



Civil Air Patrol United States Air Force Auxiliary

CIVIC LEADERSHIP ACADEMY



9 December 2009

Dear Civic Leadership Academy Cadets and Families,

CONGRATULATIONS! On behalf of your region commander and activity director Lt Col Bill Brockman, CAP, I am pleased to announce that you have been selected to attend the seventh annual Civic Leadership Academy being held in Washington, DC, from 20-27 February 2010. Carefully read the information below to learn how to take advantage of this fantastic opportunity. (Cadets, please share this information with your parents.)

What do I need to do to participate?

When is the deadline to accept my slot as a primary? You have until **2 January** to accept your slot by paying an activity fee (see below) and sending the attached reply form to Steven Trupp at strupp@capnhq.gov. You will receive confirmation of your payment via email. If you decline your slot, or do not reply by 2 January, we will offer your slot to one of the many “alternates.” Due to logistical necessities, this deadline will be strictly enforced.

How much does the activity cost? The activity fee is \$295, which includes lodging, meals, and program events. While the activity fee is due on 2 January, you may pay the fee in installments, if necessary, due to the holiday season (please see Attachment 1). CAP is subsidizing this activity to keep your costs at a minimum. By comparison, similar youth activities in Washington typically cost four times as much as CAP’s Civic Leadership Academy.

Citizenship Requirements. Only U.S. citizens may participate at CLA. Regrettably, we cannot accommodate citizens of other nations.

What activities is the Civic Leadership Academy planning?

Activities. The CLA schedule is jam-packed with exciting and educational tours, briefings, and seminars. You’ll talk with Congressional staffers at the Capitol, legal scholars at the Supreme Court, Foreign Service officers at the State Department, officers on the Joint Staff at the Pentagon, and more. For your capstone activity, you will help CAP leaders make office calls on Capitol Hill and communicate CAP’s worth to America. Of course, you will also see some of the major national monuments, and tour the Smithsonian’s Air & Space Museum. (Please understand that activities are subject to change.)

Religious Accommodations. Cadets will have an opportunity for worship, if they choose.

Visiting Relatives. The CLA daily schedule is completely full. Due to issues of logistics and supervision, we regret that we can not accommodate special requests for cadets to leave the activity to visit friends and relatives. With a parent’s permission, we will release a cadet to a relative after the completion of the activity. The relative becomes responsible for the cadet from that time onward.

How should I approach my school about taking leave to attend CLA?

To help you obtain an “excused absence” from school, we have prepared a letter for you to give to your teachers explaining why CLA is a worthwhile, educational activity (see Attachment 4). We’re also pleased to announce our affiliation with the National Association of Secondary School Principals. After reviewing our curriculum, NASSP

has added CLA to its list of student contests and activities. We hope the attached letter and our NASSP affiliation helps you obtain time-off from school, and get some relief from the homework you'll be missing.

What travel plans should I make?

Travel Dates. Please plan to travel on Saturday 20 February and Saturday 27 February. On 20 February, you will need to arrive at the hotel by 6pm (ie: land by 5pm) as there will be classes and briefings in the evening. On 27 February, please try to find a mid-day departure. Travel in civilian clothes.

Which airport should I use? If you will be flying to CLA, we recommend you use Reagan National Airport (DCA). It is unquestionably the best airport for this activity as a free shuttle to the hotel departs near the baggage claim area. The shuttle runs every 15 minutes. Get off at the Crystal City Marriott at Regan Airport (not the Marriott Crystal Gateway). Regrettably, CLA is unable to provide shuttle service from other airports. Any savings you would realize from flying to BWI or Dulles would probably be negated by the cost of ground transportation into the city.

Travel via Car. For driving directions, see "Lodging" below for the hotel's website. Cadets are requested not to drive themselves to CLA because long-term parking at the hotel is expensive and parking elsewhere would be logistically difficult. If traveling via car, consider carpooling (a roster is available online; see "web forum" below).

Travel via Train. Cadets are welcome to travel via train. Amtrak provides service to Union Station in Washington. From there, you would take the Metro to the Crystal City station, located just 1 block north of the hotel. Directions are available at the hotel's website, see "Lodging" below.

Upon Arrival at the Hotel. We will post signs in the lobby, directing you to the CLA command post. There is no need for you to stop at the hotel's front desk. Upon your arrival, we will have you phone home.

Returning Home. Because of federal airport restrictions, we are unable to accompany you to the gate and wait for you to board your aircraft. However, in case your flight is cancelled, we will provide you with cell phone numbers of CLA staff, who will remain in Washington until all cadets are airborne.

Itinerary. Please complete the travel itinerary (Attachment 2) by **11 February** and email it to strupp@capnhq.gov.

Conduct. CLA is one of the premiere cadet activities in all of Civil Air Patrol. As cadet officers, we trust that you will bring nothing but credit to CAP during the academy. Cadets who conduct themselves unprofessionally will be sent home early at their own expense.

Where will I be staying?

Lodging. The Crystal City Marriott at Reagan National Airport will be our base of operations. There, you'll share a room with another cadet. Each room will have two beds. Males and females will be lodged separately. We'll have ample adult CAP officers as chaperones. For more information about the hotel, visit www.marriott.com.

Meals. CAP will provide three meals per day, except on travel days. On the day of arrival, CLA will provide dinner. On the day of departure, CLA will provide breakfast. Cadets who arrive early or depart late may buy their own meals at any of the restaurants within walking distance of the hotel.

Emergency Contact Number. In the event of an emergency, parents should contact the activity director, Lt Col Bill Brockman, CAP, on his cell phone, 941.232.4221, or at the hotel, 703.413.5500. We'll be monitoring those phones throughout the week, but please understand we may not be in a position to return your call for a few hours. Cadets may bring cell phones, but are allowed to place and receive calls only during free time, usually after dinner.

What else do I need to do to prepare?

Clothing & Equipment List. Please closely review Attachment 3.

Uniform Standards. We will strictly enforce the weight/grooming standards required by CAPM 39-1 for cadets over age 18 and older. Cadets who do not meet the standards should wear the CAP blazer or corporate service uniform.

Homework & Web Board. You'll be expected to do some homework before arriving. It will be posted on the CLA web site at www.capmembers.com/civics. The first assignment is due on 17 January. We encourage you to start working on the assigned readings now so that you have ample time to complete them.

Appointments With Representatives. Part of the curriculum includes learning how to contact elected representatives. Through the CLA web site, you'll receive an introductory lesson that explains how to request a Congressional office visit. You'll also have a "check ride" with a senior who will help you understand the process. Please see the web board for details.

Questions?

If after reading this welcome letter you still have questions, please post a message to the web board, or contact me directly at 877-227-9142 x 417 or via email at strupp@capnhq.gov. We hope to see you in Washington!

Sincerely,

STEVEN TRUPP
Program Manager

QUICK REFERENCE

By 2 January

Accept or decline your slot via email.
Pay activity fee (or pay an installment).
Return Attachment 1 "Registration & Payment Form."

By 12 February

Return Attachment 2 "Travel Itinerary"

Please be punctual and honor the deadlines. Missing a deadline jeopardizes your slot.

Attachment 2 TRAVEL ITINERARY – CIVIC LEADERSHIP ACADEMY

Please complete this form and return it by **11 February 2010** to strupp@capnhq.gov.

CADET'S NAME:

ARRIVAL INFORMATION – TO WASHINGTON	DEPARTURE INFORMATION – TO HOME
Mode of Travel*	Mode of Travel*
Airline	Airline
Flight Number	Flight Number
Departure Airport	Departure Airport
Connecting Airport	Connecting Airport
Arrival Airport	Arrival Airport
Arrival Time	Departure Time

Are you carrying a cell phone? What is the number?

** If traveling by car please specify: Are you driving yourself? Plate number? Are you being pick-up/ dropped off? By whom?*

Attachment 3 - PACKING LIST

CAP UNIFORM

- 1 service coat
- 1 AF-style all-weather coat
- 2 AF-style blue shirts
- 2 AF-style blue trousers or skirts
- 1 AF-style necktie or tab
- 1 tie tac or tie bar (males)
- 2 nameplates
- 1 pair epaulets with miniature insignia
- 1 set shoulder boards with large insignia
- 1 pair insignia (for all-weather coat)
- 1 flight cap with large insignia (no service caps)
- 1 set ribbons, CAC cords, badges
- 1 AF-style belt with silver buckle
- 1 pair dress shoes (females: heels are not recommended)
- 5 pair black socks or hose
- 6 plain white t-shirts
- 1 black gloves (recommended)

CLA CASUAL UNIFORM

- 1 pair khaki trousers (ie: Dockers)
- 1 pair shoes or sneakers (clean)
- 4 pair casual socks
- 1 parka / jacket
- 1 warm hat (for evenings out in civilian clothing)

PERSONAL ITEMS

- 1 regulation haircut
- 1 set toiletries
- 1 telephone calling card or cell phone
- 1 camera & film (optional)
- 1 laptop computer (optional)
- 1 notebook & pens
- \$20 - \$50 spending money (optional)

NOTES:

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 will also need to bring the USAF all-weather coat (or the USAF light-weight all weather jacket).

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. If none are available through CAP supply, try this website:
<http://olcnet.com/index.htm#af1>.

CLA Casual Uniform. Cadets will wear the AF-style service dress when in public (ie: visiting the Capitol). In the seminar room, cadets will wear the CLA casual uniform of khaki pants and a special polo shirt that will be provided to them. Cadets will wear blues 4 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: don't bring anything cadets are not allowed to have.

Hotel Services. The hotel provides linens, towels, an iron and an ironing board. Cadets will have an opportunity to do laundry mid-week.

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, 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.



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CIVIC LEADERSHIP ACADEMY



15 December 2009

Dear Educator,

Congratulations on the selection of _____ to attend Civil Air Patrol's prestigious Civic Leadership Academy in Washington D.C. from February 20-27, 2010.

The Academy is an opportunity for your student to study their federal government, develop leadership skills, and explore public service careers. The program includes seminars, briefings, and tours. For example, students will meet with Congressional staffers at the Capitol, legal scholars at the Supreme Court, Foreign Service officers at the State Department, special agents at the FBI, and more.

I am pleased to note that after a review of our curriculum, the **National Association of Secondary School Principals** (www.principals.org) has added the Academy to its National Advisory List of Student Contests and Activities. Feel free to browse our curriculum guide at www.capmembers.com/civics.

I hope you see the educational value in having your student spend a week studying civics in our nation's capital. Please excuse your student from classes so they may attend the Academy, and allow them a reasonable amount of time to make-up any missed assignments. As a high school social studies teacher myself, I assure you that the Academy is educationally challenging. If you desire, I would be glad to provide you with an academic evaluation of your student's participation at the Academy.

If you have any questions about the Civic Leadership Academy, feel free to call me at 941.232.4221. Thank you for supporting your student's interest in civics and public service.

Sincerely,

William F. Brockman

WILLIAM F. BROCKMAN, Lt Col, CAP
Director, Civic Leadership Academy
Dean, Sarasota Military Academy