

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



**PACIFIC REGION CHAPLAIN
CORPS STAFF COLLEGE**

March 20-23, 2017

Beale AFB
Marysville, CA

PARTICIPANT'S HANDBOOK

Welcome to the 2017 Pacific Region Chaplain Corps Staff College

2017 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 Jon Stokes, 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 Region Staff College (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, 20 March 2017 through approximately 1300 on Thursday, 23 March 2017.

Location: The Staff College is being conducted at Beale AFB, Marysville, CA. Be aware that due to its mission, Beale AFB is a High Security Base. You must have identification on you at all times.

Student Registration:

In Processing: Check in on site will be held on Monday, 20 March from 1500 hours to 1700 hours in the Valley Chapel on Beale. At this time any remaining paperwork will be completed. Civilian attire may be worn on Monday, 20 March. The CAP Uniform will not be required until 0630 on Tuesday, 21 March. Students may check into the Gold Country Inn prior to in-processing.

Registration Fee: The total registration fee for the College is \$85.00. This fee includes the Monday night dinner, the Dining-in on Wednesday night, snacks 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-ccrsc.html>.

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

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

CAP ID Card: All Participants must have in their possession a current CAP Membership (ID) Card upon arrival at the 2017 PCRCCSC. ID Cards will be verified at registration.

Cancellations: Participants who must cancel their enrollment in the 2017 PRCCSC must contact Ch, Lt Col Richard Nelson, PCR HC (Director) as soon as possible in order to receive a refund of their registration fee. Partial refund will be made after 4 March 2017.

Start of College: Staff College begins at 1700 on Monday, 20 March 2017 at the Valley 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 as we will be on an active military base. You must keep the MSA in your possession at all times.

Transportation:

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

CAP shuttle transportation will be provided to and from Sacramento International Airport. E-mail Lt Col Okawa with your travel arrangements.

Parking at Beale AFB: There should be ample parking on Beale. We will be using CAP vans and POV for off base events, if necessary.

Departure: The Staff College runs through 1300 hours on Thursday 23 March. In order to receive credit for the school please do NOT schedule a return flight before 1530 hours on Thursday. The earliest departure for the Sacramento Airport will not be before 1330 hours. Participants should plan their departure from the hotel for after 1200 hours.

Lodging Accommodations:

Rooms: Gold Country Inn is located at 24112 A Street, Beale AFB, CA within two miles of the Valley Chapel.

The Staff College has a group reservation for the event. To make a hotel reservation, send an email to Dean Richardson of the USAF AETC DET 8 CAP/ADO or call 530-634-9515. E-mail is recommended. dean.richardson.2@us.af.mil

Dean will periodically report reservations to the Gold County Inn. When you arrive at the Inn, you will present your credit card for payment.

Special Needs: If you have special needs, early arrival or late departure, dietary restrictions or allergies, please advise 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 (CAPF161) 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 snacks and refreshments provided at breaks.

Duty Hours:

Daytime Duty Hours - 0630 - 1800: All participants will be in an appropriate CAP uniform during duty hours. Duty for most participants will consist of organized classroom activities.

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

Uniform styles, whether military-style USAF or non-military-style CAP uniforms, will conform to the proper wear of the uniform, weight, grooming and appearance standards prescribed by CAPM 39-1.

Participants at the 2017 PCRCCSC will need uniforms and other clothing to serve for a week in a cool climate. 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) Mess dress or the Air Force style Service Dress uniform 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. **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 2017 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 Tuesday morning, 21 March, 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 Richard Nelson, PCR HC (Director) Cell: (619) 843-4860

Ch, Lt Col 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, Lt Col Perry W. Polk
3012 Chestnut Ct
Fairfield, CA 94533
ppolk@hc.cap.gov
707-718-6232

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

The 2017 Staff College Schedule

Monday 20 March 2017

1500-1700	Registration
1700-1715	Opening Introductions (Valley Chapel)
1715-1730	Safety
1730-1800	Protocol
1800-1900	Dinner
1900-1930	Professional Development Instruction
1930-1945	Memorial
1945-2015	Region Chaplain Time
2015-2030	Evening Devotions

Tuesday 21 March Valley Chapel

0730-0800	Devotions
0800-0830	Opening, Inspections & Safety
0830-1230	Grief Processing in a disaster
1230-1345	Lunch
1345-1800	Grief Processing in a disaster
1800	Dinner and Free Time

Wednesday 22 March Valley Chapel

0730-0800	Devotions
0800-0830	Meet the Beale AFB Chaplains
0830-0930	9 th Reconnaissance Wing Mission Briefing
0930-1100	Tour Flight Line and Maintenance Facilities
1130-1300	Lunch
1300 -1530	Chief of Chaplains, Ch Col Jay Hughes
1530-1700	High Flight Academy presentation with Ch Mike Morison
1700-1830	Dress for Dining-in & travel time
1830-2100	Dining-in

Thursday 23 March Valley Chapel

0730-0800	Devotions
0800-0815	Opening
0830- 1200	Grief Processing in a Disaster
1200-1300	Graduation
Optional visit to the Museum of the Forgotten Warriors near the Base	

Grief Processing Facing a Disaster

Gerald L. Jones is the Director of Chaplain Services at Sutter Roseville Medical Center. He was raised in the San Francisco Bay Area. In 1996 he attended the Graduate Theological Union. It was here that Gerald was introduced to professional chaplaincy. He graduated the GTU in 1996 and completed his four units of Clinical Pastoral Education during his final year of school. Following graduation, Gerald worked with Sutter VNA and



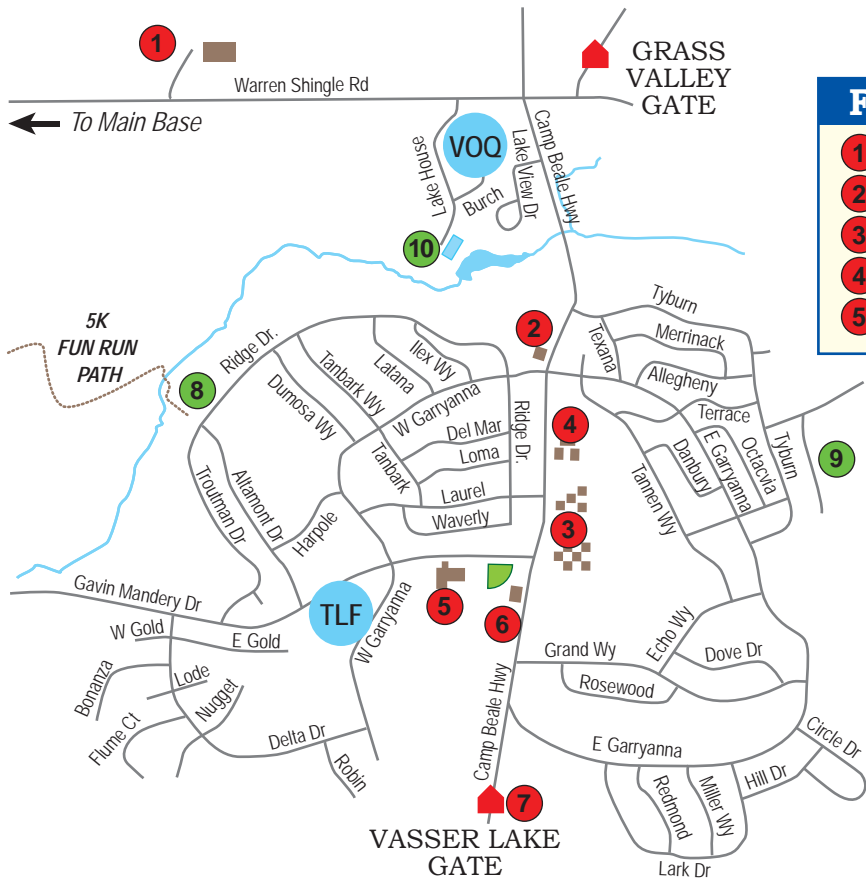
Hospice as a chaplain and, in 2002, took the position of Director of Chaplain Services at Sutter Roseville Medical Center, in Roseville California. In 2002, Gerald became a Board Certified Chaplain with the Association of Professional Chaplains and in 2009 he was certified as a CPE Supervisor with the Association for Clinical Pastoral Education, Inc. Gerald has served as the APC Northern California State Representative since 2012 and is a member of the APC Theological Equivalency Committee. He has written article on his pastoral care work in [PlainViews](#), an online chaplaincy journal and in the APC publication, [Chaplaincy Today](#). His chapter “Prayer and Ritual” is included in the book, [Professional Spiritual and](#)

[Pastoral Care](#). He has presented on “The Art of the Patient Prayer” at the APC National Conference in 2015 and as an APC Webinar in 2016. Gerald is married to Stephanie and the father of four boys.

As the CAP Chaplain Corps moves toward new qualifications for Mission Chaplains, this training will be a precursor to the Mission Chaplain – Disaster Support designation and the Chaplain Support Specialist rating. The training will not qualify you for the designation. It will help you understand the fundamentals of working in a disaster as a chaplain. It is a logical follow on to the “Spiritual First Aid” training which we had a few years ago at the McChord AFB Staff College.

The High Flight Academy offers Cadets/Seniors a unique opportunity to participate in a Christian non-denominational retreat using the excitement of space exploration. The program offers a new perspective on belief by sharing the faith experience and witness of moonwalker Astronaut Jim Irwin, Apollo 15, and his fellow astronauts. The program is a two-night experience and uses multi-media, interactive exercises, prayer & praise times, and opportunities to see and handle space artifacts and memorabilia. Cadets receive a Spiritual Flight Training Manual, Bible, and more. The High Flight Academy has three levels: basic, intermediate, and advanced. Chaplain Morison will present the program demonstrating how the spirituality of the astronauts can encourage Cadets.

Ch Morison holds a Master rating in the chaplain and aerospace education specialty tracks. He was the first education supervisor at the U. S. Space Camp/Academy in Huntsville, AL, where he was responsible for curriculum and program development. Ch Morison's position offered him the opportunity to visit NASA sites to understand how astronauts are trained. He has done a variety of micro-gravity simulations including a Space Suit underwater simulation and a Zero-G microgravity flight.



- ### FAMILY HOUSING FEATURES
- | | |
|--------------------|----------------------------|
| 1 Clinic | 6 Child Development Center |
| 2 Foothill Chapel | 7 Gas Station/Shopette |
| 3 Lone Tree School | 8 Ryden Park |
| 4 Far West School | 9 Candy Cane Park |
| 5 Youth Center | 10 Lake House Pool |

- ### LEGEND
- SQUADRON FACILITY
 - LODGING/DORMITORY
 - POINT OF INTEREST
 - RECREATION FACILITY



- ### MAIN BASE FEATURES
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|-----------------------------------|------------------------------------|
| 1 9th RW H.Q. | 22 DGS-2 |
| 2 9th MSG | 23 Contrail Inn Dining Facility |
| 3 9th CES (Main Bldg.) | 24 Education Center / Library |
| 4 9th CES (Env.) | 25 Airmen & Family Readiness |
| 5 9th CES (Readiness) | 26 Finance/MPF/Post Office/NAF HRO |
| 6 9th CES (CC Staff) | 27 FTAC |
| 7 9th Security Forces | 28 Harris Fitness Center |
| 8 Base Running Track | 29 Housing Office |
| 9 Gold Country Inn (Lodging) | 30 Launderette |
| 10 ALS/Red Top Dorms | 31 Legal Office (JAG) |
| 11 9th Force Support Squad. | 32 Bowling Center |
| 12 548 IG | 33 Olive Court Lodging |
| 13 9th Comm/OPS | 34 Outdoor Adventure Center / ITT |
| 14 Base Theater | 35 O'Malley Softball Field |
| 15 Burger King | 36 Recce Point Club/Pub |
| 16 Base Exchange / Clothing Sales | 37 Sierra Central Bank |
| 17 Omni Fitness Center | 38 Tranquil Buttes VAQ |
| 18 Commissary | 39 Main Base Pool |
| 19 Valley Chapel | 40 Airmen's Attic |
| 20 Community Center | 41 BOSK Thrift Store |
| 21 Arts & Crafts/Auto Hobby | |

