



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

seabee_training@benmoreellbattalion.org

July 2009

To: Escort Officers / Instructors / Staff Cadets

Re: Seabee Training 2009 – NCTC Port Hueneme, CA

I want to thank each Escort Officer, Instructor and Staff Cadet for his or her commitment of time and energy to the 2009 Seabee Training. In addition, I want to take this opportunity to pass along a few thoughts regarding the program.

Please remember that our goal is to make this a real military experience for our cadets. While you are on base, you are to wear your uniform. For officers and midshipmen, the uniform is BDU's or khakis. For Staff Cadets, uniform will be BDU's or utilities with appropriate Sea Cadet flashes. In this way we will be consistent in the way we "model" ourselves to cadets. Also keep in mind, drinking in front of cadets and in the barracks is not allowed and fraternization between male and female officers is inappropriate behavior to model.

Remember that the Sea Cadet Corps would not have this unique opportunity to provide a Navy League Training at NCTC Port Hueneme if it were not for many hours of planning with members of Training Command and Regional staff. We therefore have an obligation to be "welcomed guests" in every sense of the word. We do not, for instance, rate a salute from U.S. Navy personnel, but if a salute is rendered, it should be returned with a smile as a token of respect.

In general, don't involve yourself with cadets outside of your own division or area of responsibility. Show your fellow officers, instructors and staff cadets the courtesy you would expect from them. When possible, officers and instructors should issue orders through the appropriate Staff Cadets. These individuals are leaders and should have the opportunity to lead. If you have problem with a peer or a staff cadet, resolve the issue behind closed doors. If there is a problem with a staff cadet from another Company, talk to that Company Commander or Instructor. If issue(s) cannot be resolved, use the chain of command and contact the Executive Officer to discuss the matter. Remember that staff cadets not only serve as assistants to Company Commanders, but also are models for the cadets in training. They deserve our respect for their status and contributions.

Take time to familiarize yourself with the people on the staff list. These are the individuals who are authorized to interact with the cadets. Please direct all others to the Executive Officer or myself.

Also, please be aware that unlike other trainings, as this one does occur at an actual Naval Base, operational schedule changes will occur more frequently in keeping with the needs of the Navy. Your understanding and patience in the face of these changes are appreciated, and is also an excellent model for the cadets to “roll with the punches”.

Escort Officers, Instructors, and Staff Cadets, are requested to report to the training site between 07:00 and 08:00 on Sunday, 12 JUL 09. Graduation will at 11:00 on Saturday, 25 JUL 09. The training site must be completely cleaned up prior to any officer, instructor or staff cadet departing from training command.

Don't forget you will need a current driver's license, insurance card and proof of registration to get on base. Finally, don't hesitate to contact me if you have questions prior to training at (661) 803-1857. You are part of a team with a significant amount of experience and I believe your duty at Seabee Training will be a benefit not only to yourself, but to your unit and, most importantly, to the cadets who will be under our supervision. We have a responsibility to provide a safe and healthy environment for our cadets and it will require our constant diligence to do so.

Sincerely yours,

R. L. Owen, LTjg, NSCC

Commanding Officer

Attachments:

- a) Sea Bag List
- b) Code of Conduct
- c) Standing Orders