

**PETTY OFFICER LEADERSHIP ACADEMY  
NORFOLK, VA  
JULY 5 – JULY 12, 2008**

NSCLEAD-5

002-RJS

01MAR08

From: Commanding Officer, NSCC Petty Officer Leadership Academy

To: Parents/Guardians of Cadets Attending NSCC Leadership Academy

Sub: NSCC Leadership Academy, NAVAL STATION NORFOLK, VA 05JUL-12JUL08

Encl: (1) Male/Female Sea Bag List

(2) Area Map

(3) Canteen/Web belt information

Welcome to the Petty Officer Leadership Academy. It will be held on the Naval Station in Norfolk, VA from the 5<sup>TH</sup> of July to the 12<sup>th</sup> of July. The following information is VERY IMPORTANT in making sure your Cadet's training goes well. Please read over everything, with both you and your Cadet and if you have any questions please do not hesitate to contact me.

**Arrival Information**

1. Cadet's arriving by personal vehicles should travel and arrive in their Summer White Uniform.
2. The Vehicle Entrance to the Navy Base (Gate 2) will **require advance information** regarding the license number, make, model and year of your vehicle. If your vehicle does not have a Military Decal then you must go **directly to the PASS OFFICE** to receive a vehicle pass to get onto the base. The Pass Office will need the following information in order to get on base. This information must be faxed, E-Mailed or mailed to one of following:

LT. Ron Sanders E-Mail [Rsand1800@CS.Com](mailto:Rsand1800@CS.Com)

Fax Number- 301-249-2729

Mailing Address- LT. R. J. Sanders c/o POLA

P.O. Box 1051

Bowie, MD 20718

Please be advised that **all passengers in a vehicle must have a valid identification card** to enter the base.

3. All Cadets will **report** to Building B-30 (see map Enc-2). **Check in** will begin at 0900 and end promptly at 1200. If you are coming from a far distance please call me and let me know your expected arrival time preferably before 1600. Transportation to the barracks (B-30) will not be provided unless your Cadet is traveling by plane. Special arrangements can be arranged for people coming from far away.
4. **Parking** is directly across the street from Building B-30.

**Transportation Information- other than car**

1. Cadets that are coming by plane or personally owned vehicle must forward all arrival and departure information to one of the addresses listed above (please send this information anytime before the 15<sup>th</sup> of June).

Please provide the following information:

ARRIVAL:

- Carrier
- Flight
- Time of Arrival

DEPARTURE:

- Carrier
- Flight
- Departure Time

2. Check with the air carrier your cadet is traveling with and find out about escorts/traveling of minors by themselves. Please do not send your cadets as unaccompanied minors with the airline. Please find an airline that they can travel unescorted.

3. The only accessible airports are Norfolk International Airport and Newport News/Williamsburg. Cadets coming in by plane will be picked up in the USO area or baggage claim. An Officer there will present their identification to pick up those Cadets. We will call the next of KIN to let you know your Cadet has arrived safely.

4. Cadet's traveling by plane **are not to wear their uniform** while traveling for security reasons. Cadets should **look presentable** while traveling. (Jean pants and a solid color shirt is fine). Cadets are to wear a NAVY ball cap or unit logo cap so that they can easily identified at baggage claim or USO area.

5. Only cadets traveling by plane may bring a cell phone or calling card to call from a connection to notify us that their plane is delayed or is arriving early. We are not responsible for lost or stolen cell phones. Please give your cadet my cell phone number 301-980-2345 to call.

**Training Information**

1. Please be aware that if a Cadet shows up without a valid NSCC ID card that is not current through out the entire training they will be sent home, so make sure your Cadet has their **valid current NSCC ID Card**. They will be required to have it at all times.
2. It is requested that all Cadets bring \$50.00 spending money as we are trying to set up a special training.
3. **Bring only the items on the sea bag list:** all other items will be confiscated. Make sure all of your Cadet's clothes are clearly marked with his or her name along with the last four (4) digits of their SSN. **CELLPHONES, FOOD, MAGAZINES, AND MEDICINE OF ANY KIND, ILLEGAL PARAFENALLA, CARDS AND CD PLAYERS ARE NOT ALLOWED.** Make sure your Cadet's Last Name is clearly printed or the embroidered strips are on all dungaree shirts over the right pocket. Cadets must

have their NSCC Flashers correctly sewn on the shoulder sleeves. If your Cadet has earned rank they are permitted to wear it (on the right sleeve).

4. Due to the minimal clothes washing facilities, we are **only washing dungarees** (utility/working uniform). Please **abide to the minimal requirements on the sea bag list**. (You may bring more than the minimum listed. But do **not bring anything that is not listed** on the sea bag list!)
5. All Cadets' must have **two key type locks** with two keys per lock. Every year Cadets loose their keys, misplace them, lock their keys in their locker etc. We will hold on to their spare keys.
6. Please make sure your cadet is physically ready to attend the training.

### **Graduation Information**

1. Graduation time is set for 1200 in the auditorium on Saturday 12<sup>th</sup> additional information will be fourth coming.
2. Follow all procedures to get on base as you did when you arrived for check-in
3. Cadets will wear their Service dress whites with their nametag, ribbons, etc.
4. Bring Cameras and what ever you need to capture your cadet's achievement.
5. Additional information about Graduation will be given out on Check-in Day.

### **Contact Information** (Don't be afraid to ask a question if you have one.)

1. The Phone number for the Commanding Officer **after 5JUL8** will be (757) 444-4642 OR CELL # 301-980-2345

2. Commanding Officer- LT Ron Sanders, NSCC

Home (301) 805-1392

Cell (301) 980-2345

Email [RSAND1800@CS.COM](mailto:RSAND1800@CS.COM)

Fax (301) 249-2729

3. **The Training has a Web Page!** - For updated information, check the web page often.

[www.NLCCTraining.org](http://www.NLCCTraining.org)

Please send **me your E-mail address** so I can send you updates and more information if comes about.

4. I look forward to meeting and training with every one of you. Have a good summer and I will see you July 5<sup>th</sup>.

LT. Ronald Sanders

Commanding Officer