

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



**PACIFIC REGION CHAPLAIN
CORPS STAFF COLLEGE**

April 4-7, 2016

USMC Camp Pendleton North
Oceanside, CA

PARTICIPANT'S HANDBOOK

Welcome to the 2016 Pacific Region Chaplain Corps Staff College

2016 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 Monday, 4 April, 2016 through approximately 1200 on Thursday, 7 April, 2016.

Location: The Staff College is being conducted at USMC Camp Pendleton, Oceanside, CA.

Student Registration:

In Processing: On site student registration will be held on Monday, 4 April from 1500 hours to 1700 hours in the Blinder Memorial Chapel in the South Mesa Housing area. At this time any remaining paperwork shall be completed. Civilian attire may be worn on Monday, 4 April. Wearing of the CAP Uniform will not be required until 0630 on Tuesday, 5 April. Students may check into the Del Mar Transient Quarters (Harborsite Inn), located at Camp Del Mar, prior to in-processing.

Registration Fee: The registration fee for the College is \$75. EventBrite adds on a \$5.12 processing fee, for a total fee of \$80.12 This fee includes the Monday night dinner, Dining-in on Wednesday night at the Hunter Steak House and all prepared course materials. **To register: <http://hc.pcr.cap.gov>. Click on the Staff College link. Cutoff date for registration is March 16th.**

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

Please mail or email 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 2016 PCRCCSC. ID Cards will be verified at registration.

Cancellations: Participants who must cancel their enrollment in the 2016 PRCCSC must contact the Ch, Lt Col Richard Nelson, PCR HC (Director) as soon as possible in order to receive a refund of their registration fee. No refunds will be made after 28 March 2016.

Start of College: Staff College begins at 1700 on Monday, 4 April, 2015 at the Binder Memorial Chapel. All students should have arrived, checked in at Billeting and completed registration for the staff college by this time. Civilian attire will be worn on Monday.

Military Support Authorization (MSA): There is a MSA for this Staff College since we will be on a military base.

Transportation:

Travel: All participants need to make their own travel arrangements at their own expense. You must e-mail Lt. Col. Okawa with your travel arrangements and planned ETA.

CAP shuttle transportation will be provided to and from Orange County Airport (**not San Diego**).

For those traveling by train, Oceanside, CA (OSD) Station Building (with waiting room) is at 235 South Tremont Street, Oceanside, CA 92054. 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 Camp Pendleton: There should be ample parking on Camp Pendleton. We will be using CAP vans and POVs for off base events.

Departure: The Staff College runs through 1200 hours on Thursday 7 April. In order to receive credit for the school please do NOT schedule a return flight before 1500 hours on Thursday. The earliest departure for the Orange County Airport will not be before 1230 hours. Participants should check out of billeting before coming to class and storing their luggage at Binder Chapel. Hotel checkout is 1100.

Lodging Accommodations:

Harborsite Inn is located within one mile of Camp Pendleton's main gate. The Phone Number is (760) 430-4703. Call reservations and identify that your group reservation is under Pacific Region Chaplain Corp, Civil Air Patrol. Use your credit card to hold the room and then email Rnelson@hc.cap.gov so that we can release the room. If you need an extra day before or after the college, request it at that time. **This is NOT the Harbor Inn in Oceanside.**

Directions to the Harborsite Inn: After passing through main gate first exit on right (Wire Mountain Rd.), right on Wire Mountain Rd., left on Harbor Rd., left at stop sign onto B Street, left on 5th Street, right into parking lot. Rates vary from \$33 to \$45 per night based on rank. It is Bldg. Number: 210440.

Special Needs: If you have special needs, including dietary restrictions or allergies, please advise the Ch, Lt Col Richard Nelson, PCR HC (Director), 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 Monday night dinner, the Wednesday night Dining-in and the snacks and refreshments we provide at breaks. Tuesday and Wednesday lunches will be working lunches. Sandwiches and salads will be ordered.

Duty Hours:

Duty Hours - 0630 – 2100: All participants will be in an appropriate CAP uniform during duty hours.

Off Duty Hours: Casual clothes in good taste may be worn as appropriate. Bring clothing suitable for a spring climate in Southern California.

Uniforms:

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

Uniforms for PCRCCSC: Uniforms authorized for the staff college are (1) the Air Force style blue pants and light blue shirt (if you meet the grooming and weight standards); (2) Air Force style Service Dress uniform or Mess Dress for the Wednesday evening Dining-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.

- **Ribbons will not be worn on the 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.

The flight suit is 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.

Inspection: On Tuesday morning, 5 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. If you have any questions about your uniform please refer to CAPM 39-1.

Tuesday Evening Only: From 1845 to 2100 Tuesday, 5 April, the blue polo and gray pants informal uniform may be worn. We will be participating in an aerospace activity with Squadron 47.

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 Richard Nelson, PCR HC (Director) Cell: (619) 843-4860
Ch, Maj Perry W. Polk, PCR HCD (Dean) Cell: 707-718-6232

Contact Information: If you have any questions please contact;

Ch, Lt Col Richard Nelson 1286 Discovery St #57 San Marcos, CA 92078 rnelson@hc.cap.gov 619-843-4860	Ch, Maj Perry W. Polk 3012 Chestnut Ct Fairfield, CA 94533 ppolk@hc.cap.gov 707-718-6232
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Important: The following is a list of required items:

CAP ID Card (Needed for Base Access)
Enough uniforms for 1 week

Highly Recommended Items to bring: Laptop with flash stick

We look forward to seeing you soon!

The Staff College Schedule Draft

Monday 4th Blinder Memorial Chapel

1500-1700	Registration
1700-1715	Opening Introductions
1715-1730	Safety
1730-1800	Protocol
1800-1845	Eat with Wing Chaplains at the Chapel
1845-1915	Professional Development Instruction
1915-2015	CDI Assignment
2015-2030	Memorials
2030-2045	Evening Devotions
2045-2100	Region Chaplain Time

Tuesday 5th Blinder Memorial Chapel

0730-0800	Devotions
0800-0840	Opening – Safety – Inspection
0840-1530	Pastoral Crisis Intervention Module (working lunch)
1545-1745	CAP Chief of Chaplains, Ch, Col James W. Hughes
1745-1845	Dinner & travel
1845-2100	Aerospace Education with SQ47

Wednesday 6th Blinder Memorial Chapel

0730-0800	Devotions
0800-0830	Opening
0830-1730	Pastoral Crisis Intervention Module (working lunch)
1730-1830	Dress for Dining-in & travel time
1830-2100	Dining-in (Hunter Steak House)

Thursday 7th Blinder Memorial Chapel

0730-0800	Devotions
0800-0815	Opening
0815-0945	CDI on Steroids
0945-1000	Break
1000-1100	CDI Master Presentations
1100-1115	Clean Up
1115-1200	Graduation
1200	Go Home

Pastoral Crisis Intervention

Pastoral Crisis Intervention may be thought of as the combination of faith-based resources with traditional techniques of crisis intervention. Pastoral crisis intervention represents a powerful addition to traditional community and organizational psychological support resources. The purpose of this two-day course is to assist the participants in learning how pastoral interventions and traditional psychological crisis interventions may be effectively integrated.

Program Highlights

- Nature of human crisis
- Nature of crisis intervention
- Critical Incident Stress Management (CISM)
- Signs and symptoms of the crisis state
- The “crisis of faith”
- Criteria for psychological triage
- Strategic SAFER-PCI Model
- Common PCI Mistakes
- Challenging PCIs

Completion of “Pastoral Crisis Intervention” and receipt of a certificate indicating full attendance (13 Contact Hours) qualifies as a class in ICISF’s Certificate of Specialized Training Program.

Continuing Education Information

Two-Day Course: 8:30 a.m. – 4:30 p.m., 13 Contact Hours; 13 CE Credits for Psychologists; 13 PDHs for EAPs; 13 CE Hours for Calif. MFTs & LCSWs; 13 Contact Hours for National Certified Addiction Counselors; OR 1.3 General CEUs from UMBC

<http://www.icisf.org/pastoral-crisis-intervention/>

AE with cadets of Squadron 47

Tuesday night will be a fun night of aerospace education building Mars Rovers out of macaroni. Each vehicle must be designed and assembled to simulate two functions (i.e. photography/drill). There will be a contest to see which rover rolls the farthest. Each team will consist of cadets and Chaplain Corps personnel.

Dining-in:

Wednesday evening we will be Dining-in at Hunter Steak House. Menu items include: Prime Rib (half pound), New York Steak, Forest Mushroom Chicken, or Salmon with Hollandaise. Vegetarian entrée is also available. Meal selection must be made by March 16th.