allergies please bring your Epi – pen.

ACCOMMODATIONS: Cadets with accommodations must contact the COTC well in advance to determine if this training can accommodate the cadet and to develop a plan. The final determination of participation in training due to medical condition lies with the Commanding Officer, per NSCC regulations. Dietary restrictions and allergies **must** be submitted at least one week prior to the start of training and clearly documented. After that time, accommodations may not be possible.

PHYSICAL FITNESS TRAINING: All personnel will participate in daily physical fitness training. Cadets that are not able to participate in fitness training or who are temporarily placed in light duty status (LDS) by medical will be kept with their training company as much as possible and continue their academic instruction. Their status will be reviewed daily and may be sent home if they will be unable to participate fully to properly complete the training.

TRAINING TERMINATION: Cadets may be sent home due to injury, illness or disciplinary/attitude problems at the parents expense. Any cadet found with electronics or a cell phone during the training will be sent home at the parents' or home unit's expense, per guidance from NHQ. Don't be "that cadet" who gets sent home for disciplinary reasons. Expect a full seabag inspection upon arrival for everyone's safety.

HAIRCUTS:

All cadets must conform to the following haircut guidelines at check-in:

Female: Hair secured in a bun with hair tie similar color as hair.

Male: NL Orientation recruits must have a #1 all around. Advance training cadets must have a proper military haircut.

PERSONAL MONIES:

Personal money is not necessary as the cadets will not have an opportunity to spend it. **Exception:** cadets traveling by air. Traveling money of no more than \$50.00 must be in an envelope in the service jacket. This will prevent any missing money. All service records are secured.

SEA BAG:

Review the training sea bag list. All items must be marked with the cadet's last name and first initial (all underwear and socks look the same). In order to speed up sea bag inspections we ask that all undergarments, t-shirts, socks, and toiletries be placed in separate gallon size zip lock bags with the cadet's name and number of items in each bag clearly marked on the outside.

The base does not provide sheets and blankets. **Please bring one white twin size flat sheet, one white fitted bottom sheet, and one white pillow case, and a twin size blanket in navy blue or gray.** The rack (bed) cannot be made in a military fashion using a sleeping bag or comforter, **NO** sleeping bags or comforters. A pillow is provided by Fort Custer. Place these items in a large garbage bag. A sea bag inspection will be conducted upon arrival. **If required items are not in the sea bag, escort officers/parents will be required to obtain missing items from Meijer or Wal-Mart, so please make sure everything is there.**

A sea bag list is attached. **WE DO NOT, AND CANNOT PROVIDE MISSING UNIFORM ITEMS.** Be sure all flashes and name tapes are sewn on uniforms correctly before you arrive. All uniforms should be cleaned and pressed. Dress uniform ("salt & peppers"), and BDUs) should be on hangers in a garment bag or plastic dry cleaning bag. **Exception: air travelers, see above.**

Mail Call and Email

Mail Call will be held daily. The cadets love getting mail. Feel free to mail an encouraging note to your cadet by Thursday 20 July so they will receive it Saturday night. This is especially important if your cadet is in NL Orientation as this may be the first time they are away from home. You may choose to drop off your mail on check in and we will be sure they receive it. Please address any correspondence to your cadet in the following manner:

United States Naval Sea Cadet Corps
Cadet, Last name, First name
Fort Custer Training Center
2501 26th Street
Building 2900
Augusta, MI 49012

CADET PREPARATION FOR NAVY LEAGUE ORIENTATION:

All cadets need to understand that this is a TRAINING evolution, and there are certain minimum standards, that you must adhere to while onboard. Each individual will be challenged to do things that are new and different. The biggest challenge for the NL Orientation cadet is being away from home for the first time. Please send mail to your cadet, this helps to relieve the homesickness.

- **Do regular physical training (PT).** Push-ups, sit-ups, and running are a good way to start. Cadets and staff will be doing PT each morning. Cadets are expected to pass the minimum NSCC/NLCC physical fitness standards. In addition, we will conduct the President's Physical Fitness test during the week for the Physical Fitness Ribbon for all cadets, staff cadets, and adult staff. We will award each cadet that passes the test a ribbon at graduation.
- **Pack your own sea bag.** You are responsible for what you do and do not bring to training, so the best way to accomplish this is by packing your own sea bag. A sea bag inspection will be conducted immediately upon arrival at check-in. Items on our sea bag list are there for a reason. Parents/Cadet/Officers, please do not second guess what you actually need or not need.

- **Break-in your footwear.** A lot of military drill will take place during training. Athletic shoes specifically designed for running with good arch support will help prevent foot injuries while you are here. During the past several trainings we have had cadets who have arrived with foot problems. Specifically in-grown toe nails. Your cadet will be in their shoes and on their feet from 6:00 a.m. – 10:00 p.m. every day drilling, running, walking, or in class. An in-grown toe nail will make it very difficult and painful for your cadet. It may make it impossible for him/her to complete the training. Please screen your child's feet and treat any problems before the training.
- **Evening Routine.** Each evening the cadets will be given time to hygiene. There may be up to twenty-four cadets in the barrack. With only three shower stalls this can be a challenge. There is not time to shampoo hair twice or apply conditioner or take a long hot shower. For this reason each cadet will only have three minutes to shower. They may want to practice this at home.

PRIOR PROPER PREPARATION WILL PREVENT POOR PERFORMANCE!

GRADUATION:

This will be a combined training graduation. The ceremony starts at **1000 hours** (10:00 a.m.) on **SATURDAY 29 JULY** at Fort Custer Training Center in the Augusta Amory, Building #3100. The cadets will be dismissed from training immediately following the ceremony and check out. Exceptions are the Staff Cadets and Escort Officers. You will be dismissed after the camp has been secured. Time to be determined by should be no later than 1400.

Please feel free to contact me if you have any questions. I can be reached at:

Phone: 586-201-4638 (cell)

E-mail: Istoyanovich@seacadets.org

Emergency Contact Numbers during training:

LCDR Lisa Stoyanovich: 586-201-4638 (I will be at Fort Custer by the evening of 19 JULY 2017)

LCDR Phyllis Baier: 313-737-6892

Regards,



LCDR Lisa Stoyanovich, NSCC

Commanding Officer Training Contingent

Fort Custer Training Center GPS address: 1201 Denso Road, Battle Creek, MI 49037

Fort Custer is located 4 miles west of downtown Battle Creek. The New Main Entrance to the Training Center is Denso Road.

From I-94, take Exit 92 north (Climax Road) to Hill Brady Road (second traffic light). Go west (left) on Denso Road, 1/2 mile, to the Denso Road Gate. Proceed west then northwest, along 26th Street, to the Fort Custer Cantonment Area.

Once on base follow the NSCC signs that point the way to Moran Hall.

