



# 2020 SOUTHWEST REGION STAFF COLLEGE

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## Student Information Guide

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## Welcome to the SWR Staff College

You have chosen to be part of some of the best training Civil Air Patrol has to offer!

This week-long course will be intense. However, you will have fun and learn to accomplish your mission through your best efforts as a contributing participant of a cohesive team. You will be presented with challenges that will stimulate your thinking and present you with a roadmap leading to excellent leadership qualities. Your seminar advisor and the entire college staff are all resources for you. Just pitch in, participate, do your best, and allow the development process to bring out the best in you!

This Student Information Guide is designed to help answer any questions you may have about the college. Please read it carefully. Certainly, if you have further questions you may contact me using the information on page five in this guide.

Again, thank you for your application to the SWR Staff College. Your staff will do everything possible to make your time at the college a very positive, fulfilling experience for you.

Best Wishes,

Lt Col Nathan Yalcin, CAP  
Director, SWR Staff College

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## WHERE TO BEGIN

### THE PARTICULARS

Dates: 11 - 18 July 2020

Location: Kirtland Air Force Base - Albuquerque, New Mexico

Course Fees: Regular rate **\$115**; discounted “early bird” rate **\$95**

### CONTACTING THE DIRECTOR

For normal correspondence, please contact the director by email at [nyalcin@cap.gov](mailto:nyalcin@cap.gov).

For **emergency** correspondence, please call or text the director at 713.853.7203.

### APPLICATION PROCEDURES

Deadline to apply is **15 June 2020**. Late applicants may not be accepted.

Prior to arrival at the college, the following items must be received and on file:

1. CAPF 17, Application for Senior Member Activities (an electronic copy showing approval by your WG/CC or designee) - **Due 15 June**
2. \$115 -OR- discounted “early bird” fee of \$95 (if paid by 15 May) - **Due 15 June\***
3. CAPF 160, CAP Member Health History Form - **Due 15 June**
4. CAPF 161, Emergency Information Form - **Due 15 June**
5. SWRSC Information Form (online) - **Due 15 June**
6. Assignments 1 & 2 - **Due 1 July**

*\*To pay your registration fee, purchase extra shirts, or extra ticket(s) for the dining out via credit card, go to: <https://swrsc2020.eventbrite.com>*

All forms are available on the SWRSC webpage <https://rsc.swrcap.com>. Please download all of the forms. Once they are saved to your computer, fill them out and email them. The CAPF 17 should be emailed up your chain of command to your wing commander. Please courtesy copy the director at [rsc@swrcap.com](mailto:rsc@swrcap.com) when you email your application up your chain of command. All of the other forms should be emailed directly to the director.

## SAFETY CONSIDERATIONS

You must complete a CAPF 160 and CAPF 161 and return them to the director prior to 15 June. If any information changes before the start of college, please bring an updated copy to the college and turn it in during in-processing.

The college does require walking short distances and climbing some steps into and out of buildings. **If you have any physical limitations, medical needs, or special requirements** not already specified on your CAPF 160 and your information form, please notify the director as soon as possible to describe the condition and any necessary accommodation that may be needed. All reasonable accommodations will be made in accordance with ADA and CAP policies.

**BE AWARE:** The altitude in Albuquerque is 5,312 feet. If you bring medical equipment that is sensitive to altitude, you may want to consider having it recalibrated. Please know that the altitude affects people in different ways. You may “feel funny” for the first few days but fortunately, it only takes a few days to get used to it.

Dehydration is a major issue because of the dry air and higher altitude. Plan on drinking LOTS of water! Sunscreen is always a good idea in the Southwest, especially during the summer.

## COURSE FEES

The total registration fee for the college (excluding billeting, meals and travel) is \$115. Payment is due by 15 June. We do offer a discounted “early bird” registration fee of \$95 if paid by 15 May.

Your registration fee includes all ground transportation (while at the college), resource materials, tour(s), a mid-week social event and the formal dining out. It does not include all other meals, personal incidentals, billeting, or transportation to/from the college.

We will be using the base dining facility. You can usually expect to pay approximately \$10 per day for meals. The dining facility accepts **cash only**. Due to limited availability of change, they request that you do not utilize currency larger than a \$10 bill.

Billeting will be at the Air Force Inn, located on Kirtland AFB. As of the date of publish of this guide, the nightly rate is \$70, but this is subject to change. They **DO** accept credit cards.

You may wish to bring extra money for personal incidentals (drinks, snacks, souvenirs, etc.). There may also be field trips or dinners out with your seminar. Costs for these outside activities are not part of the college fee.

## CANCELLATION POLICY

In the event you find that you cannot attend the college, the following cancellation policy will apply:

- A. 100% refund if the director **receives** your notification of cancellation NLT 15 June.
- B. 50% refund if your notification is received NLT 1 July.
- C. No refund will be given if your notification is received after 1 July.

The director may authorize other exceptions for refunds. If you are faced with a medical or other emergency, you should contact the director as soon as possible.

## WHEN TO ARRIVE

You should plan to arrive no later than **11:00 (MDT) on Saturday, 11 July 2020**. If you are unable to in-process between 10:00 and 12:00 on the above specified day, you should contact the director as soon as possible. Classes begin Saturday afternoon, so it is imperative that you arrive on time. All late arrivals **MUST BE** approved and arranged with the director in advance. We will **NOT** be able to accommodate any early arrivals prior to the above specified day. If you must arrive a day early, you will be responsible for your own lodging and transportation.

## HOW TO GET THERE

### GETTING TO THE COLLEGE

Transportation to and from Albuquerque is your responsibility. Please complete the [SWRSC Information Form](#) (link also available at <https://rsc.swrcap.com>) as soon as possible, and click “submit,” which will forward it to the director. This will provide us with your arrival and departure information. It must be received no later than 15 June. If you will require other transportation assistance while in Albuquerque, please note it so suitable arrangements can be made.

### DRIVING PERSONAL OR CAP CORPORATE VEHICLES

Students will have access to corporate vehicles while at the college. If needed, you also will be permitted to use your personal vehicle.

If you are traveling to or from the college in a corporate vehicle or wish to use a corporate vehicle while attending the college, you must have in your possession a current CAPF 101 Specialty Qualification Card with a driver license endorsement. All corporate vehicles will be subject to rigorous safety inspections upon arrival at the college. Any vehicle found to have significant safety deficiencies will be “grounded” until appropriate repairs are made.

### DRIVING DIRECTIONS

**Address:** New Mexico Wing HQ  
4500 Biggs Ave, Building 926  
Albuquerque, NM 87185-5069

From I-40: Take I-40 to I-25 South. Follow the directions below.

From I-25: Take I-25 toward the southern end of the city. Exit the Interstate on Gibson East (exit 222A). You will see two exits for Gibson. The one you want is the second one (exit 222A). Continue east on Gibson past the major intersections of University, Yale, Girard, Carlisle and Maxwell. Turn right at the light on Truman, then enter the Truman Gate of Kirtland AFB.

From the Truman Gate: Continue straight on Truman to Biggs Ave. Turn right. Go to 4500 Biggs Ave, Building 926 on your left. Park in the west parking lot and come in the double doors to in-process for the college. Personnel will be there beginning at 1000 for registration. Please do not go to the billeting office first.



## COMMERCIAL AIRLINE

You must notify the director prior to 15 June of your arrival time, flight number, and carrier. Once you have arrived and collected your luggage, proceed outside the terminal to the passenger pick-up area and call the Deputy Director, Lt Col Rey Lopez, at (213) 479-2138 from your cell phone. There will be a CAP van waiting in the “Cell Waiting Area” at the airport. It will take about three minutes for them to drive to your location. They are not allowed to wait in the passenger pick-up area, so please be ready to go when you call.

## CORPORATE CAP AIRCRAFT

Albuquerque’s airport is co-located with Kirtland AFB. Visiting CAP corporate aircraft will be permitted to use the Kirtland AFB Aero Club ramp and facilities; however, **prior notification is required**. Please contact the Deputy Director, Lt Col Rey Lopez, by email at [rlopez@cap.gov](mailto:rlopez@cap.gov) or by phone at (213) 479-2138 if you plan to fly a corporate airplane to the college and wish to park it at the Aero Club ramp. You will be given instructions on how to proceed with arrangements. Please make a note on your SWRSC Information Form that you have made appropriate pre-arrangements.

## PERSONAL AIRCRAFT

Please provide your ETA and destination FBO at Albuquerque International Sunport (ABQ). Private aircraft may park at either of two FBO’s on the civilian side of the airport. Both provide one night free tie-down parking with a purchase of fuel (subject to change). Both charge a fee per night for all succeeding nights. These FBOs are:

1. Cutter Flying Service, Inc.  
2502 Clark Carr Loop SE  
Albuquerque, NM 87106  
Phone: (800) 678-5382 or (505) 842-4184  
Website: <https://cutteraviation.com/airport-facility-locations/abq-albuquerque-nm/>
  
2. Atlantic Aviation  
2505 Clark Carr Loop SE  
Albuquerque, NM 87106-3333  
Phone: (505) 842-4990  
Website: <https://www.atlanticaviation.com/location/ABQ/>

*Pilots, be aware of density altitude if you are flying in and out of Albuquerque. Early morning flights are best in the summer months.*

**NOTE: IF YOUR TRAVEL ARRANGEMENTS CHANGE, PLEASE ADVISE THE DIRECTOR IMMEDIATELY.**

## SECURITY GATES AT KIRTLAND AFB

Kirtland Air Force Base houses high profile agencies requiring extra security measures. For this reason, ALL Civil Air Patrol members who want to enter the base, must adhere to the following procedures:

1. **If you possess a valid military ID card**, all you need to do is show your military ID card to the guard at the gate. If you have non-military personnel in your vehicle, their name(s) must appear on the Base Access List (BAL) which is prepared and submitted prior to the start of the college.
2. **If you do NOT possess a valid military ID**, your name will be placed on a Base Access List (BAL) which will be submitted to the Security Forces at Kirtland AFB just prior to the start of SWR Staff College. A background check will be performed to allow you access to the Base. Please be advised - your personal information will be held in the strictest of confidence and will be hand-carried to the Security Forces at Kirtland.
3. **In order to drive on base**, you must have a current driver license, proof of current insurance, and your CAP ID and/or military ID. **Warning:** Do not use your cell phone while driving on base, unless you have a Bluetooth device. The Security Police will stop you if they see you talking on the phone. They will also stop you if you are speeding or breaking any other laws.

## IN-PROCESSING PROCEDURES

**You do not need to wear a uniform for in-processing on Saturday.** You will be given one SWRSC shirt at registration, unless you pre-purchased additional shirts. You will be asked to wear this shirt for classes all day on Saturday and Sunday, and again on Wednesday afternoon. You may wear appropriate civilian shorts, jeans, or casual slacks. Extra shirts can also be purchased onsite during in-processing for approximately \$13 each.

Immediately upon arrival at Kirtland Air Force Base, go to Building 926 (see directions above). Be prepared to present your current membership card, and if you are driving a CAP Corporate vehicle, your current CAP Form 75 Motor Vehicle Operator Identification Card or CAPF 101 with driver license endorsement.

## LODGING ACCOMMODATIONS

### BILLETING

In accordance with CAPP 50-6, this is an in-residence course; you are required to reside on base. Billeting costs about \$70 per night (subject to change). Your room assignment will be made during RSC registration. A reservation in your name will be made with the billeting office. You will need to pay with your credit card when you check-in to billeting.

Rooms are single occupancy (with the exception of married couples), two-room suites with a private bath. Rooms contain a desk, TVs, mini-refrigerator, microwave oven, coffee maker, linens, towels, hand towels, washcloths, hair dryer, iron, ironing board, clock radio, and are fully furnished.

Housekeeping will make up your room daily (unless you decline service), but you will be expected to keep your room neat, clean and presentable. You will also be expected to leave your room in a clean and orderly condition when checking out. We are guests of the Air Force and are expected to leave its facilities in the same condition as when we arrived. A gratuity, either daily or at the end of the week, for the housekeepers is appropriate.

As guests of the Air Force, we will treat all active duty personnel and civilians, to include the billeting staff members, with the utmost respect. Failure to do so may result in your removal from the college.

Prior to arriving at the college, all billeting arrangements and accommodations will be handled through the college staff. **DO NOT CONTACT BILLETING DIRECTLY.**

***NOTE:** It is possible that the USAF may need to cancel our use of billeting, dining, and/or other facilities. If this were to happen, you will be notified as soon as possible of alternate arrangements. If it becomes necessary to cancel the college, your course fees will be refunded. Kirtland AFB has never "bumped" a CAP activity, but it reserves the right to do so.*

### INTERNET & PHONE ACCESS

Each room has a telephone and wireless internet access. Local phone calls are free. While internet is provided by billeting, there is no guarantee as to the speed or quality of the service. If you own a mobile hotspot, please feel free to bring it.

## COMPUTERS & PRINTERS

**YOU ARE HIGHLY ENCOURAGED TO BRING A LAPTOP AND/OR TABLET DEVICE AND SMARTPHONE**, particularly pre-loaded with critical software such as Microsoft Office Suite (or similar), Adobe Acrobat, etc. If you do not own a laptop, we will make every effort to loan you a CAP computer. Although our goal is to operate as PAPERLESS as possible, we will make every effort to provide each seminar access to a printer. Seminar project work will require some word processing and document generation. USB flash drives (thumb drives) can be provided by the college, but it is recommended that you bring your own. Be aware that computer viruses can be shared when using flash drives. CAP offers a free antivirus program through eServices, if you don't already have one. Nightly assignments are required to be uploaded to a shared drive for proper submission (instructions are forthcoming).

It has been recommended from previous students that we inform incoming students that the use of "pocket projectors" are useful in the seminar rooms. The college will not be providing them, but feel free to bring your own.

## EMERGENCY COMMUNICATIONS & CONTACTS

A 24-hour cell phone will be maintained to handle emergency incoming calls during the college. Calls of an emergency nature to the cell phone will be gladly accepted. **The 24-hour emergency cell phone number that will contact the director is (713) 853-7203.**

Emergency messages may also be called into the New Mexico Wing HQ, (505) 268-5678, but this will only be answered during normal business hours 0800-1700, Monday - Friday. You are highly encouraged to bring a personal cell phone, but it must not be used during class time.

If it is necessary for you to receive mail during the college, you may use New Mexico Wing Headquarters as a mailing address:

Southwest Region Staff College  
c/o NM Wing HQ, Civil Air Patrol  
PO Box 5069  
Kirtland AFB, NM 87185-5069

Notify your Seminar Advisor of the expected mail for pick up. You should also alert the New Mexico Wing Administrator at (505) 268-5678.

## WHERE TO EAT

### DINING FACILITIES

The award winning “Thunderbird Inn” dining facility is located on the east side of the base. You may purchase all meals there. Since the SWRSC activities are on the west side, transportation to and from the dining facility will be provided at all meal times. Remember, meals are not included in your college tuition or billeting costs. Depending on what and how much you eat, it is estimated that you will spend less than \$10 per day for all three meals eaten at the dining facility (combined). **Meals must be paid for with cash. Credit cards are NOT accepted at the dining hall.**

You may wear civilian clothes into the dining facility on the weekends and after 1700 on weekdays. During the duty week (M-F) during crew duty hours (0800-1700), you **MUST** be in uniform to enter the dining facility. **Open-toed shoes, sleeveless shirts, and headgear are not allowed in the dining hall at any time.**

Hours of service at the dining facility (subject to change) are:

	<b>Monday - Friday</b>	<b>Saturday - Sunday</b>
Breakfast	0600 - 0800	0900 - 1300
Lunch	1100 - 1300	
Dinner	1600 - 1900	1700 - 1900
Midnight (Grab & Go)	2200 - 0000	2200 - 0000

There are also commercial eateries both on and off base.

## WHAT TO WEAR

**You do not need to wear a uniform during in-processing.** You will be given one SWRSC polo shirt at in-processing. You will be asked wear the polo shirt for classes on Saturday, Sunday, and on Wednesday evening. You may wear appropriate civilian shorts, jeans, or casual slacks. You may purchase additional polo shirts for approximately \$13 each (subject to availability). You may pre-purchase online using a credit card at <https://swrsc2020.eventbrite.com>, or pay with cash or check onsite at the college. If purchased online prior to 15 June, we can better plan for availability of additional shirts in your size.

### UNIFORMS

Vanguard will not be at the college. It is very important that you plan ahead carefully. Review the most current version of CAPM 39-1 and order any uniform items you need well in advance of the date you plan to leave for Albuquerque. Uniform standards will be strictly enforced at the college. Descriptions and illustrations of all of the various uniforms listed in this guide can be found in CAPM 39-1, CAP Uniform Manual.

### DAILY CLASSROOM ACTIVITIES

You will be expected to be in uniform as prescribed in CAPM 39-1, CAP Uniform Manual. Acceptable classroom uniforms include **ONLY** the following two combinations:

- A. **USAF-Style:** Short-Sleeve Blue Shirt (Class B) without tie/tab, or Long-Sleeve Blue Shirt (Class B) with tie/tab. Ribbons will not be worn during the college except on graduation day. A maximum of two specialty devices/badges will be worn at one time. The only authorized headgear is the blue flight cap with CAP insignia, and must be worn outdoors. The only authorized outer garments are the Pullover Sweater, Cardigan Sweater, and Lightweight Blue Jacket. **If you do not meet height/weight or grooming standards, you shall not wear the USAF-style uniform.**
- B. **Corporate:** White Aviator Shirt Uniform with medium gray slacks and black leather belt. Tactical/cargo pants, tactical belt, combat boots, and headgear will not be worn with this uniform combination. Ribbons will not be worn during the college except on graduation day. A maximum of two specialty devices/badges will be worn at one time. Appropriate civilian outer garments are authorized as well as the black leather jacket, light blue windbreaker, dark blue windbreaker, blue flight jacket, the USAF-style cardigan sweater and the black fleece.

All combinations of Working, Utility, and Flight Duty Uniforms **ARE NOT AUTHORIZED**. This includes, but is not limited to, blue CAP polo shirts, BDU/ABU, or Flight Suits. Uniforms not specifically authorized by this Student Information Guide shall NOT be worn.

Proper wear of the uniform, including epaulets, grade insignia, aviation badges and nameplates will be a matter of special interest throughout the college. You will be informally inspected if necessary. **No more than two specialty devices/badges will be worn at any time. Ribbons will not be worn at the college except on graduation day.** U.S. or foreign military badges/awards are never worn on CAP corporate uniforms, including the Air Force Organizational Excellence ribbon awarded to members of CAP.

### THE DINING OUT

Proper attire for this function includes ONLY the following three combinations:

- A. **USAF-Style:** Mess Dress Uniform with miniature medals. **If you do not meet height/weight or grooming standards, you shall not wear this USAF-style uniform.**

\*\*\*NOTE: The USAF-Style Service Dress Uniform (Class A) is **NOT** authorized for this event.\*\*\*

- B. **Corporate:** Corporate Semi-Formal Uniform with one optional miniature medal. Men will wear bow tie, women will wear tie tab. CAP blazer nameplate will not be worn with this combination.
- C. **Civilian:** Men may wear tuxedo or appropriate business suit (coat & tie required). Women may wear cocktail or evening gown.

### CASUAL CLOTHES

Casual clothes will be worn on several occasions during the college and at the end of the duty day. These may include shorts, t-shirts, and sneakers. Casual clothes must be in good taste. **Remember, open-toed shoes, sleeveless shirts, and headgear are not permitted in the base dining facility at any time.**

### LAUNDRY

Washers and dryers are available in the billeting facility. SWRSC will supply some scent-free detergent and fabric softening sheets for you to use during the college. Irons and ironing boards are available in each billeting room. There is no charge to use the laundry facilities, and they can be accessed 24 hours per day.

If possible, please plan to bring more than one uniform. It can get quite warm in Albuquerque, and time available for doing laundry will be limited.

### **FIREARMS**

Firearms or any explosive devices are strictly forbidden on base. Do not bring any firearms with you. **If firearms are found in your possession or even in your vehicle, you will be immediately removed from the college and from Kirtland AFB.**

### **TOBACCO**

If you smoke or use smokeless tobacco, you may do so only in designated areas outside. There is no smoking inside ANY building on base. This includes the use of eCigarettes or vaporizers. It is against federal law to use or possess illicit drugs, including Marijuana (including prescribed medical marijuana), on base.

### **ON-BASE SHOPPING**

A copy of a Military Support Authorization (MSA) will be given to you during in-processing. It will entitle you to limited access and purchase privileges at various base stores. These include the Base Exchange (not the Commissary), shoppettes, and military clothing sales. Remember that CAP distinctive uniform items are not available for purchase at base facilities. This MSA does not authorize purchase of alcohol or tobacco products. These items can be purchased using a military ID, or from commercial sources off-base.



## ABOUT THE COLLEGE

### DURING THE DUTY DAY

While we are in uniform during the duty day (Monday through Friday), we will address each other by our rank and last name. This is strongly encouraged to reinforce respect for one another and is good practice.

### CURRICULUM

The curriculum is designed to increase your ability to communicate effectively, to build teams or workgroups, and to solve problems encountered in daily CAP operations. You will receive specially tailored courses from CAP officers designed to help you meet these objectives.

### COURSE SCHEDULE

You will be provided with a detailed schedule during in-processing. During the duty week, the college will begin promptly at 0750 each day. There will be a ten-minute break during each class hour. A lunch break will be given around noon each day. Afternoon classes will conclude at approximately 1700 each day. Before and after dinner you will work on activities, projects and assignments.

It is required that you be on time to your classes and other activities. Tardiness is not acceptable. Chronic tardiness could lead to you being asked to leave the college.

### CLASSES

Civil Air Patrol instructors will present lectures on many topics relating to the CAP culture, demographics, and life experience. Senior CAP or CAP/USAF personnel will present Civil Air Patrol specific material. Small group exercises and projects will provide an opportunity to practice most of the techniques presented in the lectures.

### SEMINAR PROCESS

You will be assigned to a seminar (group). This small group of students will become a distinct unit for the duration of the college. Your assignment to a particular seminar is determined by a number of factors including your current duty assignment, personality type, past CAP experience, home unit, prior training experience, computer expertise, and so on. Married couples or other family members attending the college will be assigned to different seminars

and will act as independent individuals throughout the duty day and for the duration of the college.

### SEMINAR ADVISORS

Each seminar will have an advisor. The advisor is a former student or staff member of the college. The purpose of the advisor is to serve as a resource for you, individually, and the seminar as a group. He or she is not a group leader, and will not make decisions for the seminar.

### CAP REGULATIONS

Although it is not required, you may find it beneficial to bring with you or have access to copies of the following publications:

- CAPR 1-1                    *Ethics Policy*
- CAPR 20-1(I)            *Organization of Civil Air Patrol*
- CAPR 36-1                *Civil Air Patrol Nondiscrimination Program*
- CAPM 39-1                *Civil Air Patrol Uniform Manual*
- CAPR 39-3                *Award of CAP Medals, Ribbons and Certificates*
- CAPR 50-17              *CAP Senior Member Professional Development Program*
- CAPP 1-2                  *The CAP Guide to Effective Communication*
- CAPP 3                     *Guide to Civil Air Patrol Protocol*
- CAPP 80-3                *Character & Leadership: Applying Core Values for Senior Members*
- CAPP 50-7                *Mentoring: Building Our Members*
- CAPP 151                 *Respect on Display*

Electronic versions of all CAP regulations, manuals, publications, and forms can be downloaded from the CAP National Headquarters website.

### SPECIAL PROJECTS

During the college, you and your fellow seminar members will be required to participate in several special projects. The projects serve as vehicles for the application of the college lessons on planning, team building, and problem solving. They are the "lab" courses that go with the lectures. The results of the projects will be graded. Grades will become part of the total evaluation for awards at the end of the college. If individual assignments are given, married couples or other family member will be required to complete their assignments on different topics.

## YOUR FIRST ASSIGNMENT: MEMORANDUM

Your first assignment is to prepare a CAP Official Memorandum-Style letter in accordance with CAP Pamphlet 1-2, *The CAP Guide to Effective Communication*.

Compose a one-page letter as though you are writing from the headquarters of your wing to another CAP unit. Write about an official action of some kind. Using the format specified in the pamphlet, include references to attachments, courtesy copies, and distribution. Pay special attention to format, heading, spacing, accuracy, spelling, grammar, and neatness.

This project is required for completion of the college and it will be evaluated by college staff. Submit your Memorandum Style letter no later than **1 July** via email to [rsc@swrcap.com](mailto:rsc@swrcap.com). It must be in either Microsoft Word or .pdf format. Late work will be accepted, but penalized.

## YOUR SECOND ASSIGNMENT: BIOGRAPHY

To help us get to know you a little better, you are asked to write a one-page autobiography. Please include information about your career, education background, CAP duties, unit, hobbies, and any other information that tells us about who you are. Please include, embedded in the document, a profile (headshot) photograph of yourself; it does not have to be in uniform. Submit your bio no later than **1 July** via email to [rsc@swrcap.com](mailto:rsc@swrcap.com). It must be in either Microsoft Word or .pdf format.

## REQUIRED READING

The following reading assignments must be completed prior to your arrival at the college. Please do not take your working knowledge of these regulations and pamphlets as a reason to not review them in their entirety. Please take into consideration that “the way we’ve always done it” doesn’t necessarily reflect what is in the regulations. We will be discussing these at length and you will be responsible for the information contained within the following resources.

- CAPR 1-1                      *Ethics Policy*
- CAPR 20-1(I)                *Organization of Civil Air Patrol*
- CAPR 36-1                    *Civil Air Patrol Nondiscrimination Program*
- CAPR 39-3                    *Award of CAP Medals, Ribbons and Certificates (§10(a)-(b) only)*
- CAPP 1-2                      *The CAP Guide to Effective Communication*
- CAPP 80-3                    *Character & Leadership: Applying Core Values for Senior Members*
- CAPP 50-7                    *Mentoring: Building Our Members*
- CAPP 151                      *Respect on Display*
- *Leadership and the Janitor*, by James Moschgat, USAF (Ret.)  
[https://www.airman.af.mil/Portals/17/Ldrshp\\_Janitor\\_MoH.pdf](https://www.airman.af.mil/Portals/17/Ldrshp_Janitor_MoH.pdf)

## THE FUN STUFF

### GRADUATION

There will be a formal graduation ceremony on Friday afternoon. It is anticipated that the Southwest Region Commander, or his designated representative, will present the diplomas. We are hoping to have various Wing Commanders and other distinguished guests attend this ceremony. Your personal guests are also welcome to attend the graduation.

### DINING OUT

One of the requirements for graduation is participation in the college's graduation dinner or "dining out." This is a very formal part of the college and will be held Friday evening. During the college, you will be supplied with a complete outline describing this exercise.

The cost of your dining out ticket is included in your college registration fee. You may invite (adult) guests to the dining out, for an additional ticket fee of approximately \$25 per person. You will be asked early in the week if you intend to have a guest. You may pre-purchase additional guest tickets by credit card online at <https://swrsc2020.eventbrite.com>, or at the college using cash/check.

### OFFICERS OF THE MESS

Your seminar will be asked to nominate candidates to serve as President and Vice President (known as Mister or Madam Vice) of the Mess for the dining out. The President directs the activities and rules the Mess, while Mister/Madam Vice seeks, with articulation and wit, to enforce the decorum of the Mess.

### AWARDS

Based on individual performance, seminar performance, and the quality of your individual and seminar projects, several awards will be presented at the dining out. These include Best CAP Memorandum-Style Letter, Best Speaker, Outstanding Student, Outstanding Seminar, as well as other awards as designated by the director.

## DEPARTURE

Departure is scheduled for Saturday morning. Out-processing will begin at approximately 0800. All students and staff must sign out no later than 1100. If you need to check out before 0800, you must coordinate with your Seminar Advisor.

Departure Friday night following the dining out, although not encouraged, will be permitted if deemed safe. If you wish to leave Friday night, consult your Seminar Advisor who will handle your out-processing prior to the dining out.

*Reminder: if you choose to partake of alcoholic beverages during the social hour prior to the dining out, you will not be allowed to operate a motorized vehicle for at least 8 hours.*

We look forward to meeting you at the 2020 Southwest Region Staff College!

# MAP OF KIRTLAND AIR FORCE BASE

