

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



2010

SOUTHEAST REGION STAFF COLLEGE

4 July – 9 July 2010

**McGhee Tyson Air National Guard Base
Knoxville, Tennessee**

PARTICIPANT'S HANDBOOK

Welcome to the 2010 Class of the Southeast Region Staff College

2010 Southeast Region Staff College: The Southeast Region Staff College (SERSC) is the Region Staff College (RCS) conducted under the auspices of the Southeast Region Commander, Col Jim Rushing, CAP.

Purpose and Objective: Southeast Region Staff College, a Civil Air Patrol Professional Development training school, prepares field grade officers (primarily Majors and Major selects) to assume leadership positions of higher responsibility within Civil Air Patrol. SERSC provides students with in-depth studies of management, leadership, and communications skills essential to successful execution of command and staff skills. The emphasis is on the roles of the Region in relationship to National and the Wings. Seminar discussions, case studies, and practical exercises are integral parts of the SERSC program. The college's academic environment stimulates and encourages free expression of ideas as well as independent, analytical, and creative thinking.

Seminars: On Sunday you will be assigned to a seminar with 5 to 8 other participants. Assignments are 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 broaden your knowledge of CAP in general as well as 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 for the 2010 staff. It is their job to guide and advise their students as necessary.

Requirements for Graduation: To graduate you must attend and participate in all scheduled activities, assignments as well as you must attend the Banquet and complete all written assignments and presentations. This includes completion of the pre-course written assignments due on Sunday, 4 July 2010. Please come prepared to work, to learn, and to have fun.

ABOVE ALL, DON'T GET **"UP TIGHT"** AND ***DON'T PANIC!***

FEW PEOPLE WILL BE EXPERTS AND MOST WILL NOT HAVE BEEN IN A CLASSROOM SITUATION IN A NUMBER OF YEARS. DO THE BEST YOU CAN, ENJOY THE NEW FRIENDS, NEW IDEAS, AND ACTIVITIES. THE COURSE REQUIRES LONG HOURS AND CAN BECOME STRESSFUL

SERSC Schedule: The Staff College will be held from 1700 on Sunday, 4 July 2010 through approximately 1100 on Friday, 9 July 2010.

NOTE: Staff must report on Sunday 4 July 2010, by 1300.

Location: The Staff College is being conducted at McGhee Tyson Air National Guard Base, Knoxville, Tennessee..

Student Registration:

In Processing: Student registration will be held on Sunday, 4 July from 1530 hours to 1700 hours on McGhee Tyson ANG base at the I G Brown School in Building 416 (see the attached map). Please park in the parking lot as indicated on the map. At this time any remaining paperwork will be completed. Civilian attire may be worn on Sunday, 9 July. Wearing of the CAP Uniform will not be required until 0630 on Monday 4 July 2010.

Registration Fee: The total registration fee for the College is \$150.00. This fee includes an evening social, Thursday night Banquet and all pre-prepared course materials. If payment is not received prior to 19 June 2010, you will automatically be dropped from the class.

CAPF 17: A form 17(July 09) without signatures should be E- mailed to Lt Col Marge Hannah as a pre registration. This form with the proper signatures(Applicant, unit commander & Wing Commander) should be sent via E mail or regular mail to Lt Col Marge Hannah to arrive prior to 19 June 2010. Please indicate your golf shirt size in the remarks section.

Biographical Data Form (attachment 3) should be completed and forwarded to Lt Col Marge Hannah at the address indicated in this document.

Emergency Notification Data (CAPF 60): Each participant will submit an Emergency Notification Data Form (CAPF 60) or enclosed (Attachment 2). Please E-mail this document to Lt Col Marge Hannah at the address indicated in this document.

CAP ID Card: All Participants must have in their possession a current CAP Membership (ID) Card upon arrival at the 2010 SERSC. ID Cards will be verified at registration.

Cancellations: Participants who must cancel their enrollment in the 2010 SERSC must contact the Director Lt Col Wes Hannah (941 798 3583) 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 19 June 2010.

Billeting will be available after 1430 4 July.

Start of College: Staff College begins at 1700 on Sunday, 4 July 2010 in the I. G. Brown Building. All students will have registered by this time.

Civilian attire will be worn on Sunday. Classes for the remaining days of the school will be held at various locations throughout the base.

Military Support Authorization (MSA): A MSA for the Staff College will be given to you at registration.

Transportation:

Travel: All participants need to make their own travel arrangements at their own expense. We will provide transportation from McGhee Tyson Airport as long as it is indicated on the Transportation Request Form.

Transportation Request Form: Complete the attached Transportation Request Form and return to Lt. Col. Marge Hannah, as requested on the form.

Flying Commercial Air: For those members who will be flying into McGhee Tyson airport contact us for pick up on our cell phone (941 524 9448) or by prior arrangement. Please note, transportation will **only** be available **provided** you return the **Transportation Request Form**, see Attachment 1. The same transportation will be available for departure at the completion of the Staff College.

Flying General Aviation Aircraft: We will provide transportation from McGhee Tyson Airport at TAC Air (865 970 9000) for personal or CAP aircraft. Please note, transportation will **only** be available **provided** that you return the **Transportation Request Form**, see Attachment 1. The same transportation will be available for departure at the completion of the Staff College.

IMPORTANT INFORMATION REGARDING McGhee Tyson ANG Base:

Driving on McGhee Tyson ANGB: Participants intending to use private vehicles on McGhee Tyson ANG base must furnish proof of ownership, insurance, CAP ID Card, current MSA and a valid driver's license to the security police in order to receive a permit to operate on the base.

All names of participants in the SERSC will be on a MSA at Security Police. You are being sponsored by the Civil Air Patrol and the Tennessee Air National Guard so please act accordingly. **SPEED LIMITS ARE STRICTLY ENFORCED**

McGhee Tyson ANG Base is on heightened security and 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 the

Base. Please cooperate with the Security Police. **Seat belt use is mandatory on the Base and they require strict adherence to the posted speed limit.**

Departure:

Participants may plan their departure after 1100 Friday, 9 July 2010.

Lodging Accommodations:

Rooms: All participants will 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. Billeting facilities are for double occupancy but depending on the number of students, may be single room occupancy. Each room has its own bathroom. Amenities in the rooms include a refrigerator, coffeepot, iron, ironing board and desk.

Microwave ovens are available in the day room. Each building also has washers and dryers. The Staff College will make room reservations for you, however the cost of lodging at McGhee Tyson ANG base is the responsibility of each student. As of this printing costs are \$12.00 per day payable at check in. Please remember that we are guests of the Air National Guard and we take what billeting they give us. Please be aware that at any moment the mission requirement for McGhee Tyson 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.

Special Needs: If you have special needs, please advise the Director Lt. Col. Wes Hannah immediately so that we can arrange for appropriate accommodations for you. All students will be housed in one of the billeting buildings that have stairs. By completing and returning the Medical Data sheet with any pertinent medical information on it will also help us be prepared for your needs.

Non-Participants: Non-participants in the SERSC, such as family members, **cannot stay on the Base.** If space is available, guests may be able to stay on base the evening of the banquet

As the curriculum for the College is intense, there is very little free time during the day or evenings to be away from your seminar and with your family. The Staff College cannot be considered family vacation time!

Meals

Daily Meals: Participants are responsible for their own meals, with the exception of the Sunday evening social and Thursday night Banquet.

Dining facility: The facility is within walking distance of the school. The price is \$2.30 for breakfast and \$4.25 for lunch and dinner.

Banquet: The Graduation Banquet will be Thursday, 1 July, at the McGhee Tyson Armed Forces Club and is a semi-formal occasion and a required part of the College. The cost of the banquet is included in your registration fee. Guests are permitted at the banquet, provided their name and banquet cost of \$25 is paid at registration. An exact head count must be given to the Club on Monday, 28 June. Uniform for the banquet will be a Mess Dress (preferred), Class A as prescribed by CAPM 39-1. The Dress Blue uniform, the CAP corporate uniform, the CAP Blazer Combination, or appropriate civilian attire will be appropriate.

Duty Hours:

Day Time Duty Hours: (0630 - 1800 Hours.) All participants will be in an appropriate CAP uniform during duty hours.

Duty hours for most participants at the 2010 SERSC will consist of daytime organized functions such as classroom activities. The authorized uniforms are set forth below.

Off Duty Hours: For the purpose of uniform requirements, all evening seminar meetings will be considered "off-duty" time in that participants may be out of uniform. Casual clothes in good taste may be worn as appropriate. Bring clothing suitable for a warm climate.

Uniforms:

Participants at the SERSC 2010 will need uniforms and other clothing to serve their needs for a week in a warm climate. Three sets of uniforms are recommended since it gets quite warm in Knoxville in the summer.

Clothing Requirements: It is imperative attendees understand all aspects of the uniform requirements listed here, especially requirements having to do with the USAF Style uniform.

USAF style uniform.

Uniform styles whether military-style USAF or non-military-style CAP uniforms will conform to the proper wearing of the uniform, weight, grooming and appearance standards prescribed by CAPM 39-1.

Preferred Uniform for SERSC: The preferred uniforms for the Staff College is the CAP uniform consisting of the white short sleeve aviator shirt without tie, with gray trousers for men and slacks or skirts for women as prescribed in CAPM 39-1, chapter 6, paragraph 6-4 or the new CAP style uniform specified by memorandum changes to CAPM 39-1 dated 15 March 2006.

The appropriate nameplate and epaulet combination (gray nameplate and gray epaulets with gray slacks, or blue nameplate and blue epaulets with blue slacks) are required.

- Ribbons will not be worn.

- Badges may be worn.

For more information on the CAP distinctive uniforms refer to CAPM 39-1.

CAP Blazer Combination: CAP blazer combination is a non-military style CAP uniform for both men and women. Please refer to CAPM 39-1, Paragraph 6-3 for the proper wearing of this uniform.

Minimum Basic Service Uniform: Any CAP member wearing the Air Force style uniform must be 100% in compliance with CAPM 39-1, chapter 2.

Members who meet the weight, grooming, fitness and appearance standards may wear the military style USAF uniform that is described in CAPM 39-1, chapter 2. If you have any doubts 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 Squadron or Wing does not automatically authorize you, to wear it on McGhee Tyson ANG Base while attending the 2010 SERSC.

- **For males**, it consists of the short-sleeve USAF light blue shirt with gray epaulets, dark blue trousers, blue belt with silver buckle, blue flight cap, black shoes and socks, and appropriate CAP insignia.
- **For females**, it consists of the USAF light blue blouse with gray epaulets, dark blue skirt or slacks, beret or flight cap, neutral nylon hose, black shoes, handbag, and appropriate CAP insignia.

Please remember that while a member may officially “meet” the weight and/or grooming standards, he/she may just not look “professional” in the blue USAF style uniform. In that case, the member should refrain from attempting to wear that particular uniform and wear the 2010 SERSC Preferred Uniform, the white aviator shirt and gray or blue slacks.

Please see CAPM 39-1 attachment #1 Grooming Standards and attachment #2 Weight Standards for a copy of the USAF uniform requirement.

Inspection:

On Monday morning, 5 July, all members will go through a uniform inspection. Any student not meeting the weight, grooming and appearance standards will be asked to change uniforms immediately.

Any student not wearing insignia and badges correctly will be asked to make corrections. Please make sure your uniforms are complete before arriving at McGhee Tyson ANG Base. We do not have in stock any CAP distinctive insignia.

If you have any questions about your uniform please refer to CAPM 39-1.

The polo or golf shirt combination and flight suit are not an authorized uniform for the SERSC.

The exception is if you are flying in a corporate aircraft, you may wear any appropriate/authorized flight uniform to and from the airfield.

Exercise: All participants are encouraged to exercise appropriately at the 2010 SERSC. It will be a matter of individual choice as to how much you exercise. Consequently, participants should bring the appropriate exercise clothing.

Banquet: For the Graduation Banquet, Mess Dress, Class A Dress Blues, CAP Class A equivalent Corporate uniform, CAP Blazer combination or business suit will be worn for men and women may wear a cocktail outfit or other appropriate attire.

Telephone Numbers

The following telephone number may be used to reach the Director on Friday and Saturday prior to the start of SERSC.

Lt Col Wes Hannah ,Director Cell: 941 524 9448

Col. AL Bedgood Deputy Director Cell 813-505-0815

Contact Information:

If you have any questions please contact;

Lt Col Wes Hannah, CAP, Director
4414 Turnberry Court
Bradenton, FL 34210-2965
941 798 3583
941 524 9448(cell)
E mail: wesmarge@tampabay.rr.com

Important: Please make sure that you call home and give your family your room and phone number information.

The following is a list of items you need to bring.

CAP ID Card
Enough uniforms for 5 days

Gray Slacks/skirts, or Blue AF style slacks or skirts belt, white v-neck T-shirts, black shoes, aviator shirts, gray or blue nameplate , epaulets and a hat if required.

And/or

Air Force Style uniform - AF blue pants/skirts, AFlight blue shirt/blouses, gray nameplate & epaulets, flight cap with insignia, belt, white v-neck T-shirts, black socks/neutral nylons, black shoes. **Must meet weight, grooming & appearance standards. Please see CAPM 39-1.**

Alarm Clock
Paper, pens and pencils
Personal hygiene items
Shampoo/Conditioner
Toothbrush/paste
Sunscreen
Casual pants, shorts, shirts & shoes

Camera/Film
Laundry soap
Razor/Blades
Hair Dryer
Makeup
Water bottle
Exercise clothes

sweater or light jacket
Pain Reliever (Aspirin)
Cash/checkbook/Credit Cards
Sunglasses

A tie if wearing a uniform or suit to the banquet
Flashlight

Prescription Medication

Appropriate banquet attire
Sewing Kit
Rain Gear

Highly Recommended Items to bring but not required:

Laptop with printer

ATTACHMENT #1

SOUTHEAST REGION STAFF COLLEGE TRANSPORTATION FORM

For billeting and transportation purposes, everyone must complete Items 1-3 and the bottom of the page.

1. My arrival date at McGhee Tyson will be _____
2. My Departure date from McGhee Tyson will be _____
3. I am arriving by: private automobile _____, CAP vehicle _____
Private or CAP aircraft _____, commercial air carrier _____,

If you need transportation from the airport please complete Items 4-6.

4. My arrival by commercial air is:
Arrival Date: _____ Arrival Time: _____
Name of Airline _____ Flight # _____
Flight arriving from which city _____
5. My departure by commercial air is:
Departure Date: _____ Departure Time: _____
Name of Airline _____ Flight # _____
6. If arriving by private or CAP Aircraft:
Arrival time and date at TAC Air _____ Departure Time _____

Upon completion of this form, mail or e mail to:

Lt Col Marge Hannah
4414 Turnberry Court
Bradenton, FL 34210-2965
Phone: H) 941 798 3583; e mail : wesmarge@tampabay.rr.com

RETURN NO LATER THAN 19 June 2010

PRINT NAME:	_____	RANK:	_____
H-Phone:	_____	Cell:	_____
W-Phone:	_____	PAGER:	_____
E-MAIL:	_____	OTHER:	_____

ATTACHMENT #2

SOUTHEAST REGION STAFF COLLEGE

EMERGENCY NOTIFICATION DATA/EMERGENCY MEDICAL DATA

EMERGENCY NOTIFICATION DATA				
PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MI	CAP RANK	CAPSN
ADDRESS		CITY		STATE AND ZIP CODE
CIVIL AIR PATROL INFORMATION				
UNIT CHARTER NO	UNIT NAME		UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME		CAP RANK	TELEPHONE (Weekdays)	
			AC: NO.	
ADDRESS			TELEPHONE (Nights & Weekends)	
			AC: NO.	
PERSON TO NOTIFY IN CASE OF EMERGENCY				
NAME (Mr., Mrs. Etc.)		RELATIONSHIP	TELEPHONE (Weekdays)	
			AC: NO.	
ADDRESS:			TELEPHONE (Nights & Weekends)	
			AC: NO.	

EMERGENCY MEDICAL DATA: PLEASE LIST ANY MEDICAL CONDITIONS AND/OR MEDICATIONS IT WOULD BE IMPORTANT FOR REGION STAFF COLLEGE STAFF TO BE AWARE:

Personal Physician

Phone #

Physician's Address

City

Please return this form to:
Lt Col Marge Hannah
4414 Turnberry Court
Bradenton, FL 34210-2965
Phone: H) 941 798 3583 e mail: wesmarge@tampabay.rr.com

ATTACHMENT 3
BIOGRAPHICAL DATA

Name (Last, First, I) _____ Grade _____ Sex _____ Date of Birth _____

CAPID _____

Address _____ City _____

State _____ Zip Code _____

Home Phone _____ Business Phone _____ Cell _____

E Mail Address _____

Name of Spouse _____

Name/s of Children _____

Employed By _____ Position _____

Other Organizations and Positions _____

High School Attended _____ Diploma Year _____

College Attended _____ Degree/Year _____

Military Background _____

MOST REWARDING ACCOMPLISHMENTS IN CAP/CIVILIAN LIFE

—

NAME AND ADDRESS OF LOCAL NEWSPAPER/S

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Return to : Lt Col Marge Hannah
4414 Turnberry Court
Bradenton, FL 34210-2965
E Mail: :wesmarge@tampabay.rr.com

