SEA

STUDENT HANDBOOK

- IN-RESIDENCE PHASE -

PURPOSE

The purpose of this student handbook is to provide students at the Senior Enlisted Academy (SEA) basic information on a variety of items pertaining to the in-residence portion of the course. Refer to the course syllabus for all distance learning items of concern. This guide cannot include or cover everything that may arise during the in-residence portion of the class. If there are questions or concerns not answered in this guide please contact your Group FA.

HISTORY

Academy:

Congress established the Senior and Master Chief Petty Officer ranks in 1958, primarily as an incentive to retain E-7s beyond their 20-year mark. This move enjoyed some initial success. Although the chief petty officer has always held a well-defined position of responsibility in the chain of command, the roles of the Senior and Master Chief Petty Officers have been the subject of considerable debate almost since their beginning days. It became apparent that Senior and Master Chief Petty Officers received little additional responsibilities than what they had as chief petty officers. This resulted in a return of the old trend where many senior enlisted members left the Navy shortly after completing 20 years of service.

In 1979, the Chief of Naval Operations (CNO) took concrete steps to end that debate and stated that the Navy would expand the role of the Senior and Master Chief Petty Officers. Their roles would no longer be that of senior technicians; instead, their role would be that of mid-level management. As a result of the CNO's policy, commands throughout the Navy appointed many Senior and Master Chief Petty Officers to positions of greater responsibility. While some performed well in their expanded roles, others lacked the education and training needed to carry out their new managerial duties. To assist Senior and Master Chief Petty Officers' transition from technicians to positions of middle management, the Navy founded the Senior Enlisted Academy.

Opening ceremonies were held on September 14, 1981 and marked the beginning of an educational program, which is unique among the Navy's many training schools and programs. On that day, the SEA opened its doors to its first class. This pilot class, consisting of 16 students, received and validated the nine-week curriculum containing a diverse mix of subjects such as communications skills, national security affairs, Navy programs, and physical readiness training. The SEA began conducting its classes in facilities at the Center for War Gaming, Naval War College in Newport, RI in 1981. In August 1989, the SEA moved to its new facilities in Tomich Hall. This building contains the classrooms, office spaces, and berthing for 59 students. Tomich Hall pays tribute to Chief Watertender Peter Tomich who was awarded the Medal of Honor for his actions on the *USS UTAH* (AG-16), December 07, 1941, Pearl Harbor, Hawaii (see below on the history of Peter Tomich),

In 1995, the CNO established the requirement that all prospective Command Master Chiefs and Chiefs of the Boat successfully complete this course prior to reporting for their first assignment.

Starting January 2005, the SEA seated 65 students per class and convened for six-weeks. The SEA further expanded to the Perry Hall Annex in 2006, increasing the student capacity to 112 per resident class.

Tomich Hall:

Peter Tomich was born in 1893 as Petre Herceg-Tonic in Prolog, a town on the Austro-Hungarian border. Determined to find a better life, he immigrated to the United States in 1913. When the United States (U.S.) entered World War I, he enlisted in the U.S. Army and subsequently became a naturalized citizen. Once his enlistment ended, he enlisted in the U.S. Navy at the age of 26 to become an engineer. Advancing through the ranks, he was a chief watertender by 1930. Eleven years later he was at his post in the fire room of the *USS UTAH* (BB-31) at Pearl Harbor, Hawaii, on a Sunday morning in December, when two torpedoes suddenly slammed into the unsuspecting ship.

As water began pouring into the cavernous engineering spaces, Tomich could feel the ship listing heavily to one side. It soon became apparent that she was going to capsize, so he ordered the sailors on watch to abandon the spaces. Knowing that a massive explosion would surely occur if the flooding reached hot boilers, he chose to remain behind to secure them single-handedly. As others clambered up out of the death trap, he went about the business of closing the valves that would stabilize and secure the boilers.

As *USS UTAH* rolled over onto her side, Tomich remained at his post, selflessly preventing an explosion that would undoubtedly have killed many on board and in the water nearby. When the ship capsized, he was trapped inside and died a slow death. His remains are still entombed in the ship, at the bottom of Pearl Harbor.

When he was posthumously awarded the Medal of Honor, no next of kin could be located to receive the medal. Apparently, the crew of the *USS UTAH* was Peter Tomich's only family. For many years, the medal was displayed onboard the *USS TOMICH* (DE-242), a destroyer escort named in his honor. After the ship was decommissioned in 1974, the medal was transferred in 1985 to its current home in Tomich Hall, the main academic building at the SEA in Newport, Rhode Island.
The medal serves as an inspiration to the hundreds of Chief Petty Officers who attend the school each year as they follow in the footsteps of Chief Peter Tomich, an immigrant who came to the U.S. to improve his life and ultimately paid back his adopted country with his life.

TRAVEL INFORMATION

The SEA pays for U.S. Navy Temporary Additional Duty (TAD) students only; Permanent Change of Station (PCS) students are funded under their PCS orders. All other U.S. military service members are funded by their respective branch and schedule travel with their parent command's travel section. For any issues with travel or funding for partner services please 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.

1. **Air Travel:** If you are traveling by air, please verify by the Wednesday prior to your travel that you have an approved airline ticket.

2. **Traveling by POV:** Ensure you save all of your receipts for lodging and tolls. Use the following GPS address:

1 Training Station Rd.
Newport RI 02841

3. **Lodging at the SEA:** There are limited numbers of rooms at the Navy Gateway Inn & Suites (NGIS) and Navy Lodge. There is a possibility you will be issued a Certificate of Non-availability (CNA) and will be required to lodge off base out in town. In this case the SEA will **not** pay for a rental car, but will provide transportation. You may request that your command pay for a rental car. However, you must ensure you validate your room reservations with NGIS no later than 1800 the day prior to arrival or you may lose your room reservations.

UNIFORMS

1. **Uniform of the day:**
   a. Monday through Thursday: Navy Working Uniform (NWU) or service equivalent (e.g. ACU, ABU, OP Dress, MARPAT)
   Note: Eight-point covers only, no command ball cap.
   b. Fridays & Graduation: Khakis or service equivalent (e.g. Service Uniform A, B, C, Service Blues)
   Note: Both combination cover and garrison covers are authorized (service member choice).
   c. Physical Fitness Training (PT): Official PTU or service equivalent.
   Note: Navy sweats are only authorized outer wear for USN students or service equivalent

2. **Group PT Shirts:** You will be authorized wear of Group/Class Pride Shirt with PTU shorts during Color Group PT sessions, as well as for the Directors Cup. All other PT sessions will be in official PTU.

BRING YOUR OWN DEVICE (BYOD)

The SEA has shifted to a BYOD model and desktop computers are not available for every student. Many former students find it beneficial to have their own device because their device is where they conducted the Distance Learning (DL) phase and have all of their references, notes, and course material saved. Although, we encourage students to bring their own device, be advised students are not required to purchase a device for the sole purpose of the SEA.

Details:
   a. WIFI is available in every group room, the library, and Leadership Hall.
   b. Wireless printing is available in every group room and the library.
   c. Tablets and laptops will work in every group room.
   d. Charging stations are available in every group room.

PHYSICAL FITNESS TRAINING

During your in-residence phase you will PT on average two times per week. If you are unable to participate in physical activity please bring that to the attention of your Group FA upon arrival on day one. PT sessions are designed to be challenging and rewarding.

Details:
   a. You will be required to fill out an SEA generated physical fitness questionnaire on day one; no other fitness forms are required.
   b. PT will occur outside during the cold months unless the temperature ‘feels like’ less than 32 degrees - - plan accordingly.

c. During the course of the three weeks you will conduct various PT sessions to include, but not limited to Tabata, cross-fit, circuit training, yoga, spin class, team sports, Group PT, and running up to six miles. Although, you will not be required to run six miles we encourage every student to push themselves and step out of their comfort zone.
d. During one of the PT session the Groups will compete against each other for the 'Directors Cup'. The competition is designed to be healthy and build camaraderie within the class. Further details will be provided upon check in.

DAY 1 CHECK IN

Your 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 you via Blackboard announcement during the DL phase.

Details:

a. If you are arriving after hours (1800) there will be limited places to get something to eat so please plan accordingly.
b. The first opportunity to eat during day one will be at lunch so please plan accordingly.
c. All students shall arrive for check in wearing the official service PTU for Body Composition Assessment (BCA).
d. The BCA will be conducted for all students IAW OPNAVINST 6110 Series.

***** NOTE *****
FAILING THE ARRIVAL BCA SHALL RESULT IN IMMEDIATE DISENROLLMENT
****

SEA CHAIN OF COMMAND:

1. **Class President:** Acts as the Command Master Chief of the Class; the class' direct spokesperson for non-academic issues.

Organizational Relationships: Reports directly to the Lead Faculty Advisor (FA) who will keep the Deputy Director and Director informed of all non-academic issues.

Duties (include, but are not limited to)**:** Responsible for the conduct, behavior, and protocol of the class.

a. Monitor class behavior, protocol, conduct, and timeliness in Leadership Hall, Perry Hall common areas and outside events.
b. Police the cleanliness of Leadership Hall, Perry Hall common spaces, Learning Commons, and smoking areas.
c. Meet with the Director/Deputy Director weekly in the morning on the first day of the work week (normally Monday at 0915) in the Director's Office.
d. Greet all Distinguished Visitor (DV) and Very Important People (VIP) with the Director.
e. Coordinate and conduct all class leadership meetings.
f. Coordinate and present class gift to the Graduation Guest Speaker.
g. Coordinate and review results of any class projects.
h. Handle student discipline at your level and keep the Lead FA, Deputy Director, and the Director informed.

2. **Vice President (VP):** Principal assistant to the Class President.

Organizational Relationships: Reports directly to the Class President for all class non-academic issues.

Duties (include, but are not limited to)**:** Responsible for assisting the Class President in the performance of their duties listed above. The VP shall also be thoroughly familiar with the duties and responsibilities of the Group Leaders.

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.

Organizational Relationships: 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 member's compliance with all rules.
f. Coordinate group study/practice sessions as necessary.

4. **Duty Group**: Assigned weekly on the class schedule by the Lead FA or Course Director.

Organizational Relationships: Report directly to SEA Staff 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. Cleaned duty vans as required.
c. Wash dirty PT towels used during class PT sessions and return to Duty FA after each PT session.
d. Print and review Guest Speaker biographies; arrive at Leadership Hall 10 minutes prior to start time to meet with the speaker and discuss their introduction.
e. Audio Visual Support will arrive at lecture hall 10 minutes prior to ensure computer, projector, and screen are in working order and meet with and coordinate any speaker requirements.
f. Ensure Leadership Hall is clean and orderly at the end of the day.
g. Ensure common areas are clean and orderly at the end of the day (smoking areas, Tomich Hall second deck outside picnic areas, BBQ grill/smoker area).
h. Remove snow and spread salt from sidewalks leading to and from Tomich Hall entrance doors as required.

***** NOTE *****

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

****

GROUP COLLATERAL DUTIES:

During the course of the class each color group will be required to provide a representative for various committees. The Group Leader is responsible to ensure the group is represented and that the representative is kept informed of meeting times and locations.

1. **Graduation Rep**: Each color group shall have a representative for the Graduation Committee. The representative is responsible for tallying the number of DVs or VIPs and guests for their group. The group representative is responsible to the committee chair. The committee chair is responsible to the SEA staff graduation coordinator. Further details will be provided at the class-up committee meeting.

2. **Photo Rep**: Each color group shall have a representative for the Photo Committee. The representative is responsible for collecting photo money and copy numbers for their group. The group representative is responsible to the committee chair. The committee chair is responsible to the SEA staff photo coordinator. Further details will be provided at the class-up committee meeting.

3. **Treasurer Rep**: Each color group shall have a group treasurer who will be responsible for group funds as directed by the SEA staff treasurer.

4. **Audio-Video (AV) Rep:** Each color group shall have an AV representative who will ensure the computer, projector, and screen in Leadership Hall are in working order. They will also meet with and coordinate any additional guest speaker AV requirements.

5. **Homework Rep:** Each color group shall have a homework representative who keeps track of assignment due dates.

6. **SEA Legacy Gift Rep:** Each color group shall have a 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.

SERVICE & INTERNATIONAL BRIEFS

If you are attending the U.S. Navy SEA, and are in a different branch of service or an international student, be prepared to give a 20-30 minute presentation in Leadership Hall covering your branch of service or country. Power points for most services and countries have already been prepared, but if you have something particular you want to bring to add value please do so.

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.

Details:

a. Uniform of the day is required.
b. Muster will not be taken.
c. Class leadership cannot make a LOO mandatory.

FIELD TRIPS

During your in-residence phase your class may take a field trip to the USS Constitution or one of the other military heritage venues within driving distance. These trips are mandatory and will be conducted in uniform. POVs are not authorized for transportation to and from field trips. More information will be provided upon your arrival.

CLASS/DUTY VANS

Fifteen passenger vans are provided for the class to share; number of vans will vary by class size and availability. The Class President is responsible for the cleanliness and usage of the van.

Details: The van shall be used IAW Department of Defense (DOD) & U.S. Navy policies. The van shall not be used as the designated driver vehicle. If there is any doubt contact the Duty FA or Lead FA for further guidance.

TOMICH HALL COMMON AREAS

1. **Leadership Hall:** May be used to prepare for Capstone presentations, in-service/international briefs, or any other official function/duty. To use Leadership Hall the Group Leader(s) will ensure the SEA staff (Lead FA at a minimum) is notified to eliminate scheduling conflicts. The student combo to the door is 6077.

2. **Library:** A library has been established on the first deck of Tomich Hall. The library has computers, a wireless printer, as well as leadership and military heritage books for check out and usage.

Details:

a. Keep the library clean.
b. Check out books on an honor system.
c. Report any IT (e.g. printer, computer, wifi) issues to the Duty FA.
d. Charge books for each color group are available for each group member to pass along knowledge to future groups. Feel free to share and create heritage.
e. A pay if forward 'Pantry' is also located in the library for students to leave non-perishable items for future classes.

3. **Smoking Areas:** There are two gazebos located on the parking lot side of Tomich Hall and are the only authorized smoking areas. The second and fourth deck lounge balconies are not authorized smoking areas.

4. **Tomich Hall Lounges:** There two lounges available for use. One lounge is on the second deck and the other is on the fourth deck. Both lounges shall be kept clean and orderly. The fourth deck lounge is considered the reading lounge or study lounge. Students may donate fiction books to the fourth deck lounge to help build the fiction library. Please do not leave library books in the fourth deck lounge.

MATERIAL ISSUES

1. **NGIS Room**: The SEA does not own and is not responsible for the barracks rooms in Tomich hall or 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.

2. **Classroom:** Report all classroom supply and maintenance issues to your group's FA.

LEGACY GIFT

Leaving a legacy gift is optional and shall be a decision made by the majority of the class. Each group legacy gift representative shall 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.

Details: 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
****

GRADUATION GUEST SPEAKER GIFT

It is customary for the class to provide the graduation guest speaker with a small token of appreciation for speaking. The gift shall not exceed $25 in total cost. The class President will ensure the gift is purchased prior to the second Monday of the in-residence portion. If the class is unable to purchase a gift the Lead FA will be informed by the second Monday of the in-residence portion.

MISCELLANEOUS

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 dispenser. Water is paid for by the group at $5 a 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

3. **SEA Store:** The Academy has a small and modest 'ships' store and the Newport NEX offers limited items. 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 from the store go to the SEA Chief Petty Officers Association (CPOA).

Details: The following items may be purchased during your in-residence portion.

a. SEA CPO coins - $10
b. SEA water bottles - $10
c. SEA coffee cups & three weeks of coffee - $20
d. Three weeks of coffee (no SEA cup) - $15

***** NOTE *****

COFFEE CUPS & COFFEE MESS BUY IN AVAILABLE DURING DAY ONE CHECK IN. PLEASE BRING THE APPROPRIATE AMOUNT OF MONEY TO CHECK IN

****

3. **Color Group Gift:** The group may elect to leave a small token behind in the group room, but it is not mandatory and solely up to the group.

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 02841-1525

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 SEA.

Details:

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 will only take place between the hours of 0900 to 1200 on Saturday or Sunday.
d. The raising and lowering evolution must be IAW customs, traditions, and ceremonies.
e. Flags must be purchased by the individual. The SEA will not purchase flags for individuals or for legacy gifts.
f. Fillable flag certificates are located on Blackboard in the SEA Information Center > home page (below Admin Alert). All certificates needing the Director's signature will be turned in to the Administration Department (ADMIN) by the Class President or VP for quality assurance & routing no later than 0900 Monday mornings. SEA ADMIN will not generate, fill out, or print certificates.

***************** FINAL WORD **************

If there is any confusion, concerns, or questions about anything in this handbook, please do not hesitate to ask the Group FA or Lead FA for clarification. Using the excuse I did not know is not acceptable.

****

References

Cutler, T. J. (2004, June). Lest we forget: Peter Tomich; USS Toledo (CA-133). Retrieved from http://www.usni.org/magazines/proceedings/2004-06/lest-we-forget-peter-tomich-uss-toledo-cca-133