

# Center for Security Forces Detachment Chesapeake

1260 SHOTGUN RD BLDG 41, CHESAPEAKE, VA 2332 CDO: 757-752-9165

## Student Reporting Information

**Welcome to CENSECFOR Detachment Chesapeake!** We are a small unit that supports the fleet in big, impactful way. Before you report for training, please review the following pertinent information:

### **GOVERNMENT TRAVEL CREDIT CARD (GTCC)**

Before you detach from your command, please ensure you have an active GTCC that is placed in a mission critical status during your PCS. The schoolhouse is unable to create a GTCC or modify the status of the credit card. If your credit limit needs to be raised for authorized purchases, please call 1-833-330-6622 for Citibank MNCC.

### **PREREQUISITE QUALIFICATIONS**

Review your orders and visit the CANTRAC Website (<https://app.prod.cetars.training.navy.mil/cantrac>) using the CDP/CIN and verify that you meet the prerequisites for the class. If your class requires a 3591, ensure your qualification on the weapons platform is within periodicity and matches course requirements. High risk medical forms, which you can download from CANTRAC, need to be completed by Medical personnel before the course.

### **TRAVEL AND LODGING**

Naval Station Annex Northwest is in a rural section of Chesapeake. The nearest airport is 23 miles away, and with the exception of Navy Gateway Inns and Suites on base, hotels are typically 30 minutes from the school. It is recommended that you make reservations early, and if you are staying off base, you will need a rental car. The detaching command can submit a letter to authorize your rental car. Please follow the guidance located at the link provided below for rental car rules and regulations.

<https://www.travel.dod.mil/Programs/Rental-Car>

If you are going to be delayed for any travel reasons, you **MUST** contact the car rental company or risk losing your reservation, which could result in paying more for the vehicle or having no vehicle at all if none are available. Do not rent a vehicle from a company that is not listed under the DOD travel link above. If you are traveling with pets, please be aware that there could be flight restrictions when traveling to a new PDS.

If your ultimate duty station is within 50 miles of CENSECFOR Det Chesapeake, you will only have 21 days of TLE authorized. After 21 days, the Navy will no longer pay for your lodging in a hotel and it will be out of pocket. Use the authorized House Hunting leave (MILSPERMAN 1320-210) to find a new residence.

### **STUDENT CHECK-IN**

For local (within 50 miles) check-in students, you will need to get your orders stamped before 1500 on Friday to avoid being charged leave over the weekend. Students flying into Norfolk will need to provide information to the CDO, who can be reached at 757-752-9168. The address for CENSECFOR Detachment Chesapeake is located in the header of this information sheet, and a map is provided at <https://maps.app.goo.gl/KkaFsYuPQGqWiAP8A>.



Any other questions can be directed to  
CENSECFOR\_DET\_CHESAPEAKE\_STUDENTCONTROL@US.NAVY.MIL