

A FAMILY'S GUIDE TO RECRUIT TRAINING



THE MISSION OF RECRUIT TRAINING
COMMAND IS EMBODIED IN THE RECRUIT
DIVISION COMMANDER'S CREED:

"THESE RECRUITS ARE
ENTRUSTED TO MY CARE. I
WILL TRAIN THEM TO THE
BEST OF MY ABILITY. I WILL
DEVELOP THEM INTO SMARTLY
DISCIPLINED, PHYSICALLY FIT,
BASICALLY TRAINED SAILORS. I
WILL INSTILL IN THEM, AND
DEMONSTRATE BY MY OWN
EXAMPLE, THE HIGHEST
STANDARD OF HONOR,
COURAGE, AND COMMITMENT."

WELCOME TO THE NAVY FAMILY!

CONGRATULATIONS!

Your loved one has chosen to become a Sailor in the world's finest navy! So now what?

You are probably fairly anxious about what's going to happen: What will your Recruit do in boot camp? How can you keep in touch and encourage them? What about graduation? You are not alone. Thousands of parents and families go through this each year. Hopefully, this guide will help alleviate some of those concerns as well as give you practical advice.

RECRUIT TRAINING COMMAND

Recruit training is about transforming civilians into Sailors, teaching the Navy Core Values of Honor, Courage and Commitment, and preparing Recruits to join the Fleet. It is not easy — training is both physically and mentally challenging — but when you next see your Recruit, they will be a United States Sailor. It is natural to be curious about what your Recruit will experience while onboard Recruit Training Command (RTC). We invite you to check out the Recruit section of our website for a glimpse into their training, ships and classroom education.

CONTACTING YOUR RECRUIT

Due to the structured nature of training, your Recruit will not be able to contact you regularly. We understand how difficult this will be at first, so here are a few things that might help ease the anxiety of being out of contact:

Mail:

Recruits will mail home a letter with their address during the first week of training. The Privacy Act prevents RTC from releasing Recruit addresses. Only your Recruit can provide you with their address.

Once a Recruit arrives onboard their permanent ship (barracks), they will begin receiving their mail, usually around week 2-3. To help avoid delays, please wait until you receive your Recruit's official address via mail.

While you can write to your Recruit every day, your Recruit can only write to you a few evenings each week and during "holiday routine," meaning Sundays and federal holidays.

Recruits can receive anything that can fit into a standard-sized envelope and news from home might help ease some of their homesickness as well. Resist the urge to send a care package or write on the outside of the envelope. We know you want to send your Recruit their favorite homemade chocolate chip cookies, but Recruits cannot receive these. Also, remember that the envelope will be seen by their RDC, so putting stickers or writing all over their envelopes might make your Recruit uncomfortable.

Phone calls:

Recruits are generally given three phone calls throughout the duration of their training. The first call is conducted upon their arrival at RTC to notify a family member or friend that the Recruit has arrived.

Recruits will generally be given the opportunity to place a second call midway through their training. There is no set schedule and no way to know if or when these calls will come.

The final call you will receive from your Recruit is the call letting you know they are no longer a Recruit, but a Sailor in the World's Finest Navy! This call comes during their final week of training, generally within 24 hours of completing Battle Stations-21. This is an emotional call for the Sailors and their families. Unfortunately, again, neither RTC nor your local Recruiter will be able to provide Battle Stations-21 schedules, only your Recruit may release this information to you.

Note: Recruits will be granted a phone call when they fail a training requirement, or become injured or ill.

Emergency Contact:

Sometimes, there are emergency situations when you need to contact your Recruit. If an emergency should arise, you will need to contact the American Red Cross at (877)272-7337. The Red Cross relays urgent messages containing accurate, factual, complete and verified descriptions of an emergency such as the death or serious illness of an immediate family member to service members stationed at Recruit Training Command.

INTERRUPTIONS IN TRAINING

Once a division's graduation date has been set it will not change. An individual Recruit's graduation is dependent on successful completion of the training requirements. Should your Recruit experience a disruption in training due to an academic or physical test failure, injury or illness, they will receive the opportunity to call the person of their choice to advise her/him of their situation.

If you have received a call from your Recruit stating their training has been interrupted due to a medical issue, physical training or academic testing failure you should NOT attend graduation unless you have received an additional phone call from your Recruit stating they have met the requirements and will be graduating. A Recruit who has not completed their physical fitness assessment, swim qualification, academic tests, or is ill or injured is still in training; therefore, they are not authorized visits.

PASS-IN-REVIEW / GRADUATION

Recruit graduation is known as Pass-In-Review (PIR). It is a formal military ceremony which honors your Sailor's hard work and dedication to a new way of life. It also ties together the future of the Navy with our long-held naval traditions and customs.

During your Recruit's first week at RTC, your Recruit will send home an information letter from the Commanding Officer, along with very important information regarding graduation. This letter will notify you of your Recruit's official address, graduation date, the names of intended guests for the ceremony and the password for the vehicle gate pass (**do not misplace this password**).

While a division's graduation date will not change, an individual Recruit's graduation date may change based on performance, which is why we suggest families purchase **refundable** tickets when possible.

Please keep in mind that Recruits mail this information themselves, so RTC does not know where the information was sent, nor can we send additional information.

Pass-In-Review Access List:

RTC does not issue tickets for the graduation ceremony; instead Recruits are permitted to place the names of their intended guests on the access list.

The number of guests allowed per Recruit is dependent on the number of divisions in the training group.

12 or less divisions within the training group:
FOUR guest maximum per Recruit.

13 or more divisions within the training group:
THREE guest maximum per Recruit.

Please visit http://bootcamp.navy.mil/upcoming_grads.asp for more information regarding the number of guests permitted for your Recruit's PIR.

Please coordinate with your Recruit as only Recruits may place names on the list. RTC can neither change these names nor release the names of those on the list. Recruits **ARE NOT** authorized to place additional guests under another recruit.

★ ALL GUESTS 3 AND OLDER MUST BE LISTED ON THE ACCESS LIST. No exceptions will be made for active duty service members or retired military personnel. Children age 2 and younger do not need to be listed on the access list and will not count toward the maximum number of guests. **Please do not call or e-mail RTC for additional seats.**

Those who are not on the access list should remain off base and meet with their Sailor once he or she commences off base daytime liberty. **We do not have a designated waiting area nor do we have a standby line.**

Graduation Day Schedule

- 6:30 am: RTC gate opens to guests.
- 7:00 am: Ceremonial drill hall doors open to guests.
- 8:45 am: All guests must be seated. *Ceremonial drill hall doors close, no further entry for guests.*
- 9:00 am: Pass-In-Review commences.
- 9:20 am: Divisions arrive.
- 10:30 am: Pass-In-Review concludes.

Guests with Disabilities

- Recruit Training Command will be happy to provide an on-site qualified interpreter for the graduation ceremony when a person with a disability requests the service prior to the event. Please place your request with the Public Affairs Office as soon as possible via e-mail at rtc.pao@navy.mil or via phone at (847)688-2405.
- Use of wheelchairs and manually-powered mobility aids are authorized onboard RTC. RTC provides wheelchair spaces and a companion seat in a specialty seating area in the ceremonial drill hall. RTC has wheelchairs available on a first-come, first-served basis which can only be used to transport guests through the check-in process and after the ceremony to their vehicle or transportation service.
- If you require handicapped parking please show your parking placard to security staff and you will be directed to the appropriate parking area.

Accessing Base:

Access to Naval Station Great Lakes has been greatly modified in response to our heightened security posture. Guests should be aware that personal belongings are subject to search by Security personnel.

Identification:

All guests 18 years and older must present valid government issued photo identification (driver's license, state ID card, passport, military ID card). Guests

17 years or younger who do not possess one the items listed above must present one of the following: school ID card, driver's permit, copy of their birth certificate or social security card.

Items Not Permitted Onboard RTC:

- **Contraband**, including but not limited to: alcohol, illegal drugs, knives or weapons.
- Smoking is not authorized on the installation.
- Outdoor photography and videotaping. The graduation ceremony is held indoors, photo taking is permitted inside the ceremonial drill hall.
- For security and privacy reasons, guests are not permitted past the Chapel parking lot or the parking garage structure for any reason.
- **Posters, balloons, flowers or luggage** are not allowed in the visitors' center/ceremonial drill hall. You may however keep these items in your vehicle.

RTC supports the Law Enforcement Officers Safety Act of 2004. If you are a peace officer (policeman, etc.) and are **required** to carry a weapon at all times as a **condition of your service**; please contact Great Lakes Police Departments' Deputy Chief Knapp at james.b.knapp@navy.mil or (847)688-5555 well in advance of your visit to discuss procedures and requirements. Weapons possession on federal reservations is highly regulated and those in violation are subject to arrest and prosecution.

Vehicle Gate Pass & Password:

Guests who intend to bring their vehicle onto the base for graduation must have a gate pass. **ALL VISITORS, including those with DoD decals must present the vehicle gate pass.**

The gate pass can be obtained via the following web address:

http://www.bootcamp.navy.mil/upcoming_grads.asp.

To access the gate pass, you must input a password provided by your Recruit. If you did not receive this password in the initial letter sent by the Recruit, you should write your Recruit and request the password. You may also ask for the password over the phone if and when your Recruit calls.

RTC is unable to provide this password to you. The password must be obtained from your Recruit.

If you do not have a gate pass, Security will not allow you to bring your vehicle onboard RTC. You may arrive to the gate via public transportation, taxi or hotel shuttle and walk onboard RTC with your valid photo identification card. The visitor's center is a short walk from the gate.

When driving onto Recruit Training Command please have your driver's license, vehicle registration, proof of insurance, and vehicle gate pass ready as you will not be admitted without them.

Rental Vehicles:

If you will be driving a rental car the vehicle gate pass, rental agreement and your driver's license will suffice.

Alternative Transportation:

For alternative transportation, the Metra train offers a stop at Great Lakes on the Union Pacific North line. The station is located about a block from the RTC gate. For schedule information, visit www.metrarail.com.

Guests may also take local taxis or hotel shuttles to the gate. If you walk onto RTC, be sure to check-in at the USS YORKTOWN (RTC's Visitor Center) to have your ID checked and your hand stamped. Without this, you will not be able to access the drill hall for graduation.

POST PASS-IN-REVIEW/LIBERTY

Please continue reading to learn more about the general liberty process. When you take your Recruit out on liberty, please keep these things in mind:

- Your Recruit should be given ample time to walk to their ship before the expiration of liberty.
- Recruits may not travel more than 50 miles from base during liberty, meaning no further than downtown Chicago.
- Recruits may not use alcohol or tobacco products, nor drive a vehicle.
- Recruits must remain in uniform at all times.
- Recruits may not bring civilian items (clothes, mobile phone, MP3 player, etc.) or food back to RTC.

Sailors transferring to Great Lakes "A" School:

The Great Lakes "A" schools are not located onboard Recruit Training Command. Sailors attending "A" school in Great Lakes must check into their new command before they can go on liberty. The check-in process may take up to 5 hours. Please ensure your Sailor has your phone number so they can contact you once they have completed the check-in process.

Sailors transferring to "A" School Outside of Great Lakes:

If your new Sailor is attending "A" School outside of Great Lakes, generally they will depart RTC the day after graduation. Travel arrangements are made by RTC, therefore Sailors are required to travel on their government orders. If your Sailor is flying out of state they must travel to the airport using government transportation, you may not escort them to the airport; however, you may meet them at the airport.

Your Sailor will receive guidance from their Recruit Division Commander regarding their liberty period on the day of graduation. Your Sailor may be required to check out with their RDC prior to commencing liberty. Please ensure you return to RTC with adequate time for your Sailor to reach his barracks prior to expiration of liberty.

RTC does not have your Recruit's liberty or travel schedule, so you will need to stay in contact with them. Only your Recruit and their supervisor know their specific liberty schedule.

AIRPORTS & ADDRESS

RTC is located approximately 35 miles north of Chicago on Lake Michigan near the Wisconsin border. RTC is conveniently located near three major international airports, so you may want to check fares into all three to find the best rate.

- Chicago's O'Hare International Airport is located 30 miles from RTC.
- Chicago's Midway International Airport is located 45 miles from RTC.
- Milwaukee County's General Mitchell International Airport is located 50 miles from RTC.

If you are utilizing a Global Positioning System (GPS) please input the following address:

3355 Illinois Street, Great Lakes, IL 60088

TRAVEL ARRANGEMENTS

MWR will provide you with information and assistance when making your travel arrangements for those "friends and family" traveling to the Great Lakes area to enjoy this memorable graduation experience. MWR has negotiated discounted pricing for local hotel accommodations, airfare and various other travel services. Make your travel plans early to ensure availability and discount pricing.

Please open up our Friends & Family Brochure (link below) for information on MWR services and our leisure travel partners, or call toll-free 1-877-805-9157.

Friends & Family Brochure Link:

http://www.mwr.gl.com/gen_info/rtc_graduation/rtcbrochure.htm

NEED MORE INFORMATION?

If you have a question that has not been answered here or on our website, please contact the RTC Public Affairs Office at (847)688-2405 or via e-mail at rtc.pao@navy.mil.



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