

# SEA



# STUDENT HANDBOOK

- IN-RESIDENCE PHASE -

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## *PURPOSE*

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The purpose of this student handbook is to provide students at the Senior Enlisted Academy (SEA) basic information on a variety of items about the in-residence portion of the course. Refer to the course syllabus for all distance-learning information. This guide may not cover every detail of the in-residence portion of the class, so if any questions or concerns arise, please contact your Group Faculty Advisor (FA).

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## *ARRIVAL INFORMATION*

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The SEA funds U.S. Navy Temporary Additional Duty (TAD) students only. Permanent Change of Station (PCS) students are funded under PCS line of accounting. All other U.S. military service members are funded by their respective branch and schedule travel with their parent command's travel office. For issues with travel or funding for partner services, contact the partner service command; the SEA does not control any partner service funding. International students are funded by their own country and schedule travel with their travel office. **Ensure you save all your receipts to include lodging, taxi, and tolls.**

1. **Air Travel:** If students are traveling by air, please verify by the Wednesday before travel that you have an approved airline ticket. TF Green (PVD) is the closest airport to the SEA. SEA does not fund the use of a rental car.

**Note:** If there are any issues with ticketing or flight cancelations while traveling, call your FA first and then deal directly with the airline prior to calling the SATO phone numbers listed on your itinerary. SEA travel coordinator cannot make any changes once travel has started.

2. **Traveling by Personally Operated Vehicle (POV):** Use the following GPS addresses:

Gate 1 (open 24 hrs)  
1 Training Station Road  
Newport, RI 02841

Senior Enlisted Academy (Tomich Hall)  
1269 Elliot Avenue  
Newport, RI 02841

3. **Lodging at the SEA:** There are a limited number of rooms at the Navy Gateway Inn & Suites (NGIS) and Navy Lodge. Students must validate room reservations with NGIS no later than 1800 the day before arrival, or you may lose your room reservations.

There is a possibility that students may be issued a Certificate of Non-availability (CNA) and will be required to lodge out in town. In this case, the SEA will **not** pay for a rental car; however, duty vans will be available for transportation.

### **PRIOR TO CHECK-IN**

Most establishments on base close after 1800 on Sunday. Additionally, the commissary is closed on Mondays, so if there are items students need to purchase for their stay (i.e., laundry detergent, food items, etc.), plan accordingly.

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### *BATTLE RHYTHM*

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### **DAY ONE CHECK-IN**

The first morning at the SEA will consist of 'check-in.' The check-in muster location, necessary items, and forms to bring will be transmitted to students via Blackboard announcement during the DL phase.

1. On the first day of class, students will be required to wear the official Physical Training Uniform (PTU) or service equivalent in the morning for weigh-ins and body fat composition assessments (BCA). Students will then shift to the Service Uniform (Khakis or service equivalent) in the afternoon. Students will be shifting locations during the first day, so ensure you have the proper outerwear when transiting to other buildings, if applicable.

2. The BCA will be conducted for **all** students with the exception of international students in accordance with (IAW) OPNAVINST 6110.1 Series.

3. The first opportunity to eat after weigh-ins will be at lunch, so please plan accordingly.

### **\*\*\* NOTE \*\*\***

**FAILING THE CHECK-IN BCA SHALL RESULT IN IMMEDIATE DISENROLLMENT**

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### **UNIFORMS**

1. **Uniform of the day.** All uniforms will be IAW current regulations. After the first day, the uniform schedule will be as follows:

a. Monday through Thursday: NWU or service equivalent (e.g., ACU, ABU, OP Dress, MARPAT). Note: Eight-point covers only, no command ball caps.

b. Fridays & Graduation: Khakis or service uniform equivalent (e.g., Service Uniform A, B, C, Service Blues). Note: Both combination cover and garrison covers are authorized (service member choice).

c. Physical Training (PT): PTU or service equivalent. Note: Navy sweats or Navy Fitness Suits are the only authorized outerwear for USN students.

2. **Group PT Shirts:** Students are authorized to wear Group/Class Pride Shirts with PTU shorts for all Class Physical Training events that take place on base.

### **PHYSICAL TRAINING**

While in Newport, students will be required to perform PT. The PT sessions could include, but not limited to circuits training, cross-fit, yoga, spin class, team sports, etc. . Students will be required to fill out an SEA-generated physical fitness questionnaire on the first day of class. If students are not able to perform all aspects of PT, a light/limited duty chit shall be provided on the first day of class that specifically states your duty status and limitations. If a light/limited duty chit is not provided, you will be required to perform all aspects of PT.

During the winter months, students should bring cold weather gear with them. Outdoor PT will only be canceled/shifted indoors during inclement weather or when the temperature “feels like” 32 degrees or less, so plan accordingly. Students lodged off base can utilize the locker rooms and showers located in John H. Chaffee Fitness Center (Bldg. 1109).

### **BRING YOUR OWN DEVICE (BYOD)**

The SEA has shifted to a BYOD model (i.e., laptop, iPad, etc.). To support the BOYD model, the following are available at the SEA:

1. WIFI is available in all group rooms, the library, and in Leadership Hall.
2. Charging stations are available in all group rooms.

A limited number of desktop computers are available for students. Although we highly encourage students to bring their own device, students are not required to purchase a device for the sole purpose of the SEA.

### **NOTIFICATIONS**

Students will continue to receive notifications via Blackboard while in-residence. If students currently receive their notifications to their work email accounts but will not have access to their work email accounts while in Newport, then they should change their emails to their personal accounts.

### **SEA STUDENT CHAIN OF COMMAND**

1. **Class President:** Acts as the class Command Master Chief and is the direct spokesperson for non-academic issues in the class. The Class President reports directly to the Lead FA, who will keep the Deputy Director and Director informed of all non-academic issues. Duties include, but are not limited to:

- a. Monitor class behavior, protocol, conduct, and timeliness at all times to include Leadership Hall, Perry Hall common areas, and outside events.
- b. Police the cleanliness of Leadership Hall, Tomich Hall common spaces, Perry Hall common spaces, library, and smoking areas.
- c. Meet with the Lead FA weekly in the morning on the first day of the workweek (normally Monday at 0915) in the Lead FA’s Office.
- d. Greet all Distinguished Visitors (DV) and Very Important People (VIP) with the Director.
- e. Coordinate and conduct all class leadership meetings.
- f. Coordinate and review results of any class projects.
- g. Handle student discipline at your level and keep the Lead FA, Deputy Director, and the Director informed.

h. Be thoroughly familiar with the duties and responsibilities of the Group Leaders.

2. **Vice President (VP):** Principal assistant to the Class President. The VP reports directly to the Class President in all class non-academic issues. Duties include, but are not limited to, assisting the Class President in the performance of their duties listed above.

3. **Group Leader:** Acts as the group Command Master Chief. Guide and mentor group members and serve as the group's direct spokesperson for all group issues. The Group Leader is responsible for the conduct, behavior, and protocol of group members. The Group Leader reports directly to the Group FA, keeping the Class President and VP informed, for all issues. Duties include, but are not limited to:

- a. Meet with the Group FA daily.
- b. Set the example of conduct and participation in every element of the SEA's curriculum.
- c. Monitor group member's behavior, protocol, conduct, and timeliness.
- d. Ensure the cleanliness of the group room.
- e. Ensure group members' compliance with all rules.
- f. Coordinate a homework review at the end of each school day.
- g. Coordinate group study/practice sessions as necessary.

4. **Duty Groups:** Assigned weekly on the class schedule by the Lead FA or Course Director. The Duty Groups report directly to SEA Duty FA. Duties include, but are not limited to:

- a. Set-up for PT events as per SEA Command Fitness Leader (CFL) / Duty FA guidance.
- b. Clean duty vans as required.
- c. Print and review Guest Speaker biographies. Arrive at Leadership Hall 10 minutes before start time to meet with the speaker and discuss their introduction.
- d. Audio Visual Support will arrive at Leadership Hall 10 minutes before a class lecture. Ensure computer, projector, and screen are in working order. Meet with and coordinate any speaker requirements.
- e. Ensure Leadership Hall, the 1<sup>st</sup> deck of Tomich Hall, 2<sup>nd</sup> Deck library, and 4<sup>th</sup> Deck lounge are clean and orderly at the end of the day.
- f. Ensure common areas are clean and orderly at the end of the day (smoking areas, Tomich Hall 2<sup>nd</sup> deck outside picnic areas, BBQ grill/smoker area).
- g. Remove snow and spread salt from sidewalks leading to-and-from Tomich Hall entrance doors as directed.

### **COLOR GROUP COLLATERAL DUTIES**

During the course, each color group will be required to provide a representative (rep) for various committees. These duties should not take more than 1-2 hours of additional time during the academic week. The Group Leader is responsible for ensuring the group is represented and that the representative is kept informed of meeting times and locations.

1. **Graduation Rep:** Representative for the Graduation Committee. The representative is responsible for but not limited to; tallying the number of DVs or VIPs and guests for their group, and ensuring their group is aware of ceremony protocol, layout, and flow. The group

representative is responsible to the SEA Staff Graduation coordinator. Further details will be provided at the class-up committee meeting.

2. **Photo Rep:** Representative for the Group Photo Committee. The representative is responsible for collecting photo money and the number of copies for their group. The group representative is responsible to the SEA Staff photo coordinator. Further details will be provided at the class-up committee meeting.

3. **Treasurer Rep:** Representative to the SEA Staff Treasurer. Will collect funds for SEA sale items and money for group room water cooler. Further details will be provided at the class-up committee meeting.

4. **Audio-Video (AV) Rep:** Representative who will ensure the computer, projector, and screen in Leadership Hall are in working order as well as coordinate briefs and AV requirements with guest speakers. Further details will be provided at the class-up committee meeting.

5. **Homework Rep:** Representative who keeps track of required reading to support the next day's lesson and all assignment due dates. The group representative is responsible to the Group Leader.

6. **SEA Legacy Gift Rep:** Representative for the Legacy Gift committee if the class elects to leave a gift. Additional details regarding the Legacy Gift are discussed later in the handbook.

#### **CLASS/DUTY VANS**

Fifteen-passenger vans are provided for the class to share. The number of vans will vary by class size and availability. The Class President is responsible for the cleanliness and usage of the van. The van shall be used IAW Department of Defense & U.S. Navy policies. The van shall not be used as a designated driver vehicle. If there is any doubt, contact the Duty FA or Lead FA for further guidance.

#### **HERITAGE FIELD TRIPS**

During your in-residence phase, students may take a field trip to one of the military heritage venues within driving distance. These trips are mandatory and will be conducted in uniform unless otherwise specified by the Lead FA. POVs and personal guests are not authorized on field trips. More information will be provided upon arrival.

#### **SEA STUDENT INTERNATIONAL BRIEFS**

International students attending the SEA will be required to provide a 20 to 30 minute brief of their country. PowerPoints for most services and countries have already been prepared. However, if international students have something particular that adds value, please feel free to bring it to the SEA. More information will be provided upon arrival.

\*\*\* NOTE \*\*\*

**ONLY SEA STAFF ARE AUTHORIZED TO EXCUSE STUDENTS  
FROM EVENTS ON THE CLASS SCHEDULE**

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### **LECTURES OF OPPORTUNITY (LOO)**

LOOs are designed to augment the material and provide students with additional leadership tools, philosophies, and practices. LOOs are voluntary, and students are not required to attend. LOOs will be listed on the weekly course schedule.

1. Uniform of the day is required.
2. Muster will not be taken.
3. Class leadership cannot make a LOO mandatory.

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### *COMMON AREAS*

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#### **TOMICH HALL COMMON AREAS**

Tomich Hall (Bldg. 1269) is located on Elliot Avenue. The 1<sup>st</sup> deck of Tomich Hall is the SEA headquarters and FA office areas as well as Leadership Hall. The 2<sup>nd</sup> Deck Library and 4<sup>th</sup> Deck Lounge fall under the SEA as well.

1. **Leadership Hall:** May be used for preparing group Capstone presentations, international briefs, or any other official function/duty. To use Leadership Hall, let your Group FA know to reserve the hall for your color group to eliminate scheduling conflicts.
2. **Library:** A library is located on the 2nd deck of Tomich Hall and is available 24/7. The library has leadership and military heritage books for check out and usage. Students may donate fiction books to the library.
  - a. Keep the library clean.
  - b. Check out books on an honor system.
  - c. Charge books are available for each group member to pass along knowledge to future groups. Feel free to share and create heritage.
3. **Tomich Hall Lounge:** The SEA lounge is available for use on the 4<sup>th</sup> deck and must be kept clean and orderly.
4. **Smoking Areas:** There is a gazebo located on the parking lot side of Tomich Hall. It is the only authorized smoking area. The 2<sup>nd</sup> and 4<sup>th</sup> deck lounge balconies are not authorized smoking areas.

#### **PERRY HALL**

Perry Hall (Bldg. 440) is located on Elliot Avenue across the street from Tomich Hall. SEA group rooms are located on the 2<sup>nd</sup> deck of Perry Hall. Perry Hall houses other leadership schools, so be mindful of other classes in session when transiting through Perry Hall. Group rooms are available 24/7 while in-residence.

#### **KAY HALL**

Kay Hall is located on Elliot Avenue across the street from Perry Hall and is a location often used for class PT. Other schoolhouses use the hall, so the use of Kay Hall is by reservation only. The gym located inside Kay Hall is not authorized for student's individual use.



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### *MATERIAL ISSUES*

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If students encounter material issues, please review the following:

1. NGIS Room: The SEA does not own and is not responsible for the material condition of the barracks rooms on base. For any issues (e.g., internet, plumbing, A/C, etc.) within the hotel room, inform the NGIS front desk and submit a trouble call. For persistent issues, let your Group FA know.
2. Leadership Hall: For issues with Leadership Hall, let the Duty FA or the Lead FA know.
3. Classroom: Report all classroom supply and maintenance issues to your Group FA.

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### *GIFTS*

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#### **LEGACY GIFT**

Leaving a legacy gift is optional and shall be a decision made by the majority of the class. Each group, via the legacy gift rep, will provide input into the overall decision, if the class elects to provide a gift. The group representative is responsible to the committee chair. The committee chair is responsible to the Class President. Further details will be provided at the class-up committee meeting. If the class elects to provide a gift, the following guidelines apply:

- a. Wall hangings cannot be any larger than 30"x30".
- b. Cost cannot exceed \$1000 in total.
- c. Can be an indoor or outdoor item. All outdoor items must be approved by the Lead FA to ensure base permission is not required.
- d. May be a donation to a charity of the class' choice.
- e. Shall be presented to the Director upon completion of the Director's closing remarks (normally the day before graduation).
- f. May improve or add to another gift or item at the SEA.
- g. Will contain the class number on the gift for future identification and historical purposes.
- h. The Class President will maintain receipts of the gift for audit purposes until graduation is complete. Upon completion, all receipts will be turned into the Lead FA and will be retained for 30 days.

**\*\*\* NOTE \*\*\***

**DIRECT ANY LEGACY GIFT QUESTIONS TO THE LEAD FA**

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#### **COLOR GROUP GIFT**

The group may elect to leave a small token of legacy behind in the group room, but it is not mandatory and solely up to the group.

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*MISCELLANEOUS INFORMATION*

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1. **Classroom Amenities:** There is a Keurig coffee machine in each group room. We suggest you bring your K-cups from your barracks/hotel room for use in the classroom. There is also a refrigerator, microwave, and water cooler in each group room. The group will be responsible to pay for water at \$6 a bottle (5-gallon water bottle).

2. **Base Facilities:** For base information such as NEX, Commissary, galley hours, legal, post office, etc., follow the link:

[http://www.mybaseguide.com/navy/39-348/ns\\_newport\\_services\\_facilities](http://www.mybaseguide.com/navy/39-348/ns_newport_services_facilities)

3. **SEA Store:** The SEA Chief Petty Officers Association (CPOA) has a small and modest 'ship's' store to purchase memorabilia. All items in the store are on a first come first serve basis and will not be mailed ahead of time to students. All proceeds go to the SEA CPOA. The following items may be purchased during your in-residence portion:

- a. SEA CPO coins - \$10
- b. SEA CPO mess coin-\$15
- c. SEA water bottles - \$10
- d. SEA coffee tumbler - \$15

**\*\*\* NOTE \*\*\***

**SEA STORE ITEMS WILL BE AVAILABLE DURING DAY ONE CHECK-IN. PLEASE BRING THE APPROPRIATE AMOUNT OF MONEY TO CHECK-IN (CASH ONLY)**

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4. **Mailing Address:** If you are mailing a package to the SEA for pick up upon your arrival, please use the following address and format:

STUDENT NAME  
c/o FA NAME  
1269 Elliot Ave  
Newport RI 02841-1529

**FLAG FLYING**

Flying a flag from a place of significance has long been a tradition in the Navy. Having a flag flown on the grounds of the SEA is authorized. However, executing the flag raising and lowering evolution must be in keeping with good order and discipline and bring a positive image to the Navy and the SEA.

- a. The class leadership may solicit volunteers to make up a flag detail.
- b. The flag detail must be in the uniform of the day.
- c. The raising and lowering evolution must be IAW customs, traditions, and ceremonies and will only take place between the hours of 0900 to 1200 on Saturday or Sunday.
- d. The individual must purchase the flag(s). The SEA will not purchase flags for individuals or for legacy gifts.

e. Fillable flag certificates are located on Blackboard in the SEA Information Center > home page (below Admin Alert). All certificates requiring the Director's signature will be turned in to the Administration Department (ADMIN) by the Class President or VP for quality assurance and routing no later than 0900 Monday mornings. SEA ADMIN will not generate, fill out, or print certificates.

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*OPTIONAL COSTS*

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Students will see some associated costs while in-residence. In addition to the purchase SEA CPOA memorabilia, water bottle usage and legacy gifts (if applicable), there will be opportunities to purchase a class ring, a group photo, "SEA Bricks," as well as heritage trip items (e.g., USS CONSTITUTION coins) while here at the SEA. These purchases are not mandatory. However, for budgeting purposes, please plan accordingly.

\*\*\*\*\* **FINAL WORD** \*\*\*\*\*

**IF THERE IS ANY CONFUSION, CONCERNS, OR QUESTIONS ABOUT ANYTHING  
IN THIS HANDBOOK, PLEASE ASK THE GROUP FA OR LEAD FA FOR  
CLARIFICATION.**

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Director

U.S. Navy

Senior Enlisted Academy