



**DEPARTMENT OF THE NAVY**  
NAVAL RESERVE OFFICERS TRAINING CORPS  
HAMPTON ROADS  
5215 HAMPTON BLVD  
NORFOLK, VA 23529-0120

Canc: Sep 15

MEDCLANT/MEDCPAC/MEDCAIRNOTE 1530  
03 Apr 15

MEDCLANT/MEDCPAC/MEDCAIR NOTICE 1530

From: Naval Reserve Officers Training Corps Unit San Diego, CA  
Naval Reserve Officers Training Corps Unit Hampton Roads, VA  
Naval Reserve Officers Training Corps Unit Marquette, WI

Subj: SUMMER TRAINING 2015 ATLANTIC AND PACIFIC FLEETS MIDSHIPMEN  
EMBARKATION/DEBARKATION COORDINATORS (MEDC) GUIDANCE AND INFORMATION

Ref: (a) Midshipman Summer Training Manual NSTC M-1533.5B  
(b) OPNAVNOTE 1530 series  
(c) NSTCNOTE 1530 series

Encl: (1) MEDCLANT/MEDCPAC/MEDCAIR Guidance for NROTC Units  
(2) MEDCLANT/MEDCPAC/MEDCAIR Information  
(3) Midshipmen Embarkation/Debarcation Teams (MEDTs) Norfolk  
Information  
(4) MEDT Mayport/Jacksonville Information  
(5) MEDT San Diego Information  
(6) MEDT Seattle Information

1. Purpose. To provide guidance and information in amplification of references (a) through (c) to Commanding Officers and Summer Cruise Coordinators (SCC) at NROTC Units, Officers-in-Charge, and Midshipmen Embarkation/Debarcation Teams (MEDTs) regarding Midshipman summer cruise training aboard Atlantic and Pacific Fleet ships and squadrons.

2. Discussion. General instructions pertaining to Midshipman summer training are contained in references (a) through (c), with further information available at: [https://www.nrotc.navy.mil/summer\\_cruise.aspx](https://www.nrotc.navy.mil/summer_cruise.aspx). Specific instructions for NROTC Unit Commanding Officers, United States Naval Academy (USNA) Professional Development (PRODEV) Staff, Midshipman Embarkation/ Debarcation Transportation (MEDT) coordinators, and Midshipman Liaison Officers (MLOs) are contained in enclosure (1). Enclosures (2) through (7) provide detailed information regarding MEDC/MEDT locations, communications, staffing, and travel information for use by NROTC Units in preparing for Midshipman summer training.

3. Responsibility.

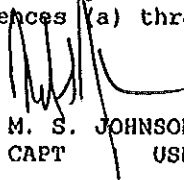
a. In accordance with reference (a), Naval Service Training Command assigns MEDCs to serve as their representative in the oversight and coordination of midshipmen operations. Commanding Officer, NROTCU Hampton Roads is the Atlantic and Mediterranean MEDC with oversight and coordination responsibilities for midshipmen operations associated with east coast ships operating in Fleet Forces Command (FFC) AOR, Fourth and Sixth Fleets. Commanding Officer, NROTCU San Diego is the Pacific and Western Pacific MEDC with oversight and coordination responsibilities for midshipmen operations associated with west coast ships operating in Third, Fifth, and Seventh

03 Apr 15

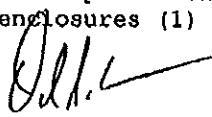
Fleet. Commanding Officer, NROTCU Marquette is the Aviation MEDC with oversight and coordination responsibilities for midshipmen operations associated with all United States Navy aviation squadrons. MEDCLANT/MEDCPAC/MEDCAIR will schedule cruises, provide information to ships/squadrons embarking Midshipmen, receive onboard reports, and coordinate with liaison officers on appropriate at-sea training details. Further responsibilities are contained in reference (a).

b. MEDT responsibilities include establishing processing facilities, providing for the orderly embarkation of NROTC Midshipmen aboard ships and/or Air Mobility Command (AMC) flight transportation, documenting and providing the appropriate MEDC with a detailed list of discrepancies that occur during the embarkation of Midshipmen, and conducting liaison as required to facilitate embarkation/debarkation.


c. USNA PRODEV and NROTC Unit Commanding Officers participating in Atlantic, Pacific, and Mediterranean Midshipman Afloat Training are responsible for ensuring that midshipmen are thoroughly briefed and properly prepared for summer training in accordance with the provisions and instructions contained in references (a) through (c) and enclosures (1) through (7).



M. S. JOHNSON  
CAPT USN



D. S. CAVE  
CAPT USN



D. F. OLSON  
CAPT USN

Distribution List:

COMLANTFLT  
COMPACFLT  
COMNAVSURFLANT  
COMNAVSURFPAC  
COMNAVAIRLANT  
COMNAVAIRPAC  
COMUSFLTFORCOM  
COMTHIRDFLT  
COMFOURTHFLT  
COMFIFTHFLT  
COMSIXTHFLT  
COMSEVENTHFLT  
COMNAVSURFOR  
CO, All NROTC Units  
CTF-63  
NSTC (OD3)  
OIC, MEDT Mayport/Jacksonville (NROTCU, Jacksonville University)  
OIC, MEDT Norfolk (NROTCU, Hampton Roads)  
OIC, MEDT San Diego (NROTCU, San Diego)  
OIC, MEDT Seattle (NROTCU, University of Washington)  
USNA PRODEV

MEDCLANT/MEDCPAC/MEDCAIR GUIDANCE FOR NROTC UNITS

1. Ship Assignment Procedures.

a. Summer cruise 2015 phase dates are as follows:

Phase	Phase Start	Phase End
0	09 May	22 May
I	25 May	19 Jun
II	22 Jun	17 Jul
III	20 Jul	14 Aug

b. Billets will be distributed to schools at least three weeks prior to each phase start date. In most cases, the specific cruise information available in the OPMIS Summer Cruise database will be the ship/squadron name, hull number, embark/debark port, embark/debark date, billet number, class, gender, total number of underway days, and any other specific information needed for successful embarkation.

c. Assignments are in accordance with quotas established by NSTC in reference (b) and are evenly allocated among individual NROTC units and USNA. Every effort is made to ensure a fair distribution of available cruises, with underway days and ship type given prime consideration.

d. The NSTC Nuclear Programs Office (OD1) schedules all submarine cruises separately. Scheduling/embarkation of Surface Nuclear Cruises is supported by the MEDC/MEDTs construct; however, Submarine Cruises are not.

e. Scheduling/embarkation of Afloat Nursing cruises is supported by the MEDC/MEDTs construct. The NSTC Medical Programs Officer (OD2A), however, schedules all Shore-Based Nursing cruises separately.

f. The NSTC Summer Cruise Coordinator (OD311) schedules all CORTRAMID, Marine Ashore, Foreign Exchange (FOREX), SPECWAR and EOD cruises separately.

2. NROTC Unit and USNA PRODEV Responsibilities.

a. Assigning billets. After the MEDCs make the initial assignments in OPMIS (NLT 21 days prior to phase commencement), each NROTC unit and USNA PRODEV is responsible for assigning Midshipmen to each billet and entering into OPMIS all the required information NLT 17 days prior to phase commencement in accordance with guidance and timelines established by the MEDC.

(1) Billets should be reserved as soon as possible. 14 days prior to phase commencement remaining unfilled billets will be redistributed or deleted.

(2) NROTC units and USNA PRODEV must verify swim qualifications and security clearances in OPMIS, making sure that all Midshipmen participating in a summer cruise are eligible and have these required qualifications.

(3) Although not provided in messages to the Fleets, travel tango numbers and cell phone information are invaluable and **MUST** be entered into OPMIS.

b. Travel. The NROTC Unit is responsible for making travel arrangements through the Defense Travel System(DTS)/NAVPTO offices. When entering travel into OPMIS, the travel mode is a required field; valid modes are: Flight, POV, Train, and Bus. Units with Midshipmen traveling by bus or train will enter the nearest airport in the final leg block and will then annotate the specific location in the comments section. In the event of a conflict between the NAVPTO and OPMIS as to where a ship will be located on the day of embarkation or the preferred airport please process in accordance with MEDC and ship POC guidance.

(1) Travel itineraries shall be entered into OPMIS as soon as possible. All flight information shall be entered no later than 10 days prior to phase commencement. Do not wait for DTS approval of travel to enter information into OPMIS. In the event travel is disapproved or changed, contact the relevant MEDC with new information.

(2) Commercial flight numbers and arrival times shall be entered in OPMIS with all flight leg and connection information. Please avoid from booking flights with less than 1 hour connections, especially if international travel is part of the itinerary. It is also recommended SCCs forward travel plans to the ship POC along with Midshipman contact information. For SCCs using a travel clerk to assist in booking travel, please double check arrangements to ensure they are in accordance with the guidance above.

(3) For OCONUS cruises travel via the AMC terminal out of NAS Norfolk, enter flight information for the terminal flight to Norfolk International Airport (ORF) and the connecting OCONUS AMC flight. AMC is allowed in the system on the Final leg of travel as the 'depart from' airport (code for AMC = code 999).

(4) If POV transportation is used, enter "POV" in the remarks section of the OPMIS database and time of arrival. This data is required to ensure efficient processing at MEDT sites. POV should not be entered in the airport fields for POV travel because it is also a valid airport code for Presov, Czech Republic.

(5) Passports. Personal and/or "no fee" passports are required for Midshipmen embarking and debarking in many overseas locations. Individual NROTC summer cruise coordinators are responsible for checking the Foreign Clearance Guide: <https://www.fcg.pentagon.mil/> and the U.S. Department of State: <http://travel.state.gov/content/passports/english/passports/no-fee.html> requirements to determine if "no fee" passports or visas are required. All Midshipmen are strongly encouraged to obtain a personal passport. All Midshipman assigned to a cruise which will embark or debark in the Seventh Fleet AOR are strongly advised to apply for a "no fee" passport since operational schedules often change the embark/debark port. For more information, see section 211 of reference (a).

(6) Host commands are responsible for amending debarkation and return travel arrangements. However, if requested, the parent NROTC unit, or USNA PRODEV will assist the host command with return travel.

c. Changes. To assist the MEDCs in tracking changes, cruise coordinators must report any change or deletion they make to an assigned billet to the appropriate MEDC via e-mail as soon as possible. This is essential in order for the MEDCs to send accurate assignment messages to the Fleets. Submit changes to MEDCLANT for East Coast/Mediterranean cruises: [raymond.osborne@hamptonu.edu](mailto:raymond.osborne@hamptonu.edu), MEDCPAC for West Coast cruises: [pacmedc@sandiego.edu](mailto:pacmedc@sandiego.edu), or MEDCAIR for aviation cruises: [kevin.walthers@marquette.edu](mailto:kevin.walthers@marquette.edu), using the following format:

	PHASE	CLASS	SEX	CRUISE TYPE	LOCATION	SCHOOL #	NOTES
Add:	I	1/C	M	SC	PAC	59	
Delete:	I	1/C	F	SN	SDGO	59	CVN 74

**For requests for additional billets made within two weeks of phase commencement a signed letter from the requesting PNS or USNA PRODEV stating the reason for the request must be submitted prior to billet assignment.**

d. Communication and verification. Summer Cruise scheduling is a highly dynamic process. MEDCs will strive to notify cruise coordinators of all changes after the initial assignment period. However, Summer Cruise Coordinators at each unit are responsible for checking each cruise at least one week prior to embarkation to ensure that no changes in the embark date or travel requirements have been overlooked. Additionally, the MEDCs will notify NROTC and USNA commands of time-critical changes by telephone and e-mail. Therefore, it is imperative that summer cruise coordinators frequently check email messages throughout the summer. **For all correspondence pertaining to summer cruise please include your school code, both office and cell phone contact information in the email in addition to the billet information you are inquiring about. Additionally, if you call and get a voicemail, please follow-up with an email.**

e. OPMIS access. Due to the likelihood of last minute changes to ship schedules, **it is imperative that each command has a person available around the clock who is familiar with the OPMIS Summer Cruise program and the details of the unit's students and assigned billets during the entire training period. It is strongly recommended that SCCs have a CAC card reader with them at all times to enable them to access the website from home if necessary.** If the primary POC is not going to be available for a period, the MEDCs must be notified immediately by e-mail and phone and provided with valid e-mail and phone contact information.

3. Midshipman Briefing. NROTC Units are encouraged to stress the following items during pre-cruise briefings in accordance with chapter six of reference (a):

a. Uniforms. Lack of appropriate (and incorrect wearing of) uniform items has been a recurring problem in past years. Midshipmen embarking in the United States will travel in summer whites. However, midshipmen traveling overseas on a civilian flight that land at a civilian airfield shall be in civilian clothes. The uniform for AMC flights to the Mediterranean is also civilian clothes. Collar devices and shoulder boards should be those of the new class to which the midshipman will advance. NROTC ribbons and awards are not authorized to be worn during summer training. Skirts are not authorized for use onboard ship. Coveralls are required as the uniform of the day while underway on a ship. It is advisable that midshipmen have a civilian change of clothes in carry-on luggage. Service Dress Blue are required for North Atlantic/Baltic European port visits,

foreign exchange cruises (FOREXTRAMID), and other special occasions as appropriate.

b. Money. Each midshipman shall bring enough money/traveler's checks to cover two weeks of incidental items such as meals eaten away from the ship, hotel rooms, taxi fares, etc. Hotels and taxi fares in OCONUS ports can be very expensive. Midshipmen should save all receipts to include with travel claims.

c. Luggage. One large flexible bag, one carry-on bag (less than 45 inches long) and one sea bag is the maximum allowable luggage. Hard luggage is not permitted. It is recommended that midshipmen divide items between their bags to minimize the impact on their cruise should one piece be lost or delayed en-route.

d. Private Automobiles. Midshipmen are advised not to bring private automobiles to the embarkation or flight departure point, as there is no guarantee the debarkation/return flight arrangements will involve that point. If POVs are used, the midshipman is responsible for parking and storage.

e. Mail. Midshipman mail should be sent to the FPO address of the ship, not the MEDT. All mail addressed to the MEDT will be returned to sender.

f. Reporting Documents. Units will ensure that each Midshipman hand carries the following documents and records:

- (1) Five copies of NROTC Training Orders
- (2) Security Clearance noted on Training Orders
- (3) Health record
- (4) Public Health Service Form (PHS-731)
- (5) Current Armed Forces I.D. Card (DD2N)
- (6) Direct Deposit (DDS) account information
- (7) Leave and Earnings Statement
- (8) Midshipmen Training Handbook
- (9) Passport(s) and Visa (if required)
- (10) Travel voucher or sub voucher (DD 1351-2)
- (11) Large pre-metered pre-addressed envelope addressed to NROTC unit (NROTC only)
- (12) Important contacts and phone numbers

g. Travel Expenses. Midshipmen arriving early (for reasons other than physicals) will be responsible for their own ground transportation and berthing arrangements.

h. Immunizations. Units shall ensure that appropriate immunizations are obtained per reference (a) and are recorded on Public Health Service Form (PHS-731).

i. Leave. Leave will generally not be granted en-route to, from, or during cruise. Any deviations from this guidance must be specifically communicated to all stakeholders.

j. Passports. **INDIVIDUAL NROTC UNIT SCCs AND USNA PRODEV ARE RESPONSIBLE TO ENSURE THEIR MIDSHIPMEN TRAVELING OVERSEAS HAVE THE REQUIRED PASSPORTS/VISAS!**

4. Reporting Instructions.

a. Midshipmen embarking in ports not serviced by a MEDT/MLO will report directly to their assigned ships. In such cases, the parent NROTC unit must ensure travel arrangements are in order and be extra attentive to checking OPMIS for late changes to the ship's embarkation date or location. Regardless, SCCs should establish communication with prospective command POC.

b. **MIDSHIPMEN SHOULD ARRIVE AT THEIR ASSIGNED COMMAND BETWEEN 0800 and 1530 ON THE EMBARKATION DAY.** They should make every effort to report before 1300 on the embarkation day to ensure they report aboard during the ships' working hours. NROTC Units and USNA PRODEV are responsible for ensuring the travel arrangements comply with these hours. Midshipmen that arrive on a day other than the scheduled embarkation day will be responsible arranging lodging as necessary. They should CONTACT THE LOCAL COMMAND/SHIP/MEDT/MLO immediately upon arrival to arrange transportation to their training unit. It is understood that when traveling overseas arriving during normal working hours often isn't possible; when this is the case please ensure the destination stakeholders are informed in advance.

c. Midshipmen must be made aware of the importance of arriving within the above listed time periods as berthing facilities are not available in embarkation ports and ship schedules require timely arrival. If travel constraints preclude reporting during the appropriate time frame, the NROTC unit, or USNA PRODEV should promptly notify the COMMAND/SHIP/MEDC/MEDT/MLO. (Midshipmen will be responsible for their own accommodations in the event they arrive earlier than the day of embarkation.) Ships are expected to be in port during the entire 24-hour period on the scheduled embark date.

d. Submarine cruises DO NOT REPORT TO THE MEDT. Midshipmen embarking on submarines shall report to the appropriate submarine squadron in accordance with reference (a).

e. MEDT will receive updates pertaining to midshipmen travel via OPMIS.

f. THIRD Fleet AOR. Midshipmen reporting to ships in the THIRD Fleet AOR will report to the cognizant MEDT or MLO for further transfer to the assigned ship. Orders shall reflect specific reporting information. MEDT Seattle will provide liaison for embarkations conducted in Northwest CONUS, Alaska or Canada. Due to the volume of Midshipmen arriving to San Diego, it is not feasible for the MEDT to provide transportation of Midshipmen to/from ships and squadrons. The primary expectation is for the prospective command to arrange pick-up from the airport via command duty van, unless they are unable due to operational commitments. Thus it is imperative that NROTC units establish communication with command POCs and promulgate Midshipmen arrival information and contact information.

g. SIXTH Fleet AOR. Ships deployed in the SIXTH Fleet AOR are required to pick up Midshipmen in respective airports.

h. SEVENTH Fleet AOR. Midshipmen embarking in Yokosuka, Japan shall report to the Military Assistance desk in Narita Airport (NRT) or the Northwest Orient Airlines counter to arrange transportation to the Naval Station (note, this is not the default airport when booking travel through SATO/DTS). If ships are deployed in the SEVENTH Fleet AOR and are not embarking in Yokosuka, assigned ships are required to pick up Midshipmen in respective airports. Midshipmen should have USDAO telephone numbers listed

in reference (a) in their possession in case they require assistance. See section 619 of reference (a) for more information.

i. USFFC AOR. Midshipmen embarking in Norfolk, VA or Jacksonville, FL shall report to the USO lounge at their corresponding airport to await pickup by the regional MEDT.



MEDCLANT INFORMATION

OFFICER IN CHARGE: CAPT Daniel S. Cave

ASSISTANT OIC (PRI): LT Raymond Osborne

ASSISTANT OIC (SEC): LT Thomas Kellogg

PARENT UNIT: NROTC Unit Hampton Roads

COMMUNICATIONS:

Mail: Commanding Officer  
NROTC Unit Hampton Roads  
5215 Hampton Boulevard  
Norfolk, Virginia 23529-0120

E-Mail: (PRI) [raymond.osborne@hamptonu.edu](mailto:raymond.osborne@hamptonu.edu)  
(SEC) [TBA](#)

PLAD: NROTCU HAMPTON ROADS NORFOLK VA//MEDC//

Telephone:  
(757) 728-6724/6938  
(757) 727-5720 (MAIN DESK)  
(757) 544-1298 (MEDCLANT CELL)  
(757) 728-4877 (FAX)

The MEDC cell phone will be activated on 01 May 2015. Summer Cruise Coordinators should use this number for after-hours/time-critical changes. Students shall not be given the MEDC duty phone number!

MEDCPAC INFORMATION

OFFICER IN CHARGE: CAPT Mark S. Johnson

ASSISTANT OIC (PRI): LT Connie Thornton  
ASSISTANT OIC (SEC): LT Charles Billhardt  
ASSISTANT OIC (TER): LT Clinton Johnson

PARENT UNIT: NROTC Unit San Diego

COMMUNICATIONS:

Mail: Commanding Officer  
NROTC Unit USD/SDSU  
ATTN: PACMEDC  
5998 Alcala Park  
San Diego, CA 92110

E-Mail: (PRI) [conniethornton@sandiego.edu](mailto:conniethornton@sandiego.edu)  
(SEC) [cbillhardt@sandiego.edu](mailto:cbillhardt@sandiego.edu)  
(TER) [clintonjohnson@sandiego.edu](mailto:clintonjohnson@sandiego.edu)

Web: <http://www.sandiego.edu/nrotc>

PLAD: NROTCU USD SDSU SAN DIEGO CA//MEDC//

Telephone:

NROTC UNIT	(619) 260-4811
DUTY CELL	(619) 417-3348
FAX	(619) 260-6821
LT Thornton (Office/Cell)	(619) 594-1135 / (904) 233-0731
LT Billhardt (Office/Cell)	(619) 260-2291 / (909) 763-0019
LT Johnson (Office/Cell)	(619) 260-2288 / (920) 390-0468

MEDCAIR INFORMATION

OFFICER IN CHARGE: CAPT Daniel F. Olson

ASSISTANT OIC (PRI): LT Kevin Walthers  
ASSISTANT OIC (SEC): TBD

PARENT UNIT: NROTC Unit Marquette

COMMUNICATIONS:

Mail: Commanding Officer  
NROTC Unit Marquette University  
1532 W. Clybourn St. N102  
Milwaukee, WI 53233

E-Mail: (PRI) [kevin.walthers@marquette.edu](mailto:kevin.walthers@marquette.edu)  
(SEC) [TBD](#)

PLAD: NROTCU MARQUETTE MILWAULKEE WI/MEDC//

Telephone: (414) 288-6032  
(414) 288-7076 (MAIN DESK)  
(619) 804-3879 (MEDCAIR CELL)  
(414) 288-7078 (FAX)  
(414) 288-5192 (LT Kagehiro - Office)

The MEDC cell phone will be activated on 01 May 2015. Summer Cruise Coordinators should use this number for after-hours/time-critical changes. Students shall not be given the MEDC duty phone number!

MEDT NORFOLK INFORMATION

OFFICER IN CHARGE: (PRI): LCDR Ghislaine Stonaker  
(SEC): LT Christopher Osborne

PARENT UNIT: NROTC Unit Hampton Roads

MEDT ACTIVATION DATE: 09 May 2015  
DEACTIVATION DATE: 14 August 2015

LOCATION: NROTC Unit, Hampton Roads  
Check-in table in baggage claim area of Norfolk  
International Airport

HOURS OF OPERATION: 0800-1600 on Embarkation Days

COMMUNICATIONS:

Mail: Commanding Officer  
NROTC Unit Hampton Roads  
ATTN: MEDT Norfolk  
5215 Hampton Boulevard  
Norfolk, Virginia 23529-0120

E-Mail: (PRI) [gstonake@odu.edu](mailto:gstonake@odu.edu)  
(SEC) [cosborne@odu.edu](mailto:cosborne@odu.edu)

PLAD: NROTCU HAMPTON ROADS NORFOLK VA//MEDT//

Telephone:  
(757) 683-3473/5757/4741 (NROTC UNIT)  
(757) 544-1300 (MEDT CELL)  
(757) 683-4725 (FAX)

1. The Norfolk MEDT cell phone will be activated on 01 May 2015. Ensure all Midshipmen have this number with them while traveling.
2. Transportation: Commercial air travel to Norfolk International Airport (ORF) is recommended. MEDT Norfolk will operate a check-in table in the airport terminal main lobby to process incoming Midshipmen with scheduled arrivals during normal working hours. MEDT Norfolk will operate shuttle vans to transport Midshipmen from the airport directly to their training units (aviation and surface cruises only) in the Tidewater area only.
3. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC Unit.
4. Midshipmen arriving during a scheduled embarkation day by means other than a flight into Norfolk International Airport (i.e. POV) shall report to the MEDT Norfolk immediately upon arrival at their training command.
5. Every effort should be made to arrive during normal working hours. If an exceptional circumstance exists, Midshipmen arriving after working hours will be responsible for transportation to their training command and for contacting the MEDT Norfolk immediately upon arrival at their training command.

6. Local military berthing facilities are limited. Arrival of midshipmen prior to their embarkation date will not be supported, and any midshipman desiring to arrive before the scheduled date of embarkation shall be prepared to make and pay for accommodations at their own expense.

MEDT MAYPORT/JACKSONVILLE INFORMATION

OFFICER IN CHARGE: (PRI): LT Jamie Jarausch  
(SEC): LT Lisandro Vazquez

PARENT UNIT: NROTC Unit, Jacksonville University

MEDT ACTIVATION DATE: 09 May 2015

DEACTIVATION DATE: 14 August 2015

LOCATION: NROTC Unit, Jacksonville University  
Baggage Claim, Jacksonville  
International Airport

HOURS OF OPERATION: 0800-1600 on Embarkation Days

COMMUNICATONS:

Mail: Commanding Officer  
NROTC Unit, Jacksonville University  
2800 University Blvd North  
Jacksonville, Florida 32211-3394

E-Mail: (PRI) [jjaraus@ju.edu](mailto:jjaraus@ju.edu)  
(SEC) [lvazque2@ju.edu](mailto:lvazque2@ju.edu)

PLAD: NROTCU JACKSONVILLE UNIV JACKSONVILLE FL//MEDT//

Telephone:  
(904) 256-7480 (NROTC UNIT)  
(904) 256-7499 (FAX)  
(904) 955-7507 (LT Jarausch - Cell)

1. The Mayport MEDT cell phone will be activated on 01 May 2015 and the number will be sent to all NROTC commands via e-mail. Ensure all midshipmen have this number with them while traveling.
2. Transportation: Commercial air travel to Jacksonville International Airport (JAX) is recommended. A MEDT representative will meet midshipmen with scheduled arrivals during normal working hours in the baggage claim area of Jacksonville International Airport. Midshipmen will be processed/checked-in at the airport and transported to their respective training commands.
3. All midshipmen are to travel in summer white unless otherwise directed by their NROTC Unit.
4. Midshipmen arriving during a scheduled embarkation day by means other than a flight into Jacksonville International Airport (i.e. POV) shall report to the MEDT immediately upon arrival at their training command.
5. Every effort should be made to arrive during normal working hours. If an exceptional circumstance exists, midshipmen arriving after working hours will be responsible for transportation to their training command and for contacting the Mayport MEDT immediately upon arrival at their training command.

6. Local military berthing facilities are limited. Midshipmen shall make every effort not to report before their day of embarkation. Early arrivals shall be prepared to make and pay for accommodations at their own expense.

MEDT SAN DIEGO INFORMATION

OFFICER IN CHARGE: (PRI): LT Charles Billhardt  
(SEC): LT Clinton Johnson

PARENT UNIT: NROTC Unit San Diego

MEDT ACTIVATION DATE: 09 May 2015  
DEACTIVATION DATE: 15 August 2015

LOCATION: NROTC Unit San Diego  
Check-in table in USO lobby of San Diego  
International Airport

HOURS OF OPERATION: 0800-1600 on Embarkation Days

COMMUNICATIONS:

Mail: Commanding Officer  
NROTC Unit San Diego  
ATTN: SAN DIEGO MEDT  
5998 Alcalá Park  
San Diego, CA 92110

E-Mail: (PRI) [cbillhardt@sandiego.edu](mailto:cbillhardt@sandiego.edu)  
(SEC) [clintonjohnson@sandeigo.edu](mailto:clintonjohnson@sandeigo.edu)

PLAD: NROTCU USD SDSU SAN DIEGO CA//MEDT//

Telephone:  
NROTC UNIT (619) 260-4811  
DUTY CELL (619) 417-3348  
FAX (619) 260-6821  
LT Billhardt (Office/Cell) (619) 260-2291 / (909) 763-0019  
LT Johnson (Office/Cell) (619) 260-2288 / (920) 390-0468

1. Ensure all Midshipmen have the MEDT phone numbers with them while traveling.
2. Transportation: Commercial air travel to San Diego International Airport (SAN) is recommended. Upon arrival Midshipmen should report to the Airport USO lounge to await pre-coordinated transportation via host command's duty van. Midshipmen should have host command's POC contact information. If pre-coordinated transportation to the host command has not been confirmed or travel plans change Midshipmen should wait at the USO lounge and make contact with the MEDT via office or duty cell phone listed above to arrange transportation to host command.
3. All Midshipmen are to travel in summer white unless otherwise directed by their NROTC Unit.
4. Midshipmen arriving during a scheduled embarkation day by means other than a flight into San Diego International Airport (i.e. POV) shall report to the MEDT San Diego immediately upon arrival at their training command.
5. Every effort should be made to arrive during normal working hours. If an exceptional circumstance exists, midshipmen arriving after working hours will



be responsible for transportation to their training command and for contacting the MEDT San Diego immediately upon arrival at their training command.

6. Local military berthing facilities are limited. Midshipmen shall make every effort not to report before their day of embarkation. Early arrivals shall be prepared to make and pay for accommodations at their own expense.

MEDT SEATTLE INFORMATION

OFFICER IN CHARGE: (PRI): LT Shane Kigin  
(SEC): LT Stephen Leff

PARENT UNIT: NROTC Unit, University of Washington

MEDT ACTIVATION DATE: 09 May 2015

DEACTIVATION DATE: 15 August 2015

LOCATION: NROTC Unit, University of Washington  
USO, Seattle-Tacoma Int'l Airport

HOURS OF OPERATION: 0800-1600 on Embarkation Days

COMMUNICATONS:

Mail: Commanding Officer  
Naval Science Box 353840  
University of Washington  
Seattle, WA 98195-3840

E-Mail: (PRI) [kigin@uw.edu](mailto:kigin@uw.edu)  
(SEC) [nrotcwep@uw.edu](mailto:nrotcwep@uw.edu)

PLAD: NROTCU UNIV OF WASHINGTON SEATTLE WA//MEDT//

Telephone:

(206) 543-0170 (NROTC Unit)  
(206) 543-0163 (Fax)  
(206) 543-0166 (LT Kigin - Office)  
(703) 380-1041 (LT Kigin - Cell)  
(206) 221-4178 (LT Leff - Office)  
(860) 405-5496 (LT Leff - Cell)

1. Ensure all Midshipmen have the MEDT phone numbers with them while traveling.
2. Transportation: Commercial air travel to Seattle-Tacoma International Airport (SEA) is recommended. Upon arrival Midshipmen should report to the Airport USO lounge to await pre-coordinated transportation via host command's duty van. If pre-coordinated transportation to the host command has not been confirmed or travel plans change, Midshipmen should wait at the USO lounge and make contact with the MEDT via office or cell phone listed above to arrange transportation to host command.
3. Midshipmen arriving during a scheduled embarkation day by means other than a flight into Seattle-Tacoma International Airport (i.e. POV) shall report to the MEDT immediately upon arrival at their training command.
4. Every effort should be made to arrive during normal working hours. If an exceptional circumstance exists, midshipmen arriving after working hours will be responsible for transportation to their training command and for contacting the MEDT immediately upon arrival at their training command.

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5. Local military berthing facilities are limited. Midshipmen shall make every effort not to report before their day of embarkation. Early arrivals shall be prepared to make and pay for accommodations at their own expense.