NATIONAL HEADQUARTERS
CIVIL AIR PATROL • CADET PROGRAMS
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

MEMORANDUM FOR 2016 Pararescue and Survival Orientation Course (PJOC) Participant

FROM: Lt. Col. Marvin L. Chase, CAP, Director PJOC AZ

DATE: 28 March 2016

SUBJECT: 2016 Pararescue and Survival Orientation Course (PJOC)

1. Congratulations on your selection to attend PJOC 2016 at Davis-Monthan AFB, Tucson, AZ 15-23 June 2016. This USAF course will be mentally challenging and physically demanding. Your experiences during this activity will be of enormous benefit to you now and in the future. PJOC is an introduction to the mission of the Guardian Angel Weapon System (GA), a non-aircraft, equipment-based weapon system of the United States Air Force. GA is organized into nine specific capabilities: Prepare, Mission Plan, Insert, Movement, Actions on Objective, Medically Treat, Extract, Reintegrate, and Adapt. For 7 training days you will be introduced to some of the skills and requirements of Pararescuemen (PJ's), Combat Rescue Officers (CRO's), and Survival Resistance and Escape (SERE) Specialists. During PJOC you will gain experience and training in land navigation, survival techniques, rock climbing, rappelling and other various skills used in rescue operations. Your host unit is the 48th Rescue Squadron.

2. The program will consist of 2 travel days & 7 training days on/around Davis-Monthan AFB, AZ. All students will be evaluated on physical fitness, knots, and land navigation. Several of the days of the course shall be spent in the field training area in Arizona. Training will be conducted at elevations ranging from 2389 feet in Tucson to 9,157 feet in the field training area. Proper adjustments in physical training need to be made especially those students who typically reside in elevations below this. Daytime temperatures will be in excess of 100 degrees. Therefore, proper hydration, nutrition, and physical fitness will be required.

3. If you have not already done so, you must send the activity fee of $450.00 to National Headquarters (NHQ) immediately. You may pay by credit card on-line at http://www.capnhq.gov. Click the "eServices" button or www.capnhq.gov, log in, and then click the "Registration and Payment System" found on the left-hand side. You may pay by check also. For questions regarding payment methods click "Payment Directions" on the left hand side. Make checks payable to "CAP NCSA" and write the participants name, CAP ID, and activity name (PJOC AZ) on the check. The deadline to pay your activity fee is **15 April 2016.**

Mail checks to:

HQ CAP/FM
Attn: NCSA
105 South Hansell Street
Maxwell AFB, AL 36112-6332

Credit card transactions must be completed in accordance with the date set by NHQ and checks must be received before the same date. Failure to meet this deadline will result in you being removed from the primary list and placed on the alternate list for this activity. If you request a refund, do so at least 30 days prior to activity start in order to ensure a full refund of your activity fee. ***A refund request not submitted at least 30 days prior to the activity start date may not be processed until after the conclusion of the activity.***

4. In order to reserve your slot in PJOC, you must complete the attached PJOC Cadet Information Form (Atch 1), Medical Information and Consent Form (Atch 2), CAPF 160 CAP Member Health History Form (Atch 3), CAPF 161 Emergency Information (Atch 4), Travel Information Form (Atch 5, PJOC PFE Standards Affidavit (Atch 9a & 9b), photo copy of current CAP ID Card, all the above need to be scanned in PDF format and emailed to: **admin@apjoc.org**. These forms will not be accepted until completed accurately.

Failure to return this information by **1 May 2016** (1 June for the Travel Information Form) will cause you to lose your primary slot for PJOC. That slot will then be offered to a Cadet on the alternate list. This deadline is required to ensure all slots for PJOC are filled. If you are not able to attend PJOC, please inform this office ASAP so your slot can be opened for another Cadet.

a. PJOC Cadet Information Form provides the PJOC staff with your emergency contact information. This person will be contacted only after we have tried to contact parents/guardians listed on the form. Therefore, please make sure this emergency contact is someone other than parents/guardians.

b. Medical Information and Consent Form must list all medications – including prescription and over-the-counter medications – and the reason you are taking the medications. You will not be allowed to take *any* medications that are not listed on this form except as directed by medical personnel at the activity. The student is responsible for their own medication administration. The Civil Air Patrol will not take responsibility for ensuring prescription medications are taken, this is the sole responsibility of the student.

5. Your travel plans are to be made so that you arrive in Tucson, AZ no earlier than 0900 hours and no later than 1500 hours on 15 June 2016. There will be a mandatory briefing that evening. Departures will be no later than 1300 hours on 23 June 2016. There are several airlines servicing the Tucson International Airport as well as major train and bus routes arriving here. Please make your travel reservations early since airlines often give maximum discounts if you purchase tickets 21 days or more before travel. Return your Travel Information Form (Atch 4) to this office as soon as you make travel arrangements but no later than 1 June 2016. Arrival instructions are given on the travel form. **A phone number to call regarding any unexpected travel delays will be provided in future correspondence**.

6. PJOC is a very physically strenuous activity with a very strenuous field-training program. You must meet Air Force weight standards, you must be physically fit upon arrival, and be able to participate in physical fitness programs without restriction. Physical conditioning prior to reporting is a must to ease your altitude adjustment, allow for full participation in all course activities, and improve your chances of graduating from this course. You must complete a PJOC Physical Fitness Evaluation administered by the instructors on training day one (1) and pass the evaluation in all categories at the conclusion of the course in order to successfully graduate. You will also be required to meet minimum PJOC fitness standards prior to reporting for PJOC. Please note these standards are tougher than Civil Air Patrol's. **Your squadron commander or designated representative must test you using the PJOC Physical Fitness Evaluation standards shown in Attachment 8. He or she will then sign the affidavit (Atch 9a) indicating your ability to meet fitness standards for PJOC. The designated representative must NOT be a family member. You must also sign the form. Any falsification on this form will lead to the cadet being sent home from the activity.** Your completion of this form indicates you have completed and passed a practice PJOC Physical Fitness Evaluation. In addition to passing the PJOC Physical Fitness Evaluation, **you should be able to run three miles without stopping.** Your physical conditioning prior to arrival at PJOC is absolutely critical in order for you to safely participate in this course. **As mentioned earlier the elevation in Tucson is above 2300 feet however the PFE standards will remain the same for all students, it may be necessary for individuals to exceed the minimum PFE standards at their place of residence in order to pass requirements in the training area.** I recommend you run and complete the exercises in the PFE at least three times per week. Shortly to follow a recommended physical training program will be sent to you in order to give you direction in your physical fitness preparation. Start preparing now!

7. In previous years about 10% of the Cadets who arrived for PJOC departed the program early. This was typically related to poor physical conditioning prior to arrival. Often cadets did not meet physical fitness standards and chose to leave, or they were injured due to their lack of physical fitness. ***Safety is our greatest consideration in eliminating a Cadet from training non-voluntarily***. **If a Cadet is eliminated from PJOC for any reason, their wing commander and CAP NHQ will be informed AND the cadet or their family must pay for any additional travel costs incurred due to an earlier-than-planned departure**

8. PJOC is a rigorous course with many expectations that you should be prepared to meet during your participation in this activity. The expectation of excellent physical conditioning prior to your arrival at PJOC has been established in the prior paragraphs. In addition, you will be required to participate in **all aspects** of this course, listen to instructors and follow their directions, lead a group in course activities when assigned, and be respectful of PJOC staff and fellow participants. When you accept a slot for PJOC, please be prepared to meet these expectations.

9. A graduation dinner will be held on Wednesday evening, 22 June 2016 at the Davis-Monthan AFB Officers Club. "Social Hour" will begin at 1800 and dinner service will begin at 1900. Parents and guests are invited and must RSVP to me no later than 1 June 2016. If guests would like to attend, please indicate the number of guests on the Cadet Information Form (Atch 2). The cost **PER GUEST will be $25.00, paid in CASH ONLY**. The student is to bring the CASH payment with them to in processing. There is no extra fee for the student; this is part of the activity fee.

10. Students should read and understand the **MEMORANDUM FOR Parents/Guardians of Pararescue and Survival Orientation Course (PJOC) Participants** (page 4) and contact PJOC staff with any questions.

All correspondence with PJOC staff should be done by the student,
Please direct questions to admin@apjoc.org.

Marvin L. Chase
MARVIN L. CHASE, LT. COL., CAP
Activity Director, PJOC AZ

Attachments:

1. PJOC Cadet Information Form
2. Medical Information & Consent Form
3. CAPF 160 CAP Member Health History Form
4. CAPF 161 Emergency Information
5. Travel Information Form
6. Requirements to Attend PJOC
7. Cadet Conduct Guidelines
8. PJOC Physical Fitness Evaluation Standards
9. PJOC PFE Standards Affidavit
10. PJOC Equipment List
11. PJOC Key Personnel Roster
12. PJOC Checklist

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MEMORANDUM FOR Parents/Guardians of Pararescue and Survival Orientation Course (PJOC) Participants

FROM: Lt. Col. Marvin L. Chase, CAP, Director PJOC AZ

DATE: 28 March 2016

SUBJECT: 2016 Pararescue and Survival Orientation Course (PJOC)

1. Congratulations! Your Cadet has been selected to attend the Pararescue and Survival Orientation Course (PJOC). This course is one of the most physically and mentally demanding National Cadet Special Activities in Civil Air Patrol. PJOC is an introduction to the mission of the Guardian Angel Weapon System (GA), a non-aircraft, equipment-based weapon system of the United States Air Force. GA is organized into nine specific capabilities: Prepare, Mission Plan, Insert, Movement, Actions on Objective, Medically Treat, Extract, Reintegrate, and Adapt. For 7 training days your cadet will be introduced to some of the skills and requirements of Pararescuemen (PJ's), Combat Rescue Officers (CRO's), and Survival Resistance and Escape (SERE) Specialists. During PJOC you will gain experience and training in land navigation, survival techniques, rock climbing, rappelling and other various skills used in rescue operations.

2. The course demonstrates that one can go beyond perceived limits, accomplish more, and go farther than one ever thought. PJOC teaches a Cadet to reach down inside and make the extra effort to keep going, no matter what.

3. PJOC also teaches Cadets “attention to detail”. This is taught and reinforced in several ways, such as: Cadets addressing the enlisted instructors as “Sergeant” instead of “Sir”, by having demanding but fair standards for all activities, and by strictly enforcing activity start times. In order to succeed at PJOC, Cadets not only have to pay very close attention to detail, they must make sure their team members do so as well. Teamwork is crucial to making it through this program.

4. Cadets are responsible for their actions and the actions of their teammates. Physical exercises are used as tools to help maintain the physical and mental requirements of this program.

5. PJOC provides the student with a sense of accomplishment. Cadets meet and triumph over many training challenges, all designed to teach them a sense of self-reliance, team work, and accomplishment.

6. During PJOC, staff members give both informal and formal talks to the Cadets about careers (both civilian and military) and the importance of formal education (high school, college, technical school). A drug-free lifestyle is strongly emphasized throughout the course.

7. PJOC is the “basic” PJOC. At APJOC, the Cadets are expected to use the skills taught to them at PJOC and take them to a higher level. A prerequisite to APJOC is graduation from this course.

8. The program will consist of 2 travel days & 7 training days on/around Davis-Monthan AFB, AZ. All students will be evaluated on physical fitness, knots and and navigation. Several of the days of

the course shall be spent in the field training area in Arizona. Training will be conducted at elevations ranging from 2389 feet in Tucson to 9,157 feet in the field training area. Proper adjustments in physical training need to be made especially those students who typically reside in elevations below this. Daytime temperatures will be in excess of 100 degrees. Therefore, proper hydration, nutrition, and physical fitness will be required.

9. PJOC is a very physically strenuous activity with a very strenuous field-training program. Your cadet must meet Air Force weight standards, must be physically fit upon arrival, and be able to participate in all physical fitness programs without restriction. Physical conditioning prior to reporting is a must to ease your cadet's altitude adjustment, allow for full participation in all course activities, and improve their chances of graduating from this course. You cadet must complete an PJOC Physical Fitness Evaluation administered by the instructors on training day one (1) and pass the evaluation in all categories at the conclusion of the course in order to successfully graduate. Your cadet will also be required to meet minimum PJOC fitness standards prior to reporting for PJOC. Please note these standards are tougher than Civil Air Patrol's**. Your cadet's squadron commander or designated representative must test them using the PJOC Physical Fitness Evaluation standards shown in Attachment 8. He or she will then sign the affidavit indicating your cadet's ability to meet fitness standards for PJOC. The designated representative must NOT be a family member. You must also sign an affidavit (Attachment 9b) verifying that your cadet has successfully completed the PJOC PFE. Any falsification on any forms will lead to the cadet being sent home from the activity.** Your completion of this form indicates you witnessed your cadet complete and pass the PJOC Physical Fitness Evaluation in its entirety**. In addition to passing the PJOC Physical Fitness Evaluation, you cadet should be able to run three miles without stopping to rest.** Your cadet's physical conditioning prior to arrival at PJOC is absolutely critical in order for them to safely participate in this course. **As mentioned earlier the elevation in Tucson is above 2300 feet however the PFE standards will remain the same for all students, it may be necessary for individuals to exceed the minimum PFE standards at their place of residence in order to pass requirements in the training area.** I recommend your cadet run and complete the exercises in the PFE at least three times per week. Shortly to follow a recommended physical training program will be sent to your cadet in order to give them direction in their physical fitness preparation. They should start preparing now!

10. In previous years, approximately 10% of our Cadets who reported for PJOC training failed to complete the course. We would like for this number to be zero. It can be with dedication from the Cadets, involvement of squadron and local leadership, and encouragement from parents and guardians. Poor physical conditioning plays a large role in Cadets being eliminated from training. Typically, the Cadet cannot pass the PJOC Physical Fitness Evaluation, can't keep up with their teammates, or are injured due to their lack of physical fitness. ***The safety of all Cadets is our primary concern. If a Cadet is unable to participate in all aspects of training for any reason, they will be eliminated out of concern for their safety and the safety of other Cadets.*** **Since we have a limited staff, we are unable to accommodate Cadets who are no longer participating in our activity and they will be sent home as soon as possible and at the individual's expense. This allows our staff to maintain their focus on the safety of our students.**

11. **As mentioned above, if a Cadet must depart PJOC early, the Cadet and their parents / legal guardians are responsible for any additional travel costs incurred due to an earlier departure.** More detailed information can be found in CAP Regulation 52-16, which states, "If due to medical or disciplinary reasons a Cadet must be sent home early from a NCSA, including IACE, it shall be the obligation of the parent(s) or legal guardian(s) to pay for transportation or related costs. Parents acknowledge this obligation by signing the CAPF 31. To avoid any disputes, squadron commanders should reiterate this requirement to parents upon receiving the CAPF 31 application." Please keep this requirement in mind when making travel arrangements and when encouraging your Cadet to start or continue a physical fitness program.

12. **Any Cadet who is eliminated from training for any reason will not be entitled to any refund of their tuition or fees paid for this activity.**

13. If you have not already done so, you must send the activity fee of $450.00 to National Headquarters (NHQ) immediately. You may pay by credit card on-line at http://www.capnhq.gov. Click the "e-Services" button, log in, and then click the "Registration and Payment System" found on the left-hand side. You may pay by check also. For questions regarding payment methods click "Payment Directions" on the left hand side. Make checks payable to "CAP NCSA" and write the participants name, CAP ID, and activity name (PJOC) on the check. The deadline to pay your activity fee is **15 April 2016.**

Mail checks to:

HQ CAP/FM
Attn: NCSA
105 South Hansell Street
Maxwell AFB, AL 36112-6332

Credit card transactions must be completed in accordance with the date set by NHQ and checks must be received before the same date. Failure to meet this deadline will result in you being removed from the primary list and placed on the alternate list for this activity. If you request a refund, do so at least 30 days prior to activity start in order to ensure a full refund of your activity fee. ***A refund request not submitted at least 30 days prior to the activity start date may not be processed until after the conclusion of the activity.***

14. While PJOC is challenging and the training is tough, Cadets are never hazed or subject to abuse in any form. The PJOC Cadre is made up of United States Air Force Pararescue/Survival Instructors, Support Staff, and CAP Support Staff. Each is a highly qualified and experienced professional. The staff strictly adheres to the guidelines set within the Civil Air Patrol Cadet Protection Program.

15. A graduation dinner will be held on Wednesday evening, 22 June 2016 at the Davis-Monthan AFB Officers Club. "Social Hour" will begin at 1800 and dinner service will begin at 1900. Parents and guests are invited and must RSVP to me no later than 1 June 2016. If guests would like to attend, please indicate the number of guests on the Cadet Information Form (Atch 2). The cost **PER GUEST will be $25.00, paid in CASH ONLY**. The student is to bring the CASH payment with them to in processing. There is no extra fee for the student; this is part of the activity fee.

16. Parents should read and understand the **MEMORANDUM FOR 2016 Pararescue and Survival Orientation Course (PJOC) Participant** (page 1) and contact PJOC staff with any questions.

As a teaching tool it is preferred that the majority of the correspondence with PJOC staff be done by the student, however do not hesitate to contact us. Please direct any specific questions to Capt. Nicholas Carvan, nicholas.carvan@apjoc.org.

Marvin L. Chase
MARVIN L. CHASE, LT. COL., CAP
Activity Director, PJOC AZ

Attachment 1

PJOC/APJOC CADET INFORMATION FORM
**RETURN THIS FORM NO LATER THAN 15 MAY 2016
**COMPLETE ALL INFORMATION REGARDLESS OF STUDENT AGE

STUDENT INFORMATION:

NAME: _____ RANK: _____
(LAST) (FIRST) (MI)

CAPID NUMBER:_____ SEX: _____ AGE: _____ DATE OF BIRTH: _____

CAP WING:_____ CHARTER NUMBER:_____ T-SHIRT SIZE: _____

CADET E-MAIL ADDRESS: _____

DATE GRADUATED PJOC (***APJOC STUDENTS ONLY***):_____

CADET PHONE / CELLULAR PHONE NUMBER: _____

HOME ADDRESS:_____
(# AND STREET) (CITY) (STATE) (ZIP)

NUMBER OF GUESTS ATTENDING BANQUET (do not include cadet): _____
*BRING PAYMENT OF $25.00 CASH PER GUEST TO IN PROCESSING

PARENTS' / GUARDIANS'/ EMERGENCY CONTACT INFORMATION:

NAME(s):_____

EMAIL: _____ PHONE: _____

SECONDARY PHONE NUMBER:_____

If parents / guardians / emergency contact cannot be reached at the above numbers during the activity (15 – 23 June 2016), please provide contact information for that time-frame.

NAME: _____ ALTERNATE NUMBER: _____

Do you have any physical disabilities or injuries? ____YES ____NO
If YES, please give details here or on reverse of this form:

We have read and understand all the information included in the 2016 Pararescue Orientation Course letter dated 28 March 2016 and attachments. In addition, Cadet verifies he/she meets the minimum PJOC/APJOC Physical Fitness requirements listed in Atch 8. Parent / Guardian OR Financially Responsible Party (if other than parent/ guardian) certifies they will pay for any extra travel expenses incurred if cadet is eliminated from PJOC/APJOC for **any** reason. At least two signatures are required on this form.

_____ _____
Parent/Guardian's Name and signature (if cadet is a minor) Cadet's Name and signature

_____
Financially Responsible Party PRINT AND SIGN (*Required)

Attachment 2a
PJOC/APJOC MEDICAL INFORMATION AND CONSENT FORM

*COMPLETE THIS FORM ONLY IF THE STUDENT WILL BE 17 YEARS OF AGE OR YOUNGER AT ***ANY TIME*** DURING PJOC/APJOC, IF THE STUDENT TURNS 18 YEARS OF AGE PRIOR TO OR DURING THE PERIOD OF 15-23 JUNE 2016 THEY MUST COMPLETE Attachment 2b.

_____
(DATE)

I, _____of _____,
(NAME OF PARENT OR LEGAL GUARDIAN) (ADDRESS OF CADET)

_____ hereby give consent and permission to the PJOC/APJOC staff or their designated
(TELEPHONE)
representatives to take my minor child, _____, _____ to the Davis-Monthan AFB
(NAME OF CADET) (AGE)
Medical Facilities or any other medical facility during period of 15-23 June 2016 and give my consent for examination, treatment, and/or surgical procedure(s) as deemed necessary by the medical staff.

Does your cadet have any physical disabilities or injuries? _____YES _____NO
List pertinent information below or on reverse of this form.

Is your cadet currently under treatment by a doctor and/or taking any medication (prescription or over the counter) at this time?
_____YES _____NO
List pertinent information (including reason for medications) below or on reverse of this form.

If **YES**, has the doctor given their approval for cadet's participation? _____YES _____NO
(Please include a written consent from the cadet's physician, can be informal and handwritten)

NOTE: If your cadet is taking any medication, please ensure that they have a supply with them sufficient for the period of the activity. Cadets will not be allowed to take any medication (prescription or over-the-counter) not listed on this form except at the discretion of medical personnel at PJOC/APJOC. Medications will be the responsibility of the STUDENT.

Does your cadet have any allergies? _____YES _____NO
If **YES**, please list them below or on the reverse side of this form.

_____
(SIGNATURE OF PARENT OR GUARDIAN)

Attachment 2b

PJOC/APJOC MEDICAL INFORMATION AND CONSENT FORM

*THIS FORM MUST BE COMPLETED FOR ALL STUDENTS THAT WILL TURN 18 YEARS OF AGE PRIOR TO OR DURING THE PERIOD OF 15-23 JUNE 2016.

_____
(DATE)

I, _____of _____,
(NAME OF STUDENT) (ADDRESS OF STUDENT)

_____ hereby give consent and permission to the PJOC staff or their designated
(TELEPHONE)

representatives to take me, _____, _____ to the Davis-Monthan AFB Medical
(NAME OF STUDENT) (AGE)

Facilities or any other medical facility during the period of 15-23 June 2016 and give my consent for examination, treatment, and/or surgical procedure(s) as deemed necessary by the medical staff.

Do you have any physical disabilities or injuries? _____YES _____NO
List pertinent information below or on reverse of this form.

Are you currently under treatment by a doctor and/or taking any medication (prescription or over the counter) at this time?

_____YES _____NO

List pertinent information (including reason for medications) below or on reverse of this form.

If **YES**, has the doctor given their approval for cadet's participation? _____YES _____NO
(Please include a written consent from the cadet's physician, can be informal and handwritten)

NOTE: If you are taking any medication, please ensure that you have a supply with you sufficient for the period of the activity. Cadets will not be allowed to take any medication (prescription or over-the-counter) not listed on this form except at the discretion of medical personnel at PJOC/APJOC. Medications will be the responsibility of the STUDENT.

Does you have any allergies? _____YES _____NO
If **YES**, please list them below or on the reverse side of this form.

_____
(SIGNATURE NON MINOR STUDENT)

Attachment 5

PJOC/APJOC TRAVEL INFORMATION FORM
ACTIVITY DATES: 15-23 June 2016

STUDENT'S NAME: _____

	ARRIVAL	DEPARTURE
MODE OF TRANSPORTATION:	_____	_____
CARRIER NAME:	_____	_____
FLIGHT #:	_____	_____
DATE:	15 June 2016	_____
TIME:	_____	_____
PRIVATE VEHICLE DATE & TIME:	_____	_____

If you are departing in a privately owned vehicle, your parent / guardian must sign below to authorize us to release you for departure with the named individual.

I authorize _____ to depart PJOC/APJOC on _____ with _____.
(Cadet's name) (Name of driver)

_____ _____
Parent's / Guardian's signature Date

Advise us of your travel arrangements by returning this form as soon as possible. **NLT 1 June 2016.**

A CAP and/or USAF staff member will meet all Cadets arriving by commercial transportation. Cadets arriving by airline shall pick up his/her baggage and wait just outside the baggage claim area in front of the Southwest sign.

Cadets should be ready to leave the airport at their assigned pickup time.

Cadets will be advised of a pickup time from the airport in the days before arrival in Tucson. Cadets who will be traveling with cell phones need to turn them on as soon as they arrive at Tucson International Airport or arrive in the Tucson area if they are traveling by any other mode of transit. Changes in pickup times will be texted to the cadet.

For those driving, you must have a driver license, vehicle registration, and proof of insurance to gain access to the base.

***TRAVEL WILL BE CONDUCTED IN CIVILIAN ATTIRE. YOU ARE NOT PERMITTED TO TRAVEL IN UNIFORM TO THIS ACTIVITY. UPON ARRIVAL IN TUCSON DO NOT CHANGE INTO THE AIR FORCE STYLE UNIFORM, REMAIN IN CIVILIAN ATTIRE UNTIL YOU HAVE BEEN GIVEN ORDERS TO CHANGE.**

**SCAN AND SEND THIS FORM IN PDF FORMAT TO admin@apjoc.org NLT 1 June 2016

Attachment 6

REQUIREMENTS: PARARESCUE AND SURVIVAL ORIENTATION COURSE

1. Cadets must be at least 15 years of age by activity start date.

2. Graduated a basic Wing Encampment

3. Excellent Physical Condition, must pass PJOC Physical Fitness Evaluation prior to PJOC

4. Physical Participation Category I - Unrestricted

2. Cadets must be able to complete the PJOC Physical Fitness Evaluation on training day one.

3. Cadets must participate actively in ALL aspects of training throughout the course

Any Cadet who is eliminated from this course for failure to meet / maintain standards, failure to train, or any safety violations will not be entitled to any refund of their tuition or fees paid for this activity.

Attachment 7

PJOC / APJOC CADET CONDUCT GUIDELINES

1. **Clothing Regulations:**

a. BDU's will be the uniform of the day for most activities. During some of the course you will be on an active duty military installation and your uniform must be in inspection order and boots will be highly polished. Uniforms will be IAW CAPM 39-1. Remember, **no unauthorized hats or patches**. **Service Dress (with coat) will be the uniform for the PJOC/APJOC Dinner**.

b. The same uniform combination as mentioned above or appropriate civilian dress may be worn on base during free time.

d. Shoes or sandals will be worn at all times outside. Wear of shoes inside is highly recommended.

e. Only watches and/or identification bracelets may be worn with the uniform. During training in the field and on the climbing tower, rings and bracelets will be removed.

f. Cadets will maintain a neat appearance at all times.

g. Only uniform items listed in CAP Regulations are authorized. Additional uniform items approved by Wing Commanders for wear within a particular Wing or Squadrons are **NOT AUTHORIZED** for wear at National Cadet Special Activities.

2. **Grooming Requirements**: Cadets will be checked for grooming (haircuts, etc.) upon arrival and daily thereafter. Any cadet who chooses not to comply with established CAP grooming requirements will not be allowed to participate in the activity and will be sent home as soon as travel arrangements can be made.

3. **Smoking/Tobacco**: Tobacco use in **ANY FORM** is not allowed.

4. **Alcohol, Drugs, Supplements**:

a. Cadets are NOT permitted to drink alcoholic beverages.

b. Drugs (prescription or over the counter) other than those listed on the Medical Information and Consent Form, will not be used. Anyone found with illegal drugs will be investigated by the appropriate law enforcement agency.

c. Workout supplements of any kind will NOT be permitted at PJOC/APJOC

5. **Military Customs and Courtesies**: Appropriate military customs and courtesies will be observed at all times. Failure to follow guidance/instructions from PJ/CRO/SERE instructors or USAF/CAP staff members will be grounds for elimination from training.

6. **Telephone**:

a. Office phones are for business only. No personal calls.

b. Long distance/local calls may be made from pay phones only. Phones in billeting rooms are not to be used.

Attachment 9a

PJOC PHYSICAL FITNESS EVALUATION SQUADRON AFFIDAVIT

Cadet's Name _____ **CAPID** _____

Gender (M / F) _____**Unit** _____**Date Eval Completed** _____

EVENT	Time / Repetitions	Min Passing Reps / Time	Pass / Fail
1 Mile Run Time in mm:ss	_____	F 10:00 / M 9:00	_____
Push-ups # completed in 2 min	_____	F 27 / M 30	_____
Sit-ups # completed in 2 min	_____	F 40 / M 44	_____
Pull-ups # completed in 1 min	_____	F 1 / M 3	_____
Final (Pass / Fail)			_____

NOTE to Squadron Commander or designated *senior member* representative (this representative must not be a family member): Your signature certifies the cadet personally demonstrated the above performance according to the attached descriptions. If the cadet does not meet the minimum physical requirements to attend PJOC, you are strongly encouraged to recommend to the cadet that he/she not attend the course.

NAME: _____ RANK: _____

POSITION in Civil Air Patrol : _____

Contact Information: _____

SIGNATURE: _____ DATE: _____

NOTE to PJOC Cadet: Your signature certifies you completed the above exercises according to the attached descriptions and monitored by your squadron commander or designated representative. You also certify that you understand the need to be in excellent physical condition so that you can withstand the rigors of a high altitude, hot, desert environment; and you will work to maintain or improve your fitness level until PJOC 2016 is complete.

CADET'S NAME: _____ RANK: _____

SIGNATURE: _____ DATE: _____

*Any falsification on this form will lead to the cadet being sent home from the activity.

Attachment 9b

PJOC PHYSICAL FITNESS EVALUATION CADET & PARENT/GUARDIAN AFFIDAVIT

Cadet's Name _____ **CAPID** _____

Gender (M / F) _____ **Date Evaluation Completed** _____

EVENT	Time / Repetitions	Min Passing Reps / Time	Pass / Fail
1 Mile Run Time in mm:ss	_____	F 10:00 / M 9:00	_____
Push-ups # completed in 2 min	_____	F 27 / M 30	_____
Sit-ups # completed in 2 min	_____	F 40 / M 44	_____
Pull-ups # completed in 1 min	_____	F 1 / M 3	_____
Final (Pass / Fail)			_____

NOTE to Parent / Guardian / Financially Responsible Individual. Your signature certifies the cadet personally demonstrated the above performance according to the attached descriptions. If the cadet does not meet the minimum physical requirements to attend PJOC, you are strongly encouraged to recommend to the cadet that he/she not attend the course.

NAME OF PARENT / GUARDIAN: _____

CONTACT INFORMATION: _____

SIGNATURE: _____ DATE: _____

NAME OF FINANCIALLY RESPONSIBLE INDIVIDUAL: _____

SIGNATURE:_____ DATE: _____

NOTE to PJOC Cadet: Your signature certifies you completed the above exercises according to the attached descriptions and monitored by your parent / guardian You also certify that you understand the need to be in excellent physical condition so that you can withstand the rigors of a high altitude, hot, desert environment; and you will work to maintain or improve your fitness level until PJOC 2016 is complete.

CADET'S NAME: _____ RANK: _____

SIGNATURE: _____ DATE: _____

*Any falsification on this form will lead to the cadet being sent home from the activity.

Attachment 10

PJOC Equipment List

1. Current CAP Membership Card
2. Complete blue uniform including blue short sleeve shirt (with or without epaulets) with all accoutrements (nametag, rank, badges, ribbons, ect.) trousers or pants, undershirt for males, belt with silver buckle, flight cap, black low-quarter shoes and black socks. This uniform will be worn to the graduation banquet. Travel in civilian clothing is *REQUIRED*.
3. 2x Complete BDU uniforms. Includes 1x proper BDU hat, no baseball caps allowed. BDUs will be IAW CAPM 39-1.
4. Combat / Jungle boots, 1 GOOD pair to be worn with your BDUs (make sure they are well broken in. You will be hiking for long distances in your boots. If new, shower wearing your boots and let dry on your feet for quick break in before arriving. Make sure you re-oil boots to preserve them.) If your boots are in rough condition, you may want to invest in a new pair. PJOC activities are strenuous on our boots. If you don't think they can last, our suggestion would be to invest in a new pair. Corcoran boots are *NOT* recommended. Remember you will be inspected wearing these boots.
5. 8x Undergarments
6. 8x Black t-shirts to be worn with BDUs
7. Full rain gear (may be poncho), trash bags will not suffice
8. Shower Shoes
9. Cash / Money: Banquet Guest Payment $25.00 / guest, Food money for travel days, **CASH for booster club items at the 48th RQS**
10. Shoe Shine Kit
11. Hiking Boots. These need to be a good pair of hiking boots that provide good ankle support. *(Optional but highly recommended, combat boots can be used for this purpose)*
12. 2x Ponchos. Large enough to cover cadet while wearing a backpack
13. 9x Boot Socks.
14. 9x Athletic type socks
15. 1x sweater/light jacket
16. 1x pair heavy leather work gloves
    (will be used for rope work, flight gloves ect. will not be accepted)
17. 1x pocketknife (max blade length 3.5 inches
18. Toiletry items (tooth paste, tooth brush, shaving kit, deodorant, feminine hygiene, baby wipes, foot powder)
19. 2x Bath towels & 1x roll toilet paper
20. Athletic wear. (blue or black shorts, good running shoes, blank grey t-shirt, sports bras for females) It is recommended that you bring 2 pairs of running shorts and at least 2 grey t-shirts, there will be multiple PT sessions per day. It is also recommended to bring an additional old pair of running shoes that can get wet and dirty.
21. Sewing kit
22. Sunscreen/ lip moisturizer (like Chapstick)
23. Foot care items: non-medicated foot powder and blister control such as mole-skin or seond-skin.
24. 5x Large plastic trash bags for keeping gear dry
25. 1x Large Backpack. Must be large enough to carry all equipment in the field. It is recommended that all field gear be packed in this bag prior to departure from home. All non-field gear should be pre-packed in separate luggage that will be kept in a secure location during field time. June is the start of monsoon season in Tucson.
26. Sleeping bag and ground sleeping mat
27. Daypack large enough to carry wet weather gear, 24 hours of food and water, and issued items during daily activities and long hikes.
28. Canteens or water carrying device (such as camelback) large enough to carry 64oz of water. Camelback type water carrier is highly recommended.
29. Containers to carry at least 100 additional ounces of water, will be carried in your backpack.
30. 1x Compass and whistle

31. 1x Drinking cup. Can be canteen cup.
32. Multiple pencils/pens and notebooks
33. 2x flashlight with spare batteries, one should be a headlamp
34. 550 cord (para-cord) 50 ft
35. Sunglasses with safety strap
36. Safety Glasses with clear lenses & retention strap (Rx Glasses acceptable with retention strap)
37. All clothing must be packed in re-sealable plastic (ziplock-type) bags
38. Cades must wear eyeglasses instead of contact lenses while in the field. Cadets who wear eyeglasses should bring a safety strap and if possible an extra pair of glasses
39. Swimming attire (females must wear one piece conservative type swim suits) (males will have black swim trunks)
40. Swimming Goggles
41. Civilian clothes, as needed for travel
42. Matches/waterproof container
43. Insect repellent
44. Personal Survival Kit/First Aid Kit *(Optional)*
45. Signal Mirror

DO NOT BRING ANY FOOD ITEMS.
DO NOT BRING ANY TYPE OF CLIMBING OR RAPPELLING EQUIPMENT
THE ABOVE LIST IS ALL THAT IS AUTHORIZED IN THE FIELD.

You may travel with snacks, cell phones, mp3 players and other electronic devices but they will be checked in and stored during the activity. Cadets will receive these items back on graduation day.

THIS OFFICE WILL NOT PROIVDE ANY LOANER EQUIPMENT AS THERE IS NONE. IT IS THE STUDENTS RESPONSIBILITY TO COME TO PJOC WITH ALL LISTED ITEMS. CHECK WITH YOURLOCAL CAP UNIT FOR ASSISTANCE IN OBTAINING ITEMS YOU MAY NEED.

Attachment 11

PJOC KEY PERSONNEL ROSTER

SEND COMPLETED PAPERWORK TO:	**admin@apjoc.org**
ALL ROUTINE COMMUNICATION:	**admin@apjoc.org**
SPECIFIC QUESTIONS:	**Capt. Nicholas Carvan, Administration and Logistics** **nicholas.carvan@apjoc.org** **816-809-4781 (Routine use prior to 15 June 2016)** **816-809-4781 (EMERGENCY CONTACT DURING COURSE)**
DIRECTOR:	**Lt. Col. Marvin L. Chase,** **814-243-3007 (EMERGENCY CONTACT ONLY)** **marvinlchase@gmail.com**
DEPUTY DIRECTOR:	**Lt. Col. Arnold T. Stocker** **954-646-7792 (EMERGENCY CONTACT ONLY)** **specialopswater1@gmail.com**

INFORMATION FOR PARENTS: In case of a family emergency or if you need to contact your cadet, please call the above listed numbers. Phone limit calls to students will for EMERGENCIES ONLY. Students will not have access to telephone, email or any other form of correspondence during the course.

Attachment 12

PJOC/APJOC CHECKLIST

Use this checklist to help you meet all deadlines for attending PJOC/APJOC. Failure to return the required paperwork will result in you losing your slot for PJOC/APJOC.

If you are unable to attend PJOC/APJOC, please notify Capt. Nicholas Carvan.

PAYMENT OF ACTIVITY FEES

☐ National Cadet Special Activities must receive your $450.00 activity fee by **15 APRIL 2016.**

FORMS REQUIRED TO BE SCANNED TO PDF AND SENT TO admin@apjoc.org. If you have questions about scanning a form to PDF we can help you.

☐ **PJOC/APJOC Cadet Information Form (Atch 1):** Filled out and signed by cadet, parent/guardian, and financially responsible party sent NLT 1 May 2016.

☐ **Medical Information & Consent Form (Atch 2)**: Filled out, signed by parents/guardians, and sent NLT 1 May 2016.

☐ **CAPF 160 (Atch 3), CAPF 161 (Atch 4):** Sent NLT 1 May 2016.

☐ **PFE Affidavits (Atch 9a & 9b):** Sent NLT 1 May 2016

☐ **Copy of current CAP ID Card:** Sent with the above forms NLT 1 May 2016.

☐ **Travel Information Form**: Sent NLT 1 June 2016.

Keep copies of all these forms in case they get lost in the mail and need to be re-sent. Bring paper copies of ALL forms with you to PJOC

OTHER ITEMS:

☐ PT Program started. Recommend that you have someone give you the PJOC Physical Fitness Evaluation at least 30 days before PJOC to ensure you can pass the evaluation.

☐ All required equipment and uniforms on-hand and in serviceable condition. (See/check off equipment list)

☐ Key personnel roster posted in place at home that parents/guardian can locate in case of emergency.

☐ Cadet Conduct Guidelines reviewed with parents/guardians.

☐ Just prior to leaving home confirm that emergency contact on PJOC Cadet Information Sheet is current and correct. Hand-carry any changes to this information.

☐ Hand-carry **ALL** originals or a copy of required forms just in case information was lost in transmission.

☐ Hand-carry graduation dinner payment for guests, $25.00 per guest CASH ONLY.

☐ Hand-carry Arrival Instructions for Tucson, AZ. Have Key Personnel Roster in hand, contact PJOC staff with any changes in itinerary.