



HEADQUARTERS, WASHINGTON WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1155 Barnes Boulevard
JOINT BASE LEWIS-MCCHORD WA 98438



19 September 2016

MEMORANDUM FOR: ATTENDANTS, WASHINGTON FALL WORKSHOPS 2016

FROM: WAWG FW CC

SUBJECT: Information for Fall Workshop Attendees, 19 November 2016

1. Check-in and Check-out Information:

Check-in time & date:

1230-1300, 19 Nov 2016

Check-in Location:

1214 Barnes Boulevard (a block further past the Wing Bldg)

Joint Base Lewis-McChord, Washington 98438

When entering McChord, a Cadet or Senior member's CAPID and Driver's License should be sufficient to access the Base. If parents are dropping off cadets, please stop at Visitor Center before entering the base to get a Visitor Pass. To obtain a Visitor Pass, you must have with you an Enhanced Driver's License, Vehicle Registration, and Proof of Insurance. A passport may take the place of the Enhanced ID. A Senior Member will be at the gate to assist with any issues.

2. Check-out Information:

For members NOT attending Banquet and Dance:

Check-out Location:

1214 Barnes Boulevard

Joint Base Lewis-McChord, Washington 98438

Check-out Time: 1700

For members attending Banquet and Dance:

Check-out Location:

700 Barnes Blvd

Lewis Mcchord, WA 98438

Check-out Time: 2200

3. Workshop Uniform of the Day:

Seniors: Blues (class B), service dress, corporate service dress, or corporate aviator shirt. Cadets:

Blues (class B) or service dress. All uniforms will be worn IAW CAPM 39-1 standards.

Corporate working uniform, ABU, BDU, mess dress, flight suit, and civilian attire are not authorized at the workshop.

4. Required Documentation

All members must have current CAPID Card. **Cadets** will also need a CAP Form 31 **complete with Unit Commander's signature.**

If a member has not received his/her card, he/she may substitute printed proof of membership from eServices (login at www.capnhq.gov, click "review/edit my info" click "print temporary ID Card", and print the page, members without an eServices account must create one, ask your Unit Leaders for details.)CAPF 31:

https://www.capmembers.com/media/cms/F031_F5D2769A3E174.pdf

5. Lunch:

Please arrive having eaten lunch. Some snacks will be provided throughout but cadets will not receive a meal until the Banquet.

6. Banquet Information:

Sign-Up: Please also sign up for the Banquet and Cadet Ball on Eventbrite at <http://www.eventbrite.com/o/col-james-furlong-11343207499>

7. Code of Conduct:

First and foremost, Members are expected to abide by the CAP Honor Code which has been adopted from the US Air Force Academy: *"We Will Not Lie, Cheat or Steal, Nor Tolerate Among Us Anyone Who Does."*

8. Contact Information:

Maj Clayton Amann, Fall Workshop Coordinator, clayton.amann@wawg.cap.gov
C/1st Lt. Matthew Kusman, Cadet Commander

CLAY AMANN, Maj, CAP
Coordinator
Washington Wing Fall Workshop

MATTHEW KUSMAN, C/1st Lt, CAP
Cadet Commander
Washington Wing Fall Workshop

Attachments:

1. Directions
2. Preview of 2017 Cadet Program Activities Letter

Attachment 1: Directions

From I-5 North:

Take Exit 125 to Bridgeport Way SW
Turn right onto Bridgeport Way SW
Proceed on Bridgeport Way SW to McChord Main Gate
Once through the gate, continue on Colonel Joe Jackson Blvd for ½ of a mile
Turn left onto Barnes Blvd (Notice 2nd left turn goes to McChord Club for pick up)
In approx. 1 mile, turn right at the 446th Wing Headquarters Sign
Take the first left in the parking lot
The 446th Wing Headquarters is the first building

From I-5 South:

Take Exit 125 to Bridgeport Way SW
Turn left onto Bridgeport Way SW
Proceed on Bridgeport Way SW to McChord Main Gate
Once through the gate, continue on Colonel Joe Jackson Blvd for ½ of a mile
Turn left onto Barnes Blvd
In approx. 1 mile, turn right at the 446th Wing Headquarters Sign
Take the first left in the parking lot
The 446th Wing Headquarters is the first building

Attachment 2: Letter

Preview of 2017 Cadet Program Activities (SENIORS)

Hosted by Cadet Programs and the 446 AW Recruiters

Nov. 19th, 1300-1700, in building 1214 (a block further past the Wing Bldg.)

Please come preview the upcoming activities and opportunities for 2017 at the **Fall Workshop for Seniors** hosted by the Cadet Program Department. Workshops will include the **spring and summer activities**, both wing and National, as well as how to apply and improve chances for selection. Yes, Seniors, you can and should attend the **National Cadet Special Activities**. We'll tell you how and why.

Find out the **goals** for 2017 and how your squadron and cadets can contribute. From **o'flights** to career progression, there is room for improvement. And those **encampments** and **academies**, how do you ensure that your cadets are selected and receive scholarships that they may need? Come find out the ways to increase your chances.

Academic **scholarships**? Yes, seniors as well as cadets it is now time to apply. Come for information.

Wing **Cadet Competition**? Yes, we will be holding a competition next year. Come find out which events will be included and what you need to do to get your team ready.

How will our cadets be needed in **Emergency Services** next year? How will ESTA and WSTA help train them and what training will you need to do at the squadron? Come get the answers. **AEX** (Aerospace Education) and **DDRX** (Drug Demand Reduction) are amongst many ways that you can progress towards the **Quality Cadet Unit Award**. We had 6 units receive the award this year and we are hoping for 10 next year. The many ways these programs can benefit your squadron will be explained.

Lastly, let's **celebrate** those 6 units receiving the QCUA and any other Cadet Awards with awards being presented by Col Furlong. The **award ceremony** will be held at approximately **1630** and will conclude the Workshop. If you have awards that you would like the Wing Commander to present, please let us know.

Please plan to spend the afternoon **learning, sharing, and celebrating** our Cadet Program. A Workshop for Cadets will be held at the same time and in the same building. All activities will conclude at 1700 with plenty of time to prepare for the Wing Anniversary Banquet and Fall Ball which starts at 1800 at the Club. While there is no cost for the Workshop, we request that you sign up so we know how many handouts to prepare. The Banquet and Fall Ball, however, do require registration and payment on Eventbrite.

If you have any questions, please email Kathy.Maxwell@wawg.cap.gov or call 360-951-6719.

We look forward to seeing you!