

**NSCC PETTY OFFICER LEADERSHIP ACADEMY  
NORFOLK, VA  
DEC 26, 2009 – JAN 2, 2009**

NSC-POLA-3  
002-RJS  
12OCT09

**Parent's Quick Reference Sheet**

From: Commanding Officer, NSCC Petty Officer Leadership Academy  
To: Parents/Guardians of Cadets Attending NSCC Petty Officer Leadership Academy  
Sub: NSCC PETTY OFFICER LEADERSHIP ACADEMY, NAVAL STATION NORFOLK, VA 26DEC2009-02JAN2009

**Graduation-**

1. Will be January 2<sup>nd</sup>, 2009 at **1200**. Location U-40. See map on web site for additional details.

**Mail Call-**

1. As you know cadets love to receive mail. Please follow the following format when sending mail to your cadet.

Mailing Address:

POLA  
Cadet (First and Last name)  
Po box 8935  
Norfolk, VA 23503-8935

2. Sending mail a day before the training starts ensures that your cadet will receive at least one letter from home.
3. Care package will gladly be accepted.

**Internet-**

1. You can send your cadet letters via e-mail at the following address:  
[cadets@nlcctraining.org](mailto:cadets@nlcctraining.org)  
Please put your cadet's full first and last name in the subject line.  
Please refrain from putting I miss you, the dog misses you etc.  
We want this to be a positive experience.
2. Cadets will not be able to respond to your emails except by U.S. mail.
3. The trainings website will be updated everyday with new pictures. Check site daily to see what your cadet is doing.
4. The training website is [www.nlcctraining.org](http://www.nlcctraining.org)

**Travel Information-**

1. Cadets traveling other than personal vehicle to the training are not to wear their uniform while traveling. Carry whites in bag.
2. **See directions to get to training on main website.**  
If you are flying and the air carrier needs the person picking you up it will be either LCDR Ron Sanders, NSCC or LCDR Gallagher, NSCC

**Please Send ASAP-**

1. The **Travel form** enclosed needs to be filled out and returned to me by December 15<sup>th</sup>. You can mail, fax or email me the information requested on the sheet.