



**COTC, CTC MIDWEST
U.S. NAVAL SEA CADET CORPS**

200TH (REDHORSE) SQUADRON OHANG
1200 NORTH CAMP PERRY EASTERN RD
PORT CLINTON, OHIO 43452

12 NOV 2018

From: Commanding Officer, CTC MIDWEST

To: Home Unit Commanding Officers, CTC Staff, Staff Cadets, Cadets, Students, Recruits,
and Parents

Subj: **CTC – WELCOME LETTER / INSTRUCTIONS**

First, on behalf of the entire staff of CTC, and the subordinate school commands ... please let me welcome your cadets to CTC Midwest. Whether you are a new cadet, advanced cadet, or an officer or parent ... CTC Midwest warmly welcomes you to our command.

This year's CTC (for Combined Training Command) is unique as five (5) schools have been scheduled this winter, which is a great evolution. The schools are 8 days in length, graduating on 03 January 2019, with approved "education days" arranged. The dates are 26DEC through 03JAN. Staff (adults) and staff cadets are to report the evening of 25 DEC (after 2000).

Each training school is run independently, under its own OIC and staff, with each command then reporting up to the CTC (Combined Training Command COTC).

We are looking forward to having over 120 cadets in the schools this winter. This will allow a maximum certainty of the cadets attaining their goals and truly succeed in a large, yet very safely controlled environment.

THE SEABAG REQUIREMENTS FOR ALL CADETS ARE THE SAME (NSCC/NLCC CONSIDERED) and EACH CO/OIC either has or will be shortly posting specific "additional items" on their section of the website (www.region57nscc.org).

Cadets for all commands may begin arriving on Saturday, 26 December 2015 at 0900; and must be in the command (arrived) by 1100* (except for Air which is at the airport by 1100 ... see below). POLA cadets should be there crisply at 0900.

No cadets will be checked in prior to these dates and times or received late.

All cadets NOT TRAVELLING WITH THEIR PARENTS/GUARDIANS must submit a travel itinerary form and have it approved !!!!! ... especially cadets flying in.

Cadets: Once cadets are in the check-in area they will not be allowed to leave the area. Say your good byes and extend your best wishes for their success prior to entering the building.



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Airline Schedule information:

If your cadets are arriving by air, we will provide shuttle pick-up at **CLEVELAND, Ohio's Cleveland-Hopkins Airport ONLY.**

A transportation form must be submitted following confirmation of orders; and before you CONFIRM any flights.

CADETS MUST SCHEDULE ARRIVALS AT CLEVELAND HOPKINS AIRPORT SO THAT THEY ARRIVE THERE BY 1100 ON 26 DEC ... SO YOU WILL BE AT THE BASE BY 1300.

Cadet Departure:

ALL CADETS: Staff Cadets and all school cadets will depart **after** divisional and HQ clean up (no exceptions), on 03 JAN 19. Clean up takes approximately 1 to 1 1/5 hours; so if everyone wants to depart promptly ... the cadets will have to be diligent prior to that morning's graduation.

CADETS CAN NOT SCHEDULE FLIGHTS OUT BEFORE 2 PM (DEPARTURE TIME) ON 3 JAN AT CLEV-HOPKINS AIRPORT

Upon getting ready to depart; Escorts and parents ... please confirm that your cadet has his or her electronics (phones) they may have brought to the training. The training is not responsible for unclaimed items. **[NOTE: ALL electronics, unless approved by the COTC, WILL be confiscated upon reporting] ... and therefore need returned.**

MEDS brought to camp must have a form and must also be picked up at the end, or they will be disposed of, within an hour of graduation.

Escorts and parents ... please ensure and confirm that your cadets have their Service Record Books.

Staff Departure:

Staff, will depart approx. 3-4 pm, 03 JAN 19. If the staff member is escorting cadets they will depart at that time as well; but this will need to be pre-approved with the COTC.



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Uniforms:

The following information pertains to check-in and Check-out only. Full seabag lists will be posted on the Command's website by 15 NOV 18.

•Arrival:

NSCC CADETS:	BDU / NWU
NLCC CADETS:	BDU / NWU
STAFF: (CPO and above):	Service Khaki w/ribbons

•Graduation / Departure:

NSCC Recruits/Cadets:	Service Dress Blues
(Jumpers)	

Staff: E-7 and above:	Dress Blues
Staff: E-6 and below:	Dress Whites

NLCC Cadets:	Winter (black shirt) Dress Uniform
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Sea Bag Inspection:

ALL sea bags will be inspected upon arrival at CTC Midwest, via a “junk on the bunk” process; by their OIC and staff. If any cadet (NSCC or NLCC) are missing required uniform – clothing items – equipment, the parent or escort will have to purchase those items before the recruit/cadet can be checked in, and they can depart

Check the sea bag list and sea bag before you arrive. The ONLY required sea bag list is the one posted on our Website: www.region57nsc.org. **DO NOT** refer to any other sea bag list, do not refer to any list provided by your unit (I don't care what your home unit CO says), or any other source unless is clearly marked CTC Midwest 2018.

PLEASE REFER TO THE SECTION FOR YOUR SPECIFIC COMMANDS REQUIREMENTS ON THE WEBSITE.

Medical Condition Verification:

“TRAVEL RECORDS” or copies of original records are NOT AUTHORIZED. If we have to seek medical care offbase, the releases, authorizations to treat, and parental agreements MUST be originals.

- All cadets' medical and physical condition will be verified upon arrival in order to ensure are in satisfactory medical condition.

Prior to the start of training (AT THE TIME OF ORDER REQUESTS BEING INPUT INTO MAGELLAN) the following must be submitted to the Command (via attaching them to the request, in Magellan). Anything missing will then be sent to the administrative officer, such as transportation forms etc:



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- Medical History form completed and dated within 10 days from the submitted date into Magellan or 30 days of the start of training, whichever is more recent.
- Supplement Medical Form (NSC-25) (IF medications are to be administered during training)
- Requests for Accommodations Form if needed (this must be cleared by the Cadets NHQ rep and then sent to the command COTC).

The cadets Service Record Book must contain:

- Health insurance identification card
- Prescription identification card, standard release form, and Immunization record

ALSO NOTE:

- All PT statuses of cadets will be verified

MEDICAL STATUS / CARE

This is a “Medical Friendly” command; meaning that we can take cadets who (if properly enrolled) can be on meds and/or have other conditions that we may be able to accommodate.

The key here is that the cadet(s) must be properly enrolled (with notation of said meds/condition), the unit must send with the orders request an updated NSC-20 (Med history) form, and if on meds an updated NSC-25. If the cadet has a condition on the NSC-20 submitted, please provide amplifying information *AT THE TIME OF SUBMITTING ORDERS*. This makes it easier and faster to process the orders for your unit.

We have on scene emergency medical providers 24 hours a day. We are one of the most if not the safest commands to send your cadet; due to the above.

Cadet Medication

All cadet medication must be surrendered at check-in and then retrieved from the Medical Officer prior to leaving the training by the parent or escort officer. Any unclaimed medication will not be returned and properly disposed of. Meds MUST be in the original prescription bottle/container, showing the issuing authority etc.

Emergency Plans

We have a fully integrated and exercised emergency plan for the cadre of the cadets; from inclement weather to full-fledged natural or other disasters. We work in concert with the US Air Force on whose base we reside, as well as local emergency providers in the case of critical events.



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Adult Escorts & Drivers:

Adult escorts are required to remain in the check-in area until each of their cadets have been found to be medically fit, service records complete including fees, and have completed their sea bag inspection. **NO EXCEPTIONS.**

Unfortunately, the escort person **CANNOT** depart until this is accomplished. Cadets forget to bring things that simply must be obtained. For this reason we are forced to inconvenience the parent or person bringing the recruits to the training to remain until all the recruits/cadets under their care are medically, physically and clothing/equipment-wise cleared.

Physical Readiness Test:

All CADETS' physical readiness condition will be tested within 24 hours of arrival. NSCC Recruits **MUST** pass the Physical Readiness Test prior to graduation day or they cannot receive their graduation certificate, or credit for Recruit Training. Additionally, recruits who report for RTC who are substantially short of qualifying in accordance with the Physical Readiness Standards will be reviewed by medical personnel for acceptance to participate at RTC.

Location of Red Horse Squadron area of CPJTB:

The location of the Redhorse AFB is listed on our website, along with directions. You can also obtain specific maps via the web through Map Quest, Yahoo Maps, or your local AAA. We will be located at 1200 North Camp Perry Eastern Rd. (RED HORSE SQN) / Route 2 Port Clinton, Ohio, 43452. Google Earth can provide you with a visual of the building. At the entrance of the base you will see two large lighthouses. Turn in and proceed to the first entrance gate, **ON THE RIGHT**.

Lost and Found Gear

All cadets are responsible for their own gear – No Exceptions. Each item a cadet brings to training must have their last name and last four numbers of their social security number written in or on the item.

**CTC Midwest staff and personel will
not search for or return any lost cadet
gear.**

Mail:

Friends and family are invited to write their cadets at:

CTC Midwest/USNSCC
(Full cadet name)
(School attending)
1200 North Camp Perry Eastern Rd
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No mail will be distributed after 1 JAN 19. Any mail received after 01 JAN will be sent back, IF POSSIBLE via the USPS; marked return to sender

Unit Commanding Officers:

Please ensure that parents of each cadet receive a copy of this letter.

All cadets must arrive with their FULL Service Record Book. Cadets who do not arrive with the full Service Record Book will not be admitted to the training ("travel" records and/or copies are NOT allowed) ... if a unit is concerned with records coming up missing, THEY are to keep any copies.

Web Site:

You may visit us and obtain more information on our web site: www.region57nsc.org

We are all looking forward with working with you. If you have any questions please feel free to email as well.

CO: CO.CTCMW@GMAIL.COM
XO: XO.CTCMW@GMAIL.COM
CMC: CMC.CTCMW@GMAIL.COM

Graduation:

Graduation will take place at 10:00 am on 03 JAN 2019. Parents and guests may arrive beginning at 09:30 am. *Note: Cadets will not be released until clean- up is complete.*

DoD/DoHLS & DRILLRES Information:

There is no UIC for this evolution as it is on an Air Force Reserve Base, not a Navy facility. Write "NONE" on your AT application, or type "NONE" on your Nows application. Your pay will be routed through your individual command's PSD.

Under justification in addition to the reference number add the statement "Sea Cadet Support". Sincerely,

S. B. Lukasiewicz
Lieutenant Commander, NSCC
COMMANDING OFFICER CTC
MIDWEST