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**INSTRUCTIONS**

**Accepting the Position:** Carefully consider your school, work, and financial commitments before accepting your primary spot for CLA. You accept your slot for CLA by emailing Lt Col Brenda Reed at cla@capnhq.gov. This must be completed by 15 December 2018; otherwise, you will be removed from the primary list and placed in the alternate pool.

**Payment:** The fee for this activity is $450. A deposit of $100 is due by 3 January 2019. The remaining balance is due on 1 February 2019. Payments are completed in eServices or by using the eServices payment form.

**Paperwork:** The following forms need to be completed on time.

**Paperwork due on 31 December 2018:**
1. CAPF 60-81 (Formerly known as CAPF 31) with original signatures* (Must be sent to CLA@capnhq.gov)
2. CLA Information Form (Available on student web site)

**Paperwork due on 29 January 2019:**
1. Travel Form (Available on student web site)

*Unit and wing commander’s signatures are not necessary.

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**House Rules**

All CAP rules and regulations concerning proper behavior and decorum apply during CLA. The items specified in this guide are not all-inclusive. Final determinations will be made by the CLA activity director. Should behavior or disciplinary problems arise; appropriate action will be taken, to include dismissal from the school. Transportation expenses for your unscheduled return home will be the responsibility of you or your parents as agreed in the “Release by Parent/Guardian” section of the CAPF 60-81 (CAPF 31).

**Safety:** All cadets must be safety current through March before arriving at CLA.

**Cadet Protection:** Those cadets that are 18 years old or older will need to have completed CPPT before arriving at CLA. Please ensure that your training appears in eServices or have a copy of the CAPF 11 with you.
UNIFORMS

Because we will be in our nation’s capital, the uniform of the day is the service dress with a jacket (“Class A”). A service jacket is required for this activity. (The jacket may be borrowed.) Due to the weather, an all-weather coat is also required.

**Service Dress with Jacket:** Service coat (either new or old style) with ribbons and badges, flight cap (wheel caps are NOT authorized).

**Casual Uniform:** Khaki pants (no leggings) with belt, comfortable walking shoes, and the provided CLA polo. See Attachment 3. Shirts will be tucked in.

Personal Conduct

There will be no displays of affection (public or private) or dating during CLA.

**Religious Accommodations:** CLA will provide opportunities for cadets to worship if they choose. Due to the limited resources in staffing and transportation, cadets choosing to worship must remain flexible. Please make your requests known to your faculty advisor.

**Meals:** A buffet is offered for breakfast in the hotel. You will be given tickets for your breakfasts. Turn them into the server if you have breakfast. If you only show up to breakfast to meet everyone before we go out, do not turn in your meal ticket. You will be given a small amount of cash to cover lunch, as we will normally be out in the middle of town during that time. Dinners will be at local establishments where we will go as a group. The provided meals begin with dinner on the arrival travel day and end with breakfast on the departure travel day. Cadets who arrive early or depart late will be responsible for their own meals outside of those times.

**Visitors:** Civic Leadership Academy is a closed activity. The course is very intensive and time for visits from family and friends are simply not possible. Family and friends are free to call at the conclusion of the day or e-mail.

**Cell Phone Etiquette:** You may bring a cell to the activity. These devices must be turned off during all lectures and tours. Cell phones are prohibited in several federal buildings that we will be visiting.
Medical Problems: If you:

- have any physical limitations, restrictions or medical problem
- are NOT in physical Category I, as described in CAPR 60-1 *
- have had any surgical procedure in the year prior to CLA.
- take any medications (other than allergy, birth control)
- have any special dietary requirements

* You must be able to walk 3-5 miles a day.

You must communicate those conditions with the CLA staff at once. 
cla@capnhq.gov (This communication is in addition to any online application process or physical CAPF 60-81 (formerly CAPF 31) you may have previously completed.)

Just PRIOR to your departure for Washington, DC, you must communicate with the CLA staff if you have any sudden illness (examples are: colds, FLU, pink eye, mononucleosis, chicken pox, contagious rashes, etc.) or plan any elective surgical procedures after your return home from CLA. The nature of the illness, your ability to travel, and the likelihood of transmission, will be carefully evaluated on a case-by-case basis. If you fail to communicate the issue or you arrive “unhealthy”, you will be sent home.

Billeting: You will share a room with another cadet. The rooms have two beds and ample space for your belongings. Each cadet is responsible for the room key they are issued. Guests are not allowed in the hotel rooms and cadets will not meet or socialize in the rooms.

Curfews: The scheduled lights out is at 10:00 p.m. each night. You must be in your room and quiet at that time.

Inspections: There are no encampment type “inspections” during Civic Leadership Academy. However, you are expected to keep your room neat and orderly each day. Your room will be checked for damage prior to your departure from the activity.

CLASS CONDUCT

You are required to participate in all classes, seminars, events, and activities during CLA. Each has been carefully crafted to meet the school’s educational objectives.

Homework & Online Assignments: You are expected to do all assigned homework before arriving in D.C. All assignments will be posted on the CLA website. We encourage you to start early so that you will have ample time to complete them.
Touring: A typical day will consist of touring during the day and class work in the evenings. Most places that we tour will require a government-issued ID to clear security. We will also have to go through metal detectors and all items will have to be x-rayed. We are also limited in what we can take with us. Some secure places will not allow cameras, cell phones, or other electronic devices. We will typically walk to a metro stop, take the metro to the closest stop to our destination, and then walk to our destination. Stay with your faculty group when traveling.

Seminars: You will be assigned to a seminar of fellow students, as well as a faculty advisor.

Non-Attribution Policy: Presentations by guest speakers, panelists, and renowned public officials and scholars constitute an important part of the curriculum. In order that these guests, as well as faculty, other officials, and students may speak candidly, Civic Leadership Academy offers assurance that presentations and discussions will be held in strict confidence. This assurance derives from a policy of non-attribution, which is normally binding on all who attend and is a normal feature of higher (collegiate-level) education.

Without expressed permission of the speakers, nothing they say may be attributed to them directly or indirectly in the presence of anyone who was not present during the presentation. This policy is not intended to preclude references by faculty and students within the academic environment to opinions expressed by speakers; however, courtesy, good judgment, and the non-attribution policy preclude citing those views, even if the speaker is not identified by name when questioning subsequent guests. Specifically, the non-attribution policy provides that neither the speaker nor CLA may be identified as the originator of the information.

Academic Integrity: All Civic Leadership Academy students are expected to develop original work to fulfill requirements during their attendance at CLA. This work must contain the student’s own ideas except as documented. Plagiarism will not be tolerated.

GRADUATION REQUIREMENTS

Cadets must fulfill the following requirements to be eligible for graduation from the Civic Leadership Academy, and to qualify for the National Cadet Special Activities ribbon:

1. Participate actively in at least 80% of CLA activities.
2. Complete all assignments prior to arrival at CLA as well as turn in all required forms prior to arrival.
3. Display a high degree of professionalism.

The activity director is the final arbitrator in determining credit.
TRAVEL INFORMATION

Travel Dates
Plan to arrive on Saturday, 23 February, before 5:00 p.m. and leave on Saturday, 3 March, after 6:00 a.m. but before noon. The hotel shuttle doesn’t start until 6:00 a.m., so avoid very early departures. You will travel in civilian clothes.

Travel by Airline: We recommend that you use Reagan National Airport (DCA). The hotel has a free shuttle from the baggage claim area every 15 minutes. Regrettably, CLA is unable to provide shuttle service from/to other airports. Any savings you would realize from flying into BWI or IAD would probably be negated by the cost of ground transportation into the city.

Travel by Car: Cadets are requested not to drive themselves to CLA because the long-term parking at the hotel is expensive and parking elsewhere would be logistically difficult. If traveling by car, consider carpooling. CLA will not pay for parking and keys will be turned in during in-processing. For driving directions, see the hotel’s website.

Travel by Train: Amtrak provides service to Union Station in Washington, DC. From there, you would take the Metro to the Crystal City station, located just 1 block north of the hotel. For directions to the hotel from the Crystal City Station, see the hotel’s website.

Upon Arrival at the Hotel
There will be signs posted in the lobby to direct you to the CLA Command Post. Do not stop at the hotel’s front desk, we will have your room keys in the Command Post. You WILL call home when you arrive at the Command Post.

HOTEL INFORMATION

We stay at the Hilton Crystal City at Washington Reagan National Airport, 2399 Jefferson Davis Highway, Arlington, VA 22202. The phone number for the hotel is (703) 418-6800. You might need to call to get shuttle service from the airport. However, they usually run every 15 minutes.


Do not contact the hotel or visit the front desk. The CLA staff will conduct all interactions with the hotel staff.
<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Each AF Style All-Weather Coat (REQUIRED)</td>
<td>Toiletries (Soap, Deodorant, etc.)</td>
</tr>
<tr>
<td>1 Pair Black Gloves</td>
<td>Toothbrush and Toothpaste/Mouthwash</td>
</tr>
<tr>
<td>1 Each AF Service Jacket (Either new or old style)</td>
<td>Razor w/ Shaving Cream</td>
</tr>
<tr>
<td>2 Each AF Style Blue Shirts</td>
<td>Comb/Brush</td>
</tr>
<tr>
<td>2 Each AF Style Slacks or Skirts</td>
<td>Hair Spray/Hair Gel</td>
</tr>
<tr>
<td>1 Each AF Style Belt, Blue with silver buckle</td>
<td>Hairpins/Rubber bands - Female</td>
</tr>
<tr>
<td>1 Each AF Dress Shoes, Low quarter</td>
<td>Makeup (minimal) - Female</td>
</tr>
<tr>
<td>1 Each AF Style Tie (or Tie-Tab)</td>
<td>Feminine Hygiene Products - Female</td>
</tr>
<tr>
<td>1 Pair Shoulder Boards with Large Grade Insignia</td>
<td>Foot Powder</td>
</tr>
<tr>
<td>2 Each Nameplates</td>
<td>Sunscreen/SPF 15 or Higher</td>
</tr>
<tr>
<td>1 Pair Large Grade Insignia for All-Weather Coat</td>
<td>4 sets Laundry Detergent and Dryer Sheets</td>
</tr>
<tr>
<td>1 Each Flight Cap with Large Grade Insignia</td>
<td>Laundry Bag</td>
</tr>
<tr>
<td>1 Pair Epaullets with Miniature Insignia</td>
<td>Sewing Kit</td>
</tr>
<tr>
<td>1 Set Ribbons, Badges, Authorized Cords</td>
<td>Laptop Computer (Optional)</td>
</tr>
<tr>
<td>1 Each Tie Tac or Tie Bar (Males)</td>
<td>Telephone Calling Card or Cell Phone</td>
</tr>
<tr>
<td>1 Each Regulation Haircut</td>
<td>1 Pen</td>
</tr>
<tr>
<td>2 Pair Khaki Pants (Tan in Color) – NO leggings</td>
<td>Wallet in which you would have</td>
</tr>
<tr>
<td>1 Each Belt</td>
<td>US Government issued ID</td>
</tr>
<tr>
<td>1 Pair Tennis Shoes (conservative in color)</td>
<td>CAP ID Card</td>
</tr>
<tr>
<td>1 Each Jacket</td>
<td>Medical Insurance Card</td>
</tr>
<tr>
<td>1 Each Warm Hat</td>
<td>Spending Money</td>
</tr>
<tr>
<td>1 Each White T-Shirts, V-Neck</td>
<td>Credit/Debit Card</td>
</tr>
<tr>
<td>7 Each Black Socks (or Black Hose)</td>
<td>Money for Luggage Fees</td>
</tr>
<tr>
<td>6 Pair Socks (To go with the CLA Polo Uniform)</td>
<td>Extra set of Clothing</td>
</tr>
<tr>
<td>6 Pair Bras – Female (Enough for 1 week)</td>
<td>Items to entertain you on the flight</td>
</tr>
<tr>
<td>7 Each Underwear</td>
<td>Medications in their original bottle</td>
</tr>
<tr>
<td>1 Pair Shower Shoes (Flip flops)</td>
<td>Snacks for the flight</td>
</tr>
<tr>
<td>1 Pair Pajamas</td>
<td>Camera/Electronics (Optional)</td>
</tr>
<tr>
<td>1 each Bathrobe</td>
<td></td>
</tr>
</tbody>
</table>

**Double-check to ensure that you have properly packed everything that you checked on this list.**

**Be sure your uniform is complete and in good condition.**
Service Coat. Cadets will need to wear the service coat during CLA, as it is the standard uniform combination when visiting our nation's capital.

USAF All-Weather Coat. Because the weather is apt to be very cold, cadets are required to bring the USAF all-weather coat. Cadets coming from warm climates will need to plan early to purchase/borrow an all-weather coat.

Help Obtaining Uniforms. Cadets who do not own a service coat or all-weather coat should work with their unit commander to check CAP supply channels in their area.

Weight/Grooming Standards. Cadets who do not meet the weight and/or grooming standards for the AF-style uniform must wear the CAP corporate white-grey blazer combination. See CAPR 39-1 for details.

CLA Casual Uniform. Cadets will wear the AF-style service dress when in public (e.g., when visiting the U.S. Capitol). In the seminar room, cadets will wear the CLA casual uniform of khaki pants and a special polo shirt that will be provided. Cadets will wear blues 5 days and the CLA casual uniform 2 full days and some partial days.

Haircut. All cadets must arrive with a proper haircut that will stay within regulations for at least one week.

What Not to Bring. Do not bring anything expensive or irreplaceable. Be smart and use common sense. Do not bring anything cadets are not allowed to have.

Hotel Services. The hotel provides linens, towels, a hairdryer, an iron, and an ironing board.

Telephones. A telephone calling card or cell phone is required because cadets will not be allowed to charge phone calls or internet access fees to their hotel room.

At the Airport. When flying to or from Reagan National (DCA), expect extra security. Passengers are usually not allowed to leave their seats during the 30-minutes after take-off or before landing.

Be sure your uniform is complete and in good condition.

Double-check this list before departure.
ATTACHMENT 2 SERVICE UNIFORM

Notes:

1. May wear either the old or new style service jacket
2. Must be within weight standards or wear the blazer combination
3. May wear nationally recognized cords
NOTES:

1. Must wear belt, if belt loops are present
2. Shirts must be tucked in
3. Pants will not be tight (leggings).