

Your Candidate's Graduation Date: _____

The possibility exists your Candidate may experience a disruption in training due to an academic or physical test failure, injury/illness. Should this occur, your Candidate will have the opportunity to call **1 person** to advise.

NO MAIL: Due to the incredibly short time your candidate is on base, your candidate will not be able to contact you regularly and will NOT be able to receive mail or packages.

1 PHONE CALL: Candidates at NSI are **NOT** allowed incoming phone calls. During NSI, Candidates will normally be allowed to make 1 brief phone call when they arrive to let you know they are safe and sound. If you miss this phone call, your Candidate should leave a message saying as much.

EMERGENCY CONTACT: In case of an **immediate** family member emergency, please contact the American Red Cross at 877-272-7337. The Red Cross relays urgent emergency messages containing accurate and verified details and instructions to Recruit Training Command staff, who will relay the message to your Sailor. **In the message body, state your service member is a Midshipman Candidate.**

NO VISITORS: Visitors are **NOT ALLOWED** at all during NSI. This is **a restricted base** with access limited only to those who work on the installation. **Active duty, retired, and military veterans are NOT allowed to drive onboard boot camp.** NO ONE presenting military ID, regardless of service status or rank, will be permitted access.

POC: Please contact your NROTC unit for any questions and once your candidate is at NSI staff members may be reached at (847) 505 - 8398.

ATTENDING THE NSI GRADUATION CEREMONY

STEP 1: Fill out the enclosed security access form and bring it with you to NSI. It will be collected when you arrive by our staff.

VERY IMPORTANT:

THERE WILL BE NO CHANGES OR ADDITIONS AFTER YOUR CANDIDATE SUBMITS THIS FORM ONCE YOUR CANDIDATES ARRIVES TO NSI.

GUEST SECURITY ACCESS FORM: If you will attend the graduation ceremony, please fill out the enclosed security access form for a TOTAL maximum of 6 guests per graduate, according to the instructions on the form. The number of guests allowed is based on safety considerations and the fire code for the drill hall, where the indoor ceremony takes place. Children 2 years and younger do **NOT** count toward the maximum number of guests and do not need to be listed. **ALL GUESTS 3 AND OLDER MUST BE LISTED ON THE ACCESS LIST, INCLUDING MILITARY GUESTS (ACTIVE DUTY, RESERVE, RETIRED, VETERAN).** ****NO EXCEPTIONS WILL BE AUTHORIZED for additional guests.****

STEP 2: Plan your travel. It is **STRONGLY** recommended you consider purchasing exchangeable/refundable airline tickets/hotel accommodations in case your candidate does not graduate as expected. The U.S. Navy does **NOT** provide lodging and does **NOT** provide any transportation (including shuttles).

STEP 3: Pick up your graduation ceremony tickets at the **off-base** Recruit Family Welcome Center.

Each guest must present a photo ID.

CEREMONY TICKETS: All approved persons (including minors) attending the graduation ceremony **MUST** personally pick-up his or her ticket at the **OFF-BASE** Recruit Family Welcome Center the day before or the morning of your new midshipmen's graduation. Tickets are free of charge, but you must have 1 of the following forms of valid photo ID:

For adults: driver's license, state ID, military ID, or passport

For minors: student ID, driver's permit, Social Security card, or birth certificate

Once you receive your ceremony ticket, **do NOT lose it!** It is the only ticket you will receive. Ceremony tickets cannot be transferred to another guest and are the only means to drive on base for the ceremony. **NOTE:** Everyone in your vehicle must possess a ceremony ticket or your vehicle will not be allowed on board boot camp.

OFF- BASE GRADUATION CEREMONY TICKET PICKUP ADDRESS/GPS: The Recruit Family Welcome Center is located at the Navy Exchange (NEX) Burkey Mall, 2650 Green Bay Road, North Chicago, IL 60088 (generic terms such as NEX, Recruit Training Command or Naval Station Great Lakes may take you to the wrong location).

GRADUATION CEREMONY TICKET PICKUP HOURS:

1:00 pm - 7:30 pm the day before graduation **OR**
6:30 am - 8:00 am the morning of graduation

STEP 4: Attending the graduation ceremony

****Uniform for NSI graduation is Summer White for E7 and above, Service Dress for E6 and below, or service equivalent****

ARRIVING: Gates open to the public on graduation day at **6:30 am**. Once on base, it will take some time to pass through security at the gate and to conduct 100% bag checks before entering the ceremony, **so please plan accordingly and allow time for these security checks**. Doors into the ceremony will be locked promptly at **8:45 am** when the graduation ceremony starts and no guests may enter the ceremony after that. The ceremony concludes at **approximately 10:00 am**.

WALKING ON BASE: Pedestrians may walk onto the base using the Gate 8 turnstile across from the Metra train station. You may have to wait in line outside at the gate to check-in and once on base, it is approximately ½ mile from the gate to the entrance of RTC's Visitor Center (USS YORKTOWN). Please consider these factors during inclement weather.

DRIVING ON BASE: **Every person** in the vehicle must present a ceremony **ticket** and **photo ID** in order to drive onto the basic training base. The driver must present a driver's license and may also be asked to present vehicle registration and proof of insurance or rental car agreement. **Shuttles, UBER, other share rides and taxis are NOT allowed on base AT ALL** and must drop off passengers at the parking lot next to the Gate 8 pedestrian turnstile. Once on base, vehicles are directed to the parking structure next to RTC's Visitor Center (USS YORKTOWN). Please obey these rules:

- No cell phone usage while driving on base!
- Seat belts are required for everyone in the vehicle at all times.
- Motorcycle drivers/riders **MUST** have proper protective clothing/equipment such as a helmet, long pants, long-sleeved shirt, and over the ankle hard-soled boots.
- New Sailors are prohibited from operating motor vehicles, including motorcycles, and are **NOT** allowed to be a passenger on a motorcycle.

MULTIPLE SEARCHES POSSIBLE: All graduation attendees are required to enter through Recruit Training Command's Visitor Center, for security screening, prior to entering the ceremonial drill hall. Every person, bag, and vehicle on the base is subject to search. Metal detectors and other security devices are in use onboard RTC.

- **ITEMS PERMITTED INTO GRADUATION CEREMONY:** Small bag/personal item (purse, satchel, etc.), small diaper bag, small camera bag, and personal wheelchair or walker. Strollers and car seats are allowed, but cannot be in the bleachers and so must be left in a side room upon entering the ceremony due to space limitations.
- **ITEMS NOT PERMITTED INTO GRADUATION CEREMONY:**
 - NO large bags, backpacks, luggage, posters, signs/banners, gift bags of any size, flowers or leis.
 - NO alcohol, illegal drugs, knives or weapons. These items will be confiscated by security and any person found with these items will NOT be permitted to enter the base or the ceremony.
 - **NO WEAPONS! Weapons' possession on federal installations is highly regulated and those in violation are subject to arrest and prosecution.**

LAW ENFORCEMENT OFFICERS SAFETY ACT: If you are law enforcement and REQUIRED to carry a weapon as a condition of your service; please contact Great Lakes Police Department, Deputy Chief Knapp at (847) 688-5555 or james.b.knapp@navy.mil well in advance of your visit to meet requirements for doing so on a military installation.

STEP 5: Depart. Candidates are expected to depart RTC immediately after release by Chain Of Command. Families or Candidates are not authorized to drive around the base or utilize any other facility at RTC. Families MAY return to the Welcome Center to purchase Navy apparel and souvenirs.

NROTC NSI GRADUATION GUEST SECURITY ACCESS FORM

THIS FORM MUST BE SUBMITTED UPON ARRIVAL AT NSI
NO CHANGES OR SUBSTITUTIONS ALLOWED AFTER YOU SUBMIT THIS FORM!

(CANDIDATE'S NAME: LAST, FIRST, MIDDLE INITIAL)

Projected NROTC NSI Graduation Date: _____

1. In preparation of your NROTC NSI graduation attendance, all visitors should be listed below. **Please include the rank with the last name of any active duty, reserve, retired or veteran guests that will be attending the ceremony.** I understand that all U.S. Citizens/Resident Aliens listed will have a criminal background check. All Non-U.S. Citizens/Resident Aliens will be considered for installation access on a case-by-case basis. I shall NOT knowingly request access for individuals meeting any of the following restrictions, including:

- a. An outstanding warrant, current probation/parole or a registered sex offender,
- b. Any narcotics related offense within the last 10 years, and/or
- c. Any other serious offense.

2. I hereby request the following individuals to be granted access to Recruit Training Command (RTC) Great Lakes for the NROTC NSI graduation. I have ensured full complete all blocks, providing all requested information in order to conduct a background check. All guests are expected to provide proper photo ID when picking-up tickets.

PRINT OR TYPE ONLY (MUST BE LEGIBLE OR ACCESS WILL BE DENIED)

1	LAST NAME		FIRST NAME		MI	PHONE NUMBER	
	ADDRESS		CITY		STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS							
2	LAST NAME		FIRST NAME		MI	PHONE NUMBER	
	ADDRESS		CITY		STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS							
3	LAST NAME		FIRST NAME		MI	PHONE NUMBER	
	ADDRESS		CITY		STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS							
4	LAST NAME		FIRST NAME		MI	PHONE NUMBER	
	ADDRESS		CITY		STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS							
5	LAST NAME		FIRST NAME		MI	PHONE NUMBER	
	ADDRESS		CITY		STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS							

INDIVIDUALS NOT LISTED ON THIS FORM WILL NOT BE GRANTED ACCESS!

3. It is my responsibility to notify my guests of any changes in my training status. I will recommend that they purchase refundable/transferrable tickets. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times. I will only notify the above listed people if there is an issue with their access. No confirmation will be provided by any staff member of RTC Great Lakes.

X

Your Candidate's Signature

For Official Use Only – Privacy Sensitive.

The content and enclosure herein contains privileged information and should be treated as "For Official Use Only."
Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties.