



United States Naval Sea Cadet Corps
Seabee Training Evolution
P.O. Box 43-193 Port Hueneme, California 93042

seabee_training@benmoreellbattalion.org

Dear Sea Cadet Families:

Welcome to the 2009 Seabee Training Evolution, 12 JUL 09 to 25 JUL 09, at Naval Base Ventura County, Port Hueneme, CA. Whether this is your first advanced training or you are a seasoned veteran, this letter should answer many of your questions. Our goal is insure that you have an exceptional training experience. This year's training is utilizing the talents of some excellent Sea Cadet and Navy personnel. Our evolution will be supervised by a full complement of adult staff and all personnel will report to the Commanding Officer.

Please review the information listed below with your cadet. This will help insure a safe and positive training experience:

TRAINING OBJECTIVES: Our objectives and purpose for this training evolution are:

- To provide basic construction-related training in order to enhance their fulfillment as a cadet, and to perform and excel during their tenure with the Corps.
- To provide training in a specific construction-related subject(s) for those Cadets attending training.
- To provide professional training to NSCC Officers and NSCC Staff Cadets so as to allow them the opportunity to utilize their abilities in a supervised military environment.
- To promote the highest level of training that is consistent with NLCC/NSCC National Goals with an atmosphere of respect, support, and esprit de corps.

TRAINING LOCATION: Our training site will be the Naval Construction Training Center (NCTC) at the Naval Base Ventura County, Port Hueneme, CA. This is an active duty Navy base with all the facilities and amenities for quality training. We will be using the galley and NCTC classroom facilities. Regular bathroom and shower facilities are available.

SAFETY: Safety is our number one priority. The success of this training evolution depends on the safety awareness of all personnel. This will be accomplished by the following methods:

- Accountability – This is achieved by knowing where our people are at all times and what they are doing. Each individual will act in a responsible manner.
- By always being alert to possible hazards and taking appropriate action to prevent possible harm to any personnel under our care.
- By making safety everyone's responsibility, from the cadet to the Commanding Officer. If any person feels their safety is about to be compromised, that person will bring it to the attention of the chain of command.

REPORTING PROCEDURES: You should report between 08:30 and 13:00 on Sunday, 12 JUL 09. Upon entering the base through Sunkist Gate, follow-up the directional signs to the registration area. Registration will end at 13:00. In your possession should be your service jacket, a valid NSCC ID card, Training Orders, and a complete sea bag. For individuals traveling as a group, the service jackets should be in one envelope with an accurate training roster attached. Reporting uniform is dungarees.

CADET PREPARATION: All cadets need to understand that this is a military-oriented training evolution. Cadets will be participating to learn more about the duties and responsibilities of the Seabee Corps within the U. S. Navy. Each individual will be asked to do things that are challenging, including drill and ceremonies and physical training. To prepare for this evolution, each cadet should:

- Do physical training. Push-ups, sit-ups, and running are a good way to start. Physical training is included in the cadet-training curriculum. For cadets attending Recruit Training or Fitness Training, **PASSING THE PRT AT CHECK-IN** is a requirement to attend training. A copy of the minimum requirements has been attached.
- Pack their sea bag. This will help in knowing what has been brought to training. Each cadet will be 100% responsible for their own belongings.
- Break-in footwear. Boots will be the footwear for much of the training; however, there will be times when dress shoes must be worn; these are more comfortable if they have already been broken in.

TRAVEL TO AND FROM TRAINING: A travel information form must be on file for all cadets. This includes cadets who will come by private automobile.

NOTE: All personnel traveling by commercial carrier (air, rail or bus) are to report in civilian clothes, and arrive on Saturday, 11 JUL 09 no earlier than 13:00 and depart on Sunday, 26 JUL 09 (unless other arrangements have been made). They will be shuttled to Naval Base Ventura County from Oxnard Regional Airport (or other Oxnard, California bus or train stations) and will return the same way.

DRIVING ONTO NAVAL BASE VENTURA COUNTY:

In order to enter the Navy base, the vehicle driver will need a valid driver's license, vehicle registration, and proof of insurance. In addition, the name of the driver and all passengers must be on the base access list. Once on the base, you will be directed from the gate to our location or there will be signs posted leading the way.

FAMILY DAY/GRADUATION: Family Day and Graduation ceremonies will take place on Saturday, 25 JUL 09. A formal invitation outlining the day's activities will be sent to all families.

OUTSIDE PARTY CONTACT: To create and maintain the most productive military environment needed for a successful training, it is necessary to isolate trainees from outside influences that may prove distracting. To this end, it is essential for parents, relatives, and friends to understand:

- Visits from parents, relatives, and friends will be prohibited.
- Visits from home unit staff not attached to the training are not allowed, unless approved in advance by the Commanding Officer.
- Cadets are not allowed to place or receive phone calls during the training day. In case of family emergencies parents are to contact the cadet's unit CO. The unit CO will then contact the training site. If there is an emergency regarding a cadet, a call will be placed to the parents and the unit CO.
- Cadets may send mail to family and friends.

CODE OF CONDUCT: Please review the attached Code of Conduct. These will be the basis for a quality training experience.

MEDICAL RESTRICTIONS: Trainees with pre-existing medical conditions that will affect training cannot be allowed to participate. While we want cadets to complete their training, safety is our first concern.

Medications prescribed or over the counter are permitted. If you cadet will need to take medications, a Request to Administer Medications (Form NSCTNG025 – available on our website) must be completed and approved prior to training. Discontinued use of required medication is not advised.

The final determination of participation in training due to medical condition lies with the Commanding Officer, based on NSCC Regulations.

SEA BAG: Review the attached sea bag list. All items must be marked with the cadet's last name and first initial (all underwear and socks look the same after a while). A sea bag inspection will be conducted on arrival at the training site. If required items are not in sea bag, an escort officer or parent will be required to obtain items needed. Due to the number of unauthorized items brought, any confiscated materials will not be returned.

CELL PHONES: In accordance with an NHQ Directive dated OCT 05, Cadets will not be allowed to use cell phones during the training day. All cell phones will be secured upon arrival at the training site and returned to cadet for their return travel. Failure to turn in cell phones or using cell phones during training will be grounds for dismissal.

Cadets traveling by commercial carrier may bring a cell phone to stay in contact with family until arrival, at which time it will be secured as described above.

PERSONAL MONIES: Depending on cadet performance, there may be an opportunity to visit the Navy Exchange (NEX) during liberty. Do not bring an excessive amount of cash, as it could be lost or otherwise misplaced.

PHYSICAL SECURITY: All personnel will feel safe in their training environment. There will be no hazing, acts of sexual harassment, or harassing by any trainee or staff. This includes any activities that embarrasses or degrades another individual. Any individual violating this rule will be disciplined. All personnel may report up the chain of command any incidents that they feel jeopardize their personal safety.

HAIRCUTS: All cadets must conform to the following haircut guidelines:

- Female: Hair secured in a bun which will fit under their cover
- Male: Number one or two all-around. Short haircuts are for comfort and hygiene reasons.

QUESTIONS/CONCERNS: Your unit CO is the first person who may be able to answer questions or concerns. They have been sent a copy of this information letter. If you still have questions, please contact the Executive Officer, LTjg Gilbert Yribe, at (714) 878-5727 or gyribesr@yahoo.com.

We look forward to your cadet having a positive training experience. Welcome Aboard!

R. L. Owen, LTjg, NSCC
Commanding Officer

Attachments:

- a) Sea Bag List
- b) Code of Conduct
- c) Standing Orders
- d) Travel Information Sheet (must be returned by fax or e-mail)



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TRAVEL INFORMATION SHEET

CADET'S NAME: _____ UNIT: _____

Mode of Travel:

_____ Airline (Oxnard Regional Airport) – arrive on 11 JUL 09

_____ Private Vehicle – arrive on 12 JUL 09

Send email to be based on base access list.

_____ Train (STATION CODE=OXNARD) - arrive on 12 JUL 09

_____ Greyhound Bus (STATION=Oxnard, CA) - arrive on 12 JUL 09

ARRIVAL INFORMATION

Name of Airline/Train/Bus: _____ Route #: _____ Location: **Oxnard**

Electronic Ticket Reservation Confirmation #: _____ Arrival Time: _____

DEPARTURE INFORMATION

Name of Airline/Train/Bus: _____ Route #: _____ Location: **Oxnard**

Electronic Ticket Reservation Confirmation #: _____ Departure Time: _____

ALL COMMERCIAL ARRIVALS MUST BE ON 11 JUL 09 AFTER 1300
ALL DEPARTURES MUST BE ON 26 JUL 09 (unless other arrangements have been made)

We strongly suggest refundable tickets as military locations are subject to cancellation

	VISITORS					VEHICLE	
	Last Name	First Name	Title	Driver Lic No. or State ID No.	Reason/Destination/Gate	Color/Make/Model/Type	Lic No.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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26							
27							
28							

**UNITED STATES NAVAL SEA CADET CORPS
2009 SUMMER RECRUIT TRAINING**

SEABAG LIST

NOTE TO PARENTS: Your cadet is responsible for packing his/her seabag. Please inspect their Seabag for the following items.

TRAVEL UNIFORM: PT Gear (civilian clothes for those traveling by commercial carrier)

CURRENT ID CARD.

1 Dress White Uniform with flashes	1 Pair black dress shoes
1 Black Neckerchief	1 White Dixie cup cover (male)
1 Seabag	for Combo/beret (female)
1 Black belt w/silver buckle	
3 Utility shirts w/ flashes and name tapes (<u>NO STRIPES!</u>)	3 pr Utility pants w/ name tapes
1 Tube of at least SPF 15 sunscreen	1 Black ballpoint pen, 1 pencil
1 Padlock with 2 keys (no combination locks)	1 Pad of paper
*1 key should be placed in personnel file *	1 Chain to wear key around neck
1 Pair of athletic running shoes	1 Sewing kit
2 Athletic bras (female)	2 athletic supports-jock strap (male)
8 Pair black socks	1 Shoeshine kit (NO liquid polish)
8 Pair white socks	1 Lip balm or chapstick
8 White crew neck T-shirts	1 small flashlight
8 Plain white cotton underwear (Males Boxers O.K.)	1 Religious material-optional
1 Swimsuit (females - one piece)	1 Mesh laundry bag
2 Pair of PT shorts - black or blue	1 Pair of shower shoes
1 Pair of sweats - black or blue	1 ea Hygiene supplies (shampoo,
1 Dungaree jacket w/ flashes (utility)	toothbrush, toothpaste, soap, shaving
2 towels	gear, stick deodorant, comb/ brush)
2 washcloths	
1 Bathrobe or shower wrap	4 Self addressed stamped
1 SLEEPING BAG	envelopes with paper
	Females - feminine products, pins, rubber
	bands, gel to secure long hair
1 Canteen (military issue) w/ belt	

CONTRABAND

The following items are EXPRESSLY PROHIBITED (Do Not Bring)!!!

Cosmetics, Weapons, Controlled substances, **NO CELL PHONES**

Matches/lighters, Pornographic materials, Tobacco products,

Electrical appliances, Liquid shoe polish, Alcoholic beverages,

Talc/Baby Powder, Perfumes, Candy, gum, food, etc.

Glass containers

Medications (shelf or prescribed), Aerosol cans (hairspray, shaving cream),

Books/magazines (except 1 Religious), Jewelry (except 1 optional religious medal)

***NOTE: A Seabag inspection will be performed upon arriving at Summer Training Command**

****NOTE: ALL SEABAG ITEMS MUST BE MARKED WITH CADET'S NAME**

U.S. NAVAL SEA CADET CORPS

Dear Cadets:

Listed below are the PRT requirements for participation in Recruit Training. For your safety, failure to pass the PRT will result in not being able to participate in either of these evolutions. Details of each exercise can be found at your unit.

CADET EXERCISE CHART					
3. MINIMUM PHYSICAL FITNESS STANDARDS FOR MALE CADETS					
AGE	EXERCISE #1 SIT-UPS/CURL-UPS (1 MINUTE)	EXERCISE #2 V-SIT REACH (INCHES)	EXERCISE #3 SHUTTLE RUN (SECONDS)	EXERCISE #4 ONE-MILE RUN (MINUTES:SECONDS)	EXERCISE #5 PUSH-UPS (1 MINUTE)
13	34	+0.5	12.2	9:45	20
14	36	+1.0	11.9	9:30	20
15	38	+2.0	11.7	9:15	25
16	40	+3.0	11.4	9:00	25
17	40	+3.0	11.4	8:45	30
4. MINIMUM PHYSICAL FITNESS STANDARDS FOR FEMALE CADETS					
AGE	EXERCISE #1 SIT-UPS/CURL-UPS (1 MINUTE)	EXERCISE #2 V-SIT REACH (INCHES)	EXERCISE #3 SHUTTLE RUN (SECONDS)	EXERCISE #4 ONE-MILE RUN (MINUTES:SECONDS)	EXERCISE #5 PUSH-UPS (1 MINUTE)
13	32	+3.5	13.1	12:15	7
14	32	+4.5	13.2	12:00	7
15	31	+5.0	13.0	11:45	10
16	30	+5.5	12.9	12:15	10
17	29	+4.5	13.0	12:15	12



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Code of Conduct

In order to live, work, learn, and become a team, certain rules must be established under which trainees may grow and work together. To this end, the following Code of Conduct is established. There are no double standards. All personnel, cadets and staff:

1. Will conduct themselves in a military manner to bring credit to themselves, their company, their home unit, the Naval Sea Cadet Corps, and the Navy.
2. Will not use vulgar, obscene, profane, humiliating, racially/ethnically slanted language or address to one another.
3. Will not threaten, or attempt to do bodily harm to one another.
4. Will not take, obtain, or withhold by any means, the property, money or other articles of value from another.
5. Will not introduce with the intent to use, sell, transfer, or distribute any amount of illicit drugs or paraphernalia.
6. Will not introduce with the intent to use, sell, transfer, or distribute any amount of alcoholic beverages.
7. Will not use tobacco products.
8. Will not engage in collection, soliciting, or distributing funds of any kind except as authorized by the command.
9. Will not willfully damage or destroy any government or personal property.
10. Male and female members will refrain from physical contact, hand-passed notes, romantic interludes and any behavior deemed inappropriate by training standards.
11. Will speak to or about each other in a respectful manner. There is to be no arguing, gossiping, backbiting, teasing, or other language deemed not acceptable. The words "Shut up" will not be used during training.

Failure to abide by these rules, and other guidelines established by the Commanding Officer will result in disciplinary action up to and including removal from training. Any individual dismissed from training will be responsible for transportation costs.

Cadet Name _____

Cadet Signature _____ Date _____

Parent Signature _____ Date _____

BRING THIS TO CHECK IN



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Standing Orders

These orders are to remain in effect for the duration of the training unless modified by competent authority. Failure to obey them will be regarded as a breach of discipline and will subject you to disciplinary action.

1. All cadets will rise at reveille. You will rise promptly and put on the uniform of the day. You will clean and square away your company area. You will be ready for muster at the appropriate time. Staff Cadets and Officers will rise 10 minutes prior to trainees.
2. You will be present at every muster and in the proper uniform of the day unless excused by the proper authority.
3. You will maintain proper military bearing at all times and observe all military customs and courtesies.
4. You will stand all assigned watches in a military and seamanlike manner.
5. You will not leave the assigned training area or berthing area without the approval of proper authority.
6. You will observe the chain of command. You will initiate requests and reports by addressing your team leader.
7. You will at all times display due regard for the health, welfare, and safety of yourself and your shipmates.
8. You will not pretend to be ill or injured.
9. You will not embarrass or degrade another person.
10. There will be no smoking.
11. You will not fight or engage in skylarking.
12. The use of illegal or controlled substances is prohibited.

13. No cadet will be out of their bunks between lights out and reveille unless they are on watch, using the restroom (head) or with approval of proper authority. Staff Cadets will observe lights out one hour after cadets.

14. Staff will remain in uniform while in a duty status.

15. All cadets will respect and observe “out of bounds” notices and “off limits areas” throughout the barracks.

Cadet Name _____

Cadet signature _____ Date _____

Parent signature _____ Date _____

BRING THIS TO CHECK IN

NOTICE

This form, used as a supplement to the Report of Medical History - Authorization, Consent and Release (NSCADM 020) is MANDATORY for all Cadets who are currently taking medication and will report to training with prescription and/or non-prescription (over the counter) medications. NSCADM 020 MUST BE SUBMITTED WITH THIS NSCTNG 025.

THE INFORMATION YOU PROVIDE MUST BE ACCURATE AND COMPLETE. If the cadet is taking prescription medications, a qualified medical provider must endorse this document in Section 10, Block 10a confirming the accuracy of the prescription information provided. Medical provider signature for OTC medications is NOT REQUIRED; parent signature is sufficient for OTC medications.

Commanding Officers of Training Contingents (COTC) and Senior Escort Officers (SEO) retain the obligation and right to deny acceptance for training to any Cadet if upon review of the Report of Medical History (NSCADM 020) and this document, it is determined that the Cadet is not physically and/or medically qualified (without ADA accommodation). This includes a determination that they do not have sufficient or qualified personnel to administer required medications. Parents/Legal Guardians should be consulted before making these type determinations.

1. PERSONNEL INFORMATION

1a. Last Name	1b. First Name	1c. MI	1d. Social Security Number
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2. TRAINING INFORMATION

2a. Training Code	2b. Training Date(s)	2c. No. of Days	2d. Training Location
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3. PACKAGING AND LABELING REQUIREMENTS

3a. Cadets may bring prescription and non-prescription medication to training as long as the medication is not for a contagious illness or physical condition that would normally preclude his/her full participation in rigorous physical activity. Medication must NOT have expired.

<p>3b. Prescription Medication</p> <ul style="list-style-type: none"> • Must be in the original container from the pharmacy or manufacturer. • Must have a complete prescription label attached to the container. • The container can only contain the medication it is labeled for. • The Cadet must be the person prescribed the medication and his or her name must appear on the prescription label. 	<p>3c. Non-Prescription Medication (Over the Counter)</p> <ul style="list-style-type: none"> • Must be in the original container from the manufacturer. • Must have a complete manufacturer's label attached to the container identifying the contents and directions for use. • The container can only contain the medication it is labeled for.
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4. PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS (Use additional documents if more than three medications are prescribed)

4a. Name of Medication	4b. Strength	4c. Total Quantity Required	4d. Total Quantity Sent
4e. Storage (Use Block 7, if necessary) <input type="checkbox"/> Refrigerate <input type="checkbox"/> Child-Proof Cap <input type="checkbox"/> Other:		4f. Frequency and Dosage (check one) <input type="checkbox"/> As needed, as labeled <input type="checkbox"/> On schedule, as labeled <input type="checkbox"/> Other: See Block 4l and/or Block 7	
4g. Prescribing Provider Name	4h. Prescribing Provider Phone Number	4i. Prescribing Provider Phone Number (alternate)	
4j. Reason for medication (Describe in detail if necessary)			
4k. Relevant side effects to be observed if any: (Such as reactions to food, dehydration, sun sensitivity, hives, other medication restrictions, decreased balance/motor skills, hyperactivity, concentration, drowsiness, lethargy, etc.)			
4l. List any other important information about this medication since access to medical information or facilities could be delayed due to training activities or location.			
4m. Expected effects if medication is not taken as directed			

5. PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS (Use additional documents if more than three medications are prescribed)

5a. Name of Medication	5b. Strength	5c. Total Quantity Required	5d. Total Quantity Sent
5e. Storage (Use Block 7, if necessary) <input type="checkbox"/> Refrigerate <input type="checkbox"/> Child-Proof Cap <input type="checkbox"/> Other:		5f. Frequency and Dosage (check one) <input type="checkbox"/> As needed, as labeled <input type="checkbox"/> On schedule, as labeled <input type="checkbox"/> Other: See Block 5l and/or Block 7	
5g. Prescribing Provider Name	5h. Prescribing Provider Phone Number	5i. Prescribing Provider Phone Number (alternate)	
5j. Reason for medication (Describe in detail if necessary)			
5k. Relevant side effects to be observed if any: (Such as reactions to food, dehydration, sun sensitivity, hives, other medication restrictions, decreased balance/motor skills, hyperactivity, concentration, drowsiness, lethargy, etc.)			
5l. List any other important information about this medication since access to medical information or facilities could be delayed due to training activities or location.			
5m. Expected effects if medication is not taken as directed			

MEDICAL HISTORY SUPPLEMENTAL

6. PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS *(Use additional documents if more than three medications are prescribed)*

6a. Name of Medication	6b. Strength	6c. Total Quantity Required	6d. Total Quantity Required
6e. Storage (Use Block 7, if necessary) <input type="checkbox"/> Refrigerate <input type="checkbox"/> Child-Proof Cap <input type="checkbox"/> Other:	6f. Frequency and Dosage (check one) <input type="checkbox"/> As needed, as labeled <input type="checkbox"/> On schedule, as labeled <input type="checkbox"/> Other: See Block 6i and/or Block 7		
6g. Prescribing Provider Name	6h. Prescribing Provider Phone Number	6i. Prescribing Provider Phone Number (alternate)	
6j. Reason for medication <i>(Describe in detail if necessary)</i>			
6k. Relevant side effects to be observed if any: <i>(Such as reactions to food, dehydration, sun sensitivity, hives, other medication restrictions, decreased balance/motor skills, hyperactivity, concentration, drowsiness, lethargy, etc.)</i>			
6l. List any other important information about this medication since access to medical information or facilities could be delayed due to training activities or location.			
6m. Expected effects if medication is not taken as directed			

7. REMARKS (please include comments as required by Blocks 4, 5 and/or 6. Also provide any other medical history that you or your physician deems important)

8. STATEMENT OF UNDERSTANDING AND CONSENT	Parent/Guardian Initial Below
8a. During the NSCC/NLCC training evolution, NSCC medical personnel on duty and/or assigned NSCC staff members have my permission to administer the prescription medication listed in Block 4, Block 5 and/or Block 6. I understand that all medications provided to the NSCC training contingent staff, must be in the original medication bottle containing all of the information required by Block 4, 5, and/or 6.	
8b. I give consent to the NSCC staff to contact the medical provider as needed for clarification with regard to medications listed and the conditions for which the medication is prescribed. I have contacted the medical provider and authorized NSCC to contact them if necessary.	
8c. I understand that all medications will be collected at the beginning of training and administered to the Cadet based on dosing instructions on the medication bottle/package. In no instance will Cadets be allowed to self-medicate with any medication whether it is over the counter or prescription. I understand I must provide the required amount of medication needed for the entire duration of the training evolution.	
8d. I understand that the Commanding Officer of the Training Contingent (COTC), and/or National Headquarters (NHQ) retains the authority to not accept and/or terminate Cadet's training at any time due to medical/other reasons. If terminated, parent agrees to immediately pick up their son/daughter upon notification by the COTC and/or training staff.	

9. AUTHORIZATION AND RELEASE

I certify that to the best of my knowledge that the information provided is true and accurate and that I have disclosed all pertinent medical history. Furthermore, I authorize the Naval Sea Cadet Corps, its agents, officials, and training staff members, to dispense medication listed on this authorization and I "Hold Harmless" the Naval Sea Cadet Corps from any and all liability, actions, or causes of action for damages or injury that may arise, directly or indirectly, from my son/daughter's use of medication while participating in Naval Sea Cadet Corps activities. I understand that training staff members may not be medical professionals and that medication will be dispensed according to the manufacturer's instructions and/or the instructions I provided on this authorization.

9a. Name of Parent/Guardian (Type of Print)	9b. Signature	9c. Date (DD MMM YY)
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10. ENDORSEMENTS

I have reviewed the medical record of this cadet and certify that the medications listed on this form are true and correct as prescribed and that this cadet is physically able to attend the listed training evolution.

10a. Name of Medical Provider (Type of Print)	10b. Signature	10c. Date (DD MMM YY)
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I certify that I have reviewed the above information and the Cadet listed on this form is physically able to attend the listed training evolution.

10d. Name of Commanding Officer (Type of Print)	10e. Signature	10f. Date (DD MMM YY)
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