

Master-At-Arms Training Contingent
Kings Bay, GA
WELCOME LETTER

Date: May 27, 2008

From: Officer in Charge
To: Cadets of Master-At-Arms Training

Subject: WELCOME ABOARD!

Encl: (1) Training Memorandum,
(2) Sea Bag List
(3) Required Reading

Cadets of Master-At-Arms Class of 2008:

I would like to take this opportunity to welcome you aboard! As the Executive Officer for USNSCC Tampa Bay Division and a Petty Officer in the United States Navy, I take special pride in having this opportunity to present one of the most diverse Master-At-Arms Training we have every presented. We have a dedicated staff of NSCC Officers and Active Duty Officers, Chiefs and Sailors to assist in your training.

This year's training will build on the foundation of the Master-at-Arms rate and provide you with an up close look at the roll the MAA plays in today's Navy. Be ready for a lot of hard work which will require you to build on each others strengths to accomplish very challenging goals. Extensive planning with NSB Master-At-Arms has been ongoing and this is certain to be an unforgettable training experience.

You will take from this training a very thorough understanding of the Navy, its history, operations and equipment.

If you have any questions, please do not hesitate to contact me via phone at: 863-529-4041 or 912-322-1019 or email jcolon88@tampabay.rr.com or mark.nicholas@kingsbayseacadets.org.

Once training commences, ONLY EMERGENCY calls will be returned. I look forward to your arrival.

Respectfully,

ENS Jose A. Colon, USNSCC
OIC, Master-At-Arms 2008

Date: May 27, 2008
FROM: Officer In Charge of Training Contingent, Master-At-Arms
TO: Parents and Cadets

SUBJ: Master-At-Arms Training Memo

NSB Kings Bay is located in Kings Bay, GA, just next to St. Mary's, GA. The base website address is: <http://www.subasekb.navy.mil/>. You may use the site to obtain more information regarding the base and its location.

Training will commence on **Sunday July 13, 2008**. **Cadets are to arrive between the hours of 1200 and 1300 but NOT later than 1600.**

For Cadets arriving via commercial flight: Cadets will use Jacksonville Intl Airport; transportation will be provided from the airport to the base. The following information is due to me as soon as it's available, NO LATER THAN ONE WEEK IN ADVANCE of training: **Arrival/Departure flight numbers and times.** IF YOU FAIL TO SEND this information, **YOU WILL BE STRANDED AT THE AIRPORT.** DO NOT deviate from this schedule. An Escort Officer will meet you at the **USO** which is located between the Avis and Budget Rental car agencies in the **BAGGAGE CLAIM area.** The USO is manned, has a lounge, a phone, and will be expecting you; have my phone number **on your person** in the event of an emergency. In accordance with current DOD guidelines, all airline travel will be in civilian clothes.

For Cadets Driving: You will arrive **between the hours of 1200 and 1300** but NOT later than 1600 at the Stimson Gate Pass & ID Office which is located at the intersection of Kings Bay Road and Georgia State Highway Spur 40. This is the gate WITHOUT the submarine in front. Obtain directions in advance. **DO NOT BE LATE.**

Spending Money: Cadets should have sufficient spending money to cover their individual recreational needs, souvenirs and snacks. Approximately \$50.00 - \$100.00 is recommended and Cadets will be responsible for safeguarding it.

School Preparation: Each Cadet will have in their Sea Bag, at least two pens, two pencils and will wear a wristwatch at all times. A folder and notebook paper will be issued.

Contraband: Cadets are NOT to bring or have in their possession ANY type of weapon, alcohol or tobacco product. 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.

Cameras: You may bring a disposable camera to training for liberty. However, it **MUST NOT** be taken into secured areas. If you bring a camera into a secure area it will be confiscated and NOT returned; you will face disciplinary action, and you will be sent home.

Sea Bag/Attire: Cadets will have a complete sea bag per attached list. Appropriate civilian attire will be allowed but must, at all times, include some type of Sea Cadet T-shirt. Tank tops, "short-shorts" and the like are NOT acceptable. Flip-flops are for showers or swimming only. NO EARRINGS for males whatsoever. You have all been to at least Recruit Training, so you know how to act and dress. If you do not have your basic uniform articles, you will be expected to purchase it.

Insects: Mosquitoes and biting sand gnats are very prevalent in South Georgia. Deep woods Off with deet will be available. However it is recommended that you bring a product called "Juniper Breeze" spray from Bath and Body Works. This will help keep them at bay and you'll be more comfortable.

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.

Emergency Contact: Parents may contact me for **EMERGENCIES ONLY** once training commences. The EMERGENCY NUMBER IS: 863-529-4041 or 912-322-1019. Note: Checking on training status, getting directions, wanting to provide your graduation information or needing any type of information is NOT an Emergency.

Contact Prior to Training: You may contact me at the above phone number for routine questions concerning this memorandum. You may also contact me via email at: jcolon88@tampabay.rr.com during training, I will have very limited email access.

Discipline/Conduct: ZERO TOLERANCE for any type of misconduct. If you are engaged in misconduct, disrespect or anything that is even remotely construed as presenting anything other than a professional action, appearance or image, you will immediately be sent home at your parent's expense. I cannot stress this enough – **ZERO TOLERANCE**.

Email and Phone Calls: There will be no email available for the cadets once the training starts; computer access will be limited and I am not staffed to provide such services. Once training has started parents should not expect any phone calls; during training the use of cell phones and pay phones will be off limits.

Physical Fitness Standards: The NSCC Minimum Physical Fitness Standards are listed in the NSCC/NLCC Advancement and Training Manual in Appendix 3. Cadets will be expected to meet these minimum standards. Cadets who can not complete a one mile run in a reasonable time at the beginning of training will be sent home. Cadets should expect several 5k runs during the course of the training.

Graduation: Graduation Ceremony will be on Saturday, 26JUL 08 at 1000. It will be held at the TRIDENT Training Facility Auditorium. Directions from the gate to TRIDENT Training Facility can be found on the MAA 2008 website or obtained at Security. Parents and family are encouraged to attend, but due to VERY rigid security procedures, Parents MUST PROVIDE me the following information PRIOR to the commencement of training:

- Full Name of all visitors.
- Make Model and Year of Vehicle needing base access.

This information is provided to Base Security as an Official Use Only document and without it, YOU **WILL NOT BE GRANTED BASE ACCESS**. If you're uncertain if you can attend, send me the information and it will be placed on file with Security. **A note of warning:** All vehicles aboard NSB Kings Bay are subject to search and seizure. DO NOT BRING ANYTHING CLOSE TO OR RESEMBLING A WEAPONS OR CONTRABAND ON BASE. Random inspections are conducted daily.

If you have any questions, please do not hesitate to contact me via phone or email. Once training commences, ONLY EMERGENCY CALLS will be returned.

I look forward to an unforgettable training experience and your arrival on 13 JUL 08.

Respectfully,

ENS Jose A. Colon, USNSCC

Master-At-Arms 2008

CADET SEA BAG LIST

Item Quantity Note

All Cadets

Jumper, dress white 1 pr
Trousers, dress white 1
Neckerchief 1
Trousers, white tropical 1 pr (Optional, highly recommended)
Shirt, white tropical 1 (Optional, highly recommended)
Belt, white cotton, silver tip 1
Buckle, silver 1
BDU Trousers, woodland 2 pr
BDU Blouse, woodland 2
BDU Cover, 8-point 1 (NO MARINE EMBLEM!)
Boots, Black combat, 1 pr
Undershirts, Brown 6
Socks, Black, cushion sole 4 pr
Web Belt, Black, w/ black tip 1
Buckle, black, open-face 1
Boot Blousing Straps 2 pr *may be nylon or metal springs
Undershirt, White 2
Socks, Black, Dress (nylon) 2 pr
Shoes, Dress Black 1 pr
PT t-shirt, unit or other training 1
PT shorts, dark blue 1 pr
Shoes, running 1 pr
Hygiene Gear – To include toothbrush, toothpaste, deodorant, shaving gear, soap, sunscreen etc.
Towel, bath 2
Washcloth 2
Towel, beach 1
Shower Shoes 1 pr
Raincoat 1
Sleeping Bag 1
Hat, boonie w/ insect net 1 (Optional)
Laundry detergent, small 1
Flashlight 1
Batteries As required for flashlight
Padlock, key or combo 1

Male Cadets Only

Cover, white hat, cotton 1 (Dixie Cup)

Under shorts, white only 6 pr

Swim trunks, conservative, no snaps, rivets or other protruding metal 1 pr

Female Cadets Only

Brassiere 4

Panties, white only 6 pr

Combination Cap, White Dress 1

Clips, hair (match hair color) As required

Swimsuit, 1-piece, conservative blue or black 1

All uniforms must have appropriate USNSCC flashes and nametapes. All clothing articles and other personal belongings MUST be marked with cadet name and last 4 digits of SSN.

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.

Sea Cadet Oath

I promise to serve God, honor our flag, abide by the Naval Sea Cadet Corps regulations and carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps, the Navy and my country.

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.
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.