

**2016 PACIFIC REGION
STAFF COLLEGE
PARTICIPANT'S HANDBOOK**



**NELLIS AIR FORCE BASE
LAS VEGAS, NEVADA**

**CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY**

Welcome to the 2016 Pacific Region Staff College

Pacific Region Staff College is conducted under the direction of the Pacific Region Commander of Civil Air Patrol (CAP).

Purpose and Objective: Region Staff College (RSC) is a CAP intermediate Professional Development school. It prepares officers (primarily Captains and Majors) to assume positions of higher responsibility within CAP arenas. Geared toward teaching the skills necessary for command, RSC focuses on shaping and molding present and future Squadron Commanders as well as Wing staff. The college's academic environment stimulates and encourages free expression of ideas as well as independent, analytical, and creative thinking.

Seminars: You will be assigned to a seminar with other participants. Your assignment to a seminar group is based on a number of factors, such as CAP duty assignments, experience, your geographic location, and other considerations. Assignments are intended to allow each participant the opportunity to obtain a wider range of ideas and to meet members from different areas.

Seminar Advisors: All Seminar Advisors have previously served as a staff member at one or more staff colleges. All have been to a staff college as a participant and all have been carefully selected as your staff. It is their job to guide and advise the seminar as necessary.

***MOST IMPORTANTLY**, don't get "up tight" about the college. This is a group activity, and in all likelihood, very few people will be experts and very few will have been in a classroom situation in a number of years. Do the best you can, enjoy the new friends, new ideas, and activities.*

Requirements for Graduation: Attendance and participation in all scheduled activities and events is required. Any request for an authorized absence from any of the activities must be approved by the PRSC director(s) in advance.

Schedule: The Staff College will be held from 14-20 May 2016, at Nellis Air Force Base, Airman Leadership School, Las Vegas, Nevada. You will receive a schedule for the week's events at in-processing.

Religious Services: A nondenominational service will be provided at RSC on Sunday morning at 0730.

Student In-Processing:

Wearing of the CAP uniform will not be required until Sunday, 15 MAY at 0700. Uniform for Saturday, 14 May will be civilian attire.

In-Processing: Student in-processing will be held on Saturday, 14 May from 1000 hours to 1130 hours on Nellis AFB at the Airman Leadership School (ALS). The ALS is located on the west side of building 625. When you enter the gate of

Nellis Air Force Base from Craig Road, turn right on Fitzgerald Blvd., then right on N. Washington Blvd. Turn right on Swaab Blvd. and proceed to the Y in the road and bear left onto Duffer Drive. Building 625 is on your left – turn left into the large parking lot (Mountain Home Street). Look for the Civil Air Patrol vans. The parking lot will be facing the south side of building 625. The ALS sign is located on the south side of the building. You will need to walk straight ahead toward the small parking lot in front of the Airman Leadership School (this lot is reserved for ALS personnel; please do not park here). Enter the door straight ahead of you and not on your right. We will have signs on the doors. Call Lt. Col. Elizabeth Blackey on her cell phone at 650-678-0294 if you need assistance.

At the time of in-processing, any remaining paperwork needs to be completed and any balance of the required fee is due and payable to Pacific Region Staff College. **Wearing of the CAP uniform will not be required until Sunday, 15 MAY at 0700.**

Registration Fee: The total registration fee for the College is \$90.00. This fee includes the Sunday BBQ social, Friday luncheon and all course materials.

CAPF 17: This form should already have been submitted with all the proper signatures by the start of the school.

EMERGENCY NOTIFICATION AND MEDICAL DATA: Each participant will submit a fully completed CAPF 160 CAP Member Health History Form and CAPF 161 Emergency Information form before arrival at RSC. A copy will be provided by email for your convenience.

CAP ID Card: ID cards will be verified at in-processing. Upon arrival at RSC, all participants must have in their possession a current CAP membership (ID) card valid through the end of the participant's stay on base.

Military Support Authorization (MSA): An MSA for RSC will be given to you at in-processing.

Cancellations: Participants who must cancel their enrollment in RSC must contact one of the Director's as soon as possible in order to receive a refund of their registration fee. No refunds will be made to a participant who furnishes a notice of cancellation after 7 April 2016.

Start of College: RSC officially begins on Saturday, 14 May 2016 at 1300 hours, at the Airman Leadership School. All students will have in-processed by this time. This is a mandatory session for all students. Lunch will be prior to this, after you have gone through in-processing. Class will be over at approximately 1700 hours. After this session any student who has not checked in to Billeting will be transported to Nellis Inn to check in and obtain their room keys. Saturday dinner and seminar meeting times will be determined by each seminar group prior to dismissal from the ALS at 1700.

Transportation:

Travel: All participants must make their own travel arrangements at their own expense. We will provide transportation from McCarran International and North Las Vegas airports as long as it is indicated on your Transportation Request form. Transportation will also be available if you are arriving by train or bus.

Transportation Request Form: Complete the Transportation Request Form attached here as Attachment 1, and return to Lt. Col. Shelly Norman, Co-Director either by mail or email no later than 10 April 2016.

Flying Commercial Air: For those flying into Las Vegas McCarran International Airport, **uniformed CAP members will meet you downstairs inside the baggage claim area near the Information Desk.** Please pick up your luggage and proceed to the open area between the two baggage centers. This is where you will find the Information Desk. Please look for a uniformed CAP member. The member will be wearing a corporate uniform or a polo uniform. If you have been waiting for 15 minutes or longer and you do not see a CAP member, call Lt. Col. Elizabeth Blackey on her cell phone at 650-678-0294 to find out the ETA on your transportation. Please note, transportation will only be available provided that you return the **Transportation Request Form** (see Attachment 1). Transportation will also be available for departure at the conclusion of RSC.

Flying General Aviation Aircraft: Transportation will be provided from North Las Vegas airport if you will be flying your own or a CAP airplane. You must make your own arrangements for parking and tie-downs at North Las Vegas Airport. Once you land, please call Lt. Col. Elizabeth Blackey on her cell phone at 650-678-0294 to let her know that you have landed. It will take approximately 30 minutes to drive from Nellis AFB to the North Las Vegas Airport to pick you up. There is a very nice terminal where you can wait for your transportation. Please note that transportation will only be available provided that you return the **Transportation Request Form** (see Attachment 1). Transportation will also be available for departure at the conclusion of RSC.

Driving to Nellis AFB: The base is located eight miles northeast of downtown Las Vegas. Take Interstate 215 to Interstate 15 North to the Craig Road exit and drive about five miles east to the Nellis Main Gate.

Driving on Nellis AFB: Participants intending to use a private vehicle on Nellis AFB must have proof of ownership, proof of insurance, CAP ID card and a valid driver's license to present to Nellis AFB security police in the event that you are asked. When you arrive at Nellis AFB please present your driver's license and CAP ID card to the Security Police Officer at the gate to gain access. We will be providing an Entry Access List to the Security Police that lists all CAP participants in RSC, however you may be asked to go the Visitor Center to

obtain a pass for the week – this is recommended. The Security Police Officers will compare your ID to the list at the gate. You are being sponsored by the Civil Air Patrol - Air Force Reserve Officer assigned to this activity so please act accordingly. Remember there are CAP units on the base. Do not let our actions cause problems for them.

Nellis AFB is frequently on heightened security. Be advised: **DO NOT BRING ANY TYPE OF FIREARM, WEAPON OR OTHER DEVICE THAT COULD BE DEEMED AS A POSSIBLE THREAT.** Please also be aware that your vehicle may be selected for a random vehicle check when entering Nellis. Please cooperate with the Security Police. **Please note that DOD policy states that the driver of a vehicle is prohibited from using a cell phone while driving on base unless the cell phone is being used with a hands free device. Seat belt use is mandatory on Nellis AFB and they require strict adherence to the posted speed limit.**

Departure: Participants may plan their departure for either Friday, 20 May, (plan any departing flight after 8:00 p.m. in order to account for heavy commuter traffic to McCarran Airport), or Saturday, 21 May. Transportation will be available to both McCarran International and North Las Vegas airports.

Lodging Accommodations:

Billeting: RSC prefers that all participants stay in billeting on base. Military quarters have been authorized in accordance with AFI 36-5001 on a space available basis in accordance with host installation procedures. In the past few years, Nellis AFB has remodeled most of their billeting facilities to single room occupancy. We request individual rooms, however, depending on where they house us, we could be sharing a room. All rooms will either have their own bathrooms or a shared bathroom. Amenities in all rooms include a refrigerator, microwave, coffee pot, iron, ironing board, desk and free WiFi. Each building also has washers and dryers. You will need to supply laundry soap, etc.

RSC will make room reservations for you however the cost of lodging at Nellis Inn is the responsibility of each student. As of this printing, costs are currently \$60.00 per night; some types of rooms may be higher.

It is possible to share a room with another student and split the cost. If this is an option you desire, please contact Lt. Col. Blackey with the name of the person with whom you are sharing.

Please remember that we are guests of the Air Force and we must take whatever billeting they give us. Please be aware that at any moment the mission requirement for Nellis could change and billeting may not be available. Therefore, all personnel should possess sufficient funds to defray the cost of commercial off base lodging and meals should this event occur. At the moment we do not foresee this happening. The lodging office is located inside Nellis Inn.

Nellis Inn location: when you drive onto Nellis AFB from the Craig Road entrance you will be on Fitzgerald Street. Stay in the left lane to go straight. You will pass The Club (formerly the Officer's Club) on your right. Nellis Inn is a four story building located on Fitzgerald Blvd at Carswell Avenue just beyond The Club, also on your right. Pull into Nellis Inn, park and proceed inside to register and obtain your room key. Check-in time is 1500 hours or later.

Parking: Please be cognizant of parking spaces as some are marked for adjacent buildings. There is plenty of parking at the back of Nellis Inn as well as the parking lot just beyond it.

Special Needs: If you have special needs such as dietary, food allergies or physical limitations, please advise one of the Co-Director's immediately so that we can make appropriate accommodations for you. Most, if not all students will be housed in either Nellis Inn or Warrior Inn, which have elevators; all other buildings have stairs only. Completing and returning CAPF 160 with any pertinent medical information will help us prepare for your needs in advance.

Non-Participants: Non-participants in RSC, such as family members, cannot stay on the Base.

Spouses/Guests: Because your billeting is handled by virtue of being on the MSA (Military Support Authorization), we cannot accommodate requests to billet spouses and/or guests prior to, or during RSC. As the curriculum for RSC can be demanding, there is very little free time during the day or evenings to be away from your seminar and with your family. RSC cannot be considered part of a family vacation.

Off-Base Housing: Should you chose to stay off base, there are several local hotel/motels in the area. You may investigate these on your own. Local residents may commute from home if they choose. If you choose either of these options, please keep in mind that you must be on time every morning and stay in the evening (change to civilian clothing) to work with your seminar. Please inform the Co-Directors in advance if you choose to stay off base.

Meal Costs:

Daily Meals: Participants are responsible for their own meals with the exception of two meals provided by RSC. Meals on base average \$10 - \$15 a day depending on individual preference. The following dining facilities are available on Nellis AFB:

Enlisted Dining Hall: The Crosswinds Dining Facility is located on Ellsworth Ave. north of Fitzgerald Blvd. a couple of blocks from Nellis Inn. This facility usually charges per item (and possibly a 33% surcharge). Average price is \$3 to \$4.00 per meal. Hours vary so check their schedule. Staff will provide that information at Orientation. Depending on where your room is located, you might require vehicle transportation. **We highly encourage seminar members to arrange to carpool to meals together as CAP vans are very limited.**

Base Exchange (BX) Food Court. The BX has an expanded food court. They now have vendors who serve Chinese, fish-n-chips, Mexican, pizza, sub sandwiches, salads, and hot dogs. There is also a Starbucks Coffee located at the opposite end of the BX mall.

Burger King and Popeye's Chicken. Located in the BX parking lot.

Pizza Hut: Located near the BX on Stewart Avenue.

Nellis Club: (Formerly the Officer's Club) located on Fitzgerald Blvd.

Nellis Bowling Center: Located on Griffiss Avenue.

Please note that in the Air Force dining facilities, there is a dress code that is strictly enforced. The following items cannot be worn in the dining hall: no tank tops, athletic shorts, flip flop sandals and plain white t-shirts (which look like an undergarment).

Sunday Night Dinner Social: RSC will sponsor a dinner "ice breaker" social on Sunday, 15 May at 1800 hours. The location will be at the Outdoor Recreation/Equipment Rental Center, Classroom #2 in building 438 at 4024 Griffiss Avenue. It is located next door to the Base Swimming Pool and near the Sports and Fitness Center. It is also on the back side of Warrior Inn billeting facility.

Luncheon: The RSC luncheon will be on Friday, 20 May and is a required part of RSC as is the BBQ. The cost of the luncheon is included in your registration fee. Guests are permitted at the luncheon; provide their name and luncheon cost of \$25 at in-processing. An exact head count will be needed by the morning of Tuesday, 17 May.

Duty Hours:

Daytime Duty Hours: (0730 - 1800 hours) All participants will be in an appropriate CAP uniform during duty hours. Duty hours for most participants at RSC will consist of daytime organized functions such as classroom activities and tours. The authorized uniforms are set forth below. Other uniform styles whether military-style USAF or non-military-style USAF uniforms will conform to the proper wearing of the uniform, weight, grooming and appearance standards as prescribed by CAPM 39-1.

Off Duty Hours: For the purpose of uniform requirements, all evening seminar meetings will be considered off-duty time. When off duty, participants must be out of uniform. Appropriate casual clothes may be worn.

Uniforms: Nellis AFB is a high profile USAF installation, frequently visited by high-ranking officers and foreign visitors. The proper, professional appearance of CAP personnel is essential to our continued use of the base, and is a key element of attendance at RSC. For more information on CAP uniforms refer to CAPM 39-1.

Clothing Requirements: It is imperative that all attendees understand all aspects of the uniform requirements listed here, especially requirements having to do with the **USAF style uniform**. Participants at RSC will need uniforms and other clothing to serve their needs for one week; 2-3 sets of uniforms are recommended.

Preferred Uniform: The preferred uniform for RSC is the white aviator shirt with gray trousers for men and gray slacks or gray skirt for women. Gray nameplate and gray epaulets are required; other insignia (badges, wings, etc.) are optional. **No ribbons will be worn.**

- If you wear the long sleeve aviator shirt, a tie is mandatory (not recommended due to potentially high temperatures).
- When wearing this combination, only the AF blue, CAP blue, or the blue and red combination ties are authorized.

CAP Blazer Combination: CAP blazer combination is a non-military style CAP uniform for both men and women. The blazer itself is not required at PRSC.

Minimum Basic Service Uniform: As a high profile Air Force installation, Nellis expects any CAP member wearing the Air Force style uniform to be 100% in compliance with CAPM 39-1, Chapter 2. In addition, as a courtesy to our Nellis host, wearing of the USAF style uniform requires proportional measurement as well as height/weight standards in order to assure the uniform drapes correctly and maintains its military cut when worn. Members who meet the weight, grooming, fitness and appearance standards may wear the military style USAF uniform. Please refer to CAPM 39-1, attachment #1, Grooming Standards and attachment #2, Weight Standards for the USAF uniform requirements.

If you are in doubt as to your qualifications to wear the USAF uniform, do not wear it. Please consider that having worn the USAF style uniform on a regular basis at your unit or wing does not automatically authorize you, to wear it on Nellis while attending RSC.

- **For males:** short-sleeve, light blue shirt with gray epaulets, dark blue trousers, blue AF belt with silver buckle, blue flight cap, black shoes and socks, and appropriate CAP insignia and gray nameplate. If you wear long sleeves then you must wear a tie (AF blue) (not recommended due to potentially high temperatures).
- **For females:** light blue blouse with gray epaulets, dark blue skirt or slacks, flight cap, neutral nylon hose, black shoes, black handbag, and appropriate CAP insignia and gray nameplate.

Ribbons will not be worn on either uniform combination.

No other CAP uniform combination is authorized to be worn at RSC. The exception is if you are flying in a corporate aircraft, you may wear any appropriate/authorized flight uniform to and from the airfield only.

Inspection: Each morning a casual “No Formation” inspection of students’ uniforms will be conducted in the seminar rooms at the start of each day’s activities. Infractions of CAPM 39-1, i.e., wearing of unauthorized items, wrinkled/soiled uniforms, issues of personal hygiene, etc., will be discreetly brought to the student’s attention and any such infraction must be immediately corrected. Any student not wearing insignia and badges properly will be asked to make corrections. This inspection will be conducted by the members of the seminar groups. Refusal to correct an infraction could result in a student’s immediate removal from RSC.

NOTE: *Be sure your uniforms are complete before arriving at Nellis AFB. We do not have any CAP distinctive insignia in stock.*

Exercise: All participants are encouraged to exercise appropriately at RSC; it will be a matter of individual choice as to how much you exercise. Participants should bring appropriate exercise clothing.

Social Activities: For the Sunday night social, casual, civilian attire in good taste is to be worn.

Luncheon: For the RSC luncheon, the uniform of the day is appropriate.

RSC Contact Information:

The following telephone numbers may be used to reach one of the staff members on Thursday through Saturday prior to RSC starting and during the school week.

Lt. Col. Elizabeth J. Blackey, Co-Director = Cell: 650-678-0294 (Pacific time zone)

Lt. Col. Shelly Norman, Co-Director = Cell: 360-520-4795 (Pacific time zone)

Nellis AFB Facilities: Nellis AFB is a major USAF training base and has numerous facilities such as military clothing sales, alterations, dry cleaner, post office, theater, gymnasium and Base Exchange. All participants may use these facilities, but will find that the demanding course schedule will permit little time for some of them.

If you have any questions please contact:

Elizabeth J. Blackey, Lt. Col.
Cell: 650-678-0294
Work: 650-849-5765
Email: eblackey@wsgr.com

Shelly Norman, Lt. Col.
Cell: 360-520-4795
Email: shellynorman1@gmail.com

Equipment List

The following is a list of items you will need to bring:

- CAP ID card
- Enough uniforms for 1 week:
CAP Uniform - Gray trousers/skirt, belt, white t-shirt (men), black shoes, aviator shirt, gray nameplate, gray epaulets
and/or
Air Force style uniform - dark blue trousers/skirt, light blue shirt/blouse, gray nameplate and gray epaulets, flight cap with insignia, belt, white v-neck t-shirt (men), black socks/neutral nylons, black shoes. Must meet weight, grooming & appearance standards
- Cash/checkbook/credit cards
- Paper, pens and pencils
- Casual pants, shirts & shoes
- Lightweight sweater or jacket

The following is a list of *suggested* items to bring:

Alarm clock	Camera
Sewing kit	Laundry soap
Personal hygiene items	Razor/blades
Shampoo/conditioner	Hair dryer (often provided in rooms)
Toothbrush/paste	Makeup
Sunscreen	Water bottle
Prescription medication	Exercise clothes
Pain reliever	Sunglasses

Suggested Items you may need, but not required:

Laptop	Blank CDs
Printer	Printer Paper
Thumb drive	3-hole punch
Stapler (or other such items which may be needed)	
Extra supplies of CAP distinctive uniform parts such as epaulets, nameplate etc.	

**ATTACHMENT #1
PACIFIC REGION STAFF COLLEGE TRANSPORTATION REQUEST FORM**

***** For billeting and transportation purposes, everyone must complete Items 1-4 and the bottom of the page.**

1. My arrival date at Nellis will be _____
2. My departure date from Nellis will be _____
3. I am arriving by: private automobile CAP vehicle airport rental vehicle
 private or CAP aircraft commercial air carrier
4. Billeting Choices: I am local and do not need billeting
 I will be making my own arrangements off base
 I need billeting on base I would like to share a room on base

If you need transportation from McCarran International Airport or North Las Vegas airport, please complete Items 5-7.

5. My arrival by commercial air is:
Arrival Date: _____ Arrival Time: _____
Name of Airline: _____ Flight #: _____
Flight arriving from which city: _____

Note: You will be met by a CAP member near the Information Center between the two baggage claim areas.

6. My departure by commercial air is:
Departure Date: _____ Departure Time: _____
Name of Airline: _____ Flight #: _____

If arriving at North Las Vegas airport:

7. My estimated time of arrival by private or CAP aircraft is:
Arrival Date: _____ Arrival Time: _____
Tail number: _____

Upon completion of this form, please email to:

Lt. Col. Shelly Norman
Cell: 360-520-4795
Email: shellynorman1@gmail.com

RETURN NO LATER THAN 10 April 2016

PRINT NAME: _____ H-Phone: _____ Email: _____ Social Sec #: <small>(required by Nellis AFB)</small> _____ Country of Citizenship _____	Grade: _____ Cell: _____ W-Phone: _____ Driver's License # & State of Issue _____ Date of Birth _____
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All above items are required information, including Social Security number, to be used by the Air Force/Nellis AFB on a form which allows us access to the base. It will not be used for any other purpose, nor seen by anyone other than the Directors and will be shredded afterwards. This must be included regardless of your military status. If you have concerns, please contact Lt. Col. Elizabeth Blackey.