

CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY



SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

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

7 to 13 June 2020



SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

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Students are not permitted to use tobacco products of any kind during academic duty hours. This includes breaks between classes. Students are also prohibited from using tobacco at any time while in uniform. Tobacco products, used at approved times, may only be used in designated areas.



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SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

WELCOME CLASS OF 2020!

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.*” Each of you will be challenged 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.

LARRY G. JULIAN, Lt Col, 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 is to prepare experienced officers to assume leadership positions of higher responsibility within Civil Air Patrol.

It is a one-week, 40-hour, in-residence leadership program designed to prepare CAP Officers for service at the wing and region staff levels. The College provides students with examination of management, leadership, and communications skills essential for the successful execution of command and staff skills. In addition to the in-residence program, there are learning activities that must be completed prior to the College week.

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 and 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 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 cadre of instructors we have. Our CAP instructors bring decades of experience in critical wing and region leadership assignments. In addition, for the past several years we have been privileged to have instructors assigned to the Tennessee Air National Guard's I. W. Brown Technical and Education Center 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 instructional blocks to be engaging, informative, and beneficial not only for your CAP career, but for some of your regular vocations as well.

Location:

The Staff College is 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, near Knoxville.

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 Larry G. Julian, CAP
309 Twelve Oaks Drive
Warner Robins GA 31088
Phone: (478) 287-6959
Email: ljulian@cap.gov

Deputy Director:

Lt Col William Renaud, CAP
260 Newport Road
Knoxville TN 37934
Email: William.Renaud@sercap.us



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Important Addresses

Academician:

Lt Col William Renaud
260 Newport Rd
Knoxville TN 37934
william.renaud@sercap.us

Billeting Mailing Address:

12 Post Avenue
McGhee Tyson ANGB, Tenn. 37777

GPS Address for the Airbase:

400 Taylor Street, Louisville, TN 37777

Seminar Advisors

Col Jeffrey Garrett Lt Col Larry Rogers Lt Col Rick Kilgore Maj Samuel L Chiodo, CAP

Additional College Staff

Safety Officer:	Staff
Protocol Officer:	Col Jeffrey Garrett
Administrative Officer:	Capt Glenda McCormack
Evaluations:	Lt Col Bill Renaud
Finance Officer:	Capt Glenda McCormack



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Timelines and Fees

Key Dates and Times:

Pre-Arrival Dates

- 10 April 2020 **Registration Deadline**
- 30 April 2020 **Student Information Documents Due**
- 08 May 2020 **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 for various expenses, there will be no refunds.
- 20 May 2020 **Assignments Due.** Once your Application Package has been received, you will be emailed a writing assignment which is due to the Academician by this date. Assignments not received by this date are cause for dismissal from the college. Assignments should be emailed to:

Lt Col Bill Renaud
william.renaud@sercap.us

Arrival Dates/Times

Students should plan to arrive **no earlier** than 1200 and no later than 1600 on 7 June 2019

- 6 June 2020 ADVON Team Arrives
- 7 June 2020 **Staff College Begins**
- 1100 Staff Arrives
- 1500 – 1600 Student Sign In
- 1700 Staff College In-Briefing
- 1800 Social Gathering
- 2000 Seminars Meet
- 12 June 2020 **Graduation Banquet**
- 1800 Graduation Banquet



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Seminar Advisors:

Seminar Advisors are senior CAP officers with many years of service. They bring a broad background in leadership and management in all of the CAP mission areas. 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 in one of the designated uniforms.

Graduation Banquet:

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

Banquet Guests:

Because of limited space, we are not opening the banquet to guest this year.

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!**



SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

Registration Requirements and Procedures

Registration

DO NOT REGISTER UNTIL YOU HAVE READ AND UNDERSTOOD THIS ENTIRE HANDBOOK

Fee includes:

The College fee includes a Sunday evening social, the Graduation Banquet and all pre-prepared course materials. Payment of tuition and all fees must be received at the time of registration. Registration is accomplished online and payment is made by credit card.

Registration

A CAP Form 17 must be submitted through your command chain. Completion of Level 3 of the Senior Member Professional Development Program is a prerequisite for attendance (see CAPR 50-17 ch 6).

Prior to registering, complete a CAPF 17 and have your squadron, group, and wing commander sign and return it to you. The Region Commander does NOT need to sign the form.

You will register online by clicking the GO TO REGISTRATION button on the SER RSC webpage www.sercap.us/events. That will take you to a registration site. From there, follow the directions. After registering, you must immediately attach your signed CAPF 17 to an email and send to the Director at ljulian@cap.gov

After your registration is completed in the online system and your CAPF 17 has been received, you will be sent additional forms to submit. You will receive by email the following documents which you should fill out and return to the Director

1. Biographical Information
2. Travel Information and Transportation Requests
3. Emergency Notification and Medical Information

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

Cancellations: Participants who must cancel their enrollment in the staff college must contact the Director as soon as possible in order to receive a refund of their registration fee. **NOTE: No refunds after 8 May 2020.**



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Billeting: All students will stay at the McGhee Tyson Inn (Base Billeting) for the duration of the course. When on base billeting is available, off base billeting for SERSC students is not permitted. Students should be able to check in to their rooms after 1200 on Sunday, 9 June 2019. Remember that registration begins at 1500 on the same day. Because McGhee Tyson ARB is an operational military base, mission requirements may require RCS student to be moved to local hotels. While this is not expected and has never happened to an RSC class, students should be prepared to pay for off-base quarters.

Military Support Authorization (MSA): An MSA for the Staff College will be given to you no later than at sign-in. This authorizes your use of the lodging, base exchange and dining facility.



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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 (KTYS) as long as it is indicated on the Travel Information and Transportation Form and submitted by email to the Director.

All students must complete and submit this form so we will know how and when you plan to arrive.

Participants should plan to arrive not earlier than 1200 and not later than 1630 hours on Sunday, 9 June 2019.

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 (US 129), 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, we will provide you with ground transportation from the Knoxville Airport (KTYS) to the college based on the information you submit. The same transportation will be available for departure at the completion of the staff college.

General Aviation:

We will provide transportation from McGhee Tyson Airport at TAC Air (865.970.9000) for CAP or personal aircraft arriving at Knoxville, Airport (KTYS) based on the information you provide.. Aircraft may be parked between hangars "A" and "B" with TNWG Aircraft. The same transportation will be available for departure at the completion of the staff college.

Ground Travel:

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



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

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 for Captains and below may be double occupancy. Two-person rooms have one bathroom. Amenities in the rooms include a television, refrigerator, coffee pot, iron, ironing board and small desk. Microwave ovens are available in the day room. Each building also has washers and dryers. You may purchase detergent at the Base Exchange (within walking distance) or you may bring your own.

The Staff College will make room reservations for you.

NOTE: Please be aware the mission requirement for McGhee Tyson could change and billeting may not be available. Therefore, you should possess sufficient funds to defray the cost of commercial off base lodging and meals should this event occur. This has not happened in the history of the staff college, but be prepared.

Special Needs:

If you have special needs, please advise the Director immediately so that we can attempt arrange for appropriate accommodations for you. Most billeting buildings have stairs and no elevators. A few ground floor rooms are available for use by those unable to use stairs due to physical limitations. The dorm with single rooms has elevators. Completing and returning the Medical Data sheet with any pertinent medical information on it will also help us be prepared for your needs.

If you have physical limitations, be aware that walking is necessary to move from one building to another. Standing is expected in formations and when distinguished officers enter the classrooms. The dining hall has a ramp for persons with limited mobility. While we have been able to work with students with physical limitations, know that the week can be strenuous for such students.

Non-Participants:

Non-participants in the College, such as family members, **cannot stay on the base.**



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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.***

MCGHEE TYSON INN (BILLETING)

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

HOURS OF OPERATION: 24/7.

FACILITIES AND AMENITIES:

- The billeting office assigns rooms. Some rooms have a private bath with two beds, two desks, and two lockers. There is a fairly new dormitory with single beds and one student to a room. A refrigerator, television, telephone, clock radio, iron and ironing board are also provided. Captains and below should expect to share a room if lodged in the older dormitories.
- Public Wi-Fi is available in the rooms.
- Housekeeping exchanges towels each day on request.
- Washer and dryers are located in each building and are free of charge. Laundry supplies may be purchased at the Base Exchange or brought with you.
- Commercial laundry and dry cleaning services are located near the Base Exchange.
- Bring your own soap and toiletries as these are not provided.

CHECK IN: normally 1 p.m. Local. Rooms may be available at noon.

CHECK OUT: No later than 11 a.m. Local



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Meals

Daily Meals: You are responsible for your 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 and at the dining facility. Skipping a meal is permissible but not always healthy.

Dining facility: The facility is within walking distance of the school.

Base Requirements and Procedures

You are being sponsored by the Civil Air Patrol and the Tennessee Air National Guard so please act accordingly. While at MTARB, we are guest of the base and are expected to conduct ourselves with proper military decorum and an absence of buffoonery at all times. Improper behavior may result in dismissal of the offending student and can jeopardize our access to the base for future events.

IMPORTANT INFORMATION REGARDING McGhee Tyson ANG Base

Participants intending to use private vehicles on McGhee Tyson ANG base must be prepared to furnish proof of ownership, insurance, CAP ID Card, current MSA and a valid driver's license to the Security Forces personnel upon request. Seat belt use is mandatory at all times when your vehicle is moving.

SPEED LIMITS ARE STRICTLY ENFORCED

Twenty six MPH in a twenty five MPH zone CAN earn you a speeding ticket.

SPEED LIMITS ARE STRICTLY ENFORCED

Cell phones may not be used while driving unless you are using a hands-free device.

In addition, cell phones may not be used, even with a hands free device, while walking on base. You must be standing still or sitting. This is a safety issue.

McGhee Tyson ANG Base, like all other military installations is on a heightened security posture. All personal firearms are prohibited and there are no facilities for checking them in with the Security Forces. Your vehicle may be selected for a random vehicle check when entering the Base. Please cooperate with Security Forces personnel.



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College Requirements and Procedures

In Processing:

Student registration will be held from 1500 – 1600 on Sunday, 7 June 2020 on McGhee Tyson ANG base at the I. G. Brown Technical Education Center. 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 is not 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

- **Sunday:** 1500 – 2200. Civilian Attire. SERSC polo shirt for the Reception
- **Monday - Thursday:** 0630 – 1700. 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. Civilian Attire

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, 14 June 2019):

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:

Only two uniforms are authorized for wear at the College: The standard uniform and the alternate uniform.

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. Expect to be given constructive guidance if your uniforms are not within regulation.

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

No other uniform types or combinations are authorized.



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One of the two types of uniforms listed above is **REQUIRED** to attend 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 may get quite warm in the Knoxville area in the spring.

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 and on other morning as necessary. 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 aircraft in route to or departing from the College you may wear any appropriate/authorized uniform while operating the aircraft.



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Graduation Banquet Uniform:

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

Alternate Dress:

Mess Dress Uniform: The USAF-style Mess Dress uniform as described in CAP Manual 39-1.

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

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.

Appearance

Appearance and Grooming Considerations for wearing the Alternate Uniform :

While you may officially meet the weight and/or grooming standards, you may not present a professional appearance in the blue USAF-style uniform. If that is your case, you should refrain from wearing the USAF-style uniform and wear the corporate 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.

Formations

Expect a military formation each morning prior to the opening ceremonies. We will be invited to join the staff and students of the TEC for morning formation at least once during the school



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Attendance

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

Physical Fitness

Participants are encouraged to exercise appropriately while at the College. It will be a matter of individual choice as to how much you exercise. Participants should bring 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.

Tobacco Use

Students are not permitted to use tobacco products of any kind during academic duty hours. This includes breaks between classes. Students are also prohibited from using tobacco at any time while in uniform. Tobacco products, used at approved times, may only be used in designated areas.



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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.



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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.



**SOUTHEAST REGION STAFF COLLEGE
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ATTACHMENT 1 - CHECKLIST FOR STUDENT USE

Use this checklist to assist you in preparing for your time at Region Staff College.

NOTE: After registering online and paying fees on or before 10 April 2020, submit the following:

_____ Approved CAPF17 received from chain of command Date received: _____

_____ Completed Application Packet submitted to SERSC Director Date submitted: _____

_____ Student Biographical Information*

_____ Travel and Transportation Information*

_____ Emergency Notification and Medical Information*

* These will be emailed to you in a fillable format. Complete and return by email NLT 30 April 2020

_____ Submit Written Assignment

_____ Prepare for your trip (plan travel, pack, double check everything (Remember Safety and RM)

Travel safely and ensure you do not take unnecessary risks

_____ Arrive at McGhee Tyson ANGB [Not earlier than 1200 on 7 June 2020

_____ Check in at billeting (McGhee Tyson Inn at McGhee Tyson ANGB [Between 1200 – 1630]

_____ Sign In at Southeast Region Staff College between 1500 – 1600 on 7 June 2020



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ATTACHMENT 2 – 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 six days
- _____ Slacks/Skirts
- _____ White Aviator Shirts
- _____ White **V-Neck** T Shirts
- _____ Undergarments
- _____ Belt/s
- _____ Shoes
- _____ Socks/Stockings
- _____ Epaulets
- _____ Name Tags
- _____ Badges
- _____ Mess Dress
- _____ Service Dress (ribbons may be worn)
- _____ CAP Blazer
- _____ Tie
- _____ Accessories
- _____ Uniform Hat

Gray Slacks/skirts, belt, white v-neck T-shirts, black shoes, aviator shirts, nameplate, epaulets and a hat if required.

And/or

Air Force Style uniform - AF blue pants/skirts, AF light blue shirt/blouses, gray nameplate & epaulets, flight cap with insignia, belt, white V-neck T-shirts, black socks/neutral nylons, black shoes.

You must meet weight, grooming & appearance standards. Please see CAPM 39-1.



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Additional Packing List Suggestions

_____ Alarm Clock	_____ Camera
_____ Paper, pens and pencils	_____ Laundry soap
_____ Personal hygiene items /soap	_____ Razor/Blades
_____ Shampoo/Conditioner	_____ Hair Dryer
_____ Toothbrush/paste	_____ Makeup
_____ Sunscreen	_____ Water bottle
_____ Casual pants, shorts, shirts & shoes	_____ Exercise clothes
_____ Sweater or light jacket	Prescription Medication
_____ Pain Reliever (Aspirin, etc.)	_____ Graduation Banquet attire
_____ Cash/checkbook/Credit Cards	_____ Sewing Kit
_____ Sunglasses	_____ Rain Gear
_____ Ties	_____ Snacks
_____ Flashlight	_____ Batteries (size as needed)

Highly Recommended Items to bring but not required:

- _____ Laptop (small printer may be useful but not necessary)
- _____ Thumb drive / Portable hard drive



SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

ATTACHMENT 3 – HELPFUL WEB LINKS

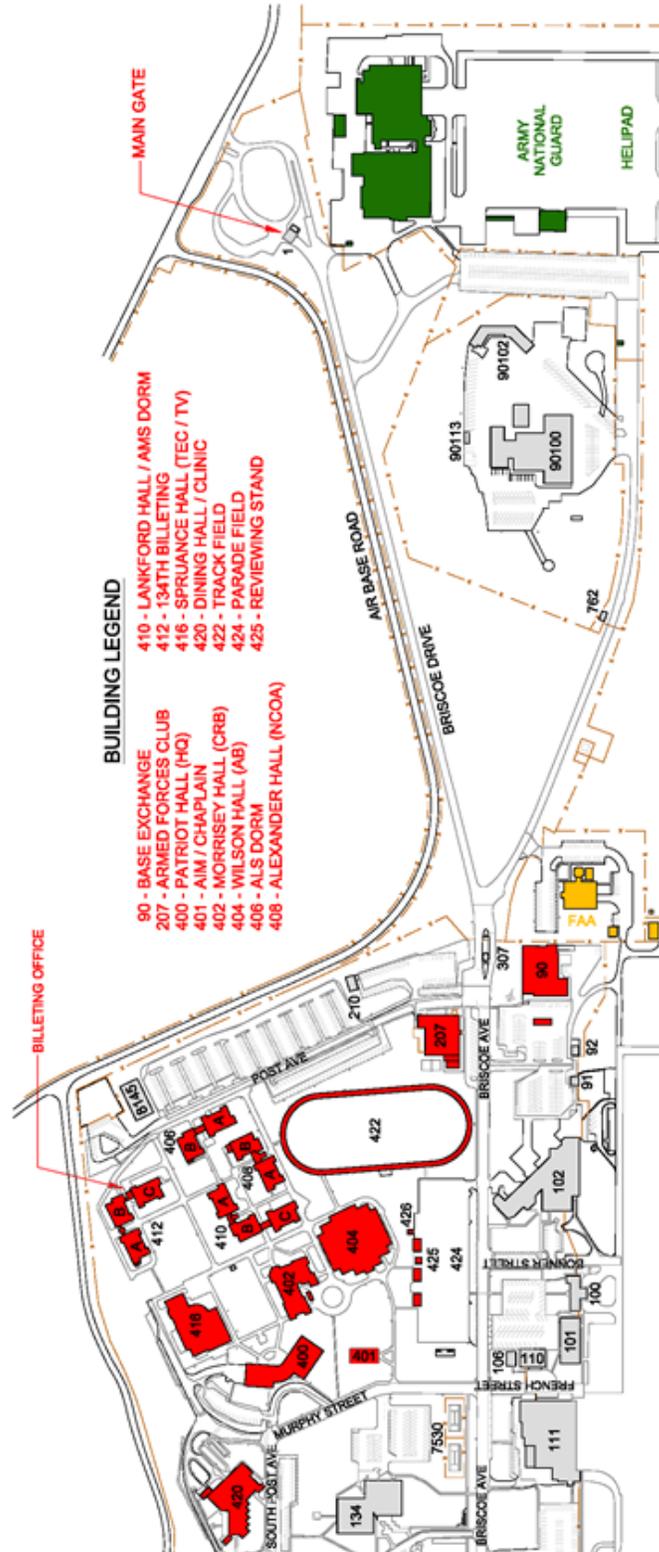
Civil Air Patrol:	http://www.gocivilairpatrol.com http://www.capmembers.com
Southeast Region:	http://www.sercap.us
I.G. Brown Air National Guard	http://www.angtec.ang.af.mil



SOUTHEAST REGION STAFF COLLEGE 2020 PARTICIPANT HANDBOOK

ATTACHMENT 4 – MAPS

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



TEC CAMPUS MAP

