



U. S. NAVAL SEA CADET CORPS
CULINARY SPECIALIST TRAINING
SMR CAMP PENDLETON, VIRGINIA BEACH, VIRGINIA

2015 TRAINING POLICIES

1. **Location:** Culinary Specialist Training will be held at State Military Reservation Camp Pendleton, Virginia Beach, VA from 18 July to 1 August 2014.
2. **Website:** More information will be listed on the CS Website. Photos and updates will be posted here as well.

www.americadivision.com/Culinary.html

1. **Day 1 Schedule:** Transportation information can be found in a separate file at the [CS Training Website](#). CS Training officially commences at 1600 on Saturday, 18 July 2015. Personnel Records Check In, Seabag inspections and berthing assignments will be concluded at that time. A safety stand down briefing will be held for all hands, cadets, cadet staff and adult staff included, at this time. A physical readiness test will follow. Evening meal will be provided after the PRT. After dinner, cadets will take an entrance examination which will cover required knowledge as given in the instruction letter (11 General Orders, Sailors Creed, Sea Cadet Oath, Anchors Aweigh, ribbons and appurtenances).
3. **Safety:** Much of this training will be conducted in a galley (kitchen). Due to the nature of the training, cadets must be aware of safety precautions at all times as the risk of injury is higher in this environment. Burns and cuts are a possibility, especially if cadets are careless, reckless or inattentive. **ABSOLUTELY NO HORSEPLAY OR ROUGHHOUSING WILL BE TOLERATED!** Cadets will be sent home immediately if found guilty of intentional misbehavior or continued negligence. We simply cannot risk the health and wellbeing of the other cadets. If you cannot control yourself, your impulses and your actions, this is NOT the training for you. It requires self- discipline and self-control.
4. **Physical Preparation:** All cadets will take the Physical Readiness Test prior to evening meal on Saturday, 18 July. The NSCC Minimum Physical Fitness Standards are listed in the NSCC/NLCC Advancement and Training Manual in Appendix 3. Cadets: Cadets will be expected to meet all of these minimum standards. We will be conducting physical fitness training daily. This will include group runs, 1-2 miles in length, and upper and lower body conditioning workouts. If cadets are not physically prepared they are likely to get injured. If you get injured and cannot participate in Academy training, you will be sent home without graduating. We take your well being very seriously and cannot risk further injury by allowing you to stay. **START TRAINING NOW!**
5. **Medical needs:** This is NOT considered a "Medically Friendly" training. This means cadets cannot take prescription medication or be provided special medical accommodations while at this training. Though we will have a First Aid/CPR qualified adult volunteer designated as the Medical Officer, he/she may not necessarily be a health professional, so most likely there will not be a doctor or nurse on staff. If a cadet gets a minor injury or illness while at training, the medical officer will provide over the counter medication or basic treatment (ice, rest, ace bandage, band aids, etc.) as necessary. Other illnesses or injuries will be handled appropriately at Patient First, the Oceana Base Clinic or the Emergency Department at Virginia Beach General Hospital. Parental consent will be required before over the counter medication is administered. If a cadet has complaints of minor illness or injury, and wants to be excused from physical activity, parents will be notified and the cadet may be taken to a medical facility at the parents' expense. Feigning illness or injury to get out of Physical Fitness training or other evolution is called "malingering" and is considered a violation of the Standards of Conduct. A cadet who cannot fully participate due to injury or illness is a safety concern to him/herself and other cadets, and would require extra adult staff coverage that is not

available. If a doctor determines that the injury or illness is serious enough to severely limit a cadet's participation, the cadet will be sent home. Commanding Officer of the Training Contingent will make the final decision.

6. **Academic Requirements:** There will be academic instruction provided throughout the two week training. All cadets must bring a hard copy of the Culinary Specialist Correspondence Course in a 3ring binder. The course is posted on the CS website. Tests and class work will be graded daily on every topic covered in class. Cadets will be given test retakes until they pass. Practical exams will also be given to assess cooking skills. Cadets have a grade point average of at least 80% in order to graduate. Cadets are expected to put forth 100% effort in all areas of training. Those who are in an unsatisfactory status and do not demonstrate understanding of the topic will not participate in hands on training. Field trips to visit the Navy Culinary Specialist "A" School at Fort Lee, Naval Station Norfolk Galley, and a US Navy ship are planned. Those in an unsatisfactory status will remain behind at Camp Pendleton for remedial instruction. In addition to coursework, cadets will be working in support of the Combined Training Contingent, preparing meals and maintaining the cleanliness of the galley and mess decks. Cadets will usually be up very early in the morning in order prepare breakfast, and will be sent to berthing after securing from dinner in order to get adequate rest.
7. **Sea Bag/Attire:** Cadets will arrive with a complete seabag per list provided. Civilian attire will not be allowed between check in and graduation. If cadets do not have their basic uniform articles, they will be expected to purchase it. This includes costly items such as running shoes.
8. **Spending Money:** Cadets should have sufficient spending money to cover their personal needs, souvenirs and snacks. Approximately \$50 - \$100.00 is recommended for personal expenses. Cadets may bring a credit card or debit card for use at the NEX, but a minimum of \$25 cash is required for supply purchases and laundry. Cadets will be responsible for safeguarding any monies or cards.
9. **Contraband:** Cadets are NOT to bring or have in their possession ANY type of weapon, alcohol or tobacco product. Knives and other cutlery are to remain in the galley. Any such violation of this policy will result in your being sent home immediately and without question. Further disciplinary action may also be taken. If it is not on the seabag list, DO NOT BRING IT. If you have a question, call me.
10. **Cameras:** Cadets may bring a disposable/inexpensive camera to training. However, the Training Contingent Staff will not be responsible for any cameras lost, damaged or stolen. They may not use their cell phone as a camera.
11. **Cell Phones:** In accordance with NHQ policy, cell phones are NOT authorized. Those traveling by air may carry a cell phone and check in with parents upon arrival. At that time the phone will be turned in to COTC until the end of training. Depending upon cadet performance, cadets may be allowed to call home for a brief (3-5 minute) phone call.
12. **Emergency Contact:** Parents may contact the COTC or OIC for EMERGENCIES ONLY once training commences. The EMERGENCY NUMBERS ARE: 804-882-3245 (COTC) or 804-357-7276 (OIC). Note: Checking on training status, getting directions, wanting to provide your graduation information or needing any type of information is NOT an Emergency. For NONEMERGENCY information such as this, you may email maacademy@aol.com.
13. **Emails:** In order to provide words of encouragement to cadets, parents, family and friends are able to send emails to their cadet by sending it to maacademy@aol.com. They must place the name of the cadet in the subject line. Confidentiality of the emails cannot be guaranteed, so discretion should be used. The cadet will receive emails during evening mail call, based on the availability of internet access. They will NOT be able to respond to emails at any time.
14. **Mail:** Cadets cannot receive regular mail while at CS Training. However, they may use their personal time in the evening to write letters home.
15. **Discipline/Conduct:** ZERO TOLERANCE for any type of misconduct. Violation of rules is absolutely intolerable. Captain's Mast will be held for any actions that are a violation of the NSCC/Combined Training Contingent Standards of Conduct or USNSCC Regulations. If a cadet or staff cadet was found to be engaged in misconduct, disrespect, or malingering, he/she will immediately be sent

home at parent's expense. Cadet's Commanding Officer will be notified, orders will be canceled, and cadets will NOT receive training credit for advancement. Cadets have been sent home before graduation in the past because they did not take this policy seriously. Cadets should not waste their parents' money or the staff's time by "pulling pranks" or "just messing around". As mentioned above, cadets must be in control of themselves to be able to participate in a training such as this.

16. **Adult Supervision:** Cadets will be supervised by an adult at all times. A single female cadet will not be left alone with male cadets/adults at any time. One of the staff officers or instructors will be assigned as Command Duty Officer each day and will stay with cadets at all times to ensure proper supervision at Naval Air Station Oceana.
17. **Berthing:** Cadets will be housed in the barracks aboard Camp Pendleton. Females will be housed in their own barracks with the female escort officers. No males (cadet or adult staff) are ever authorized in female berthing unless a female escort officer is present.
18. **Watch:** Cadets will be assigned watchstanding duties from taps to reveille every night. The Command Duty Officer will be at the barracks on call in case of emergencies.
19. **Liberty:** Because of the amount of training that needs to be covered in two weeks, there will be no "liberty" granted during this Academy. Civilian clothes will not be necessary, nor are they allowed to be worn at any time from check in to check out. Fun recreational activities may be scheduled in the evenings and on the weekends depending on the performance of the cadets.
20. **Graduation:** Parents and family are encouraged to attend, but should be aware that the ceremony will take place outdoors, or in the base chapel with limited space in case of inclement weather. Camp Pendleton may require us to get names and vehicle information for all visitors. Should this occur, parents will be notified via the website and Facebook. In any case, all drivers must have license, registration and proof of insurance. All passengers over the age of 18 must have valid US or state government issued ID cards. A note of warning: All vehicles aboard Camp Pendleton are subject to search and seizure. NOTHING RESEMBLING A WEAPONS OR CONTRABAND SHOULD BE BROUGHT ON BASE. Random inspections are conducted daily.
21. **Check Out:** Cadets will not be dismissed immediately from Graduation. They will have to return back to the barracks to collect their belongings and report out from training. Cadets who are traveling by POV will not be dismissed until they have cleared any debts with the Academy and have signed out with the Administrative Officer.
22. **Departing Transportation:** Cadets will be taken to the airport, train or bus station in accordance to the information sent by the parents. Those cadets who are traveling via air, bus or train must get approval for shuttle transportation prior to commencement of training. See the Travel Information Form for more details. All cadets must submit the Travel Form to the COTC prior to the start of training.
23. **Contact Information:**
 - a. COTC: LCDR Jeffrey G. Anderson, NSCC
1513 Southbury Ave.
Richmond, Virginia 23231
804-658-1528 - Home
804-882-3245 - Cell
maacademy@aol.com
 - b. OIC: LCDR Jennifer B. Weggen, NSCC
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americadivision@comcast.net

Training Website: www.americadivision.com/culinary.html