



SOUTHEAST TRAINING CONTINGENT (SETC)
(Formerly known as Northeast Florida Training Contingent)
WINTER TRAINING 2021
CHIEF PETTY OFFICER ACADEMY (CPOA)

Last Updated: 05NOV21

ALCON-

Welcome to the Winter21 Chief Petty Officer Academy (CPOA), to be held at Camp Blanding JTC, Starke, FL, Monday, 27DEC21 through Friday, 31DEC21.

CPOA will be taught by retired and active USN CPO's, U.S. Army officers, and other volunteers utilizing courses selected from the Navy CPOA, as well as USNSCC approved courses. The course involves the study of, and hands on leadership opportunities. You will be required to prepare and present presentations, and there will be evening assignments. The training will be challenging, experiential, and require a capstone presentation.

If you think you are ready for this course, and you want to apply for a quota, please register via Magellan and look for course Leadership, Chief Petty Officer Academy, (CPOA). Wearing the Chief rate is an honor, if you are ready to lead from the front, this course is ready for you! A CO recommendation, stating that you are ready for Chief level training is required. This recommendation is to be uploaded in Magellan.

I. REPORTING FOR TRAINING – Cadets attending CPOA shall report to Camp Blanding JTC, 5629 FL-16 W, Starke, FL 32091 on 27DEC21. Cadets must report between 0730–0900. Once you turn off FL-16 onto Camp Blanding property, you will make the first left (directly across from the museum) and follow that road a short distance. **Do not approach the entrance gate for the base!** Park in the lot on the left for intake (see map in Section VII of this letter). Upon arrival, exit your vehicle with your gear, and you will receive additional instructions.

Cadets shall report in a clean, pressed, properly fitted, and squared away Khaki or Service Dress Blue (SDB) Uniform. Parent(s)/guardian(s) are to remain at intake until their Cadet has completed the full intake process and has been approved to remain for training. Cadets should expect a full seabag inspection during intake. Temperatures will be taken upon arrival at intake. Any Cadet with a temperature greater than 100 degrees will not be allowed to attend training.

If you are CPOA Adult Staff or a CPOA Staff Cadet, you will receive an email with arrival instructions specific to your billet.

If you are traveling to and/or from training by air you should carefully read the SETC - Winter21 - Air Travel Instructions. These instructions are available on the Training Contingent website at <https://nefltrainingcommand.com>. You must also complete and submit the Flight Itinerary Form. This is a digital form that is also available on the Training Contingent website. Once you complete the form and click on submit, it will be transmitted to the appropriate personnel. You **do not** need to print or upload the Flight Itinerary Form.

II. GENERAL INFORMATION- All Cadets will be responsible for keeping their areas clean and organized during training. Cadets will hold themselves and others to the highest standards expected from a US Naval Sea Cadet. The CO's Top 6 and Contingent Rules & Regulations may be found on the Contingent's website at <https://nefltrainingcommand.com>.

Cadets may be discharged from training (sent home) due to illness or injury, or for disciplinary reasons. The Cadet's parent(s)/guardian(s) are responsible for any and all costs involved in sending their Cadet home from training.

Cadets and their parent(s)/guardians(s) must read, complete, sign, and electronically submit all Level 1 Required Documents. Level 1 Required Documents include: Request for Training Authority (NSCTNG001); Report of Medical Examination (NSCADM001, pages 5&6) - must be dated within 12-months of training start date; Medical History Report (NSCADM001, pages 3&4) - must be dated within 30-days of the training report date; and, if the Cadet must take medication during training, the Medical History Supplemental Form (NSCADM001, pages 7&8). **All Level 1 Required Documents must be properly uploaded to Magellan, by the Cadet's home unit, in a timely manner, and in addition must be printed and placed into the Cadet's Service Jacket for review upon their arrival at intake. Failure to upload properly completed forms, in a timely manner, may cause delays in Cadet approval and/or could cause the Cadet not to be accepted for training. The Cadet's Service Jacket must accompany the Cadet to intake. If the Service Jacket is missing required forms or contains incomplete forms, this could result in the Cadet not being allowed to remain for training.**

Cadets and their parent(s)/guardians(s) must read and sign all Level 2 Required Documents. Level 2 Required Documents include: the Camp Blanding Liability Release, and the CO's Top 6/Contingent Rules and Regulations. **Level 2 Required Forms must be printed, signed and placed in the Cadet's Service Jacket for review upon their arrival at intake. Failure to include the Level 2 Required Form in the Cadet's Service Jacket may result in the Cadet not being allowed to remain for training.**

III. CONTACT WITH CADETS- Direct contact with Cadets attending training, after intake and before graduation, is **strictly prohibited**. Should a true emergency arise, where the cadet must be contacted, the parent(s)/guardian(s) of the Cadet should contact the Southeast Training Contingent at COTC.NEFL@seacadets.org.

Although the cadet **will not** be able to respond, parent(s)/guardian(s) may send non-urgent messages to their cadet by completing the 'Message From Home' Form, found on the Southeast Training Contingent website by visiting <https://nefltrainingcommand.com>, or by direct link at <https://www.emailmeform.com/builder/emf/GR/SETC-Winter21-Message-From-Home>. Parent(s)/guardian(s) may also drop off letters for their Cadet, at the designated location, during intake. These letters must be addressed to the Cadet by using the Cadet's full name and the name of the training that the Cadet is attending (i.e., Cadet John Doe, CPOA). **Do not ship or mail anything to Camp Blanding, as it will not be delivered.**

Please be aware that email messages sent, and letters left for Cadets are **not** secure and may be read by Training Contingent Staff. Cadets will receive correspondence each evening.

IV. MEDICAL INFORMATION- The safety and wellbeing of all participants is of the utmost importance. To this end, medical staff will be on site for the duration of the trainings. Appropriate COVID precautions will be taken by the Training Contingent.

Cadets attending training are required to submit their most recent Report of Medical Examination (NSCADM001, pages 5&6) **in advance of training**. This form must be uploaded to Magellan by the Cadet's home unit. The original form is required to be included in the Cadet's Service Jacket upon arrival at intake. The Report of Medical Examination must be dated within 12-months of the training report date.

Cadets attending training are required to submit their most recent Medical History Report (NSCADM001, pages 3&4) **in advance of training**. This form must be uploaded to Magellan by the Cadet's home unit. The original form is required to be included in the Cadet's Service Jacket upon arrival at intake. The Medical History Report must be dated within 30-days of the training report date.

Cadets attending training should plan to continue taking any medication(s) for which they have been prescribed. Training is never the time to stop taking medication for which the cadet has been prescribed! **Cadets may not self-medicate**. All medications, either prescribed or over the counter (OTC), are required to be turned in to Contingent Medical Staff during intake. All medications, both prescribed and OTC, must be in their original container(s), and if prescription, must bear the name of the Cadet for whom it was prescribed. Directions for proper administration of the medication, both prescribed and OTC, must be submitted with the medication. All medications, both prescription and OTC, must be documented by the Cadet's parent(s)/guardian(s) **in advance of the training** by utilizing the USNSCC Medical History Supplemental Form (NSCADM001, pages 7&8). This form must be uploaded to Magellan by the Cadet's home unit. The original(s) of this form are required to be included in the Cadet's Service Jacket upon arrival at intake.

Cadets will be given their medications during AM and/or PM sick-call. Cadets who have been prescribed emergency inhalers or auto-injector epinephrine (EPI) pens will be allowed to maintain control of those medications and use them during an emergency, and as prescribed. These emergency use medications **must** be documented by the Cadet's parent(s)/guardian(s) **in advance** of the training on the USNSCC Medical History Supplemental Form. This form must be uploaded to Magellan by the Cadet's home unit. The original(s) of this form are required to be included in the Cadet's Service Jacket upon arrival at intake. Upon arrival at intake, the Cadet shall make Contingent Medical Staff aware of the possession of these emergency use medications. Cadets who must use their emergency use medications, while in attendance at training, must notify Adult Contingent Staff of their use and must be evaluated by Contingent Medical Staff.

V. SEABAG REQUIREMENTS- The Seabag List for this training can be found by visiting the Southeast Training Contingent website at <https://nefltrainingcommand.com>. Attending Cadets and Staff Cadets are required to bring everything listed on the Seabag List. If an item is not on the seabag list, **do not bring it!** Unauthorized items will be confiscated and **will not** be returned. Cell phones, or other electronic devices, should **not** be brought to training; however, Cadets who

are traveling by air are allowed to bring a cell phone for emergency communications purposes, but must surrender their cell phone after arriving. Surrendered cell phones will be returned to Cadets prior to graduation. The training contingent is aware of routine attempts to smuggle cell phones into the training environment. Seabags will be inspected at intake and are subject to inspection at other times. Confiscated cell phones will be treated as contraband.

VI. GRADUATION & DEPARTURE- A clean, pressed, proper-fitting, and squared-away service dress blue (SDB) uniform is required for graduation. This includes all SDB uniform components as well. The Training Contingent will not have access to SDB uniforms, their components, or the ability to clean, press, alter, or repair the uniforms. Cadets should contact their appropriate unit leaders, concerning their uniform needs, in adequate time to ensure a full and complete uniform prior to reporting for training. Graduation will be held on 31DEC21. Graduation time, as well as graduation attendance instructions, are TBD and will be communicated closer to the Graduation date. Cadets who are traveling from training by air should not schedule a return flight that is earlier than 1500 on 31DEC21.

Adult Staff, as well as Staff Cadets, should not plan to depart Camp Blanding until training and facilities have been secured. You will be provided additional information on an estimated time of release as training time approaches.

VII. INTAKE MAP



Respectfully,
Signed copy on file
MAJ Cassandra Peck, USA (Retired)
Officer-In-Charge
Chief Petty Officer Academy