2019
Air Force Space Command
Familiarization Course-Colorado

Cadet Handbook

INTRODUCTION

The Colorado Air Force Space Command Familiarization Course (AFSPC-CO) is the premier Space Command career exploration activity, one of two Civil Air Patrol National Cadet Special Activities focusing on the career field of Space. More than 125 cadets apply to attend each year yet only 26 are selected.

AFSPC-CO provides an in-depth view of Air Force Space Command and provides information on related civilian, military, and public sector careers. Cadets will spend the week learning about the missions of Air Force Space Command, career opportunities for both officers and enlisted members of the Air Force, and have opportunities to ask questions. Cadets will hear from Air Force Officers as well as respected members of the defense contractor community. Some speakers are nationally recognized subject matter experts in their field.

To make the most of your experience at AFSPC-CO, it is important that you read this handbook and pay particular attention to its instructions and policies. You will find that most are common sense and pertain to conduct, logistics, and personal concerns. We ask you to conduct yourself appropriately as a CAP Cadet in your dealings with the staff and your fellow students at all times.

AFSPC-CO will challenge you to push your limits, ask questions, set goals and return home with a new purpose. The staff looks forward to launching this year's familiarization course with you onboard!

REFUND POLICY

In the event you should drop from the course after you have paid, you will receive a refund minus a $100 fee; this is a new policy set by NHQ in 2018. You must request your refund by emailing the activity director at AFSPACEFAM_CO@cap.gov. ***Your registration fee becomes non-refundable after 1 JUN 2019.*** Exceptions: Cadets may ask NHQ for an exception to this policy due to illness, death of a family member, or other special circumstances.

CADET CONDUCT

CADET CONDUCT. Use the "Golden Rule" in your conduct: "do unto others as they would do unto you." Remember, you are representing CAP, so be professional. Public displays of affection — while acceptable in the civilian world — are not acceptable at AFSPC-CO and all cadets are expected to be professional in their conduct at all times. Be friendly, but keep your hands to yourself and do not make anyone uncomfortable with your conduct. Male and female cadets may not be in the same hotel room at the same time — use common areas when you are in mixed company.

Exemplary followership will be practiced at all times. Followership is reaching a specific goal while exercising respect for authority, a positive attitude, integrity and self-discipline. As you enjoy the privileges of AFSPC-CO, you will most often be a follower. This means that you must actively look at what is going on around you, learn the reason you are being told to do certain things and listen well. All attendees must obey CAP regulations and fully cooperate with legitimate orders and requests given by those appointed to positions of authority above them.

COURSE RULES AND POLICIES

All CAP rules and regulations concerning proper behavior and decorum apply at AFSPC-CO. The items specified in this handbook are not all-inclusive.

The USAF Academy Honor Code will be in effect during AFSPC-CO. Remember, attending AFSPC-CO is a privilege, not a right. You are representing CAP, so be professional and be sharp. People are watching you whether you are conscious of it or not. This includes the wear of the USAF-style uniform, wear of civilian attire, the way you carry yourself, what you say, and the way you address others.

"We Will Not Lie, Steal or Cheat, nor Tolerate Among Us Anyone Who Does"

You are in a high-trust environment while at AFSPC-CO. To violate that trust could result in you being sent home. The following are some of the send-home offenses: insubordination, gambling, use of recreational drugs, alcohol or controlled substances, being out of your assigned room after lights-out, repeated tardiness, disregard of safety guidelines, fighting, and hazing. **Should behavior or disciplinary problems arise, appropriate action will be taken, to include dismissal from the activity.** Transportation expenses for your unscheduled return home will be the responsibility of the cadet and the cadet's parents as agreed by the "Release by Parent/Guardian" section of the CAPF 31. The AFSPC-CO Activity Director will make final determinations.

SAFETY. Safety guidelines will be followed at all times. If conditions become unsafe at any time, any senior member or cadet will tell the others to "knock it off." Cadets will receive a safety briefing daily as well as an additional briefing prior to higher risk activities. Cadets will remain with the group and will be supervised at all times.

HAZING AND HARASSMENT. CAP has a zero tolerance policy on hazing and harassment. If in doubt about doing something while interacting with someone else, don't do it! Hazing is defined as any conduct whereby someone causes another to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning or harmful. This includes threats or implied threats to a cadet or senior member. In addition, AFSPC-CO has a zero tolerance policy against sexual actions (including sexual molestation, touching, contact, exposure, suggestions or any other incident of a sexually-oriented nature), and physical abuse (actions include striking cadets or assault).

LANGUAGE. No inappropriate language — oral or otherwise — will be tolerated at AFSPC-CO. It's simple: if you wouldn't say or do it in front of your grandmother, then don't do it at AFSPC-CO. That means no profanity, derogatory slangs, or rude gestures; be pleasant in your language and others will find you pleasant to be with!

DISCRIMINATION. AFSPC-CO follows a non-discrimination policy. No member shall be subjected to discrimination on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, and marital status, perceived or actual. We will treat each other with respect in our actions and language.

LODGING INFORMATION and POLICIES

Cadets will be staying at the Radisson Hotel near Peterson AFB. Located at 1645 N Newport Rd, Colorado Springs, CO 80916, this hotel will be the activity base for AFSPC-CO. Two same-sex cadets will stay in each room, each with their own bed; all cadet rooms are non-adjoining. Cadets are assigned to rooms by rank and age. The hotel is in a very safe area with quick access to Peterson AFB. The spacious guest rooms are 406 sq ft, featuring a sleeping and sitting area together in a large open space. The sleeping area offers two double beds with a work desk and free high-speed Internet access. An iron and ironing board, and hairdryer are in each room. Rooms are supplied with soap, shampoo and conditioner. The entire hotel is non-smoking and features an outdoor hot tub and an indoor swimming pool, exercise room, business center with computer and printer and a game room. There is an ATM on the premises, a very small sundries area, as well as laundry facilities. Same day dry-cleaning is available.

HOTEL POLICIES. Cadets are guests at the Radisson Hotel. During your stay, you are expected to keep rooms neat and free from trash and open food items at all times. Common areas (e.g., lobby, laundry rooms, pool area, conference rooms) of the hotel will be cleared of any personal items and trash and returned to original condition prior to leaving the area. Furniture or room items will not be moved. Inappropriate shows on TV, including shows with extreme violence, depicting the use of illegal drugs, poor language choices and discrimination are not allowed.

Cadets use the pool, hot tub and outside common area. Cadets must be supervised at all times and full coverage swimsuits must be worn. No horseplay, running or other unsafe activity will be allowed. Cadets may visit common areas in the hotel without supervision (including the front lobby, business center, exercise room and game room), but must let their flight commander know their whereabouts. Cadets may not leave the premises of the hotel without senior member supervision. Cadets must be in their assigned rooms and prepare for bed between 2200-2230. This means ready for sleep — lights out — at 2230. Any cadet found in the halls after lights-out will be disciplined, up to and including immediate expulsion.

HEALTH AND SAFETY CONCERNS

Colorado Springs and Denver, at just over a mile above sea-level, has a semi-arid climate. There are some hazards associated with the area that cadets and parents need to be aware of. If cadets have any respiratory or heart conditions, we ask that they discuss the risks and treatment options with their personal physician prior to arriving in Colorado. Record any health concerns including medication on the CAPF 31 and 161.

Dehydration and sun exposure are the main risks. Adjusting to the high altitude can also be problematic — some may experience headaches and trouble sleeping at first. Nosebleeds are common, due to the altitude and dry air. Cadets will also be hiking, travelling (by vehicle) to the summit of Pikes Peak (14,115 ft) and participating in a ropes course at the US Air Force Academy if available and approved during that time. Safety is very important and cadets will be briefed daily on the hazards.

MEALS

Cadets will be provided three nutritious meals daily with options for those on restricted diets. A hot breakfast buffet will be served each morning at the hotel. Lunch will either be a nutritious boxed lunch prepared by the award-winning Peterson AFB Aragon dining facility (DFAC) or we will eat buffet style at base facilities. Dinners will vary and will include a pizza party, meals at the DFAC, and a graduation banquet. The staff makes every effort to provide access to healthy food establishments but may have to resort to fast-food when travel logistics prevent this.

Cadets are to use their best manners, make nutritious selections and limit their intake of sodas and sweets.

ELECTRONIC DEVICES Cadets are welcome to bring cell phones, laptops, iPods, and other electronic devices to the activity. They are the responsibility of the individual cadet and the activity takes no responsibility for these items. Laptops may only be used in the hotel; free wi-fi is available in the room. Cell phones and other electronic devices will not be allowed during any of the briefings, tours or group activities due to the facility security policies. Cadets may use their cell phone camera during those activities where security allows the use of a camera. **Any cadet who uses a cell phone during a briefing or guest speaker presentation, or brings it into a electronics-prohibited facility will immediately lose the privilege for the remainder of the week.**

MEDICATION In accordance with CAPR 160-2, Cadets are responsible for the administration of their own medications, both prescription and non-prescription. All medications must be in their original containers — DO NOT place medications in a "7-day organizer," Ziploc bag or other temporary/travel container. Cadets under the age of 18 must have written parental approval for all medications; written permission will be granted by using the Health Information CAPF 31 form required by all cadets.

CUSTOMS AND COURTESIES

Cadets must review their customs and courtesies prior to attending AFSPC-CO. The activity has very high visibility and we are representing Civil Air Patrol and the USAF.

While we are in AF Blues and ABU/BDUs, proper customs and courtesies will be rendered to fellow cadets and senior members as appropriate. Cadets may relax their customs and courtesies and address each other on a first name basis when wearing our casual uniform (activity t-shirt and black pants/shorts).

Do not forget to salute when in a military style uniform. Always return a salute given.

At most Air Force bases, Reveille plays at 0700 followed by "To the Colors." Retreat, followed by the "National Anthem," sounds at 1700 and "Taps" plays nightly at 2200. Reveille and Retreat, respectively, signal the beginning and end of the official duty day while "Taps" signifies "lights out" or the beginning of quiet hours.

Regardless of whether you are in uniform or not, CAP members are required to stop and turn toward the flag at the first sound of Reveille or Retreat and stand at the position of parade rest. In the event the flag is not visible, they should turn toward the general direction of the music. Those in uniform should come to the position of attention and render a salute when they see the flag being raised or lowered or at the first note of "To the Colors" or the "National Anthem." Those not in uniform may salute, but at a minimum should come to attention and stand with their right hand over their heart. If not saluting, men wearing a hat should remove it with their right hand and hold it at their left shoulder with their right hand over their heart. These courtesies should be held until "To the Colors" or the "National Anthem" has finished playing or until the flag has been completely raised or lowered. When driving a vehicle on base, come to a complete stop at the first note of "To the Colors" or the "National Anthem" and put the car in park. Everyone inside the vehicle should remain quietly seated.

CLASS PARTICIPATION

Cadets are required to participate in all classes, seminars, briefings, events and activities during AFSPC-CO. Each has been carefully crafted to meet the course's educational objectives.

Student preparation and active participation in briefings, discussions and activities are keys to the learning process. The program includes lectures, briefings, seminars, question-and-answer sessions with guest speakers and discussions. You will be assigned pre-course assignments that must be completed prior to your arrival at AFSPC-CO. The assignments will include a few reading assignments, a career goals worksheet, and questions for the activity.

In past years cadets have found the pre-course assignments helpful in their success at the activity. While there are listed deadlines, there can be extensions made on a case-by-case basis due to school or similar circumstances. Cadets are encouraged to contact the activity director at the earliest opportunity if an extension needs to be made.

ACTIVITY QUIZ

There will be an activity quiz given during one of the evening briefings. The intent of the quiz is to ensure that cadets have the knowledge needed to complete the course. Completing the pre-course work, doing 15-20 minutes of study each evening and paying attention during briefings, tours and activities should be all that is necessary to pass the quiz.

GRADUATION REQUIREMENTS and AWARDS

Cadets must fulfill the following requirements to be eligible for graduation from the AFSPC-CO and to wear the activity patch and NCSA ribbon on their uniform:

- Participate actively in all of the course's activities, to include being attentive during lectures and briefings and contributing meaningfully and regularly to discussions
- Successfully complete the pre-course work
- Update the pre-course work personal education and career plan
- Pass rate of 75% for quiz
- Demonstrate a high degree of professionalism and commitment to the Core Values throughout the course, as judged by the AFSPC-CO staff.

The AFSPC-CO may present the following awards if earned by cadets during the graduation banquet:

Distinguished Graduate: Well-rounded cadet; demonstrates success in leadership and professionalism, military bearing, academic excellence, active participation and engagement

Peer Recognition: Recognized by peers as contributing to the success of the activity and their fellow cadets, team player, class participation

Pikes Peak High Altitude Award: Positive attitude, provides help and encouragement to others, strives for excellence and personal best while being a team player

GRADUATION BANQUET

Cadets and staff will participate in a graduation banquet the evening of Friday 21 June 2019 from 1730-2200. Blues Dress WITHOUT JACKETS (in fairness to those without service jackets) is required. The Banquet will include a formal social hour and a plated dinner, followed by a distinguished guest speaker. The evening will end with the graduation and the announcement of activity awards. Guests over the age of 12 are welcome to attend.

The cost of the Graduation Banquet is $35 per person — AFSPC cadets are covered by the activity fee. A separate email with information on meal choices and guest information will be sent the beginning of May.

SOCIAL MEDIA

AFSPC-CO has a Facebook group page as follows:

https://www.facebook.com/airforcespacecommandfamilirizationcoursecolorado/

The group is closed which means that non-members can see the name of the group and the members who belong — but can't see posts or photos. An invitation will be sent to all participants and we encourage you to have your families and friends join if they are interested in seeing what we are doing during the week. Simply have them go to the group and click "Join Group" in the upper right-hand corner. If their last name is different than yours, send the activity director an email to let them know who should be approved as members.

The Facebook group page is a great place to meet the other cadets who will be participating in the course, get to know your roommate ahead of time, coordinate travel plans with other cadets from your state and ask questions. Once the course starts, we use Facebook to communicate travel issues (including delays, who has arrived safely, and any other notable facts). You will see photos and comments posted daily by our Public Affairs Officer as well as by all the cadets who are participating. After the course is over, the cadets can stay connected with their new friends and share their news.

ITEMS FOR TRADING

Cadets frequently bring items to trade with other cadets — usually squadron or wing patches. Cadets are under no obligation to bring these items, but we want to let you know that it is a common practice if cadets want to participate. If you have other cadets participating in the course from your wing, you might want to coordinate so that you don't bring the same thing.

IDENTIFICATION

We will be accessing several base areas with high-level clearance requirements. Depending on the determined threat level, the base may require additional identification prior to entry. You are required to bring either your military dependent ID card or Social Security card **plus** an official government picture ID: passport, drivers license, or State ID Card. Make sure it is the same name you used on the online registration form you completed for this NCSA.

If you do not have these items, you must obtain them prior to attending. Contact your local Social Security branch to request a copy of your Social Security card NO less than a month in advance. A state ID card is available at all states at the same location that issues the driver's license. **School IDs, library cards, club memberships and Civil Air Patrol ID cards do not meet the requirement.**

PAPERWORK REQUIREMENTS

The following items must be sent two weeks prior to attending the course:

- CAPF 31 — signed by cadet and parents (if under 18). No other signatures required.
- CAPF 161 — 2 copies, completed front and back

The CAPF31 should be Dropbox'd at https://www.dropbox.com/request/q558TPVTCh41XsDiSldW. This is a one -way transfer and you don't need to have a Dropbox account.

The CAPF161 should be Dropbox'd at https://www.dropbox.com/request/DtFMl4xGopk5bYfivWNm. This is a one-way transfer and you don't need to have a Dropbox account.

MONEY

The cadet course fee of $450 pays for lodging, all meals, two activity t-shirts, all activities and all transportation including pick-up and drop-off at the airport.

Cadets are responsible for costs of the following **optional** items: souvenirs (Colorado, AFB and Pikes Peak gift shops, military clothing sales, USAFA visitor center), laundry (~$3.00 to wash and dry a load — detergent and dryer sheets provided by the activity), dry cleaning service (~$14 for a dress shirt, $7 for a pair of slacks), and snack food.

We recommend that cadets carry no more than $50 in cash. The hotel has an ATM machine that can be used to withdraw money. Debit cards that parents can fund from home are the best option; in case of an emergency, additional funds can be quickly transferred, while keeping available the amount parents are comfortable with. Many banks offer a Mastercard/Visa debit/ATM card that can be used for a short-term activity such as the AFSPC-CO. Note: please do not bring money orders or traveler's check — they are difficult to cash.

Parents should ensure cadets have funds to pay for airline luggage fees for both the inbound and outbound flights.

BASE INFORMATION

Cadets may be scheduled to visit Buckley AFB, Cheyenne Mountain AFS, Peterson AFB, Schriever AFB and the United States Air Force Academy. These facilities have high security and are high visibility bases, so cadets will need to be very aware of how they present and conduct themselves while on base.

IMPORTANT GUIDELINES

- Newly enlisted USAF Airmen are often confused by CAP members (including cadets) wearing the AF style uniform. Always return a salute!
- Always allow service members to go first when dining at Air Force facilities.
- Do not walk on the grass at any Air Force facility — they are very protective of "Air Force Grass."
- We will be visiting the Peterson AFB BX (Base Exchange) on Sunday, 16 June. It is open from 1000-1800. Cadets may purchase snack items, toiletries and other needed items to bring back to their rooms.
- While we don't anticipate the cadets needing to wear any outerwear with their uniforms — it will most likely be hot and sunny the entire week — any outerwear worn must be an AF approved item.
- Listen carefully and follow all instructions and briefings when visiting Air Force facilities. If you need clarification, ASK!
- Never wander off by yourself even to use the restroom. Cadets should be with their assigned buddy.
- No cameras, cell phones, memory sticks, or Fitbits are allowed at Schriever, or Buckley nor inside Bldgs 1, 2 or 3 at Peterson AFB.
- Follow the instructions of security personnel; never argue with them!
- No photography of Air Force personnel, the flight line or anywhere near the flight line is allowed without permission of the USAF. If you aren't sure, do not take the picture!
- Security personnel may search our vehicles, including a search by a military canine team.
- Giant Voice System: In addition to broadcasting Reveille and Retreat, the Giant Voice system plays a critical role in notifying base members of severe weather warnings and operational notifications such as force protection condition changes. For example, if a tornado is spotted in Colorado Springs, a tornado siren warning would be a steady three to five minute tone. If an announcement for "lockdown" is heard, seek shelter and lock all doors to your location. There is a weekly base siren system test every Friday at noon. An announcement is made prior to, and immediately after the test, informing base personnel to disregard the sirens.

UNIFORMS and CLOTHING

Cadets will wear one of three uniforms during the course: the AFSPC-CO course uniform, the Airman Battle Uniform (or Battle Dress Uniform), and the AF blues uniform without the service jacket.

1. The AFSPC-CO course uniform consists of the issued AFSPC-CO t-shirt, your own black pants/shorts, and athletic or hiking shoes. Cadets will wear the course uniform for all non-official AF activities; this is not considered civvies.

   Cadets will be issued two course t-shirts at check-in. Cadets will need two pair of pants/shorts; at least one pair needs to be long pants, and the other pair can be shorts of a modest length, or capris. These should be black in color and at least one of the pairs should be suitable for hiking.

   Shoes need to be subdued in color (e.g., no lights, neon colors, sparkles, multi-color laces). Shoes can be day hikers, athletic shoes or hiking boots. Make sure that the shoes are comfortable and if you bring hiking boots, they need to be broken in. You will be doing a good amount of walking and hiking in these shoes!

2. The Airman Battle Uniform (or Battle Dress Uniform) will be worn for almost all official AF activities — almost daily. You might want to bring at least two complete sets.

3. The AF service dress uniform (blues) will be worn for the graduation banquet. Cadets may not wear service jackets since not all cadets have one. Civilian clothing will not be worn during any course activities.

   No cords are allowed on the uniform during the activity.

Laundry facilities are available to wash clothing and same-day dry cleaning services are available.

WHAT NOT TO BRING

Do not bring any of the following: tobacco products of any kind, knives and other weapons (e.g., pocket knife, pepper spray), illegal drugs, prescription medication that is not prescribed to you, or alcoholic beverages.

Do not bring clothing beyond what is detailed in the packing list, homework or other outside work material, as you will not have time to complete any outside work while at the activity.

The following items will be provided either by the hotel or as part of the course, so you do not need to bring them: iron, ironing board, hair dryer, soap, shampoo & conditioner, first aid items, emergency sewing kit, spray starch, laundry detergent/dryer sheets, and moleskin.

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IMPORTANT DATES and DEADLINES

- ☐ 1-10 MAR: Selection letters sent to cadets
- ☐ 31 MAR: Initial NCSA payment due
- ☐ 15 APR: Activity package (pre-course assignments, travel information) posted on NCSAS.com
- ☐ 30 APR: Final NCSA payment due
- ☐ 1 JUN: CPPT (if 18 or older) completed
- ☐ 7 JUN: Pre-Coursework (essay and questions) due to activity director, ttrotochaud@cap.gov
- ☐ 7 JUN: CAPF 31, PAO Fact Sheet, Medical Form and CAPF 160 due
- ☐ 7 JUN: Membership to AFSPC-CO Facebook group page due
- ☐ 7 JUN: Graduation banquet forms and guest payment due
- ☐ 7 JUN: Submit travel itineraries to AFSPACEFAM_CO@cap.gov
- ☐ 15 JUN: Activity begins, everyone arrives
- ☐ 22 JUN: Activity ends, everyone departs

AFSPC-CO EQUIPMENT CHECKLIST

UNIFORM ITEMS: MANDATORY		
✔	Quantity	Description
	1	Cadet rank or epaulettes, as appropriate
	1 pair	CAP cutouts
	1	Belt, blue, black buckle/tip
	1	Ribbon Rack (worn at Banquet only)
	1	Shirt, Blues, short sleeve
	1	Nameplate, CAP
	1	Tie/Tie-Tab
	1	Tie-tack or Tie-bar (male only)
	1	Trousers, Blues
	1	T-shirt, white, v-neck
	1	Flight cap
	1	Hat device
	1	Belt, silver buckle and tip
	1 Pair	Black socks
	1 Pair	Shoes, black military issue, low quarters
	2 or 3	Airman Battle Uniform (ABU) or Battle Dress Uniform (BDU)
	4 to 6	T-shirt, sand, crew neck (or black if BDUs)
	1	ABU/BDU cover
	1 Pair	Black Combat Boots
	1	Belt, desert tan
	4 to 6	Boot socks
PERSONAL CLOTHING ITEMS: MANDATORY		
	At least 1	Black pants or jeans
	1	Black shorts if desired (modest length)
	1	Medium weight jacket
	1	Sleepwear
		Appropriate undergarments
	4 pair	Socks, any color
	1	Swimsuit (modest 1-piece)
TRAVEL CLOTHES		
	1	Black pants or black jeans
	1	CAP t-shirt or ball cap
	1	Shoes: hiking or athletic (subdued color)

Ensure that you have properly packed everything that you checked on this list.

PERSONAL ITEMS: MANDATORY	
✔	Description
	Toothbrush and toothpaste
	Deodorant
	Lip balm (SPF 15+)
	Razor w/shaving cream or electric razor
	Feminine hygiene products (female)
	Comb/brush
	Contact lens supplies (if needed)
	Sunscreen/SPF 30+
	Prescription medication (original containers)
	Shoe shine kit
	Hairspray/rubberbands/hairpins (female)
	20-32oz water bottle
DOCUMENTS: MANDATORY	
	Current CAP membership card
	Social Security card (paper) or military ID
	Driver's License, or State ID or military dependent ID
	Health insurance card
	CAPF 160, 161 and 163 (2 copies each)
	AFSPC-CO pre-course essay
PERSONAL ITEMS: OPTIONAL	
	Over-the-counter medication (as needed)
	ATM/Credit/Debit card
	Cash (no more than $50)
	Cellphone and charger
	Foot powder
	Bathrobe
	Wristwatch
	Shower cap
	Sandals/flip-flops
	Makeup (minimal) - female
	Camera and charger
	Laptop and charger
	Clothes for working out
	Headphones
	Civilian clothing (minimal)