

RECRUIT TRAINING COMMAND INSTRUCTION 4050.3F

Subj: DISPOSITION OF RECRUIT PERSONAL EFFECTS

Ref: (a) Manual of Medicine, Chapter 21

Encl: (1) Items authorized to be Retained by Recruits
(2) Items Confiscated
(3) Amnesty Collection Procedures

1. Purpose. To establish procedures for the disposition of a recruit's personal effects upon arrival at Recruit Training Command (RTC) and to set forth guidelines as to what items he/she will be allowed to retain while in training.

2. Cancellation. RTCINST 4050.3E. This is a complete revision and should be read in its entirety.

3. Discussion.

a. Due to the limited locker space available to a recruit for the purpose of stowing personal items, only those authorized by reference (a) and certain health and comfort items may be retained. Enclosure (1) lists articles which may be retained.

b. Certain personal articles are unacceptable and cannot be kept by a recruit while in training. Enclosure (2) lists examples of those unauthorized items and delineates their disposition.

c. Guidelines outlining the procedures for amnesty collection are set forth in enclosure (4).

4. Action. The Inprocessing Shift Supervisor will exercise good judgment when dealing with articles not listed in enclosures (1) or (2) which are deemed hazardous and not in the best interest of all concerned. Special care will be taken to ensure that accountability for confiscated valuables is maintained at all times.

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5. Review. The Student Control Officer shall review this instruction on an annual basis, recommending changes as appropriate.

J. E. KNAPP
By direction

Distribution:
RTCINST 5216.2L
(List I, Case A)

ITEMS AUTHORIZED TO BE A RETAINED BY RECRUITS

1. The following is a list of personal items which a recruit may retain while in training:

- a. Social security card.
- b. Toothpaste/toothbrush.
- c. Two (2) personal size bars of soap.
- d. Deodorant (stick type - 4 oz. or less).
- e. Shaving cream (11 oz. or less).
- f. Razor (cartridge type).
- g. Wrist watch, rings.
- h. Religious medallion (no larger than the size of a dog tag).
- i. Writing material (except bottled ink).
- j. Pocket dictionary.
- k. Pocket bible.
- l. Small address book.
- m. Shampoo and conditioner (8oz. or less).
- n. Hairbrush, combs, small plastic picks and rakes.
- o. Feminine sanitary items.
- p. Birth control/contraceptives.
- q. Conservative cosmetics, one each of face powder, blush, lipstick, eye shadow, and mascara (non-aerosol or glass).
- r. Barrettes that match hair color.
- s. Prescription drugs with prescription label identifying recruit by name. The recruit must be sent to medical for evaluation.
- t. Sunscreen/skin lotion (8oz. or less).
- u. Mouthwash - unopened (12oz. or less).

Note: Recruit must be instructed not to use electrical equipment until electrical safety checks are performed by the ship's BMS.

ITEMS CONFISCATED

1. The following paragraphs identify and delineate the disposition of items a recruit may not retain while in training.

a. The following items be confiscated and donated to charity or discarded at the recruit's discretion:

- (1) Large cans of shaving cream (12oz. or larger).
- (2) All aerosol containers.
- (3) After shave/cologne.
- (4) Lighter fluid.
- (5) Disposable lighters, matches (the fluid cartridge of a "Zippo" lighter will be confiscated, the casing will be mailed with his/her personal effects).
- (6) Magazines, books (non-Navy).
- (7) Playing cards, dice, gambling paraphernalia.
- (8) Large bulky stationary.
- (9) Large hair picks, rakes or anything made of metal.
- (10) Anything in glass containers including mirrors.
- (11) Double edge razors/blades.
- (12) Cigarettes, cigars, pipes, tobacco, chewing tobacco.
- (13) Large deodorants (larger than 4 oz.).
- (14) Alcohol-based health and comfort items.

b. The following items will be confiscated and turned over to security for disposition:

- (1) Firearms.
- (2) Ammunition/fireworks.
- (3) Clubs, batons, etc.
- (4) Brass knuckles.
- (5) All straight razors, knives with blades over 3" long ice picks and scissors will be sent home or donated to charity).
- (6) Narcotics/illegal drugs or any paraphernalia for drug usage (roach clips, hash pipes, hypodermic needles, etc.).

c. In accordance with reference (a), all non-prescription drugs and medications will be confiscated and disposed of. These include, but are not limited to:

- (1) Phisoderm, PhisoHex, etc.

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- (2) Foot powders.
- (3) Rubbing alcohol.
- (4) Motion sickness medications.
- (5) Commercial sleeping aide.
- (6) Decongestants.
- (7) Acne medication.
- (8) Antihistamines.
- (9) Analgesics.
- (10) Eye wash (with the exception of saline solution for contact lenses).
- (11) Sex related materials (excluding diaphragms and condoms).
- (12) Vitamins.

d. Items to be sent home or donated to charity at the recruit's discretion:

- (1) Pocket knives with blades 3" or less.
- (2) Radios or tape/CD players.
- (3) Cameras.
- (4) Electric razors.
- (5) Large hair dryers.
- (6) Curling irons.
- (7) Other electrical items deemed unnecessary by the Inprocessing Staff.
- (8) All miscellaneous items that are large/bulky, of significant value or deemed not to require for training will be sent home or donated to charity at the recruit's discretion.

2. **Prescription drugs** may be retained. However, the prescription label must identify the recruit by name, and the recruit must be referred to medical for evaluation. These prescription drugs will be retained by the Night of Arrival Staff and turned over to medical for reissue of the prescription if required by the medical staff.

AMNESTY COLLECTION PROCEDURES

1. Instruct recruits to place all personal items on the benches in front of them. An Inprocessing or NEX staff member will then aid the recruits in determining what action should be taken with each item.
2. All dangerous weapons (firearms, knives over 3" long, martial arts weapons, etc.) will be immediately deposited in the Amnesty Box. Security personnel will be notified immediately for disposition of these items. The recruit has no option in this case.
3. All perishable and consumables (gum, snack food, soft drinks, tobacco products, etc.) will be placed in the trash. The recruit has no option with these items.
4. Items that cannot be mailed because of their hazardous/flammable nature (lighters, lighter fluid, alcohol-based health and comfort items, items where contents are placed under pressure, etc.) can be donated to charity or placed in the trash. The recruit has no option with these items.
5. Discourage, but do not prohibit a recruit from throwing away any valuable or charity item.
6. Health and comfort items that are voluntarily donated to charity will be deposited in the "Health and Comfort Box." These donations will be given to one of four organizations:
 - a. NTC Navy/marine Corps Relief Society
 - b. Homeless Veterans Association
 - c. VA Hospital
 - d. Salvation Army
7. RTC Staff are prohibited from rummaging through the trash or the Amnesty/Health and Comfort boxes in search of items for personal use. This policy is in place to prevent any impropriety or appearance of impropriety. Any staff member caught in violation of this policy will be subject to disciplinary action.

Enclosure (3)