

**WINTER PETTY OFFICER LEADERSHIP ACADEMY
NORFOLK, VA
DEC 26, 2008 – JAN 2, 2009**

NSCLEAD-5
002-RJS
12OCT09

From: Commanding Officer, NSCC POLA
To: Parents/Guardians of Cadets Attending NSCC POLA
Sub: WINTER POLA, NAVAL STATION NORFOLK, VA 26DEC-02JAN

Welcome to the Petty Officer Leadership Academy being held on Naval Station in Norfolk, VA from the 26th of December to 2nd of January. The following information is VERY IMPORTANT to 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 Winter Dress Blues.
2. The Vehicle Entrance to the Naval Base (Gate 3) will **require advance information** regarding the license number, make, model and year of your vehicle. This information must be faxed, E-Mailed or mailed to one of following:

LT. Ron Sanders E-Mail Rsand1800@verizon.net

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 must forward all arrival and departure information to one of the addresses listed above (please send this information anytime before DEC 15, 2009).

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 (i.e. Southwest).
3. The only accessible airport is Norfolk International Airport. 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. Additionally we could accept cadets the afternoon of the 25th, if it's more convenient to parents.
6. Only cadets traveling by plane may bring a cell phone or calling card to call from a connection to notify us that there 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. For a potential new years celebration we are requesting that each cadet bring \$50 spending money. The spending money can also be used in the event the cadet is missing items from their seabag, Etc.
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 PARRAFENALLA, 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.

Communication while at Training

1. Due to the strict training schedule communication is strictly controlled.
2. Phone calls will only be allowed on an emergency basis.
3. Email your cadet by sending emails to cadets@nscctraining.org. Cadets will not be able to respond. (Please keep them short)
4. Mail letters and packages to: POLA
Cadet (First and Last name)
PO Box 8935
Norfolk, VA 23503-8935

Graduation Information

1. Graduation time is set for 1200 Saturday 2nd, additional information will be forth coming on the [website](#).
2. Follow all procedures to get on base as you did when you arrived for check-in
3. Cadets will wear their Service dress blues 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 24DEC** will be (757) 444-4642 or cell # 301-980-2345
2. Commanding Officer- LCDR Ron Sanders, NSCC
Home (301) 805-1392
Cell (301) 980-2345
Email rsand1800@verizon.net
Fax (301) 249-2729
3. For updated information, check the web page often. www.nlcctraining.org/2009
4. I look forward to meeting and training with every one of you.

LCDR Ronald Sanders
Commanding Officer