



## DEPARTMENT OF THE NAVY

NAVAL NUCLEAR POWER TRAINING COMMAND

101 NNPTC CIRCLE

GOOSE CREEK, SC 29445-6324

25 October 2012

Dear Prospective Officer Student,

Congratulations on your acceptance into the Navy's nuclear propulsion program! The Navy selects only the very best for the nuclear propulsion program and we welcome you as you begin your professional training.

Our mission at Naval Nuclear Power Training Command (NNPTC) is to prepare the next generation of Sailors, both academically and militarily, to become safe and trusted nuclear propulsion plant operators ready for Prototype training and, ultimately, service in the Fleet. While completing Nuclear Power School (NPS), your mission will be to master the fundamental knowledge presented in our curriculum, thus building a solid foundation for your career in nuclear power.

Our command motto is "Knowledge, Integrity, and Excellence." I ask you to take a moment and reflect on how these ideals align with your personal goals and beliefs. Your nuclear power knowledge will be developed through training by our highly professional staff. We will conduct interactive seminars on integrity and how it is an integral concept in our program. Excellence, on the other hand, is achieved only if something inside of us drives us to it. Ask yourself what drives you to reach your potential? What have you determined to be your potential? I believe as we continue in our career and life our potential increases, thus allowing continued opportunity to improve. Excellence, in my opinion, is performing at your personal best and always looking forward to increasing what you are able to achieve.

The naval nuclear propulsion program has an illustrious past and a bright future. All of the successes in our program have been, and continue to be, achieved based on the talent and drive of our enlisted Sailors and Officers. You are about to start the rigorous training program that will mold you into one of those elite members. You will be challenged mentally and personally as you find your balance. To best set yourself up for success, I encourage you to get fully settled before classes commence.

Again, welcome to the first step in what I know will be a rewarding career for you. I look forward to having you aboard!

A handwritten signature in black ink, appearing to read "J. R. FAHS", is positioned above the printed name.

J. R. FAHS

## OFFICER STUDENT CHECK-IN INFORMATION

Welcome to Nuclear Power School! All forms attached should be thoroughly reviewed and accurately completed. Any requested information that is unknown upon arrival must be provided as soon as possible. You must write legibly to ensure prompt and accurate administrative processing of your data. Below, you will find some helpful points that will ensure your smooth transition into the Naval Nuclear Power School.

### CHECKING INTO THE COMMAND

- A. Report in Service Dress Blue uniform (November – March) or Summer White uniform (April – October).
- B. Naval Nuclear Power Training Command (NNPTC) is a part of Joint Base Charleston (JBC), so base DOD stickers that you would normally use to access a naval facility will not get you access to NNPTC. You will need to register your CAC in the Defense Biometric Identification System (DBIDS) at Pass and Badge (Building 302). Your CAC must be registered to pass through gate security at Naval Nuclear Power Training Command (NNPTC).
- C. Arrive to NNPTC with your original orders, Oath of Office, DD214 (if applicable), all FITREPs and Performance Information Memorandums (PIMs) (if applicable), SWO letter (if applicable), marriage certificate (if applicable), complete service record, medical and dental records. **Attached is a checklist for your check-in process.** To ensure your check-in process is completed in a timely manner, please have everything ready on your check-in date.
- D. **Leave all electronic devices in your car** (cell phone, smart phone, pda, ped, etc.). They are not permitted in Rickover Center (Building 2400).
- E. The watchteam will escort you to Rickover Center, P-312 for your check-in process upon arrival.
- F. Normal check-ins will be processed between 0800 and 1200 (if after 1200 your orders will be stamped and you will need to report to P-312 at 0800 on the following business day).
- G. Following administrative processing, you will be required to deliver your medical and dental records to Naval Health Clinic Charleston which is located adjacent to the NNPTC site.
- H. When your check-in process is complete, report to the Master at Arms and present your license plate number and vehicle year, make and model (registration and proof of insurance) in order to acquire a parking pass.

## **DIAGNOSTIC EVALUATION**

- A. A two and a half hour diagnostic examination will be administered to all students upon arrival (not necessarily the first day you check-in). This exam provides NNPTC staff an initial assessment of your understanding of Math, Physics, and basic Heat Transfer.
- B. Non-Graphic and non-Algebra calculators may be used during this examination.

## **GENERAL**

- A. The uniform of the day Monday through Thursday is Service Khaki. Dress uniforms are required on Friday due to class graduations (Service Dress Blue, November – March, and Summer Whites, April – October).
- B. Due to the demands on your time at NNPTC, it is essential that you locate housing and get settled prior to commencing classes. The on-base housing phone number is (843) 764-7218/7219.
- C. The JBC WPNSTA Charleston Personnel Property Office inbound shipment phone number is (843) 764-4180/7575.
- D. You will be mustering with the Officer Department Yeoman each day prior to the start of classes (you will be given a specific time). All failures to muster will be classified as an unauthorized absence.
- E. Authorized Parking Areas. After driving past the electronic gate, officer student parking is available via the first left turn. Additional parking is available by continuing straight. Adhere to all signs; parking in designated staff areas is prohibited.
- F. Parking sticker. You must have a parking sticker on the back window of your car. You will get a parking sticker from the Master at Arms Office (Room D114) on the day you check-in (see check-in check list on last page).

## **ADMINISTRATIVE**

- A. Sick call hours for Medical are 0545 – 0800.
- B. Sick call hours for Dental are 0700 – 1100 and 1300 – 1430.

## **EFFICIENT STUDY**

- A. Due to the quantity and pace of material presented at Nuclear Power School, efficient use of your study time is essential. During Pre-Nuclear Power School (if applicable) or indoctrination, you will be introduced to the 'principles of learning' and encouraged to discover which method best suits your learning style.

- B. Plan when and where you are going to study and how much time you will spend on each subject. Write down your plan and adhere to it. A weekly study log may assist you in planning your time. You should re-evaluate this plan periodically, in light of your academic performance. Discuss your findings with your academic advisor, incorporating into your plan any suggestions he/she may make. If you take the time to plan and organize your time, you will make much more efficient use of it.
- C. During lectures try to associate the new information being presented with your previous knowledge from that subject, other Nuclear Power School subjects, or from your previous experience. Look for fundamental principles. Do not concentrate on memorizing isolated facts and formulas. You cannot expect to obtain an adequate understanding of the subject material unless you actively engage your mind during lectures. This must be a continuous, conscious effort. Start now to form good listening habits.
- D. Schedule extra instruction early in the week with your instructor during study halls. Check the Night Duty Instructor (NDI) Watch Bill for additional times your instructor is available. Adjust your study plan to maximize effectiveness.

## CHECK-IN CHECKLIST

<b>Documents Required for NNPTC Parking Decal (Room D-114)</b>	
License plate number	
Vehicle description (year, make, model, and color)	
<b>Documents Required for NNPTC Check-In (Room P-312)</b>	
Original orders	
Oath of office	
Medical and dental records	
DD214 (if applicable)	
All previous FITREPs and PIMs (if applicable)	
SWO letter (if applicable)	
Marriage certificate (if applicable)	
Service record (in case of documentation misplacement)	