

Appendix N

Battle Stations RDC Brief Packet

BATTLE STATIONS

RDC PACKAGE (Rev 09/13/04)

NOTE: RECRUIT DIVISION COMMANDERS ARE RESPONSIBLE FOR ALL INFORMATION IN THIS PACKAGE. THE RECRUIT DIVISION COMMANDER SHOULD REVIEW ALL BATTLE STATIONS PAPERWORK FOR ACCURACY AND COMPLETENESS.

OBJECTIVE: Battle Stations is designed to challenge your recruits physically and build their ability to work as a team. Each scenario is built around some technical skills acquired throughout their training at RTC and is prefaced with an example of our Naval Heritage meant to inspire our future Sailors. Recruits should be encouraged to look upon this as the culmination of their Boot Camp experience and their actual transition from “Recruit” to “Sailor”. Recruits must successfully pass Battle Stations in order to graduate Boot Camp.

1. ADMINISTRATIVE REQUIREMENTS:

A. WATCH QUARTER STATION BILL:

- 1) Watch Quarter and Station Bills are provided on the “RTCNET” under the TTD drop down tab. Battle Stations, and must be signed by the RDC. This ensures that you have reviewed the completeness and team assignments for each team. The team assignments you receive during your brief correspond to a specific schedule and cannot be intermixed with older copies or those from another division.
- 2) The division is divided equally into four teams of approximately 20 recruits each. If you have a small division please bring this to our attention and we may modify this guidance. Typically the extra spaces on each team are filled with stragglers.
- 3) **WQSB's must be completed in pencil only!**
- 4) The following information must be provided on the **FRONT of the WQSB:**
 - a) Last name and initials (only if they have the same last name).
 - b) Full SSN
 - c) Blood Type
 - d) Gender (indicate M or F).
 - e) Annotate if the recruit is S-Cell or G6PD (**Do not check the block!** Write either “S-Cell” or “G6PD”).
 - f) POIC block must be checked for each event not already having specific billets assigned.

- 5) On the **BACK** of the WQSB, provide Last Names on the Strike Record. Record the names **alphabetically!** (The names must be alphabetical on the **backside only**).
- 6) See the attached example of the WQSB.
- 7) Additional paper work requested by Battle Stations staff during the 5-3 DOT brief (i.e. PFA final results, LLD/SIQ Chits, Legal paperwork, and Test 3 results, required stamps and ASMO slips) must also be turned in by an RDC to Battle Stations NLT **1400** the day of Battle Stations.
- 8) Complete, accurate hard cards and WQSB's must be delivered by an RDC to the Battle Stations NLT **1400**.
- 9) Hard cards should be separated into four stacks coinciding with the appropriate WQSB.
- 10) ***EACH STACK MUST BE IN THE ORDER WITH THE NAMES ON THE FRONT OF THE WQSB.**
- 11) Hard cards that are missing because of mandatory events should be indicated on the WQSB by memo or "yellow sticky". If in the event you were unable to get your hard cards (all hard cards that were not with the division but has been brought to the attention of the BSTA facilitators i.e. Final PFA / NQS) in by 1400 at the latest, it will be spot checked at your designated GQ time. Any failure to provide information in accordance with this will result in a factor counting against division score.
- 12) A copy of the final PFA score sheet and all ASMO paper work for recruits that have been asmo'e'd after the final PFA evaluation is required when turning in your paper work.

B) HARD CARDS

All recruits must meet the following Battle Stations prerequisites AND BE PROPERLY DOCUMENTED ON THEIR HARD CARDS:

- 1) Recruits must be **FIT FOR FULL DUTY**.(LAST entry ON HARD CARDS)
- 2) 3rd Class swimmer qualified.
- 3) Academic Test 3 complete.
- 4) Final PFA complete and within body fat standards at least 24 hours prior to Battle Stations.

Note: Any PT waivers of the 24-hour requirement must be screened and cleared by Medical AND THE FLEET COMMANDER. This must be documented in the recruit's hard card.

- 5) All FIVE Fire fighting stamps.
- 6) Weapons Simulator participation (SAMT). Must have crossed gun stamp.
- 7) Hard cards 5-5 DOT signature.
- 8) Any recruit that has not completed the prerequisites for battle stations but are in the process of completing the prerequisites in time to run with the

division will not be listed on the WQSB. only qualified recruits will be listed on the WQSB. individual gear will be issued upon hard card verification by the BSTA staff.

- 9) If a recruit is LLD or SIQ, the RDC must present ALL OF THE ORIGINAL chits of that recruit together with the hard card to the Battle Stations Staff upon turning in the divisional hard cards.
- 10) Final PFA score sheet, ASMO paperwork (any recruit asmoe'd after your division's final PFA run date) and a copy of your divisions test three score sheet (if test three is closed or not) is required for Battle Stations to properly assess your division going into Battle Stations.
- 11) Hard cards will be ready for pick-up the morning after Battle Stations, between 0815-0845 for A-H, and 0900-0930 for I-Z.

C. MUSTER REPORT:

- 1) A Competitive Muster Report will be completed I.A.W. RTCINST 1552.1 **Series** and given to Battle Stations Facilitators upon their arrival, prior to General Quarters. (Stragglers are not listed on your muster report.) Recruits not participating in Battle Stations will be accounted for under the same condition as identified to the Battle Stations staff by the RDC.
- 2) General Quarters will be conducted at different times depending of the number of division running per night and which event sequence the division will follow. RDC's need to have the muster report completed and standing by in the ships lounge by there listed GQ times. The times are based on the following schedule:

Divisions	Team Assignment	General Quarters Time	Battle Stations Ceremony Time
1	A-B	1900*	0800
1	C-D	1900*	0800
2	E-F	1900*	0800
2	G-H	1900*	0800
3	I-J	2015*	0900
3	K-L	2015*	0900
4	M-N	2015*	0900
4	O-P	2015*	0900

*These times are approximate and could vary by 5-15 .

2. RDC ROLE

- A. The RDC's (2) are required to accompany their groups throughout Battle Stations.
- B. The facilitator will have primary responsibility for your recruits during the Battle Stations exercise but will need your assistance in some instances. If a recruit is

injured, has difficulty working as a team player, or decides to quit, the facilitator will require you to take that recruit back to the ship.

- C. Direct participation in the scenario with the recruit team is PROHIBITED. Although there are some instances where your assistance as a safety observer and “motivator” are useful. Decisions and actions made by recruits during Battle Stations are largely up to the recruit team by design. Even though you may see obvious approaches to each scenario, the recruits are expected to perform without ADDITIONAL guidance, except from THE BATTLE STATIONS staff. RDC’s from the division are not allowed to ITE recruits during Battle Stations in an attempt to motivate them.

3. RDC UNIFORM REQUIREMENTS

- A. The uniform for RDC’s is coveralls only. The third RDC attending the Completion Ceremony must be in the uniform of the day and IAW with uniform regulations. Outer garments should be the equivalent to what your recruits will wear. ***Cover shall be a NAVY ball cap. Rank insignia is not required. E-7 and above may wear garrison caps to the ball cap ceremony. RDC’s must remain in battledress.
- B. A white t-shirt, white turtleneck or black sweater must be worn when dressed in coveralls. Yellow t-shirts are for facilitators only.

4. BATTLE DRESS EQUIPMENT:

- A. Pick-up gear in accordance with the Master Training Schedule.
- B. Equipment turn-in will take place prior to the completion ceremony in Building 1312.

5. COMPLETION CEREMONY:

NOTE: Battle Stations staff provides the “NAVY” Ball Caps. There will be enough covers staged for the ceremony. Sequence for the ceremony is as follows:

- A. Arrive Building 1312 and turn in equipment.
- B. Divisions muster in the ceremony room (facilitator directed).
- C. Facilitator welcome.
- D. Fleet Commander (or representative) speaks.
- E. RDC’s present ball caps to each sailor, proceeding single file until all recruits have been presented. **RDC’s exchange a handshake with each recruit** but must be done once the music ends.
- F. Sailor’s Creed. NOTE: The practice of recruits “shouting” “Honor, Courage & Commitment” is not appropriate for the tone of the ceremony. The creed should be stated in a normal speaking voice.
- G. Recruit division are required to sweep, swab and restore Battle Stations to the ready status for the day prior to being turned over to their RDC.

- H. Battle Stations Facilitators will turn over division to their RDC upon completion of the required morning routine.
- I. Upon completion of the ceremony, Battle Stations score debrief will be held in addition to assigned tasks and hard card verification. At this time the divisions will be turned over to RDC's.

6. POOL LOGISTICS AND REQUIREMENTS:

- A. Each team will be required to change into coveralls and boots already pre-staged at the pool.
- B. Each recruit will be required to have a change of skivvies, t-shirts, pt shorts (swimsuits for females), and towel for use at the pool.
- C. **Each team will carry a minimum of four (4) and a maximum of eight (8) Sea bags** with the change of undergarments rolled inside the towel, name facing outward for ease of identification (for integrated divisions do not combine gear. Keep male and female gear in separate sea bags). **Females must bring swimsuits.** The team will carry the sea bags throughout Battle Stations. Switching off who carries the sea-bag is up to the recruit team. It is strongly recommended that you place a piece of tape on each sea bag indicating the team it belongs to, for ease of identification.
- D. Hair care products will be **COMPLETELY WASHED OUT** prior to commencement of Battle Stations. Any remaining conditioner has the potential to cloud the pool rendering it unsafe. No ponytails, barrettes, or bobby pins. Bottom line: **NOTHING** in the hair at all!
- E. Female recruits who are menstruating are required to use a tampon.

7. GENERAL QUARTERS SCENARIO:

- A. Divisions will integrate as required into their primary compartments approximately one hour prior to their scheduled General Quarters time.
- B. The Battle Stations Night Check Chief will call the ship confirming the weather condition and uniform of the day for Battle Stations between 1730 and 1800.
- C. Divisions will go to Forward IG approximately 10 minutes prior to their assigned GQ time. Recruits will be in PT gear (white socks and tennis shoes) before General Quarters.
- D. All required uniform items for Battle Stations including integrated divisions will be pre-staged in the primary compartment of that recruit's assigned assessment positions (rack assignment). Sea bags should be already packed and pre-staged, canteens full, and all outer garments will be at the rack or in the locker.

- E. The Battle Stations Night Check Chief and Facilitators will meet with the RDC's in the RDC Lounge prior to GQ to collect the Competitive Muster Report. (Stragglers are not listed on the muster report.)
 - F. RDC's should ensure that the compartment is logged off spot after evening meal with raincoat liner on hanger. (If uniform of the day per FTT is raincoat with liner, keep liner in raincoat.)
 - G. Battle Stations Facilitators will call away GQ and uniform requirements. The GQ clock will start upon the completion of the second announcement or when ANY RECRUITS moves from forward IG.
 - H. Recruits will proceed to their GQ stations, dressing out into Battle Dress. **THIS SHOULD TAKE NO LONGER THAN 5 MINUTES!**
 - I. Recruits should know their WQSB assignments prior to GQ.
 - J. The compartment will be left off spot until the completion of Battle Stations.
 - K. A Lead/Senior Facilitator and a Divisional RDC will position themselves near the location of the RCPO. The Lead/Senior Facilitator will instruct the RCPO on the procedures of calling the division to attention. The Lead/Senior Facilitator is the controlling authority of the GQ scenario. He/she will be the only facilitator that controls the RCPO on calling or not calling the division to attention. Once the division is manned and ready, the RCPO will call the division to attention. (This is when GQ time will stop.)
 - L. The RCPO will then say, "SECTION LEADERS, Report." Section 1 will say, "RCPO, Section 1 manned and ready for Battle Stations." The RCPO will then say, "Section 1 manned and ready for Battle Stations, AYE AYE." This procedure continues until all sections have reported. Once all sections have reported, the RCPO will then say, "Chief/Petty Officer, Division ___ manned and ready for Battle Stations."
- 8. INJURIES:** Medical will be called in case of a major injury to determine if the recruit will be able to continue with Battle Stations or must be pulled. RDC's are asked to monitor recruits with "minor" injuries to assist the facilitator in risk assessment. **SAFETY:** The facilitator bears the most responsibility for the overall safety of recruits during Battle Stations. You may be asked to assist at some sites as a safety observer. Training Time Out procedures are in effect throughout Battle Stations.
- 9. RECRUIT UNIFORM FOR BATTLE STATIONS:**
- A. Utilities.
 - B. GREEN Guard Belt with FULL Canteen and raincoats at the carry.
 - C. Outer Garments (as specified by facilitators).

- D. Safety Boots (these will be placed inside sea bags, if tennis shoes or test boots are worn).
- E. Dog Tags.
- F. ID Cards. (Left shirt pocket).
- G. RECRUIT Ball Cap (placed in Gas Mask Case-if uniform of the day is anything other than wear ball cap.).
- H. Gas Mask in Carrier.
- I. **S-Cell/G6PD recruits will wear their “red belts”.**
- J. Sea Bag (each with pool gear).

DO NOT WEAR: ink pens, collar devices, watches, jewelry and contact lenses.

10. MIND-SET: Battle Stations is meant to be the “final hurdle” for recruits completing Boot Camp. Feel free to tailor your training in terms of “attitude development” to that end goal. Your recruits’ successful completion of Battle Stations will hinge on their ability to perform as a team without prompting. They will be given the latitude to improvise to achieve their mission with minimal staff intervention. Battle Stations is not a guaranteed PASS event for recruits. If a recruit fails to display sufficient effort or fails to follow rules over the course of Battle Stations, they will need to re-mediate Battle Stations on a later date. This mentality needs to be stressed to the recruits.

11. HYDRATION: Recruits should maximize their hydration prior to commencing Battle Stations. This is particularly important for Sickle Cell and G6PD recruits. If recruits do not maximize their hydration(5-10), they will not participate in Battle Stations. Make sure that recruits start with full canteens. There will be no time to fill them during General Quarters. **Also, ensure head calls are done prior to GQ.**

12. FAILURE/MAKE-UP POLICY: Recruits who have failed Battle Stations or need to make up the evolution after the scheduled date (stragglers) must adhere to the following:

- A. **RDC’s must personally pick up the hard cards for recruits who have failed after the ceremony.** This will ensure that PG-13’s are properly signed and recruits are ready to run as a straggler.
- B. Recruits will not be permitted to participate in Battle Stations within 24 hours of Final PT or a previous attempt at Battle Stations unless waiver is granted by medical and fleet commander.
- C. **Recruits who are stragglers must report to building 1312 (BSTA Bldg.) no later than 1150 on the Day of Training (DOT) desired for them to participate (on a space available basis). They must have eaten lunch prior to reporting for sign up.** Once Battle Stations staff determines that they have a properly documented hard card, the recruits will be assigned to a division and team for the event and will be given instructions on when to report to the assigned

division. They will remain with that assigned division until after completing the Battle Stations Brunch. **Ensure your stragglers have an adequate change of clothing and personal items with them. Their hard cards will be returned to them individually after the Completion Ceremony.**

- D. First Failure. The recruit must have SLCPO and SO inquiry documented on the hard card and must have a Page 13 warning signed and attached to the hard card. Battle Stations staff will issue the Page 13. Recruits must wait 48 hours prior to re-running Battle Stations.
- E. Second Failure. Recruits will be counseled by Ship's LCPO. Recruits will sign a page 13 stating "A third attempt failure will result in an RAB for a set back to 3-1 DOT or Entry Level Separation" (ELS). The recruit must pass a Battle Stations pre-qualification run and must have Fleet Commander approval for third attempt
- F. Third Failure. Recruits will receive a setback in training to 3-1 DOT or ELS. Recruits must receive fourth attempt approval from Commanding Officer prior to setback in DOT.
- G. Fourth Failure. Recruit will attend RAB for ELS
- H. Recruits who did not complete Battle Stations for medical reasons must have documented evidence in the hard card by **medical staff** that they have been to medical to address the issue and are **Fit for Full Duty** before they are allowed to attempt Battle Stations again.

- 13. **DEVIATION FROM POLICY:** Any deviation from policy in this package, specifically regarding prerequisites and stragglers **must be approved by the Technical Training Director (TTD)** and forwarded to the Battle Stations Division Officer/LCPO via the MTD office.
- 14. **QUESTIONS:** Contact the Battle Stations office at Ext. 2298 if you have any questions. If your question is regarding deviation from TTD policy, we will be happy to explain the guidance, but only TTD (or his designated representative) can approve deviations from policy.
- 15. **A Recruit Division Commander Infraction (RDCI) WILL BE ASSESSED FOR IMPROPER PAPER WORK** as per **RTCINST 1552.1 Series** (redbook) section (420204.2G). The paperwork is easily accomplished provided that the RDC's read the instructions, follow the examples, and recheck their work. RDC's who get TD's usually have their YN do the paper work and fail to check it, or do not communicate with their partners as to which RDC will do the paperwork. Identify early (5-3,5-4, etc.) who is responsible for the paperwork. Do not wait until the last minute.
- 16. Battle Stations scoring is covered in the Red Book.
- 18. Failure criteria for recruits include:
 - a. Core Values violation (i.e. lying, cheating, fighting, etc.)
 - b. * Five individual strikes, including transit strikes, over the course of the Battle Stations night.

c. Three transit strikes. ***

NOTE: When a recruit earns a fourth individual strike or a second transit strike, the recruit will be counseled by the Night Check Chief to ensure the recruit understands the consequences of receiving an additional strike.