# CHSLOGO

#  Naval Junior Reserve Officer Training Corps

 **Chaparral High School**

 **27215 Nicolas Road**

##  Temecula, CA 92591

 **(951) 695-4200 x702**

#  12 June 2014

# From: Chaparral HS NJROTC

To: All Concerned

Subj: Basic Leadership Training (BLT) Letter of Instruction (LOI)

Encl: (1) Sample Parent Letter

 (2) BLT Safety

 (3) Training Time Out (TTO) and ORM Brief Sheet

 (4) Schedule of Events (SOE)

 (5) Cadet Sea Bag Items and Instructions

1. **Purpose:** To provide information to the cadets and parents about Chaparral High School NJROTC Basic Leadership Training (BLT) scheduled for 26-28 September 2014. Participating cadets will remain in a controlled atmosphere during BLT. The purpose of the Basic leadership Training is to provide cadets with hands on training that will further prepare them for leadership and subordinate roles in the unit. They will experience Physical Training (PT), Drill, Water Survival and Personnel Inspection instruction.
2. **Background:** The experience of attending the BLT has proven to be a very successful tool in introducing cadets to the challenges of a modified military boot camp, *espirit de corps* and working together.
3. **Concept of Operations:** Cadets will stay on campus for the entire length of the BLT. Check-in for BLT will take place from at 1800 Friday, 26 September 2014. The training will conclude with the graduation ceremony on at 1000 Sunday, 28 September 2014.
4. **Action Items:**
	* 1. **Cadets:**
			1. Ensure you are familiar with this LOI and its contents.
			2. Have a thorough knowledge of your chain of command, Orders to the Sentry and Basic Drill in the Cadet Field Manual prior to arriving at BLT.
			3. Bring all required items and ensure items are serviceable and fit properly.
			4. Cadet Staff (“Silver Ropers”) will be assigned as BLT staff.
		2. **Billeting:**

(a) **Cadets:** All cadets will be billeted (sleeping) in the Chaparral gym. Gym will be divided into two sections to house male and females.

**(b) Instructors / Chaperones: The f**emale chaperone will be billeted with the female cadets. Male S/NSIs and chaperones will be billeted in the NJROTC office.

 **(d) ALL CADETS / CHAPERONES / S/NSIs** must bring their own sleeping bag and pillow. It is **recommended that ADULTS (ONLY)** bring an air mattress or a folding cot to sleep on.

* + 1. **Grooming:**

(a) Instructors should ensure that all male cadets arrive with a regulation haircut and female cadet hairstyles are appropriate. Female cadets shall not bring / wear any make-up or off color finger nail polish. Proper grooming standards will be upheld for both male and female cadets.

**5) Duty Phone:**

Chaparral HS NJROTC Office: 951-695-4200 x702.

**6) General Information:**

A. Enclosures (1) is a sample parent letter, Enclosures (2) are safety items, Enclosures (3) are Training Time Out (TTO) procedures, Enclosures (4) are a list of uniform and equipment items required to be brought by each cadet, Enclosures (5) is a sample Schedule of Events.

B. ALL PARTICIPATING CADETS SHALL check-in wearing PT gear.

LTCOL Paul Bishop, USMC (Ret)

Senior Naval Science Instructor, Chaparral High School

19 August 2014

Dear Parent(s)/Guardian(s),

Chaparral NJROTC Unit will host a two (2) nights/three (3) day Basic Leadership Training seminar on the campus of Chaparral High School beginning at 6:00 pm on Friday, the 26th of September through 11:00 am on Sunday, the 28th of September 2014. The Naval Science Instructor (NSI) from Chaparral High School along with other NSI'S from four other NJROTC Units will jointly conduct this event.

The objective of this training is to afford cadets the opportunity to experience some of the militaries basic leadership training which will contribute to their overall NJROTC experience. Emphasis will be placed on personnel inspections and military drill which will be conducted by U.S. Marine Drill Instructors. Physical fitness/exercise and water survival training will also be conducted. Responsible adult men and women, including the Naval Science Instructors from the participating schools, and a certified lifeguard will supervise the cadets during their stay at Chaparral High School.

This Basic Leadership Training is an extra-curricular event and participation/non-participation will not be counted for either grade or status during the school year. However, cadets will profit from this experience and thus better prepare themselves for increased responsibility within the NJROTC Unit during the school year. The cost for each cadet is $35.00 to cover all meals and expenses for the weekend. The permission slip and money is due no later than Thursday 11 September 2014.

Please note that a sports physical is required for all participants and must be on file in the NJROTC office at Chaparral High. A Navy Corpsman or a Registered Nurse will handle minor injuries on site. Rancho Springs Medical Center will treat all major illnesses and costs incurred will be the responsibility of the student/parent.

I strongly encourage your son or daughter to join us for this Basic Leadership Training seminar. This is a rare opportunity for your child to experience this kind of training within the NJROTC environment. You are invited to view the graduation ceremony at Chaparral High School at 10AM on Sunday, September 28, 2014. If you desire more information or have any questions regarding this event, please feel free to call me at (951) 695-4200 Ext 702.

Sincerely,

Stephen McGovern

Naval Science Instructor

 Encl (1)

BLT OPERATIONS AND SAFETY

1. **S/SNI SHALL conduct all platoon training or observe (i.e. safety observer for the water survival training) all platoon training and be with your platoon for all events in which your platoon participates.**
2. Ensure that all trainees drink plenty of water.
3. **10 push-up max – after 10 push-ups the cadet is done.**
4. Watch for dehydration and/or exhaustion.
5. **NO touching, grabbing, pushing, pulling of cadets.**
6. **NO one-on-one with cadets.**
7. **NO** running, push-ups or PT during showering, eating or during head calls
8. **Cadets/Platoons** are scheduled for 15 - 30 minute meal times**, let them eat and relax.**
9. **At no time may SHOES** be worn in the wrestling room.
10. ALL S/NSI’s and CHAPEONES WILL BE AT POOL SIDE during survival swim.
11. NO PT after taps (or anything else) --- **TAPS MEANS TAPS**
12. Ensure that all trainees carry water bottles at all times except when showering and using the head.
13. All instructors / chaperones shall be present during Graduation Practice Sunday morning.
14. Safety (more):
* TTO (Training Time Out) – allows cadets to stop whatever is happening, also allows Instructors and/or adults to re-evaluate what is going on.
* Copy of Chaparral HS’s Pre-Mishap Plan will be in LCOL Bishop’s and Senior Chief McGovern’s office – “Incident” forms and phone numbers for police and local medical clinic.
* Drown Proofing – All ADULTS will be present at pool side while cadets are in the water.
* **A registered nurse or EMT will be at the pool during survival swimming.**
* **Three Certified lifeguards will on-station during survival swimming.**
* **Naval Corpsman will be on site from Friday 1800 – Sunday 1100 to include**

 **overnight stay.**

1. Etiquette:
* Cadets in training – be in complete uniform or PT gear all day.

Encl (2)

* All personnel will be polite and respectful to each other. Getting in a cadet’s face is appropriate during BLT; however, NO foul language or personal/family insults are
* authorized at any time, there will be no touching of cadets except when correcting a military movement such as a hand salute, etc.
1. Personnel Inspection:
* Each cadet in training will participate in the Personnel Inspection. Any cadet that **does not** participate **will not** receive the BLT ribbon or certificate of completion
* During Platoon Personnel Inspection, Cadet Commanders **SHALL NOT CARRY** a rifle or sword.
* All cadets standing Unit Personnel Inspection MUST WEAR the complete NSU.
1. Food/drink:
* ALL CADETS shall be issued a bottle of water at check in
* ALL PLATOON LEADERS and ADULTS shall ensure that ALL cadets are in possession of a water bottle through-out the BLT
* ALL CADETS will be given the opportunity to eat a late night snack prior to taps

Encl (2)

Training Time Out (TTO) for BLT:

In any situation when students or instructors express concern for personal safety or a need to clarify procedures or requirements, they should call a “Training Time Out”. Training will immediately cease until the situation or condition is returned to a safe state then and only then will training resume.

Instructors will be alert for any situation which may arise, including cadets who may be experiencing anxiety or have a concern for personal safety. In the event of this occurrence a Training Time Out (TTO) SHALL be called.

Encl (3)

NJROTC ORM Event Briefing Form

**UNIT / EVENT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date/Time OIC

Event

Hazards

**Controls Taken**:

 Engineering

 Administrative

 PPE

**RAC Code Assigned**

 **Mishap Probability**

**RAC**

**Matrix** Likely Probably May Unlikely

**Hazard** Critical 1 1 2 3

**Severity** Serious 1 2 3 4

 Moderate 2 3 4 5

 Minor 3 4 5 5

**Risk Assessment Code (RAC)**

**1 -** Critical **2-** Serious 3-Moderate **4-** Minor 5- Negligible

### Hazard Severity

**Critical** - May causedeath, loss of facility/asset, or grave damage to national interests.

**Serious** - May cause sever injury**,** illness, property damage; or damage to national orservice interests.

**Moderate** - May cause minor injury, illness, property damage or damage to national**,** service, or commandinterests.

**Minor** - Minimal threat.

Ref: OPNAVINST 3500

Encl (3)

PROPOSED SCHEDULE OF EVENTS

FOR BASIC LEADERSHIP TRAINING

26.27 and 28 SEPTEMBER 2014

Friday, 26 September 2014

1800-1900 Arrival and check-in

1900-2000 Platoon Assignments and Indoc Brief

2000-2045 Lecture-Hygiene

2045-2130 Lecture-Proper wearing of the NJROTC uniform

2130-2155 Shower

2155 Head Count/Security Check

2200 Taps

Saturday, 27 September 2014

0530 Reveille

0545-0700 Physical Training

0700-0830 Breakfast

0845-0930 Personnel Inspection (Khaki's)(DI’s)

0930-1130 Drill Practice (DI’s)

1130-1300 Lunch

1300-1430 Military Drill (DI’s)

1430-1515 Lecture- Water Survival Training- All Hands

1515-1700 Pool time For Water Survival Proficiency

1700-1830 Dinner

1830-2030 Sports Night

2030-2100 Platoon Commanders time

2100-2155 Shower

2155 Head Count/Security Check

2200 Taps

Sunday, 28 September 2014

0500 Reveille

0515-0700 PT and PT Test

0700-0800 Breakfast

0800-0900 Clean-up / Pack-up / Change into uniforms

0900-0930 Graduation Practice

0930-1000 Platoon Commanders Time

1000 Graduation and Pass in Review

1030 All cadets depart campus.

Encl (4)

CADET INFORMATION SHEET

The following list contains the minimum clothing requirement that each cadet must bring in order to successfully complete the Basic Leadership Training at Chaparral High School:

Towels (2) and Wash cloth (1)

Athletic gear (2 sets) (shirt, shorts, and sweat pants)

Socks (4) pairs-1 black and 3 white

Regulation military black shoes, 1 pair

Tennis shoes, 1 pair

Undergarments 3 each

White crew neck tee shirt for uniform, 2 each

Uniforms: 1 set Navy Service Uniform

Shower shoes

Relax Fit Jacket (no street jackets)

Sleeping Bag/Pillow

Swimming Suit (Females 1 piece)

Sunscreen Lotion

Visine eye drops

Note: NO CELL PHONES/RADIOS / RECORDERS / PERSONAL PORTABLE ELECTRONIC ENTERTAINMENT DEVICES WILL BE ALLOWED. If found they will be confiscated and returned prior to departure.

Each cadet should also bring the following list of recommended health and comfort articles:

Necessary toiletry articles (non-breakable containers only, no glass - please).

Shoeshine gear

Brass polishing gear

Sunscreen/block

Male cadets must have a regulation haircut PRIOR to arrival. Female cadets will not wear any make-up but may wear one set of earrings (small gold ball posts only).

Physical fitness training will be conducted on a daily basis. A NJROTC MEDICAL RISK SREEN\_ FORM AND SPORTS PHYSICAL ARE REQUIRED. IF ANY CADET DOES NOT HAVE EITHER FORM\_ HE/SHE WILL NOT BE ABLE TO PARTICIPATE!

Cadets are to arrive between 1800-1900. Indoc brief will be @ 1900.

Encl (5)