



How To Plan and Conduct a Successful Chaplain Corps Region Staff College



Civil Air Patrol

Second Edition

November 2015

Integrity ♦ Volunteer Service ♦ Excellence ♦ Respect

2008 edition by Ch, Lt Col Ron Tottingham. 2015 revised edition by Ch, Lt Col Charlie Sattgast

HELP FOR REGION CHAPLAINS AND THEIR CCRSC DIRECTORS

The opportunity to oversee the ongoing training and professional development of our chaplains and CDIs is a wonderful privilege. Development and execution of a quality Chaplain Corps Region Staff College (CCRSC) is also a great responsibility. A well-conceived and well-run college contributes greatly to the professional development of our chaplains and CDIs and is worth the investment by the region staff.

Chaplain Corps Region Staff Colleges are regulated by CAPR 50-17 Chapter 6-7, and CAPR 265-1 Section C 14.b. Please take the time to read these two brief sections in the regulations before planning your college. In addition, the Air Force occasionally mandates certain course content they want emphasized in a particular year. The Chief of Chaplain's office will disseminate that information to Region Chaplains when applicable.

As college directors and deans we are responsible to the Professional Development Team at National Headquarters, which ensures that CAP training meets our CAP regulations. Professional Development has to approve our curriculum, not just our schedule, before they sign off for our funding. The Deputy Chief of Chaplains is required to review all curriculum proposals prior to sending each region's syllabus the PDT. The proposed syllabus needs to be sent to the CAP/HCD at least 90 days prior to the college, must have enough detail to show the actual contact hours spent in each area of training, and represent a balanced and comprehensive program designed to train CAP Chaplains and CDIs for leadership.

CATALOG-STYLE COURSE WRITEUP FOR CCRSC

Our CCRSC proposals to Professional Development at NHQ need to present our curriculum like a course description in a university course catalog. The proposal must show at least 20 total contact hours per college, and you are encouraged to include content from all three missions of Civil Air Patrol in your curriculum. The deprecated CAPR 50-17 dated August 2013 has a helpful list of possible curriculum options, which is included in Appendix A at the end of this document.

Suggested Format for Course Descriptions

2016 Sample Region Chaplain Corps Staff College Focus

Suicide is a pervasive problem and CAP personnel are not immune to its effects. The chaplains and CDIs who work with our cadets and seniors can be a front-line resource for the detection, and prevention of suicide, both in our own ranks, as well as in our communities and workplaces. This year we are pleased to feature Chaplain Jim Sickmeyer, who will conduct a training and certification in QPR—Question, Persuade, Refer, which teaches attendees suicide prevention, intervention, and postvention.

The Staff College will also feature training blocks for improving communication skills for those who teach Character Development, as well as Emergency Services training, Emotional First Aid, and an Aerospace Education block.

Customs, Courtesies, and Uniforms—.5 classroom hours

As Civil Air Patrol chaplains we represent our chaplain service, Civil Air Patrol, and the United States Military whenever we put on the Air Force Uniform. The Region Protocol Officer will provide instruction on proper uniform wear and proper customs and courtesies as appropriate for conduct on a full-time military base.

In-service briefings and training—1.5 classroom hours

Briefings by Wing Chaplains, Region Chaplain, and Chief of Chaplains will provide support, Chaplain Corps news, and vision for the future of ministry in our organization.

Professional Development—.5 classroom hours

The further a person chooses to advance in the professional development program, the greater his or her ownership in the three missions of Civil Air Patrol, yet many chaplains never advance beyond level one or two. The Region Professional Development officer will assist chaplains in understanding how to progress through the CAP professional development program and help chaplains and CDIs with their next steps in that process.

Question, Persuade, Refer: Suicide Prevention, Intervention, and Postvention—5 classroom hours

QPR stands for Question, Persuade, and Refer—3 simple steps that anyone can learn to help save a life from suicide. Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help.

STAFFING FOR A SUCCESSFUL CCRSC

It takes months to plan a successful staff college. The core team of the college director, dean, and registrar/administrator should begin the process of planning next year's college as soon as the current year's has ended.

Begin by having your team debrief the most recent college to analyze strengths, weaknesses, student comments, finances, and instructor and staff performance. Take notes on what worked well and areas that could be improved. Then brainstorm possible curriculum, presentations, and presenters, as well as meeting places, logistics, and personnel for the upcoming college. You may want to use the sample course listing in Appendix A as a starting place.

The staff will need to stay in close communication through the year to coordinate the various aspects of the college. It is not good for a single individual to try to do it all. Staff colleges are not a Lone Ranger project. They are a posse proposition!

Staff and Function

Job descriptions for college staff vary by region, but regardless of who fulfills which line item the nuts and bolts needed for planning a successful college are essentially constant.

The **Region Chaplain** is responsible for overall management, administration, and oversight of the college, curriculum, and staff. At the conclusion of the college he or she submits a Form 11 to NHQ and sends an after action report to the Deputy Chief in charge of Staff Colleges (CAP/HCD). The Region Chaplain may serve as the college director, or appoint another officer to that role. In some regions the Region Chaplain serves as the director who handles facilities, scheduling, and MSAs, and the Deputy Region Chaplain serves as dean overseeing curriculum and presenters.

Essential Director/Dean Responsibilities

- Determine location, dates, and theme
- Check dates against Region and Wing calendars for conflicts and notify commanders at each echelon
- Contact/Notify Region LO
- Notify CAP/HC, HCD, and HCA of tentative dates
- Obtain base quarters
- Contact and confirm with presenters
- Arrange for travel, lodging, and media needs for presenters
- Distribute pre-registration info to Wing HCs
- Prepare and send written proposal to CAP/HCD
- Establish final college budget
- Obtain funding from National
- Appoint staff
- Contact billeting for confirmation number/instructions (45-60 days out)
- Obtain instructor and staff bios
- Arrange luncheon/banquet
- Send registration packet and Participant Handbook to those who register
- Arrange Monday evening meal
- Submit info for MSA to Region LO (45 days out)
- Give MSA info to Billeting (45 days out) and send to registrants
- Arrange for airport shuttle with Transportation Officer
- Put together seminar groups
- Prepare scripts for recognition event/luncheon/banquet for attendees
- Arrange Staff College picture
- Safety ORM to Region Safety Officer

Registrar/Admin

Registration can be handled numerous ways, from snail mail to online event management. CAP/NHQ uses Eventbrite for managing national-level events, and we recommend Eventbrite for Staff Colleges as well. There is a moderate learning curve for first time Eventbrite users, but it is highly customizable, sends you an email when anyone registers, keeps track of all your registrations for you, and automatically deposits the funds at National Headquarters. If you have someone on staff who is reasonably tech-savvy they should have no problem setting it up. Eventbrite has good phone support for any questions or problems.

Eventbrite does levy a small service charge per registration and there are two ways of handling the fee. The first is to tack the service charge on as an additional amount paid by the person who is registering when they check out. For a staff college it will be under \$5.00 additional. The second way is to roll the service charge into the total price of the college so the person registering only sees one price for the school and not an extra service charge at checkout. This second option probably has a psychological advantage for shopping cart abandonment because it presents just a single price for the event.

CAPF 17, 160, 161, and a transportation form will need to be collected from attendees. This can be automated with an autoresponder in Eventbrite that sends a welcome email to registrants including links to required forms and the staff college PDF handbook.

Once a registration method has been established the Admin Officer/Registrar becomes one of the most important roles in the college. He or she will:

- Keep track of registrations
- Prepare copies of CAPF 11 and get signatures as people arrive each day
- Prepare the final signed CAPF 11 for submission to NHQ
- Print completion certificates for college graduates (order these ahead of time from CAP/HCA)
- Determine multi-year college attendance for RSC credit
- Print any approved continuing education certificates, including contact hours and presenter signatures
- Compile an attendance list for attendees

Other Helpful Staff Positions

Chaplain

The college Chaplain selects, schedules, and offers advice for all devotions/vespers/religious services presenters. He or she also handles all incoming ministry and medical emergency issues (unless a qualified Medical Officer is available). The Chaplain may also work with the Hospitality officer to run the opening “Lets get acquainted” hour and ice breakers.

Hospitality Officer

The Hospitality Officer plans and manages the beverages and snacks during the college. This is an extremely important role for staff colleges because the fellowship times are as valuable to attendees as the training sessions. Plan to have a variety of snacks that are not all carb-laden.

Some regions also have a simple in-house meal the opening evening of the college, such as soup and salad. The Hospitality Officer may also be placed in charge of arranging and planning the banquet.

Photographer

It is worth appointing a staff officer to take photos throughout the college. Photos can be burned to CDs or posted on a photo sharing site where attendees can view and download the photos.

Protocol Officer

The Protocol Officer typically does a presentation at the beginning of the college to instruct attendees about military customs and courtesies if the college is on a military base and to go over proper uniform wear based on the latest CAPM 39-1. A uniform inspection should be performed by the Protocol Officer the first morning uniforms are required.

The Protocol Officer also provides guidance for conducting a proper military dine-in, and for arranging a color guard for the banquet (preferably a CAP cadet color guard if available).

Quartermaster Officer

If the college is held on a military base the Quartermaster researches the locations and hours of the base Post Exchange, clothing sales, and thrift store and prepares that information for attendees.

Optionally, the Quartermaster can contact Vanguard Industries and order a consignment of CAP-specific items to have available for sale at the college.

Safety Officer

The Safety Officer surveys the site of the college for safety issues and provides safety briefings throughout the college.

Transportation Officer

The Transportation Officer coordinates drivers and vans or other transportation to and from arrival and departure points. A transportation form in the registration packet will be of help for gathering attendees' airline/train information.

CCRSC DISTINGUISHED VISITORS

Each year either the Chief of Chaplains or one of the Deputy Chiefs will plan to be in attendance at every CCRSC. Because college budgets are limited, the Chief's office has issued a clarification regarding both the DV's responsibilities and the college's responsibilities for the DV visit.

DV (Chief) Responsibilities

- Registers and pays registration fee
- Pays for airfare and accommodations
- Pays for meals, except those covered by registration fee
- Prepares a welcome letter for student materials

College Responsibilities

- Transportation of DV to and from the airport
- Scheduling of Chief's briefing—length to be determined each year

Preferences

- Length of stay—two nights
- DV would like to attend the banquet and/or graduation

MARKETING THE COLLEGE

Effective promotion of your staff college is an essential part of the planning process. Using email to market your school may be one of the most effective ways to reach your prospective attendees. You can glean the email addresses of the chaplains and CDIs in your region from the Monthly Membership Listing provided by CAP/HCA. As soon as you have firm dates for the college send an email to all possible attendees and ask people to save the date for the college.

When you are ready to open registration consider sending a series of four emails, one per day, each with a different spin on the reasons the recipient should sign up for your college. A second series of three or four messages should be sent within a week of the registration deadline.

Here is a sample of what an effective email series might look like. Note that the emails build a sense of urgency for prospective students to visit the information web page and sign up.

Email 1

Greetings XYZ Region chaplains and CDIs,

I'm excited to announce the 2016 XYZ Region Chaplain Staff College, and I'd like to invite you to join us for a tremendous time of fellowship, training, and fun.

This year's college will be held at Sample AFB, near Your Town, March 29-April 1, 2016, and will feature a strong array of training opportunities to help increase your confidence and effectiveness as a CAP chaplain or CDI.

Our featured emphasis this year will be QPR—Question, Persuade, Refer, the cutting-edge of suicide prevention, intervention, and postvention. QPR works, and we're excited to make this vital ministry tool available to you!

We need to hear from you right away for planning purposes, and it's easy to register. Go to <http://hc.pcr.cap.gov/training> for more information and to register online. It only takes about five minutes so please check your calendar and do it now. We're looking forward to hearing from you!

Email 2

Greetings again,

If you've already registered for staff college, thanks! If you haven't, I didn't want to forget to let you know what a great opportunity this year's Chaplain Staff College is going to be. It will be held at Sample AFB, near Your Town, March 29-April 1, 2016, and will feature a great array of training opportunities to help you be more effective in your role as a chaplain or CDI. We'll not only be spending a day with Chaplain Jim Sickmeyer learning QPR (Question, Persuade, Refer), but we will also hone our Character Development skills, talk about our opportunities within Cadet Programs, hold an Emergency Services table top exercise, and much more.

Also don't forget the bargain you'll get by staying on base at Sample AFB. Elsewhere you'd pay nearly double the price for lodging and probably four times the price for food.

We are offering the entire college for just \$75.00, which includes Monday dinner and the Thursday banquet. Lodging is available on base at Sample for only \$57.00 per night (CAP-member-spouses lodge at no extra charge), and low-cost meals are found nearby on base. We'll even pick you up at the Your Town airport!

The deadline for registration is February 10, so we need to hear from you right away for planning purposes, and it's really easy to register. Just go to <http://hc.pcr.cap.gov/training> for more information and to register online. It takes less than five minutes to sign up, so please check your calendar and do it now.

We're looking forward to hearing from you!

Email 3

Hey, it's XXXXX again,

I'm due for a first aid/CPR refresher class soon. I've taken it before, but there's a reason why we need to do those kinds of training on an ongoing basis. Staying fresh with training means that when an emergency happens, I'll be ready.

Crisis management skills are much the same way. Some time ago I had to do a suicide intervention with a friend on the spur of the moment and, while I was successful, at the time I was flying by the seat of my pants. I'm really glad we'll have the opportunity to receive such excellent suicide prevention training this coming March.

QPR (Question, Persuade, Refer) is the state of the art in suicide prevention and intervention. I hope you will be able to take advantage of this bargain opportunity to sharpen your ministry tools at the 2016 Chaplain Corps Staff College at Sample AFB, March 29-April 1, 2016. We want to help you be the most effective chaplain or CDI you can be.

The deadline for registration is February 10, so we need to hear from you right away. Also, the folks at Sample AFB need a head count for planning our Aerospace session on Thursday, April 1. It's really easy to register. Just go to <http://hc.pcr.cap.gov/training> for more information and to register online. It takes less than five minutes to sign up, so please check your calendar and do it now.

We're looking forward to hearing from you!

Email 4

Psalm 133 says, "How good and pleasant it is when brothers dwell together in unity."

Looking ahead to March, while the training we receive at Chaplain Staff College is really important, I don't want to forget to mention that the benefit of gathering as CAP chaplains and CDIs is eternal. We are called to one purpose with one Lord, and we are strengthened when we gather!

I hope to see you at the 2016 Chaplain Staff College at Sample AFB, March 29-April 1, 2016 so that we can be mutually built up in our common faith. We will be better equipped to serve our wings because we have gathered in fellowship.

It's important to hear from you right away so we can be sure to reserve the right number of hotel rooms on base. Registration deadline is February 10, 2016.

If you've already registered, thanks! If you haven't registered, it's really easy. Just go to <http://hc.pcr.cap.gov/training> for more information and to register online. It takes less than five minutes to sign up, so please check your calendar and do it now. Registration deadline is February 10, 2016.

Best wishes for the new year. I have great hope for what God will do among us in 2016!

ADDITIONAL THOUGHTS ON COLLEGE PLANNING

The opening session sets the tone for the college and is an important time for building camaraderie. This is a good time to have a simple in-house meal together, to introduce participants, find out about their CAP and civilian positions, and to provide a block for wing chaplains to connect with their respective chaplains and CDIs.

The first full morning of the college is a good time to invite the base commander or representative to offer a welcome during the first session. Also include the USAF Wing Chaplain or member of his/her staff in the welcome time. Be sure to also invite them to the banquet and give them a coin and certificate of appreciation. The Region LO can help in making these contacts.

Sample College Schedule

Monday

1500 to 1800 Registration/billeting
1800 to 1830 Fellowship, mingle, eat provided meal
1830 to 1900 Uniforms/Customs & Courtesies (30 min)
1900 to 1930 Professional Development (30 min)
1930 to 2000 Brief from Chief of Chaplain Corps (30 min)
2000 to 2030 Region Chaplain time (30 min)
2030 to 2100 Wing Chaplain time (30 min)

Tuesday

0730 to 0800 Devotions / safety briefing
0800 to 0845 Inspection, greetings from Sample AFB HC, Memorial Service
0845 to 0900 Break
0900 to 1015 QPR Class (1.25 hr)
1015 to 1030 Break
1030 to 1145 QPR Class (1.25 hr)
1145 to 1300 On their own for lunch
1300 to 1415 QPR Class (1.25 hr)
1415 to 1430 Break
1430 to 1545 QPR Class (1.25 hr)
1545 to 1600 Break
1600 to 1700 Character Development skills (1 hr)
1700 to 1715 Break
1715 to 1800 Character Development skills (1 hr)
1800 on their Own for dinner

Wednesday

0730 to 0800 Devotions / safety briefing
0800 to 0900 CDI presentations for master rating (1 hr)
0900 to 0915 Break
0915 to 1015 ES Mass Casualty Tabletop (1 hr)
1015 to 1030 Break
1030 to 1145 ES Mass Casualty Tabletop (1.25 hr)
1145 to 1300 On their own for lunch
1300 to 1400 Psychological First Aid (1 hr)
1400 to 1415 Break
1415 to 1515 Psychological First Aid (1 hr)
1515 to 1530 Break

1530 to 1630 Cadet Programs—IACE, National Activities, Encampment Round Table (1 hr)
 1630 to 1645 Break
 1645 to 1745 AE presentation (1 hr)
 1745 On their own for dinner

Thursday

0700 Check out of billeting
 0730 to 0800 Devotions
 0800 to 1030 AE session (Red Flag Tour) (2.5 hrs)
 1030 to 1140 Awards & certificates, staff college picture
 1140 to 1200 Clean up area
 1200 to 1400 Banquet (Speaker: Gen Larry Myrick on leadership) (.75 hr)
 1430 Shuttles leave for airport

APPENDIX A—POSSIBLE STAFF COLLEGE TOPICS

This list of possible staff college topics is from the deprecated CAPR 50-17 dated August 2013. It is included here so these valuable ideas are not lost since the new version of CAPR 50-17 only devotes a short paragraph to Chaplain Staff Colleges.

Mission Elements

Emergency Services

How SAR Is Conducted
 Drug Surveillance Missions
 Dealing With Trauma
 Chaplain’s Role In The Field
 Chaplain’s Duty To Mission
 General EMS Overview
 Emergency First Aid
 Chaplain’s Role In EMS
 Family Trauma Counseling
 Disaster Relief Program
 Customs Mission
 Civil Defense
 Critical Incident Stress Management
 Suicide Prevention/Intervention
 Religious Terrorism

Aerospace Education

Internal Aerospace Program
 Aerospace Education For Cadets
 Aerospace Education For Sr Members
 External Aerospace Program
 Aerospace Education Membership
 Other Aspects Of The AE Program

Cadet Programs

Cadet Program Overview
 Family Relationships
 Cross-Generation Communications
 Cadet Encampments
 Cadet Protection
 Cadet Aerospace Education
 Character Development Lab
 Recruiting For Cap
 IACE Program
 National Activities
 Phases Of Progress

Other Elements

CAP Operations

Forms And Publications
 CAP Organization
 Customs And Courtesies
 Uniforms
 Drill And Ceremonies
 Legal Issues
 Insurance Programs
 Personnel Issues
 Resource Management
 Logistics/Finance
 Public Affairs

Professional Development

Senior Member PD Program
 Air Force Distance Learning
 Executive Writing/Speaking
 Goals And Objectives
 Leadership Theory And Practice
 Current Moral Issues
 Character Development
 Pastoral Counseling
 Ministry Of Presence
 Time Management
 Personal Spiritual Development

Professional Development Cont.

Life Transition
 Values/Ethics/Morals
 Small Group Processes
 Large Group Processes
 Developmental Psychology
 Stress Management
 Human Relations And Discrimination

APPENDIX B—SAMPLE PARTICIPANT’S HANDBOOK

The following pages contain the Participant’s Handbook from the 2015 Pacific Region CCRSC. This guide can be sent as a PDF to every person who registers along with their registration packet.

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



**PACIFIC REGION CHAPLAIN
CORPS STAFF COLLEGE**

April 14-17, 2015

Doubletree Suites Southcenter
Tukwila, WA

PARTICIPANT'S HANDBOOK

Welcome to the 2015 Pacific Region Chaplain Corps Staff College

2015 Pacific Region Chaplain Corps Staff College: The Pacific Region Chaplain Corps Staff College (PCRCCSC) is conducted under the auspices of the Pacific Region Commander, Col Brian Bishop, CAP.

Purpose and Objective: Pacific Region Chaplain Corps Staff College, a Civil Air Patrol Professional Development training school, helps prepare selected CAP chaplain corps personnel to better execute their duties and responsibilities associated with their CAP assignment. Chaplain corps personnel who are participating in the regular Level IV Professional Development Program may satisfy the requirement for RSC by attending two Chaplain Corps Region Staff Colleges (CCRSC). Both CCRSCs must be completed within a 5-year period.

PCRCCSC Schedule: The Staff College will be held from 1700 on Tuesday, 14 April, 2015 through approximately 1700 on Friday, 17 April, 2015.

Location: The Staff College is being conducted at the Doubletree Suites Southcenter, 16500 Southcenter Parkway, Tukwila, WA 98188 near the SeaTac airport. **Please note that there are two SeaTac Doubletree hotels. Make sure you go to Southcenter!**

Student Registration:

In Processing: Student registration will be held on Tuesday, 14 April from 1500 hours to 1700 hours in the Doubletree Suites lobby. At this time any remaining paperwork will be completed. Civilian attire may be worn on Tuesday, 14 April. Wearing of the CAP Uniform will not be required until 0630 on Wednesday, 15 April. Students may check into the Doubletree Suites prior to in-processing.

Registration Fee: The total registration fee for the College is \$75.00. This fee includes the Tuesday night dinner and social at Sizzler and all prepared course materials.

Required Forms: Forms 17, 160, and 161 are required. You may download these forms in Word format at <http://hc.pcr.cap.gov/forms-cersc.html>.

Please mail your completed Forms 17, 160, and 161 to the PCRCCSC Admin Officer:

Lt Col Pat Okawa
42107 Ringstem Ave Apt F
Lancaster, CA 93536-1207
email: pjokawa@juno.com

CAP ID Card: All Participants must have in their possession a current CAP Membership (ID) Card upon arrival at the 2015 PCRCCSC. ID Cards will be verified at registration.

Cancellations: Participants who must cancel their enrollment in the 2015 PRCCSC must contact the Director, Ch (Lt Col) Charlie Sattgast (503-307-1511) as soon as possible in order to receive a refund of their registration fee. No refunds will be made after 1 April 2015.

Start of College: Staff College begins at 1700 on Tuesday, 14 April, 2015 at the Sizzler restaurant across the street from the Doubletree. It is within walking distance from the hotel. All students should have arrived at the hotel by this time, checked in, completed registration for the staff college, and unpacked. Civilian attire will be worn on Tuesday.

Military Support Authorization (MSA): There is no MSA for this school because we will not be on a military base.

Transportation:

Travel: All participants need to make their own travel arrangements at their own expense.

The Doubletree Suites provides free shuttle transportation to and from SeaTac International Airport. When you arrive at SeaTac call the hotel at 206-575-8220 to request a shuttle after you have your bags.

For those traveling by train, the hotel is about a mile from the Tukwila Amtrak station. The hotel does not provide transportation to and from the Tukwila Amtrak station. If you will be traveling on Amtrak please email Lt Col Okawa and we will have someone pick you up and drop you off.

Parking at the Doubletree: We have arranged for free parking at the Doubletree for this school and the Region Conference.

Departure: The Staff College runs through 1700 hours on Friday evening 17 April. In order to receive credit for the school please do NOT schedule a return flight before 2000 hours on Friday. Participants should plan their departure from the hotel for after 1700 hours.

Lodging Accommodations:

Rooms: The Doubletree Suites Southcenter is the host hotel for both the Chaplain Corps Staff College and the Pacific Region Conference. Every room in the hotel is a suite. Suites are available with either a king bed only, a king bed and sofa bed, or two

double beds and a sofa bed. Amenities in the rooms include high speed internet access, complimentary remote printing, hairdryer, iron, ironing board, and mini refrigerator.

One of the reasons we chose not to be at Joint Base Lewis McChord (JBLM) this year is that the billeting has gone up to nearly \$90 per person per night at the inn on base, single occupancy. Unless you share a bed there is no option for having a roommate at McChord.

The DoubleTree offers several options for every budget:

- A one or two bed suite is \$122.50 per night (\$109 + tax) for up to two people. If you choose to have a roommate you would each pay \$61.25 per person per night and have separate beds.
- An even less expensive option is to triple up at \$133.75 (\$119 + tax) per night for three people with two beds plus pull-out sleeper in the living room. This would work out to about \$44.50 per person per night with separate beds.
- The hotel provides a free airport shuttle, a free shuttle to nearby restaurants, free internet in your room, and free parking if you have a car. You may purchase a breakfast voucher for \$10 per day.
- Since we are not on an active military base there is no restriction on your spouse staying with you in your hotel room.
- Our housing officer will help those who desire a roommate or two to connect.
- If you want a room to yourself or already know whom you will have as a roommate you may contact the hotel directly.

The Staff College has a group reservation for the event. **To make a hotel reservation by phone call toll-free: 800-222-8733.** Please provide your Group Code (CAP) to receive our staff college and conference discount, and please let the Reservation Agent know that our group block is at the Doubletree Suites on Southcenter Parkway in Seattle, WA (to reserve rooms at the correct hotel).

[You may also make a hotel reservation online](#)

Special Needs: If you have special needs, including dietary restrictions or allergies, please advise the Director, Ch (Lt Col) Charlie Sattgast, immediately so that we can arrange for appropriate accommodations for you. Completing and returning the Medical Data sheet with any pertinent medical information (allergies, special medical conditions, etc.) will also help us be prepared for your needs.

Meal Costs:

Daily Meals: Participants are responsible for their own meals with the exception of the Tuesday night social and the snacks and refreshments we provide at breaks.

Nearby dining: There are many options for food in close proximity to the hotel, some within walking distance and several more within easy shuttle or car distance. A breakfast voucher is available for the hotel restaurant for \$10 per day.

Duty Hours:

Daytime Duty Hours - 0630 - 1800: All participants will be in an appropriate CAP uniform during duty hours.

Duty hours for most participants at the 2015 PCRCCSC will consist of daytime organized functions such as classroom activities. The authorized uniforms are set forth below.

Off Duty Hours: Casual clothes in good taste may be worn as appropriate. Bring clothing suitable for a spring climate in Seattle. The weather in Seattle during the month of April: Highs ~ 57° F Lows ~ 45° F Be prepared for possible rainfall.

Uniforms:

Clothing Requirements: It is imperative that attendees understand all aspects of the uniform requirements listed here, especially requirements regarding the 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.

Participants at the 2015 PCRCCSC will need uniforms and other clothing to serve for a week in a cool climate with possible rain. Two sets of uniforms are recommended.

Preferred Uniforms for PCRCCSC: Uniforms authorized for the staff college are (1) Minimum Basic Service Uniform - the Air Force style blue pants and light blue shirt (if you meet the grooming and weight standards); (2) The Air Force style Service Dress uniform for the Wednesday evening Dine-in (if you meet the grooming and weight standards); (3) Aviator Shirt Uniform - the CAP Corporate gray pants and white aviator shirt uniform (if you do not meet the grooming and weight standards); and (4) Blazer Uniform - CAP Blazer Combination (with either CAP regimental or AF blue tie) or civilian casual business attire for the sessions and business dress for the luncheon. **NO OTHER UNIFORMS ARE AUTHORIZED FOR THIS STAFF COLLEGE.**

Minimum Basic Service Uniform: 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. Having worn the USAF style uniform on a regular basis at your Squadron or in your Wing does not automatically authorize you to wear it at the 2015 PCRCCSC or Region Conference.

- For males, it consists of the short-sleeve USAF light blue shirt with gray epaulets, dark blue trousers, white v-neck T-shirt, 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.
- **Ribbons will not be worn on the minimum basic service uniform.**
- **Badges may be worn.**

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

- **Outerwear:** Any authorized USAF-style garment (Pullover or cardigan sweater; lightweight jacket; overcoat) may be worn with epaulets and no wing patch. Plain black or dark blue umbrella can be utilized.

Aviator Shirt Uniform: 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 4. The appropriate nameplate and epaulet combination (gray nameplate and gray epaulets with gray slacks) are required.

- **Ribbons will not be worn on the Aviation Shirt Uniform.**
- **Badges may be worn.**
- **Outerwear:** USAF cardigan with gray epaulet and without wing/region patch may be worn with this combination only. USAF pullover sweater is not authorized. Any civilian outer garments may be worn including the CAP blue embroidered jacket with this combination.

CAP Blazer Combination: This is a non-military style CAP uniform for both men and women. This uniform includes a blazer, gray trousers/slacks/skirt, plain white shirt/blouse, necktie (CAP regimental or AF blue)/floppy bow with the CAP Crest and black nameplate with CAP crest, grade insignia (optional), and state or region name.

Inspection: On Wednesday morning, 15 April, 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 insignias and badges correctly will be asked to make corrections. Please make sure your uniforms are complete before arriving at Staff College. We do not have any CAP distinctive insignias. 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 PCRCCSC. The exception is if you are flying in a corporate aircraft, you may wear any appropriate/authorized flight uniform to and from the airfield.

Telephone Numbers

The following telephone numbers may be used to reach one of the Staff Members on Sunday prior to the start of PCRCCSC.

Ch, Lt Col Charlie Sattgast, PCR HC (Director) Cell: (503) 307-1511
Ch, Lt Col Richard Nelson, PCR HCD (Dean) Cell: (619) 843-4860

Contact Information: If you have any questions please contact;

Ch, Lt Charlie Sattgast
19421 SE Ash St
Portland, OR 97233
csattgast@hc.cap.gov
503-307-1511

Ch, Lt Col Richard Nelson
1286 Discovery St #57
San Marcos, CA 92078
chaps@chaplainnelson.com
619-843-4860

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

The following is a list of required items:

CAP ID Card
Enough uniforms for 1 week

Gray Slacks/skirts, white v-neck T-shirts, black shoes, white aviator shirts, gray nameplate & epaulets. Bow tie/floppy blue tie or business attire for formal dine-in.

And/or

Air Force Style uniform - dark blue pants/skirts, light blue shirt/blouses, gray nameplate & epaulets, flight cap with insignia, belt, white v-neck T-shirts, black

socks/neutral nylons, black shoes. **Note: Must meet weight, grooming & appearance standards.** See CAPM 39-1.

Alarm Clock	Camera/Film
Paper, pens and pencils	Laundry soap
Personal hygiene items	Razor/Blades
Shampoo/Conditioner	Hair Dryer
Toothbrush/paste	Makeup
Sunscreen	Casual pants, shorts, shirts & shoes
Exercise clothes	sweater or light jacket
Prescription Medication	Pain Reliever (Aspirin)
Appropriate banquet attire	Cash/checkbook/Credit Cards
Sewing Kit/Sunglasses	Rain Gear

Highly Recommended Items to bring: Laptop with flash stick

We look forward to seeing you soon!