

CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY



SOUTHEAST REGION STAFF COLLEGE 2016 PARTICIPANT HANDBOOK

I. G. Brown Air National Guard Training and Education Center
McGhee Tyson Air National Guard Base, Tennessee 37777

10 to 16 July 2016



SOUTHEAST REGION STAFF COLLEGE 2016 PARTICIPANT HANDBOOK

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SOUTHEAST REGION STAFF COLLEGE 2016 PARTICIPANT HANDBOOK

WELCOME CLASS OF 2016!

Welcome to the Southeast Region Staff College!

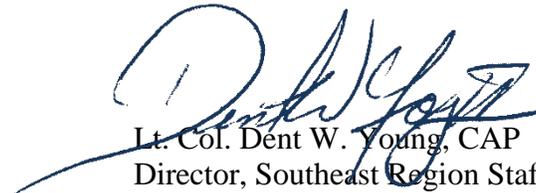
On behalf of the Instructors, Staff and Seminar Advisors of the Southeast Region Staff College, I welcome you to one of the best leadership programs in the Civil Air Patrol.

You are the future leaders of the Southeast Region and the Civil Air Patrol. What you share here, the relationships you build, the experiences you share and the insights you take back to your units, will shape not just your future, but the futures of all with whom you serve for years to come.

I challenge you to embrace our student motto *Aude Sapare*, or “*Dare to Know.*” Dare to Know new things about yourself. Dare to Know new ideas and concepts. Dare to Know your horizons, and dare to push beyond them. Dare to Know the joy, adventure and opportunities that await you.

The entire course is designed to invoke and embody Civil Air Patrol’s Core Values and your understanding of them. Perhaps, the journey you start today is best expressed by the Southeast Region Staff College motto, *Per Ardua in Augusta*, or “*Through Adversity to Greatness.*” For each of you will have to chart a path to success for yourself, your units, and the Civil Air Patrol, by facing and successfully overcoming challenges, known and unknown, with unique, insightful and innovative solutions in pursuit of our collective *Missions for America.*

I thank you for volunteering to lead, and I wish you great success during the course and in all your future endeavors.



Lt. Col. Dent W. Young, CAP
Director, Southeast Region Staff College





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What is Region Staff College

The purpose and objective of the Southeast Region Staff College (SERSC) is to prepare field grade officers (primarily Majors and Major selects) to assume leadership positions of higher responsibility within Civil Air Patrol.

It is a one week (40 hours), in-residence leadership program designed to prepare CAP Officers for service at the wing and region staff levels. The College provides students with in-depth studies of management, leadership, and communications skills essential for the successful execution of command and staff skills.

The emphasis of the college is on the role of the Region and its relationship to National Headquarters and the Wings. Seminar discussions, case studies, and practical exercises are an integral part of the college and its academic environment. These components along with our non-attribution policy stimulate and encourage the free expression of ideas as well as independent, analytical, and creative thinking.

The Southeast Region Staff College is conducted under the auspices of the Southeast Region Commander, Col. Barry Melton, and is part of the Civil Air Patrol professional development program.

What makes the Southeast Region Staff College one of the premiere programs in Civil Air Patrol is the Instructors. For the past several years we have been privileged to have the Air National Guard Training Education Center Instructors as *OUR* instructors for the college. The knowledge and skill they bring to the table is truly a tremendous asset for our students. The passion they have to impart their expertise and experience to our students is validated each year by the feedback we receive from our students. You will find their seminars to be engaging, informative, and beneficial not only for your CAP career, but for your regular vocation as well.

Location:

The Staff College is being conducted at the I. G. Brown Air National Guard Training and Education Center located at McGhee Tyson Air National Guard (ANG) Base in Louisville, Tennessee.

The college is set in the foothills of the Great Smoky Mountains where the view is spectacular. The campus is a tight knit community where all of the buildings are just a short walk from one another, and the dining hall has won several Air Force awards for excellence.



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Executive Staff

Your Executive Staff has extensive CAP experience as cadets and senior members. Both have served, with distinction, as cadet and composite squadron commanders and bring considerable military and corporate leadership experience to the school. Any questions you have about the school should be referred to:

Director:

Lt. Col. Dent W. Young, Civil Air Patrol
513 Char Leen Lane
Knoxville, TN 37920

Phone: (865) 483-7467
Email: dyoung@tncap.us

Deputy Director:

Lt. Col. Jeffrey Wreyford, Civil Air Patrol
1149 Ben Hill Blvd
Nolensville, TN 37135

Phone: (615) 496.9505
Email: jeffrey.wreyford@tncap.us



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Important Addresses

School Finance and Administrator:

LtCol Marge Hannah
4414 Turnberry Ct
Bradenton, FL 34210-2965
wesmarge@tampabay.rr.com

Academician:

LtCol Virginia Cullity
250 8th St North
Apt 402
St Petersburg, FL 33710
gcullity@gmail.com

Billeting Mailing Address:

12 Post Avenue
McGhee Tyson ANGB, Tenn. 37777

GPS Address for the Airbase:

400 Taylor Street, Louisville, TN 37777



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Timelines and Fees

Key Dates and Times:

Pre-Arrival Dates

- 29 May 2016 **Completed Application Package Due.** This includes CAPF-17 as well as Attachments 1, 2, & 3. Your Application Package should be sent to Lt Col Marge Hannah by this date. Applications are NOT considered complete, and will not be accepted, without all required Approvals on the CAPF-17 and the completed forms from Attachments 1, 2 & 3. Use the checklist in Attachment 5 to guide you.
- 05 June 2016 **Tuition Payment Due.** Tuition Payment must be received by this date or you will be dropped from the college. Tuition payments should be mailed to:
LtCol Marge Hannah
4414 Turnberry Ct
Bradenton,FL 34210-2965
- 10 Jun 2016 **Withdrawal Deadline.** You may request to withdraw from the college with a full refund before this date. After this date, because funds will have been committed, no refunds will be possible.
- 26 Jun 2016 **Assignments Due.** Once your Application Package has been received, you will be emailed two writing assignments which are due to the Academician by this date. Assignments not received by this date are cause for dismissal from the college. Assignments should be mailed, or emailed to:

LtCol Virginia Cullity
250 8th St. North
Apt 402
St. Petersburg
gcullity@gmail.com



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Post-Arrival Dates/Times

Participants should plan to arrive not earlier than 1200 on 10 July 2016

10 July 2016	Staff College Registration
	1100 Staff Arrives
	1500 – 1600 Student Sign In
10 July 2016	Staff College Begins
	1630 Staff College In-Briefing
15 July 2016	Graduation Banquet
	1800 Graduation Banquet
16 July 2016	Graduation & Departure
	0830 Class Graduation
	1100 Departure

Course Fees:

College Fees

Tuition ¹	\$175.00
Graduation Banquet Guests ²	\$35.00

Meals

Breakfast ³	\$3.45
Lunch ³	\$5.55
Dinner ³	\$4.85

Lodging

Billeting ⁴ (per person per night)	\$30.00
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¹See **Key Dates and Times** for Tuition Due Date.



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²You may purchase extra tickets for Graduation Banquet guests on the day of Sign-in. Guests attending the Graduation Banquet are responsible for their own off-base lodging costs. **An exact head count must be provided by Noon on Monday, the day after the College begins.** We will need the names, social security numbers and driver's license numbers for all guests unless they hold a valid military ID card.

³Students will be eating at the base dining facility. Payment is made for each meal at the time of service.

⁴The college staff will make reservations on behalf of the student. The student will pay for the entire week of lodging at the base billeting office at sign-in. Payment must be by **cash**, credit card (Visa, MasterCard or American Express), no personal checks.



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Course Expectations

College Duration:

The College will begin with registration at 1500 on Sunday, 10 July 2016, and conclude 1100 on Saturday, 16 July 2016. During this time all students are required to adhere to the policies and procedures of the College.

Seminars:

On Sunday you will be assigned to a seminar group with 5 to 8 other participants. Seminar group 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 College Staff. It is their job to guide and advise their students as necessary. They are a *resource* for the seminar group. They are not there to do the work *for* the seminar group.

Requirements for Graduation:

To graduate you must complete all assignments on time and in accordance with the established standards. You must also attend and actively participate in all phases of the Staff College to include, attending all scheduled activities, classes, seminars, exercises, and group/team projects. You must also attend the Graduation Banquet and Ceremony.

Graduation Banquet:

The Graduation Banquet will be on Friday. This is a required component of the College. The cost of the Graduation Banquet is included in your registration fee.



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Guests:

Guests are permitted and encouraged at the Graduation Banquet, provided their name and cost is paid on or before noon of the first day of classes and Attachment 4 has been completed (See Course Fees Section for Guest Ticket Amounts).

Please Take Note:

Region Staff College is an intense program of instruction. During the course there is very little free time during the day or evenings to be away from your seminar and spend with your family. The Staff College cannot be considered family vacation time!

This curriculum is demanding, and effective time management is essential to success. During the course, you are expected to be prepared and actively engaged at all times. You will be evaluated throughout the week as an individual, a team member and as part of your class. Insights gained from these evaluations will be documented and passed on to your Wing Commander.

DON'T PANIC: FEW PEOPLE WILL BE EXPERTS, AND MOST WILL NOT HAVE BEEN IN A CLASSROOM SITUATION IN A NUMBER OF YEARS. COME PREPARED AND DO YOUR BEST. ENJOY THE ADVENTURE, YOUR NEW FRIENDS, NEW IDEAS, AND ACTIVITIES. THE COURSE REQUIRES LONG HOURS AND CAN AT TIMES BECOME STRESSFUL. HOWEVER, IT IS WELL WORTH THE EFFORT...AGAIN, ABOVE ALL, -- ***DON'T PANIC!***



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Registration Requirements and Procedures

Registration

Fee includes:

This fee includes an evening social, the Graduation Banquet and all pre-prepared course materials. Payment of tuition and all fees must be received by the registration deadline.

NOTE: In all cases if payment is not received by the Withdrawal Deadline (based upon requests coordinated in advance) you will automatically be dropped from the College.

Preparing your application Package

CAPF 17: A CAP Form 17 must be submitted via your command chain and approved by the Region Commander to attend Region Staff College (See CAPR 50-17).

To facilitate registration an unsigned electronic copy should be sent via E-Mail to the Finance Director.

The CAPF17 with the proper signatures (Applicant, unit commander & Wing Commander, Region Commander), should be sent via E-Mail or regular mail to the School Administrator on or prior to 29 May 2016.

NOTE: The application must also include the completed attachments contained in this book (Required: Attachments 1, 2, 3, and Attachment 4 (if bringing guests to the Graduation Banquet)) which are also available on the SER website as a separate fillable PDF.

Use the Attachment 5 Check List to assist in preparing your application.

Attachments which must accompany your application to attend SERSC 2016:

1. Biographical Information
2. Travel Information and Transportation Requests
3. Emergency Notification and Medical Information
4. Graduation Banquet Guests (If bringing a guest or guests to the Graduation Banquet).

Emergency Notification Data (CAPF 161): Each participant will submit an Emergency Notification Data Form (CAPF 161) or enclosed (Attachment 3).

CAP ID Card: All Participants must have in their possession a current CAP Membership (ID) Card upon arrival at the 2016 SERSC. ID Cards will be verified at registration.

Cancellations: Participants who must cancel their enrollment in the 2016 SERSC must contact the Director LtCol Dent Young (865-483-7467) or Deputy Director LtCol **Jeffrey Wreyford (615-496-9505)** as soon as possible in order to receive a refund of their registration fee. **NOTE:** Since non-refundable deposits for activities and materials will have to be incurred by 05 June, **No refunds will be approved after 05 June 2016.**



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Billeting: All students will stay at the McGhee Tyson Inn (Base Billeting) for the duration of the Course (10 - 16 July 2016). Off base billeting for SERSC students is not permitted. Students should be able to check in to their rooms after 1300 on Sunday, 10 July 2016.

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



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Transportation

Arrival:

All students must make their own travel arrangements at their own expense. We will provide ground transportation from Knoxville Airport (TYS) as long as it is indicated on the Travel Information and Transportation Form (Attachment 2) and submitted with the application packet.

All students must complete Attachment 2 and submit with your application package so we will know how and when you plan to arrive.

Participants should plan to arrive not earlier than 1200 hours on Sunday, 10 July 2016.

Your ultimate destination is McGhee Tyson ANG Base. It is located on the military side of the Knoxville, TN, Airport (TYS), which is located on the Alcoa Highway, Alcoa, Tennessee. The address for the base is:

I.G. Brown ANGTEC
McGhee Tyson ANGB,
Louisville, TN 37777

Commercial Air:

If you are arriving via commercial air transportation, please note that the college will provide you with ground transportation from the Knoxville Airport (TYS) to the college based on the information you submit in Attachment 2. The same transportation will be available for departure at the completion of the Staff College if also requested in advance.

General Aviation:

We will provide transportation from McGhee Tyson Airport at TAC Air (865.970.9000) for Personal or CAP aircraft arriving at Knoxville, Airport (TYS) based on the information you provide in Attachment 2. The same transportation will be available for departure at the completion of the Staff College if also requested in advance.

Ground Travel:

For those arriving via ground travel via personal vehicle or CAP corporate vehicle, your destination is: McGhee Tyson ANGB, Knoxville, TN. You may use the following address for your GPS: 400 Taylor Street, Louisville, TN 37777.

All CAP Corporate Vehicles will be logged in and managed by school staff for the duration of the Staff College.



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Lodging

All SERSC 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. See the section on Course Fees for current lodging costs.

Please remember that we are guests of the Air National Guard and we take what billeting they give us.

NOTE: 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 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 College, 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 Graduation Banquet.

BILLETING

The following information is provided for planning and preparation purposes.

***PLEASE DO NOT MAKE YOUR OWN BILLETING ARRANGEMENTS.
THE COLLEGE WILL MAKE ALL STUDENT BILLETING ARRANGEMENTS.***



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MCGHEE TYSON INN (BILLETING)

12 Post Avenue
McGhee Tyson ANGB, Tenn. 37777
Comm (865) 985-3302, DSN 266-3302

HOURS OF OPERATION: Mon - Sun: 7:00 a.m. - 11:00 p.m.

FACILITIES AND AMENITIES:

- Each room has a private bath with two twin-sized beds, two desks, and two lockers. A refrigerator, television, telephone, clock radio, iron and ironing board are also provided.
- Washer and dryers are located in each building and are free of charge. Laundry supplies are not available but may be purchased at the Base Exchange.
- Commercial laundry and dry cleaning services are located near the Base Exchange.

CHECK IN: 1 p.m. Local (1300)

CHECK OUT: 11 a.m. Local (1100)

PAYMENT METHODS:

- Visa, MasterCard, American Express, cash and checks are accepted.
- Payment is due in full at check in.



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Meals

Daily Meals: Participants are responsible for their own meals, with the exception of the Sunday evening social and Friday Graduation Banquet. The dining facility is pay-as-you go, cash only. There is an ATM at the base exchange.

Dining facility: The facility is within walking distance of the school. See the section on Course Fees for current pricing.

Base Requirements and Procedures

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.

IMPORTANT INFORMATION REGARDING McGhee Tyson ANG Base

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.

SPEED LIMITS ARE STRICTLY ENFORCED

Twenty six MPH in a twenty five MPH zone WILL EARN YOU a federal speeding ticket.

Let me re-emphasize this:

SPEED LIMITS ARE STRICTLY ENFORCED

CELL PHONES MAY NOT BE USED WHILE DRIVING ON BASE UNLESS YOU HAVE A HANDS FREE DEVICE...THIS IS STRICTLY ENFORCED!!!

In addition cell phones may not be used, even with a hands free device, while walking on base. You **MUST** be in a stationary position.

McGhee Tyson ANG Base is on heightened security and be advised **DO NOT BRING ANY TYPE OF FIREARM, WEAPON OR OTHER DEVICE WHICH MAY BE DEEMED AS A THREAT (FLARE GUNS, PYROTECHNICS, ETC).**

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.



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College Requirements and Procedures

In Processing:

Student registration will be held from 1500 – 1600 on Sunday, 10 July 2016 on McGhee Tyson ANG base at the I. G. Brown School. The specific location (Building and street address) will be sent to all registered students prior to arrival.

Civilian attire may be worn on Sunday.

Wear of the CAP Uniform will not be required until 0630 on Monday.

Important: Please make sure that you call home and give your family your room and phone number information. Let them know you have arrived at SERSC safely.

Duty Hours

Daily Duty Hours:

- **Sunday:** 1500 – 2200. Civilian Attire. SERSC Polo Shirt for the Reception
- **Monday - Thursday:** 0630 – 1800. Uniform of the Day (See below).
- **Friday:** 0630 – 1500. Uniform of the Day (See below).
1800 – 2200. Graduation Banquet Uniform (See below).
- **Saturday:** 0630 – 1000. Graduation Uniform.

All participants will be in an appropriate CAP uniform during duty hours as listed above, unless given specific instructions for a given situation (e.g. Graduation Banquet)

Daily Off Duty Hours (1800 – 0630, except for Friday, 15 July 2016):

For the purpose of uniform requirements, all evening seminar meetings (after 1800, except for the Graduation Banquet) 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.



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Uniform of the Day:

There are only two uniforms that are authorized for wear at the college: The standard uniform and the alternate uniform. The detailed specifications for the wear of each type are listed below.

No other uniform types or combinations are authorized.

One of the two types of uniforms listed above is **REQUIRED** for admission to the college. If you do not own either of these two types of uniform, do not apply to the college.

Participants at the college 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.

Please make sure your uniforms are complete before arriving at McGhee Tyson ANG Base. We do not have any CAP distinctive insignia and it is not stocked at the Base Exchange.

Uniform styles, whether the standard uniform or the alternate uniform, will conform to the proper wearing of the uniform, weight, grooming, and appearance standards prescribed by CAPM 39-1.

MAKE SURE YOU CAN COMPLY WITH THESE STANDARDS BEFORE YOU ARRIVE!!

There will be a uniform inspection on Monday morning. Those not wearing either the standard uniform or the alternate uniform listed above will be ***dismissed from the college with no refund.*** Those not conforming to the uniform standards set forth in CAPM 39-1 will be asked to correct the deficiency immediately. Those unable or unwilling to conform to these standards will be ***dismissed from the college with no refund.***

If you are operating a corporate vehicle and/or aircraft in route to or departing from the College you may wear any appropriate/authorized uniform. The uniform requirements listed below only apply to the in-residence phase of the Region Staff College.



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Standard Uniform:

The standard uniform for the College is the CAP corporate uniform consisting of the white, short sleeve aviator shirt, gray dress slacks for men and gray slacks or skirts for women, without tie, as prescribed in CAPM 39-1. Slacks with cargo pockets are prohibited.

- **Epaulets and name tags will be worn as required by CAP Manual 39-1**
- **Badges may be worn as described in CAP Manual 39-1**
- **Ribbons will not be worn as part of the Uniform of the Day**

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

Alternate Uniform:

The alternate uniform for the College is the USAF style CAP uniform with blue, short sleeve shirt, blue trousers for men and blue slacks or skirts for women, no tie, with blue flight cap, as prescribed in CAPM 39-1.

Only members who meet the weight, grooming, fitness, and appearance standards may wear this uniform. If you have any doubts as to your qualifications to wear the USAF uniform, do not wear it.

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

- **Epaulets and name tags will be worn as required by CAP Manual 39-1**
- **Badges may be worn as described in CAP Manual 39-1**
- **Ribbons will not be worn as part of the Uniform of the Day**

Graduation Banquet Uniform:

Mess Dress Uniform: The USAF Style Mess Dress uniform as described in CAP Manual 39-1 is the preferred uniform for the Graduation Banquet.

Alternate Dress (In order of preference):

Any Military Mess Dress Uniform which the member is authorized to wear as a result of their military service.

CAP Corporate Blazer Combination: The CAP Blazer Combination for formal occasions as described in CAP Manual 39-1.



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Formal Civilian Attire: Tuxedo or Evening Attire.

Business Suit: Jacket and Tie or Cocktail Dress.

NOTE: All authorized awards, decorations and badges may be worn as described in CAP Manual 39-1 on the CAP and USAF style uniforms at the Graduation Banquet.



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Appearance

Appearance and Grooming Considerations for wearing the Alternate Uniform:

Consider the fact 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 College.

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 Standard Uniform, the white aviator shirt and gray slacks.

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

Formation

Formations:

There will be College Class formation each morning prior to the opening ceremonies.

Inspection:

There will be a uniform inspection on Monday morning during the class formation. 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. Those unwilling or unable to comply will be dismissed from the college with no refund.

Uniform inspections may be held daily.



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Attendance

Active participation in **all** classes, projects, and seminars is a requirement for graduation.

Physical Fitness

All participants are encouraged to exercise appropriately at the College. It will be a matter of individual choice as to how much you exercise. Consequently, participants should bring the appropriate exercise clothing. You will have access to the base fitness facility and track.

Safety

Please be aware of your surroundings at all times. Pay attention to the heat index and flag warning (Red, Black). Be aware and help keep each other safe at all times.

Each morning there will be a class safety briefing immediately after formation to inform you of any hazards that may exist or procedures that must be followed to ensure a safe environment for your study and activity.



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THE I. G. BROWN AIR NATIONAL GUARD TRAINING AND EDUCATION CENTER

The I. G. Brown Air National Guard Training and Education Center is a detachment of the Air National Guard Readiness Center. The Training and Education Center (TEC) conducts an average of 18 professional military education courses throughout the year and holds more than 40 skills enhancement classes in subjects ranging from explosives safety orientation to food services, recruiting, security and expeditionary medical support. The center trains and educates more than 4,200 students per year and is the heart of leadership training for the Air National Guard.

MISSION AND VISION

Our mission is to educate, develop, and inspire leaders responsible for our nation's defense.

Our vision is to employ innovative learning techniques and emerging technologies to provide a sought-after training and education experience, optimizing leadership capabilities for the Air Force's global mission.

PERSONNEL AND RESOURCES

The Training and Education Center staff of approximately 80 personnel represents all components of the Air Force. Air National Guard, Air Force Reserve, Air Force, and civil service members serve together to train and educate the leaders of tomorrow.

The Training and Education Center facilities are modern and connected by a state of the art computer network. The campus houses an athletic center, dormitories, classrooms, auditorium and dining facility all within a short walking distance.

ORGANIZATIONAL STRUCTURE

The Training and Education Center offers professional military development courses including various training development courses and distance learning. The center also houses the television broadcast and production studios of TEC-TV and the Air National Guard Warrior Network.

The Paul H. Lankford Enlisted Professional Military Education Center prepares enlisted leaders for increased responsibility through the Airman Leadership School and the Noncommissioned Officer Academy. For students unable to attend these schools in residence, EPME offers an alternative satellite program that is broadcast from the TEC's television studios. These courses graduate more than 2,000 enlisted leaders per year.

The Transformative Education (TE) branch is the Air National Guard's design center for Advanced Distributive Learning initiatives. Additionally, the experienced staff of TE host and deliver numerous personal and professional development courses, including the highly successful Instructor Certification Program. In today's fast-paced and technologically advanced military, TE's products provide efficient, timely and cost-effective methods that deliver training to the Department of Defense.

TEC-TV is a modern television broadcast and video production center. This facility creates training and informational videos and is home to the Air National Guard Warrior Network. TEC-TV broadcasts more than 500 hours per year of live interactive training, education and command information to audiences worldwide.

HISTORY

The Training and Education Center was established in 1968 as the I. G. Brown Professional Military Education Center, named in honor of the first Director of the Air National Guard, Maj. Gen. I. G. Brown. In 1998, its name was changed to The I. G. Brown Air National Guard Training and Education Center.



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ATTACHMENT 1 – STUDENT BIOGRAPHICAL INFORMATION

CAP Rank:	LAST Name:	FIRST Name:	MI.
CAPID Number:	Unit Charter Number:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Wing:	Region:	Date of Rank:	
Current CAP Position:		CAP Unit Name:	
Your Polo Shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large <input type="checkbox"/> XXX-Large			
Personal Mailing Address:			
City:	State:	Zip:	
Home Phone :		Cell Phone :	
Work Phone :		SUBMIT COMPLETED FORM BY: 29 May 2016	
Email Address:			
Name of Spouse:		Name of Child:	
Name of Child:		Name of Child:	
Employed by (Company Name):		Job Title:	
Other Organization Membership:		Position held:	
Other Organization Membership:		Position held:	
College/University Attended:		Degree, Major, Year:	



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College/University Attended:	Degree, Major, Year:
College/University Attended:	Degree, Major, Year:
High School Attended:	Graduation Year:
Military Service	Years Served:
Highest Rank:	Military Specialty:
Military Awards and Decorations:	
Most Rewarding Accomplishments in Civilian Life:	
Most Rewarding Accomplishments in CAP:	
Professional and Career Goals in CAP:	
Other information you think we need to know:	



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ATTACHMENT 2 – TRAVEL INFO AND TRANSPORT REQUEST

CAP Rank:	LAST Name:	FIRST Name:	MI.
CAPID Number:	Unit Charter Number:	SUBMIT COMPLETED FORM BY: 26 June 2016	
Home Phone : ()		Cell Phone : ()	
Email Address:			
I will be traveling with:			
CHECK THE BOX AND COMPLETE THE ITEM/S AS REQUESTED.			
IN BOUND TRAVEL AND ARRIVAL INFORMATION			
CHECK THE BOX AND COMPLETE THE ITEM/S AS REQUESTED. PLAN TO ARRIVE AT SERSC BETWEEN 1200 – 1500 ON 10 July 2016 NOTES: 1. BILLETING CHECK-IN = 1300 – 1700 2. SERSC SIGN IN = 1500 – 1600			
<input type="checkbox"/> 1. GROUND = IN BOUND TRAVEL VIA GROUND VEHICLE			
Departure Point (City, State):		Estimated Time Departure (ETD) (Date/Time):	
TRAVEL METHOD: <input type="checkbox"/> POV = Privately Owned Vehicle <input type="checkbox"/> COV = CAP Corporate Vehicle <input type="checkbox"/> GOV= Gov't Owned Vehicle			
Estimated Arrival Time (ETA) (Date/Time):		CAP Call Sign:	
<input type="checkbox"/> 2. COMMERCIAL AIR = IN BOUND TRAVEL VIA COMMERCIAL AIRCRAFT			
Travel Date:	Scheduled Arrival Time:	Airline:	
Arriving From (City):	Flight Number:		
I WILL NEED CAP GROUND TRANSPORTATION FROM KNOXVILLE AIRPORT (TYS) TO SERSC: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> 3. CIVIL AIR PATROL = IN BOUND TRAVEL VIA CAP CORPORATE AIRCRAFT			
Travel Date:	Estimated Arrival Time:	CAP Tail Number:	
Arriving From (City):	CAP Call Sign:		
I WILL NEED CAP GROUND TRANSPORTATION FROM KNOXVILLE AIRPORT (TYS) TO SERSC: <input type="checkbox"/> YES <input type="checkbox"/> NO			



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<input type="checkbox"/> 4. PRIVATE AIRCRAFT = IN BOUND TRAVEL VIA PERSONAL/PRIVATE AIRCRAFT		
Travel Date:	Estimated Arrival Time:	Tail Number:
Arriving From (City):	Call Sign:	
I will be traveling with:		
I WILL NEED CAP GROUND TRANSPORTATION FROM KNOXVILLE AIRPORT (TYS) TO SERSC: <input type="checkbox"/> YES <input type="checkbox"/> NO		

-- OUT BOUND TRAVEL AND DEPARTURE INFORMATION --

CHECK THE BOX AND COMPLETE THE ITEM/S AS REQUESTED.
NOTE: DEPARTURE IS NOT AUTHORIZED PRIOR TO 1100 (11:00 AM EDT ON 16 July 2016).

<input type="checkbox"/> 5. GROUND = OUT BOUND TRAVEL VIA GROUND VEHICLE	
Estimated Time Departure (ETD) (Date/Time):	Destination (City, State):
TRAVEL METHOD: <input type="checkbox"/> POV = Privately Owned Vehicle <input type="checkbox"/> COV = CAP Corporate Vehicle <input type="checkbox"/> GOV= Gov't Owned Vehicle	
Estimated Arrival Time (ETA) (Date/Time):	CAP Call Sign:

<input type="checkbox"/> 6. COMMERCIAL AIR = OUT BOUND TRAVEL VIA COMMERCIAL AIRCRAFT		
Departure Travel Date:	Scheduled Departure Time:	Airline:
Traveling to (City):	Flight Number:	
I WILL NEED CAP GROUND TRANSPORTATION FROM SERSC TO KNOXVILLE AIRPORT (TYS): <input type="checkbox"/> YES <input type="checkbox"/> NO		

<input type="checkbox"/> 7. CIVIL AIR PATROL = OUT BOUND TRAVEL VIA CAP CORPORATE AIRCRAFT		
Departure Travel Date:	Scheduled Departure Time:	CAP Tail Number:
Traveling to (City):	CAP Call Sign:	
I WILL NEED CAP GROUND TRANSPORTATION FROM SERSC TO KNOXVILLE AIRPORT (TYS): <input type="checkbox"/> YES <input type="checkbox"/> NO		

<input type="checkbox"/> 8. PRIVATE AIRCRAFT = OUT BOUND TRAVEL VIA PERSONAL/PRIVATE AIRCRAFT		
Departure Travel Date:	Scheduled Departure Time:	Tail Number:
Traveling to (City):	CAP Call Sign:	
I WILL NEED CAP GROUND TRANSPORTATION FROM SERSC TO KNOXVILLE AIRPORT (TYS): <input type="checkbox"/> YES <input type="checkbox"/> NO		



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ATTACHMENT 3 – EMERGENCY CONTACT AND MEDICAL INFO

EMERGENCY INFORMATION (Insurance/Physician Information, Emergency Contacts, Minor Consents)				
Name <i>(Last, First, Middle)</i>		Grade	CAPID	Charter Number
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
<i>(Area Code)</i> Home Phone		<i>(Area Code)</i> Cell Phone		
Primary Insurance Information <i>(Please attach copy of insurance cards, front and back)</i>				
Medical Insurance Company	Policy Number	Group Code/Number	Co-Pay Amount \$	
Prescription Coverage Company	Policy Number	Group Code/Number	Co-Pay Amount \$	
Family Physician				
Name			<i>(Area Code)</i> Phone	
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
Emergency Contact <i>(Parent, guardian or closest relative to be notified in case of emergency)</i>				
Name			Relationship to Applicant	
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
<i>(Area Code)</i> Pager	<i>(Area Code)</i> Cell/Mobile Phone	<i>(Area Code)</i> Day Phone	<i>(Area Code)</i> Night Phone	
Unit Commander Name and Grade		Unit Name		
<i>(Area Code)</i> Unit Commander Day Phone		<i>(Area Code)</i> Unit Commander Night Phone		



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ATTACHMENT 4 – GRADUATION BANQUET GUEST INFORMATION

CAP Rank:	LAST Name:	FIRST Name:	MI.
CAPID Number:	Unit Charter Number:	\$35.00 per guest payable with the application. Final deadline for guest names and payment is 1200 11 July 2016 Use additional pages if necessary	
Wing:	Region:		

The Graduation Banquet is a mandatory part of SERSC. Guests are invited (and encouraged) at this traditional social gathering.

GRADUATION BANQUET GUEST(S)

LAST Name:	FIRST Name:	MI.
CAPID (If Applicable):	Vehicle Make and Year:	
CAP Grade (If Applicable):	Vehicle Model and Color:	
Relationship to Student:	Vehicle Registration Tag (State, Number):	

LAST Name:	FIRST Name:	MI.
CAPID (If Applicable):	Vehicle Make and Year:	
CAP Grade (If Applicable):	Vehicle Model and Color:	
Relationship to Student:	Vehicle Registration Tag (State, Number):	

LAST Name:	FIRST Name:	MI.
CAPID (If Applicable):	Vehicle Make and Year:	
CAP Grade (If Applicable):	Vehicle Model and Color:	
Relationship to Student:	Vehicle Registration Tag (State, Number):	



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_____ Sign In at Southeast Region Staff College 1500 – 1600 on 10 July 2016. Unless otherwise instructed otherwise, sign-in will be in the main lobby of building 416, Morrisey Hall.

_____ Call home and let your family know your billeting room number and contact information

NOTES:

* Only required if you will bring guests to the Graduation Banquet

** Payment for your guest/s should accompany your application packet. However, you may complete this form and provide payment not later than noon on the first day of classes.



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ATTACHMENT 6 – PACKING LIST SUGGESTIONS

The following is a list of items to bring. You should bring sufficient items to sustain you for the entire course (uniforms for six days, plus the Graduation Banquet).

- _____ CAP ID Card
- _____ Enough uniforms for 6 days
- _____ Slacks/Skirts
- _____ White Aviator Shirts or Blue AF Shirts
- _____ White V Neck T Shirts
- _____ Undergarments
- _____ Belt(s)
- _____ Shoes
- _____ Socks/Hose
- _____ Epaulets
- _____ Name Tags
- _____ Badges
- _____ Ribbons
- _____ Service Dress (Preferred Graduation Banquet uniform)
- _____ Mess Dress (Optional for Graduation Banquet)
- _____ CAP Blazer (Optional for Graduation Banquet)
- _____ Tie
- _____ Accessories
- _____ Uniform Hat

Remember: To wear the AF style uniform, you must meet weight, grooming & appearance standards. Please see CAPM 39-1.

Additional Packing Suggestions

- | | |
|-------------------------------|--------------------|
| _____ Alarm Clock | _____ Batteries |
| _____ Paper, pens and pencils | _____ Camera |
| _____ Personal hygiene items | _____ Laundry soap |
| _____ Shampoo/Conditioner | _____ Razor/Blades |
| _____ Toothbrush/paste | _____ Hair Dryer |
| _____ Sunscreen | _____ Makeup |



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_____ Casual pants, shorts, shirts & shoes	_____ Water bottle
_____ Exercise clothes	_____ Prescription Medication
_____ Pain Reliever (Aspirin, etc.)	_____ Sweater or light jacket
	_____ Appropriate Graduation Banquet Attire
_____ Cash/checkbook/Credit Cards	_____ Sewing Kit
_____ Sunglasses	_____ Rain Gear
_____ Ties	_____ Snacks
_____ Flashlight	

Recommended But Not Required:

_____ Laptop with printer	_____ Thumb drive / Portable hard drive
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ATTACHMENT 7 – HELPFUL WEB LINKS

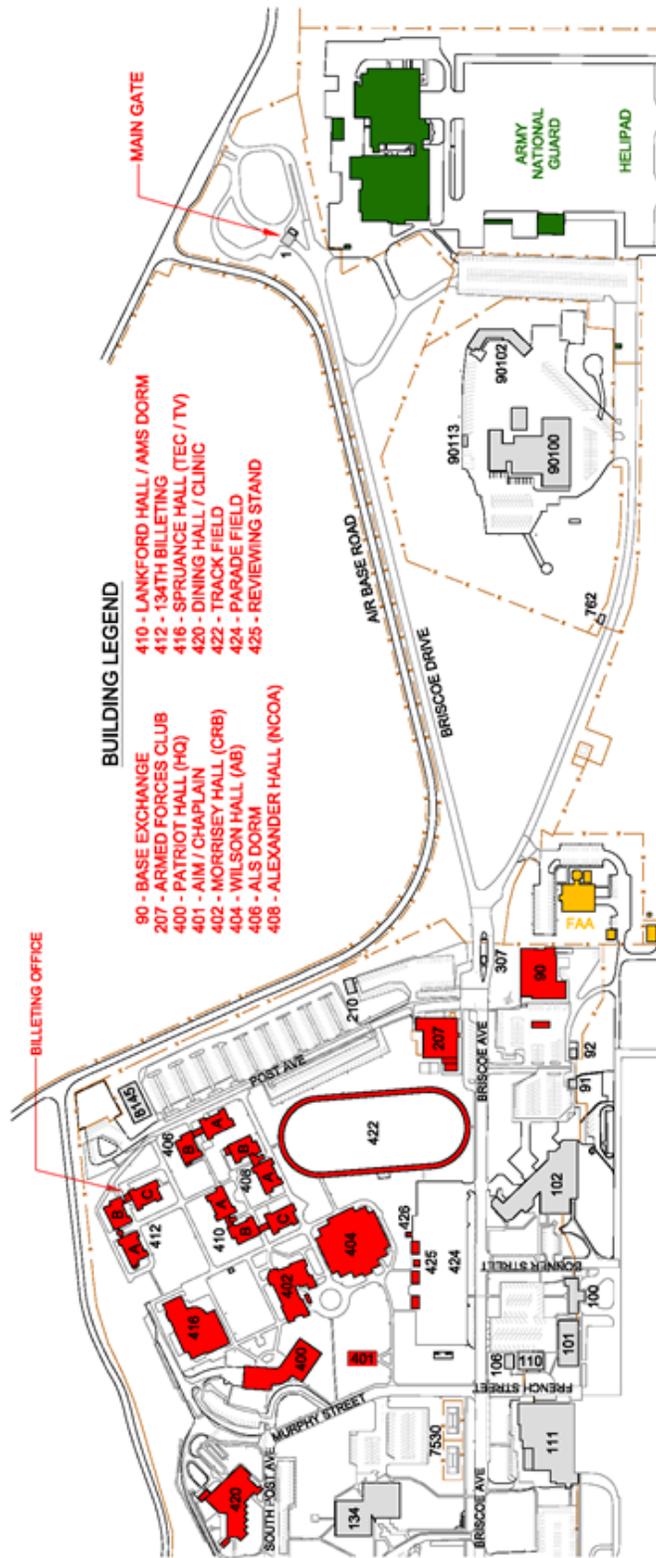
Civil Air Patrol:	http://www.gocivilairpatrol.com http://www.capmembers.com
Southeast Region:	http://www.sercap.gov
I.G. Brown Air National Guard	http://www.angtec.ang.af.mil



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ATTACHMENT 8 – MAPS

Building Numbers:
 Billing: 412C
 Classes: 416
 DFAC: 420
 Gym: 404
 BX: 90



TEC CAMPUS MAP



S.E.R. 2012_TEC_Campus_Map.dwg
 3.21.2012