



WELCOME ABOARD PACKAGE

**Military Skills Training
31Mar08 to 25Apr08
CBC Gulfport/Camp Shelby, MS**

Welcome to NMCB 21's Military Training Period.

As Commanding Officer of Naval Mobile Construction Twenty-One, I would like to welcome you aboard. You are about to embark on a unique and challenging training evolution in one of the navy's most sought after communities, the "Seabee". The history of the Seabees goes back some 65 years, to World War II, through Korea, Vietnam and the liberation of Kuwait. Today's Seabees are proudly serving in Afghanistan and Iraq. While we routinely share the battlefield with the Marine Corps, today's Seabees are also working alongside Naval Expeditionary Combat Command forces, as well as Navy SEAL Teams. "There is no better time to be a Seabee".

As a member of the Navy Reserves you provide the Naval Construction Force (Seabees) the strength-in-depth capacity that enables us to not only project a presence but more importantly, sustain operations. The NCF has led the way in integration of the Navy Reserves into a "single" force. While it is true you have entered into the Navy reserves, let there be no mistake, you will be asked to perform at the technical, professional and military levels measured against both active and reserve Seabees. We are one force.

Membership in the Navy requires that you be the best not only in the performance of your duties, but in your appearance, physical fitness, and character as well. This booklet provides you with information to help you with your duties, and conduct during this evolution. Keep it available and refer to it frequently. Always remember to "use the chain of command" when faced with any issues. In parting, remember the Seabee motto "with compassion for others, we build, we fight, for peace with freedom".

George D. Steffen
Commander, Civil Engineer Corps, U.S. Navy
Naval Mobile Construction Battalion TWENTY ONE

NMCB21 Welcome Aboard Package M Year CBC Gulfport and Camp Shelby MS

SITUATION

NMCB21 is tasked by 1NCD and 7NCR via the FRTP (Fleet Response Training Plan) to the second phase, pre-deployment, Y2/M-Year training. During this phase assigned NMCB21 personnel will report 20SRG, CBC Gulfport MS for military training skills the Battalion and you need to successfully deploy and return from your mission in support of the Global War on Terror (GWOT).

MISSION

The command objective for this specialized training period is to maximize our military skills attainment, increase the battalion readiness and build cohesion among all Company's, down to the fire team level. Individual and Team skill training in this controlled Fire Team level environment provides personnel with greatest opportunity to build confidence through repetition in Chain of Command, weapon system(s) and mission area skill(s).

EXECUTION

Safety First!

Safety must be at the forefront of this training exercise. All personnel shall have in their possession, at all times, the ORM cards prepared for and issued by NMCB21. ORM will be used by all personnel performing daily activities. If something does not feel or look safe at anytime during M-Year, personnel should call a training time-out. Report all hazards, near misses or safety incidents to the class leader or instructor.

M-Year training will be conducted on various training sites stretched from CBC Gulfport to the ranges and classrooms of Camp Shelby. This training includes Heavy Weapons/Crew Served, CPO/Officer Course (944.1), Communications (811.1), Airfield Damage Repair (ADR), Squad Leader (942.1), Command Post Exercises (CPXs) and Convoy Support Element (CSE) Training after hours. Each member is encouraged to take advantage of the daily and after hour training to ensure that they are ready to deploy.

Critical Dates

Advanced Party (AP): Arrival Date: All by 1APR08

Camp Shelby Element: Arrival Date: All by 6APR08

Departure Date: Main Body, all by 20APR08

Departure Date: Delay Party, all by 25APR08

Orders

All orders must be input and processed no later than **2MAR08**. COMPANY Commanders shall manage the order process to ensure conformance with the input required on the attached M-Year Master AT List. Each service member must comply with the information on this list as well.

Requests for Waivers from M-Year shall be forwarded via the chain of command to the S3 shop.

Waivers will only be granted to personnel that show a hardship or request due to educational considerations. All waivers shall be in writing via a special request chit and forwarded through the chain of command. All waivers approved will be for the M-Year AT period only in accordance with BUPERS 1001.39.

Security Clearances

All personnel shall request a copy of their security clearance from their NOSC. The justification for this is that each member shall be required to have a copy of their clearance certificate in hand prior to taking any 800 series COMM course and any other course that deals with sensitive or classified information. This includes all personnel conducting after hours Convoy Security Element training. Copies of JPASS Certifications will be turned into the instructors prior to beginning class. Members not having their JPASS Certifications will not be allowed to take the class. In addition, all personnel will be required to have a security clearance prior to deploying with the Battalion. Members encountering problems should forward any issues up the chain of command to the Ops shop for further action.

EMBARK

Travel Itinerary

The Embark Shop will be managing the departure and arrival of all battalion personnel to M-Year. The Embark Department has been working with SATO to ensure that all members have the appropriate travel arrangements taking them into the Gulfport Airport for further assignment with NMCB 21.

CMC(SCW) JOHNSON will be coordinating travel for NMCB 21. When you receive your travel itinerary, email directly to CMC; email address: TATOO@aol.com

Travel

Personnel are not authorized to change their travel itineraries. The Advance Party and Embarkation Officer will monitor each member's safe travel to and from Gulfport/Camp Shelby, to include ground transportation from the airport. NMCBs 21 will have buses available to pick up members from the airport based on flight itineraries. Each individual is responsible for notifying the RSS at 917 685 3938 of any airline rescheduling or rerouting.

Each Member shall ensure that their government credit card is activated. Be sure to check with your reserve center a minimum of 14 days prior to departure to check credit card status. Any personnel who do not have a credit card and need advanced per diem need to notify their Det

OICs during the March drill weekend. This is only applicable to those personnel berthing in Gulfport, as those members will be responsible to pay for berthing. Upon arrival at Gulfport Airport, personnel should collect their baggage, and then check in with the ALFA Company staff at the baggage area. They will then be given directions to the bus. Flight LPOs will be assigned prior to travel to Gulfport based on flight itineraries. Flight LPOs are directed to contact the RSS at 888-718-9094 from the member's home

airport to notify that all members have arrived at the airport. The flight LPO will notify the Command Duty Officer (CDO) at CBC Gulfport upon arrival and notify them of that all members have arrived.

- If possible, pack one full set CUUs in carry-on luggage. If you plan to travel with liquids, gels or aerosols in your carry-on bag remember 3-1-1:
- All liquids, gels and aerosols must be in a **three ounce** (or smaller) container.
- Containers must be placed in a **quart** size, clear plastic zip-top bag and must be removed from your carry-on and placed in the security bin.
- **Only one** zip-top bag is permitted per traveler.
- Remember 3-1-1 to speed your screening process. Larger liquids can be placed in checked baggage Refer to www.tsa.gov website for current travel restrictions

Late Arrivals

Members that encounter delays enroute are directed to contact the CBC Quarterdeck at 228-871-2555. A member of ALFA Company will be dispatched to meet personnel delayed enroute. Delayed personnel will be transported to CBC Gulfport and then check in with the NMCB 21 Gulfport Quarterdeck.

Arrival at Gulfport-Biloxi International Airport

Upon arrival at Gulfport-Biloxi International Airport a member of Alfa Company from NMCB 21 will meet you and your fellow Seabee's.

ALL NMCB21 personnel will be transported via government transportation from Gulfport/Biloxi Airport to R41 Supply warehouse, CBC Gulfport for in processing. *Members assigned rental minivans by their Company Leadership will proceed to rental car counter to get their minivan and proceed to R41 warehouse with only the driver, no PAX.

Upon Arrival at R41 Supply warehouse at CBC Gulfport, members will report to Embark and await further instructions.

Transportation

Members are not authorized Rental Cars at CBC Gulfport or at Camp Shelby, with the exception of key staff and designated Company Representative's that will move Company personnel to daily training via minivan. Alfa Company will provide transportation at CBC Gulfport and Camp Shelby. Gulfport transportation will be provided from the official Hotels to Training on CBC Gulfport. Camp Shelby transportation will be provided from the berthing and administrative areas to the training sites, galleys and other locations.

Daily Schedule (Except as modified by the POD)

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0600-0700 Chow, Company Commanders are responsible for getting their personnel to and from chow.

0700-0715 Officers Call

0715-0730 Battalion Formation Follow on Class Leader Muster with Troops

0730-0800 Travel to classes

0800-1700 Class time

1700-1900 Chow

1900-2200 Evening classes / CO time

2200 Lights out

Class Leader Responsibilities

1. Class leaders are assigned for each class. The class rosters will designate the class leader. The class rosters will be distributed on 5 and 6 APR 2008 at R41 warehouse to Company Leadership.
2. The class leader is responsible for the following:
 - 2.1. Morning muster prior to class. Ensure sure all personnel are on the bus/minivan if transportation is required.
 - 2.2. Classes are started promptly. Document and report muster sheets daily to OIC.
 - 2.3. Evening muster after class. Ensure all personnel are on the bus prior to leaving, if transportation is required.

Seabee Combat Warfare (SCWS) Classes:

1. SCWS classes will be conducted per the schedule below at both Gulfport and Camp Shelby. All personnel who are not SCWS qualified, and not committed to another class or watch will attend the classes. Training area will designate by OIC. Schedule is subject change.

Date	Time	Module
8-Apr-08	1300-1700	102,103,104
9-Apr-08	1900-2100	105,106
10-Apr-08	1900-2100	107
11-Apr-08	1900-2100	108
13-Apr-08	1900-2100	109
14-Apr-08	1900-2100	110
15-Apr-08	1900-2100	111,112,115
16-Apr-08	1900-2100	113
17-Apr-08	1900-2100	114
18-Apr-08	1900-2100	PROFILES AND TESTS

ADMIN

Everyone attending M Year has been instructed to input berthing "AVAILALABLE", whether going to Gulfport or Shelby. As you know, those in Gulfport will receive a CNA and berth out in town.

The S1 Shop has been notified that we may have several people going to M year without a Government Travel Credit Card (GTCC), and quite possibly, without a civilian credit card. This is the "first" AT for many of our people and they may not understand the travel/pay process. More importantly, if they come to Gulfport without a credit card, they will not be able to pay their bill!!

To ensure there are no issues while on AT, we have outlined the procedures for ADVANCE TRAVEL PAY below. Only those without a GTCC or personal credit card should be authorized Advance Pay.

1. Member completes TRAVADVQST.PDF (attached) and submits it along with a copy of their orders and avoided check directly to the Company Chief/Company Commander. Orders must finalize; cannot be "DRAFT". Request should be submitted 30 days prior to start of AT.
2. Company Commander/Chief must counsel the member (on paper) that "They will note any/all advances on their travel claim and that travel claim and orders will be submitted to PSD for liquidation within 3 days after completion of travel." Note: Advance payment is considered a debt to the government and will be referred to DFAS-Cleveland for collection as an out-of-service-debt.
3. Company Commander/Chief forwards appropriate paperwork to the servicing PSD (i.e. Willow Grove services Fort Dix; Cleveland services Buffalo – check with Det OIC's to see which PSD services their personnel). Paperwork must be attached to a memo advising that member is not a GTCC holder, berthing is not available (and for what dates), show daily cost of anticipated commercial lodging, and the amount of advance authorized (80% of total cost). PSD has final approval on exactly how much member will be authorized.
4. Advance pay will be automatically deposited into member's account (the one that their military pay goes to) approximately THREE (3) days before the travel date.
5. Company Commander/Chief should provide a FINAL list of personnel who have requested Advance Travel Pay on/before 26 March 2008 to PS1 Kocher and me.

Should you have any questions, please feel free to contact PS1 Kocher (vkocherdk@yahoo.com) or me. Members with problems should go through you and not come directly to PS1 or myself.

We have attached references on this subject for more information. See Appendix 1

V/r & r/
YNCS Barnes

Orders turn in:

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Upon arrival at CBC Gulfport (R41 supply warehouse), the S1 Shop will have set up a place to collect your orders for processing at PSD.

Bring the following with you:

- 3 copies of your Orders
- 3 copies of your page 2
- 3 copies of your Itinerary
- 3 copies of your direct deposit form/EFT
- Certificate of Security Clearance from your NOSC
- A Copy of your NKO Electronic Training Jacket and any supporting certificates of completion.

For members attending training at Camp Shelby, these orders will be endorsed with for Field Berthing. Berthing accommodations will be outlined below. For those members attending training at CBC Gulfport, these orders will be endorsed as Government Berthing not available. Company Leadership has POC list of approved Lodging in Gulfport MS.

Liberty

Liberty will be restricted for the majority of the evolution. Liberty is at the Commanding Officer's discretion. Expect to be fully engaged in training from the moment you arrive until you turn your gear in at the conclusion of M-Year training. The consumption of alcohol is prohibited during the evolution.

SUPPLY

Berthing

At CBC Gulfport, personnel will be berthing at several hotel locations determined by the S4. Depending on the classes in which the member is placed. Members will be berthed two to a room. Each member will be required to pay for berthing via their GTCC or out of pocket. Each of the hotels that have been identified provides breakfast for its guests. Lunch and Dinner will be served at CBC Gulfport Galley. At Camp Shelby, berthing will be in the block buildings. The barracks are open bay with bunk beds and lockers. Shower and toilet facilities are located in buildings in the vicinity of the barracks. Members will **be required to pay** for chow.

Mail Service

There will be limited mail service provided during MYear Training. Personnel will be able to send mail during the training; however, personnel will not be able to receive mail during this evolution.

Messing

Personnel training at Camp Shelby will eat Breakfast and Dinner in the chow hall. Lunch will be MREs.

Camp Shelby Chow Hall hours:

Breakfast: 0600-0730

Dinner: 1700-1900

PT gear is not authorized in Chow Hall

Personnel training in Gulfport will eat in the CBC

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Gulfport galley hours:

Breakfast: 0545-0745

Lunch: 1100-1230

Dinner: 1630-1800

PT gear is not authorized at the galley

Gear

Bring your complete set of uniforms, including hardhat and steel-toed boots and sufficient personal articles to last the entire AT period. There will be limited opportunities to visit the Base Exchange during the AT. A complete list of required and recommended gear items is attached. Laundry facilities will be available in the Berthing area. Sleeping bags, weapons and 782 gear will be issued at Gulfport for personnel training at Camp Shelby.

All personnel are required to bring their Battle Skills Guides to M-Year.

Packing

Please remember that there are several restrictions on what you can pack in your carry-on and checked baggage.

- Personal weapons (Firearms, Knives, Knife-Axes, Etc.) are NOT authorized (Pocket Knives may be packed in checked bags)
- Only you're issued seabag or a USPS-acceptable Footlocker is acceptable as checked luggage (no Samsonite)
- Place identification on the inside and outside of your Seabag
- Avoid over packing
- Ensure that locks that are not TSA approved are not placed on your baggage. Place non-TSA approved locks in your carry-on baggage

Seabag (Required Items)

Cap, CUU 2 ea.

Coat, C/W, CUU (Field Jacket) 1 ea.

Coat liner 1 ea.

Blouse, CUU 3 ea.

Trousers, CUU 3 ea.

Belt, Black 1 ea.

Buckle, Black 1 ea.

Boots, Safety 1 pair

Blousing Garters 1 pair (have extra)

Socks, Wool, OD 4 pair

Underwear 6 pair (boxer's OR brief's)

Undershirts, Brown 6 ea.

Dog Tags 3 ea.

Towel 1 ea.

Poncho 1 ea.

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Bag, Duffel, OD 1 ea.
Blue PT Shorts 2 pair
Running Shoes 1 pair
White PT socks 3 pair
First Aid kit 1 ea. (personal items and prescriptions for 3 weeks)
Rain Gear 1 set
Toiletry Articles (personal items for 3 weeks)
Shower Shoes
Prescription Medication (if applicable)
SCWS PQS Books
Seabee Combat Skills Guides
Civilian / Military Driver's License
Laundry Bag w/Pin
Watch cap/helmet liner
Personal Medications
Shoe Shine kit
Pen, Pencil & Notepad (wheel book)

Recommended Articles

2nd Pair boots
Polypropylene Underwear
Gore-tex Parka/Pants (if you have them)
Extra underwear & wool socks
OD Wooly-pully Sweater
Uniform gloves and liners
Work Gloves
Sweat Shirt/Pants (worn for PT and inside only)
Pillow
Insect Repellent
Sun Screen
Insect Repellant
Clothesline (cord)
Pocket Knife (pack in checked luggage) NO sheath, fixed, or automatic blade knives!
Flashlight/Batteries (headlamp encouraged)
Trash Bags & Baggies
Sewing Kit
Chap Stick
Baby wipes (flushable)
Reading Material
Toilet Paper
Poncho Liner
Deck of Cards
DVD Player/DVDs
Reading Material

\$150 in cash
Master Locks

Medical Services

In Gulfport, Medical Services will be available at the Base Clinic. Emergency services will be provided by the Hospital outside of the base.

At Camp Shelby, Medical Services will be provided by NMCB21 Medical Officer during daily sick call, emergency's will handled via 911 and Hattiesburg General Hospital.

Religious Services

Chapels are located both at Camp Shelby and Gulfport. A schedule will be available upon arrival at M-Year. In addition, the Battalion Chaplain will hold services in the field on the middle weekend and during Holy week.

- Civilian wear is authorized for travel and after training hours in the berthing areas at Gulfport. Civilian attire is not authorized at Camp Shelby
- PT Gear is authorized for wear in the berthing areas at Camp Shelby for off-duty personnel; however it is not authorized in the Camp Shelby dining facility
- At Camp Shelby, Civilian clothing is not authorized for wear in the galley during any of the meals

COMMAND and SIGNAL

Command Structure:

CO/XO
S3 DEPT
COC Shelby
OIC Gulfport and OIC Shelby
Company Commander /CPO
Class leader
Seabee

CCIR's

Commanders Critical Information Requirements

The Commanding Officer or his official representative shall be notified when any of the following occurs:

1. Any NMCB21 personnel are injured for any reason
2. Any NMCB21 personnel are missing from formation, movement, or class
3. Any NMCB21 equipment or vehicles are damaged or involved in an accident

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4. Any NMCB21 personnel are involved in any incident, military or civilian, that would discredit the Seabee's, the Navy or would have potential adverse consequences upon NMCB21
5. Any other significant event the OIC deems necessary

All NMCB21 personnel are subject to the UCMJ while on duty from the time the member leaves their home, during duty, and return home.

DAILY REPORTS

Daily reports will make to NMCB21 Command element by 1000 and 2000.

Daily reports include:

Location (Det Gulfport and Det Camp Shelby) PERSTAT 1000 and 2000 hours

Class muster sheets 2000 hours (same day)

Sick Call and MED Status report 1000 hours (real time)

Weapons Density Report 1000 and 2000 hours (previous 12 hour period)

Embarkation Movement Report 2000 hours (same day)

OIC will be responsible for collection and reporting reports above to CE.

CODE OF CONDUCT

Article I: I am an American, fighting in the forces, which guard my country and our way of life. I am prepared to give my life in their defense.

Article II: I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

Article III: If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

Article IV: If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action, which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

Article V: When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

Article VI: I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles, which made my country free. I will trust in my God and in the United States of America.

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Emergency CONTACT

All personnel should leave a **copy of your travel itinerary**, the **location where they will be trained** and a **copy of this Welcome Aboard Package** with their family.

All emergencies at home shall be transmitted to the member via Red Cross Message.

Red Cross Message and one of the following individuals:

Command Ombudsman: Kathleen Newcomer (631) 669-8505 or email knewcome@suffolk.lib.ny.us

Priority #1 NMCB 21 CDO Phone (732) 674-1011

Priority #2 NMCB21 RSS Supervisor EOCS Sievers (732) 323-4330 OR (732) 557-1776

Priority #3 20th SRG (Gulfport) Quarterdeck 228-871-2555

Mr. Joe Thornburg 228-871-2667 days

Priority #4 Command Cell Phones (in order of priority)

The American Red Cross can only transfer emergency messages with regard to immediate family members of the service member. This means spouse, children, parents, brothers, sisters, and guardians only. Your family should contact their local chapter of the American Red Cross with the particular emergency. The Red Cross will then contact the Gulfport area Red Cross chapter. They will in turn notify the Battalion, who will notify you of the problem. If you are notified any other way, Red Cross confirmation will be required before any leave or termination of orders will be authorized. The Commanding Officer, Command Master Chief and Chaplain will consider your situation. Should leave or termination of your orders be necessary, they will help expedite your leave and travel by providing you with the help necessary.

APPENDIX 1

ADVANCE TRAVEL PAY

(7 Feb 08)

References:

BUPERSINST 1001.39E

DODFMR, Volume 9

JFTR, Chapter 5 (U5125, U5130, U5225, 5230)

PERSUPPACTLANTINST 7220.8F

MyPay Web site

General Information

All reservists who expect to travel at least twice per year should be issued a Government Travel Charge Card (GTCC).

A reservist performing AT/ADT at a site where there is no lodging and messing may request a travel advance provided he/she does not have a GTCC. Travel advance requests will be reviewed on a case basis and if determined NMCB21 Welcome Aboard Package M Year CBC Gulfport and Camp Shelby MS

by the Disbursing Officer to be authorized, the advance will be processed via Electronic Forms Transfer (EFT). The funds will be available 3-4 days after processing by PSD that provides service to the members NRA.

Advance per diem will be limited to 80% of estimated cash expenses (i.e., lodging and transportation costs), and 100% of meals and incidentals (M&IE). TAD advances may be paid not earlier than three working days prior to departing on TAD.

Member Responsibilities

Establish and maintain an account at a financial institution to transfer all travel advances, settlements, and Navy net pay and allowances.

Notify their chain of command as soon as possible that they require a per diem advance.

Submit a copy of orders and a voided check or completed EFT form to PSD via Company Commander/Chief.

Annotate any advances on their Travel Voucher (DD Form 1351-2) when filing their claim (see "Annual Training/Active Duty for Training (AD/ADT)" article for further information).

Company Responsibilities

Deliver AT/ADT orders and an approved Certificate of Intent/Request for Travel Advance to PSD under a cover member. Orders and/or memo must state that member is not a GTCC holder, berthing is not available, show daily cost of anticipated commercial lodging, and the amount of advance authorized (verification is required by the PSD).

Ensure members establish and maintain an account at a financial institution where all travel advances, settlements, and Navy net pay and allowances will be sent.

Counsel member (on paper) that "They will note any/all advances on their travel claim and that claim and orders will be submitted to PSD for liquidation within 3 days after completion of travel."

PSD Responsibilities

Verify entitlement and compute advance based upon authorized amount for AT/ADT locality prescribed by the Joint Forces Travel Regulation manual.

Expedite processing advance so that EFT funds are available to the member no later than the last day of AT/ADT period.

TRAVEL ADVANCE REQUEST

Complete if I selected above (Single DLA)

Check Appropriate Box

E6 and below: Entitlement for the advance will be approved once it has been established that Government quarters WILL NOT be assigned at the new permanent duty station. You must obtain this certification from your ultimate DUTY station.

E7 and above: I certify that in conjunction with my reassignment to _____ That I do not intend to occupy Government quarters under the authority set forth in 37 U.S.C. 403(B), as amended. I understand that if Government quarters are permanently assigned. I will be required to repay the advance immediately.

Complete if A, B, C, D, H, and/or I selected above

Member Certification: I certify that I intend to travel and/or relocate my dependents from (city and state) _____ to _____ on or about (date) _____. I and/or my dependents will establish a bonafide residence in connection with my PCS , Separation/Discharge, and/or Retirement. If I do not move my dependents within 60 days from the reporting date, the advance **DLA** will be collected immediately.

Privacy Act Statement

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) that requires that federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts. The principle purpose is to provide information required to legally pay advances to Navy personnel. Routine use: Member provides information about PCS, TDY, Separation, Discharge, and/or Retirement travel. The Disbursing Officer verifies entitlements and pay requested travel advances. Disclosure of information is voluntary. If a member does not provide the requested information payment will not be made.

I understand that in the event my entitlement is less than the travel advanced, the difference is a collectable indebtedness due the government and shall be collected immediately.

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Signature of Member

Date