



U. S. NAVAL SEA CADET CORPS
COMBINED TRAINING CONTINGENT (CTC)
CAMP PENDLETON
VIRGINIA BEACH, VIRGINIA

TRAVEL POLICY

REFUNDABLE Tickets are highly recommended. Fees for changes to travel itinerary for any reason will be at the cadet's family's expense. This includes separation from training due to illness, injury, misconduct, etc. If a cadet is dismissed (i.e. "kicked out") of training for their conduct, parents must arrange for return transportation within 24 hours of notification. There is not extra adult staff available to chaperone cadets who are no longer participating in the training.

Airport/Bus/Train Station Transportation

NSCC Regulations state it is the responsibility of the cadet, their family, or their home unit to get the cadet to the training site. As a convenience, arrangements may be made by the Contingent Staff to assist the cadet to the training. This is a courtesy, not a requirement. Transportation to and from arrival and departure venues will be dependent on the number of drivers available and the number and times of the cadets needing transportation. **Transportation to Camp Pendleton from the airport, train or bus station is contingent upon timely and accurate submission of this form to the COTC.**

The CTC Staff will be providing transportation from Norfolk International Airport, the Virginia Beach Amtrak Station and the Laskin Road Greyhound Bus station.

There are three different trainings being run concurrently, so read this instruction very carefully to ensure your cadet arrives and departs in accordance with his/her specific training. Also be careful when making bus reservations – many "stations" are just bus stops around town and may not be in the safest areas. This is why it is imperative that we know ahead of time when the cadet will be arriving.

The actual shuttle service schedule will be made according to the travel information parents provide on this form and submit on time. Duty Drivers will be wearing NSCC uniform, or a polo shirt or T shirt with the NSCC or training logo.

Arrival: Air Travelers - Once the cadets arrive, they should go directly to baggage claim to get their sea bags, and then **go to the USO Lounge** located up the escalator from baggage claim. Depending on their time of arrival, they may have to wait about two hours for the next shuttle run, depending on driver availability and traffic. The cadet needs to stay at the USO until the Duty Driver arrives to pick him/her up. Cadets should ensure they have the COTC's contact information on hand in case of emergency or flight delay. Bus/Train: Cadets must remain inside the bus or train station, and call the COTC upon arrival if the Duty Driver is not already there.

Departure: The CTC Duty Driver will take the cadets to the airport/station. Once the cadet has left the Duty Driver, he/she will be on their own to check in, go through gate security, find the gate and make their flight. Parents should brief their child on the process of checking in and making it to their flight. If a parent is concerned about their child's safety at the airport, they must make arrangements for an "unaccompanied minor traveling alone" so they will have an escort from the airline assisting them.

Mail or Email a signed copy of Page 2 of the Travel Information form to:

LCDR Jennifer Weggen, NSCC
Combined Training Contingent Camp Pendleton
9475 Stone Spring Drive, Mechanicsville, VA 23116
americadivision@comcast.net

NO LATER THAN 10 JULY 2015

TRAVEL INFORMATION

CADET'S NAME: _____ TRAINING (circle one): MAA POLA STEM NLCC

DEPARTURE AIRPORT, CITY AND STATE: _____

MODE OF TRAVEL

____ Privately Operated Vehicle (POV) ____ Airline (AIRPORT = Norfolk International Airport -ORF)

____ AMTRAK Train (STATION CODE for Virginia Beach =VAB)

____ Greyhound Bus (STATION=Virginia Beach Laskin Rd.)

CONTACT THE COTC PRIOR TO PURCHASING TICKETS!!!!

Any other bus or train station must get prior approval from the COTC to ensure shuttle availability.

ARRIVAL INFORMATION

Check In will start as indicated. Do not try to check in earlier, even if you see officers in the building. We will be preparing for Check In and will not begin early. Please plan accordingly.

MAA Academy and POLA Cadets

POV: Check in Saturday, 18 July 1300-1600. Do not leave cadets until they have completed check in.

COMMERCIAL: Shuttles will be available Friday 17 July from 1600 to 2100, and Saturday from 0900 to 1500. Schedule arrivals in accordance with these times to ensure shuttle pick up.

STEM Cadets & NLCC Orientation Cadets

POV: Check in Sunday 26 July 15 between 1300 and 1500. Do not leave cadets until they have completed check in.

COMMERCIAL: Shuttles will be available Saturday 25 July from 1600 to 2100, and Sunday 26 July from 0900 and 1400. Schedule arrivals in accordance with these times to ensure shuttle pick up.

Name of Airline/Train/Bus: _____ Route/Flight #: _____

Location/Address of Station: _____

Arrival Date & Time: _____

DEPARTURE INFORMATION

POLA Cadets

POV: Cadets may departures on Sunday 26 July 15 after check out, which will be at approximately 1230.

COMMERCIAL: Shuttles will be available Sunday between 1500 and 2000 or on Monday morning, 27 July from 0600 to 1200. Schedule arrivals in accordance with these times to ensure shuttle pick up. Allow 90 minutes for travel to airport. **No shuttle runs will be guaranteed outside these timeframes.**

MAA Academy, STEM Cadets and NLCC Orientation Cadets

POV: Departures may be on Saturday, 1 Aug 15 after Check Out, which will be at approximately 1300.

COMMERCIAL: Shuttles will be available Saturday 1 Aug 15 between 1500 and 2000 or Sunday, 2 Aug between 0600 and 1200. Schedule arrivals in accordance with these times to ensure shuttle pick up. Allow 90 minutes for travel to airport. **No shuttle runs will be guaranteed outside these timeframes.**

Name of Airline/Train/Bus: _____ Route/Flight #: _____

Location/Address of Station: _____

Departure Date & Time: _____

PARENTAL AGREEMENT

“I, (Parent/Guardian of _____) acknowledge that I have read and understand the Travel Information sheet provided by the COTC, CTC-VA. I understand that the CTC Training staff and the US Naval Sea Cadet Corps is not required to provide any transportation to or from the airport and that this service is provided at the convenience of the CTC-VA Staff. I acknowledge that the CTC-VA Staff will be leaving my cadet at the airport/bus/train station and that the Staff and the USNSCC will NOT be responsible for my cadet once he/she has been delivered to the airport or station.”

Name of Parent/Guardian (Please Print) _____

Signature: _____ Date: _____