

# National Emergency Services Academy

*All it takes is all you've got!*



## 2016 Policies and Procedures Guide

**23 December 2015**

This book belongs to:

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Thank you for enrolling in the 2016 National Emergency Services Academy (NESA). NESA is designed to help meet the emergency services mission of Civil Air Patrol by providing better trained and qualified personnel to support our operational missions.

This booklet explains what is expected of you and provides guidelines for your behavior while at the academy.

The program is designed as an educational activity. NESA operates in a professional atmosphere and while still adhering to military customs and courtesies, it is not an encampment. The emphasis is on emergency services skills with the assumption you're already proficient in your military skills.

NESA is a demanding activity. As in actual missions, there are challenges to your endurance and mental problem solving. It is our intent to help prepare you academically as well as help prepare you mentally and physically for the challenges that may await you serving others in emergency services.

There may be times that these challenges seem overwhelming and you will feel very tired. Remember that thousands of personnel have attended and completed the training you are now doing in the same spirit and tradition as you are now. They completed their training with effort, teamwork, determination, and a willingness to do their best. You have the same ability and potential as those many fine members who have gone before you.

NESA has grown to be the largest CAP special activity. We have many students return for additional schooling or to serve as staff. Completion is not easy - but nothing worthwhile ever is. There wouldn't be the sense of pride and "family" among graduates if it were easy.

If you have questions, don't be afraid to ask. Depending on the school you are assigned to, you will have instructors, training advisors, team leaders, and Commandants. They should all be willing to help you and answer your questions. As Director, I also have an open door policy if you have a problem or questions that don't seem to be receiving an answer.

NESA will give you a great opportunity to advance your emergency services skills, share/gain knowledge of emergency services, make lasting friendships with students and staff from most if not every wing in the nation, and you will probably have some fun in the process.

So do your best, ask for help if you need it, and don't forget to keep your sense of humor and be amazed at what you can accomplish if you put your mind to it.



GARY L. BROCKMAN, Maj, CAP  
Academy Director

NESA Website: <http://nesa.cap.gov/>

NESA Yahoo E-mail group: <http://groups.yahoo.com/group/ngsar/>

## I. Before NESA

### A. NESA Courses

Each year NESA offers several courses. The website has information on which courses are currently available, dates, costs, and application procedures. The planned courses for the main 2016 NESA\* are listed below:

Session	Courses	Start Date	End Date
1	GSAR - Basic Ground SAR Course	10-Jul-16	16-Jul-16
1	GSAR - Advanced Ground SAR Course	10-Jul-16	16-Jul-16
1	GSAR - Wilderness Advanced First Aid Course	10-Jul-16	16-Jul-16
1	ICSS - Introduction to Emergency Services – Mission Staff Assistant Course	10-Jul-16	16-Jul-16
1	ICSS - Mission Radio Operator Course	10-Jul-16	16-Jul-16
1	ICSS - Communications Unit Leader Course	10-Jul-16	16-Jul-16
1	ICSS - Mission Safety Officer Course	10-Jul-16	16-Jul-16
1	ICSS - Mission Chaplain Course	11-Jul-16	15-Jul-16
1	ICSS - Public Information Officer Course	10-Jul-16	16-Jul-16
1	MAS - Intermediate Course - Mission Pilot or Mission Observer Tracks	9-Jul-16	16-Jul-16
1	MAS - Advanced Course - Mission Pilot or Mission Observer Tracks	9-Jul-16	16-Jul-16
1A	MAS - Mission Scanner Short Course	9-Jul-16	12-Jul-16
1B	MAS - Mission Scanner Short Course	12-Jul-16	16-Jul-16
1B	MAS - Airborne Photographer Short Course	12-Jul-16	16-Jul-16
1B	MAS - GIIEP Short Course	12-Jul-16	16-Jul-16
1B	MAS - Survival for Aircrew Members Short Course	12-Jul-16	16-Jul-16
2	GSAR - Basic Ground SAR Course	17-Jul-16	23-Jul-16
2	GSAR - Advanced Ground SAR Course	17-Jul-16	23-Jul-16
2	GSAR - Ground Team Leader Course	16-Jul-16	23-Jul-16
2	ICSS - Air Operations Branch Directors Course	17-Jul-16	23-Jul-16
2	ICSS - Ground Branch Directors Course	17-Jul-16	23-Jul-16
2	ICSS - Finance Administration Section Chief Course	17-Jul-16	23-Jul-16
2	ICSS - Logistics Section Chief Course	17-Jul-16	23-Jul-16
2	ICSS - Operations Section Chief Course	17-Jul-16	23-Jul-16
2	ICSS - Planning Section Chief Course	17-Jul-16	23-Jul-16
2	ICSS – Incident Commander - Level 3 Course	17-Jul-16	23-Jul-16
2	MAS - Intermediate Course - Mission Pilot or Mission Observer Tracks	16-Jul-16	23-Jul-16
2	MAS - Advanced Course - Mission Pilot or Mission Observer Tracks	16-Jul-16	23-Jul-16
2A	MAS - Airborne Photographer Short Course	16-Jul-16	20-Jul-16
2A	MAS - GIIEP Short Course	16-Jul-16	20-Jul-16
2A	MAS - Survival for Aircrew Members Short Course	16-Jul-16	20-Jul-16
Varies	National Emergency Services Academy (NESA) Staff	9-Jul-16**	23-Jul-16**

\*NESA runs several other courses during the year. Course dates for these courses will be published separately.

\*\* A limited number of personnel are needed prior to the 9<sup>th</sup> of July and after the 23<sup>rd</sup> of July to assist with setup and closeout; coordinate with the Chief of Staff if you are available and willing to do so.

Personnel often ask if they can attend more than one course at the NESA in a given year. Personnel can attend multiple courses back to back, taking one full course during a session or two short courses back to back in one session, and then others during session two, but you cannot be a participant in multiple courses during on the same dates.

## B. Making Travel Arrangements

Regardless of travel, when arriving at Camp Atterbury, all personnel must have identification. Adult members must have photo identification. All members should have the Civil Air Patrol identification cards available to display at the gate. Have the cards out of wallets or holders as the guards will physically inspect identification both front and back.

**By Commercial Air:** The commercial airport arrival and departure point for this activity is Indianapolis Airport (IND), IN. If you plan on flying to this activity, that is where you should fly to – we will not make pickups at any other airports. Plan to arrive between **06:00 and 14:00** on the start date listed above and depart between **12:00 and 18:00** on the end date listed above for the course(s) you are registered for. Staff members should plan to arrive the day before your course assignment begins between 09:00 and 17:00 into IND and depart with students between 12:00 and 18:00 unless other arrangements are made with your supervisor, the project officer or the Activity Director. If you are having difficulty making arrangements for these times or dates, please contact the Activity Director or project officer to determine if it would be possible to arrive a day early or to depart later. **DO NOT TRAVEL STAND-BY.** Participants will be responsible for additional costs related to meals and such for early arrival or late departure.

Upon arriving at IND you will need to go to baggage claim, claim your baggage, and meet the transportation staff. The transportation staff will be waiting for you in uniform in baggage claim. If for some reason you cannot find a member of the transportation staff, go to the airport police station next to baggage claim for additional assistance – we will keep them informed of any issues that require attention, and they will also know how to reach our staff in an emergency. Participants flying in by commercial aircraft will have transportation provided for them to and from the airport as long as they follow procedures established here and in their acceptance letter. NESAs will not pay for a taxi or other commercial transport of participants or staff to the site. In an emergency where you cannot locate anyone, contact Major Brockman at (317) 289-6087.

For youth members flying alone that the airline requests a name for pick up, give them the name Major Gary Brockman. He most likely won't be the person doing the actual pick up, but the person doing transportation will have a letter of authorization from him.

**By Personal Owned Vehicles:** All vehicles being driven onto Camp Atterbury must have documentation of insurance. If non-members are driving, every adult in the vehicle will need some form of picture identification (driver's license, etc). Personal firearms are not allowed on post. Cell phone use by drivers while the vehicle is in motion is prohibited and speed limits are strictly enforced on Camp Atterbury. Motorcyclists must wear long pants, a reflective vest, helmet, and gloves.

**By Other Means:** No matter what, plan to arrive at Camp Atterbury between **06:00 and 15:00** on the start date listed above and depart between 12:00 and 18:00 on the end date listed above for the course(s) you are registered for. Staff members should plan to arrive the day before your course assignment begins between 10:00 and 18:00 at Camp Atterbury and depart with students between 12:00 and 18:00 unless other arrangements are made with your supervisor, the project officer or the Activity Director. If you are flying in a corporate aircraft, plan to fly into Columbus Municipal Airport (BAK). Though Camp Atterbury has an airfield, use is coordinated on a very limited basis by the Activity Director and the MAS Commandant to avoid interfering with ongoing training on Camp Atterbury. If traveling by another form of transportation, bus, train, etc, plan to come into the main terminal in Indianapolis. We might be able to arrange for a staff member to meet you at the local train or bus station, but only if you coordinate with us ahead of time, and get it approved - NESAs will not pay for a taxi or other commercial transport of participants or staff to the site, but we will do what we can to help. A map of the local area that may prove useful can be found in Attachment C.

**Once Arrangements Are Made:** *You **must let us know** when you will be arriving for us to be able to meet you either by inputting or updating your travel arrangements in our travel database on the registration website by the 7<sup>th</sup> of July. Information may also be sent to [NESA-ADMIN@nesa.cap.gov](mailto:NESA-ADMIN@nesa.cap.gov) or faxed to 334-460-8842. There are many personnel attending NESAs each year making it difficult to coordinate transportation requirements as it is, and if you don't talk to us, there isn't much that we can do to help you. Also, if your plans change or you don't finalize your arrangements until later, please contact the project officer or Academy Director immediately. The staff's time is very precious, and we cannot afford to waste time sending them back and forth to the airport, bus station, or train station unnecessarily. Also, we want to make sure that someone is there to greet you, and we can't do that unless you tell us when you are arriving. Be sure that we have your plans by the **27<sup>th</sup> of June**. We will assume that you do not need any assistance or your plans have not changed if we do not hear from you by that point. Please note that students and staff members must make firm arrangements – **DO NOT TRAVEL***

**STAND-BY!** Personnel traveling stand-by do so at their own risk, and the staff **CANNOT** be held responsible. Training is conducted on a tight schedule, and personnel should plan to arrive to start on time.

**Traveling as a group:** Traveling as a group is often cheaper than traveling alone. Participants are often able to travel with other participants either in a CAP van, POV, or on commercial aircraft. Check with other personnel in your area that are planning on attending to see if you can share expenses or maybe get a better rate. If your wing has a lot of personnel attending, your state director could also look into military air transportation, but because of the reliability of this due to ongoing wartime requirements, it is not recommended since mission priorities may change, leaving your group stranded – refunds are not given because of transportation issues.

**Traveling with Staff Members:** Staff members will be arriving one or more days early depending upon their duty assignment, and often stay one or more days after a course is complete. If you wish to travel with a staff member and plan on arriving early or departing late, please coordinate with us ahead of time so that we can arrange for your billeting if possible. Additionally, you will be responsible for the cost of your meals for the additional time you are on site or in transit (staff members generally eat on their own during down periods and in transit – meals are not provided) and may be responsible for additional lodging costs if billeting is not available.

**Reimbursement when traveling via corporate Vehicle or Plane:** Unless approved in advance by the Academy Director or project officer, personnel will NOT be reimbursed for their travel expenses to and from NESAs. Generally, we only reimburse the standard mission costs for CAP vehicles and aircraft used during the course, and those are planned in advance. Lodging, per diem, rental cars and such will generally not be authorized. If you will be driving or flying corporate assets to NESAs, email [NESA-FINANCE@nesa.cap.gov](mailto:NESA-FINANCE@nesa.cap.gov) to obtain approval for use if you would like this asset to be on the list for reimbursement. Procedures for reimbursement can be found in Attachment D.

### **C. Confirming or Changing My Slot**

Applicants can check online to see what course(s) they have been accepted to at: <https://missions.caphq.gov/nesa/NESAApplicantStatus.cfm>. To confirm the slot that you were given, all you need to do is send the balance of your fees if any to the project officer along with any forms that have not been previously received or require updating. If only sending forms, they can also be faxed back to 334-460-8842. Checks or money orders should be marked like the sample in Attachment A to be sure it is credited to the right member. Most members have paid fees in advance, except for promotional items. Also, be sure that all paperwork is complete and signed before mailing or faxing it.

The staff does their best to slot students into the courses that participants have requested, but occasionally changes need to be made because students were slotted into the wrong course or have other scheduling conflicts that need to be resolved. The project officer will do his best to re-slot you if he can and it is appropriate. Generally, if an applicant has not attended a basic course, the member will not be slotted to an intermediate or advanced course unless he or she provides documentation proving equivalent training has been accomplished, and you may still be required to arrive one day early to test out of the basic course. We strongly recommend attending a basic course prior to attending an intermediate or advanced course, even if you are already qualified.

### **D. Attending Multiple Schools**

Many students attend multiple schools and weeks. There may be unscheduled class time between schools. You should sign in to your new school immediately after graduation. Cadets may not leave the school area without the consent of their school commandant or director. All policy and procedures remain in effect between sessions including cadet protection and supervision. While specific classes may not be in session, the Academy is always in session during the operational time period. There are no times when cadets are not assigned to staff and supervision regardless from arrival until departure.

### **E. Shipping Equipment**

After reviewing the equipment list for your course, you may find that you want to ship items to yourself beforehand so that it will be waiting for you on arrival. Personnel traveling via commercial means often want to ship equipment for their use prior to arriving at the school just to avoid the hassle. This is not a problem, but must be coordinated beforehand. If you will need to ship equipment for your use at NESAs, please notify the Academy Director, Major Gary Brockman to arrange it. He can be reached at [gbrockman@nesa.cap.gov](mailto:gbrockman@nesa.cap.gov) or (317) 289-6087. Please note, all shipping will be at the participant's expense including return shipping costs if being used. A return shipping label and payment must be prepared to have items shipped back from NESAs functions by the member prior to the end of NESAs. We strongly encourage you to use a method that can be

tracked en route in both directions, and have that information with you on arrival; feel free to also forward it to [NESA-ADMIN@nesa.cap.gov](mailto:NESA-ADMIN@nesa.cap.gov).

Shipping address for FEDEX, UPS, etc.

Member's Name  
CAP-NESA  
647 Gatling Street  
Edinburgh, IN 46124-5000  
(317) 289-6087

Shipping address for USPS

Member's Name  
CAP-NESA  
PO Box 5000  
Camp Atterbury  
Edinburgh, IN 46124-5000  
(317) 289-6087

## II. School Life

### A. Transportation

Participants may drive to the activity in a private owned vehicle (POV). Upon arrival at the NESAs, vehicles will be parked in a designated area. During the school, cadets will not be allowed to operate their vehicles, and will be required to turn their keys in at check-in. If a cadet needs to enter their vehicle again for any reason during the school, you must have permission of the Commandant. Once a school has started, all students are expected to remain with their school at all times, unless directed by their school lead or Commandant.

NESA will not pay for taxi or other commercial transport of participants to the site or other locations off site. If you need to get somewhere, coordinate with the staff.

### B. Property

Make sure you check prior to departure to ensure you have all the required items on the equipment list for your class as well as the equipment list in the task guide associated with your course. The equipment lists for each school are located in Attachment B to this document. You may need to make arrangements for shipment or purchase of essential items if missing. If you do not have the essential items to participate in field training activities, you may be sent home. There are no opportunities for students to acquire gear during the activity. It is imperative that students use the task guide and NESAs packing list to ensure they have all the required gear.

NESA and its staff are not responsible for loss or theft of your personal equipment or property. You need to take care of your property. It is suggested that you leave valuables and jewelry at home.

Please check your equipment and items carefully before departure. Any lost items that are found and identifiable at the close of the school will be shipped to you at your expense if it can be identified.

### C. Medications and Medical Information

All participants must complete the NESAs Release Form as well as CAPFs 160 and 161. Cadets under the age of 18 at the start of the activity must also complete the CAPF 163. All participants must include a copy of their current health insurance card, both front and back, as well. All medications, prescription or over-the-counter (OTC), will be logged with the medical officer for administration. All participants are expected to manage their own medications. If you have any specific requirements, please be sure to coordinate with the academy director prior to arrival, or if it is a last minute change, the medical officer on arrival. Please be sure to indicate medications needed or OTCs authorized on the medical release form. Prescription medication must be sent in original pharmacy container with pharmacy name, physician name, drug name, dosage, and administration information.

### D. Health

A medical officer is available along with several EMTs and other trained first aid personnel. First aid will be provided for routine and minor illness or injury. There is a troop medical clinic on post as well as a county hospital in the vicinity for any medical problems. In the event of serious illness or injury, every attempt will be made to notify your parent/guardian as soon as possible.

The medical officer will establish a sick call. Do not wait for a blister or other medical problem to become serious. Let the medical officer know of any health issues or problems you are encountering. Students are expected to bring supplies to help themselves, but if you require assistance please let the medical officer know.

### E. Accident or Injury

All injuries are to be reported immediately to the medical or safety officer. The safety officer will review any accidents and make appropriate reports, investigations, and interventions.

### F. Telephones

Regular telephone times will be established for participants to call home at their own expense. Though we have a mission number assigned for the duration of the activity, the budget does not include communications expenses to pay for students to call home on this mission or out of activity fees. Participants are encouraged to call home and let parents, guardians, or spouses know how they are doing. Telephone usage at other than established times by cadets will be with the permission of the Academy Director or Commandant only.

A phone number to reach our NESAs Command Post will be given to participants on arrival and will be posted on our web site after the school begins at: <http://nesa.cap.gov/>. This contact number is unavailable until we are on site because we are not guaranteed specific buildings for use until the advance party arrives to sign for them. In the event of an emergency, the activity director may be reached at (317) 289-6087.



Cell phones will be required to be off or silent except during designated free time to avoid disturbing students attending NESA classes.

### **G. Mail**

Outgoing mail (letters, post cards and such) will be collected in the Dining Hall each day. Participants are encouraged to write home. Mail received during NESA will be distributed each evening during barracks time. Mail can be sent to participants at the following address:

#### Shipping address for FEDEX, UPS, etc.

Member's Name  
CAP-NESA  
647 Gatling Street  
Edinburgh, IN 46124-5000  
(317) 289-6087

#### Shipping address for USPS

Member's Name  
CAP-NESA  
PO Box 5000  
Camp Atterbury  
Edinburgh, IN 46124-5000  
(317) 289-6087

If sending something by a package service (UPS, FEDEX, etc) to a NESA participant once the activity begins, the same address noted above is used, but we encourage you to coordinate with [NESA-ADMIN@nesa.cap.gov](mailto:NESA-ADMIN@nesa.cap.gov) in advance. Package delivery is generally only available Monday through Friday on a limited schedule, and other arrangements may need to be made in emergency shipments. Any items that need to be shipped home at the end of NESA will be at the participant's expense. A return shipping label and payment must be prepared to have items shipped back from NESA by the member prior to the end of NESA. NESA will not be responsible for any shipping costs. See Section I, paragraph E. for additional information.

### **H. Grievances/Complaints/Problems**

Grievances and complaints should be resolved at the lowest echelon of the chain of command as possible. If you feel that your issue or complaint has not been resolved, continue to take it up the chain of command. If you feel the problem is still not being resolved or dealt with in an appropriate manner, all command staff (i.e. Commandants, Chief of Staff, Deputy Academy Director, and the Academy Director) have an open-door policy. You can take issues or concerns directly to any of these personnel. There are also many Field Training Advisors (FTA) and other responsible adult staff members assigned if you feel a concern or issue you need to speak to an adult about.

### **I. Chaplain Services**

There is a chaplain on staff available or on call for any participant to speak to if they desire. The chaplain will also assist with any special worship/church requests or other matters.

### **J. Training Objectives and Study**

This is a school, and you will have reading and other study assignments to do. You need to make prudent use of your time to ensure you have accomplished your learning objectives. Your training manuals should be with you at all times in the school environment. Don't overlook times such as waiting in line, break times, etc. for some quick study. If you need assistance or some extra help with any of your training or assignments, talk to your team leader, supervisor or FTA.

### **K. Meals**

Except for while in the field, meals will be eaten in the dining hall or designated break areas. Students will eat together in their teams. The National Emergency Services Academy has a rigorous schedule and students will eat all three meals per day and drink plenty of fluids. Participants with special dietary needs should highlight them on the medical release form and email the Academy Director in advance those needs at [gbrockman@nesa.cap.gov](mailto:gbrockman@nesa.cap.gov). Coordinate details with the project officer and activity director to be sure that appropriate meals will be available on site when you arrive.

### **L. Personal Gear and Equipment**

Equipment and packing lists for each school are provided in Attachment B.

For NGSAR students and staff, your personal 24-hour equipment will be worn at all times you are not in the barracks unless otherwise specified by their Course Executive Officer, School Lead, or School Commandant

Personnel attending the Incident Command System School (ICSS) or Mission Aircrew School (MAS) must have a canteen or other water bottle with them at all times when you are not in the barracks unless otherwise specified to be sure dehydration is avoided. Personnel attending any of the Mission Aircrew School or Incident

Command System School courses are required to provide their own canteen or water supply; supplies of water bottles for flight crews or incident staff will not be provided. Additional equipment from the packing list provided may be required for certain portions of the activity, and will be announced as necessary.

**M. Post Facilities**

There are facilities available for use on Post for those whose duties and schedules permit. Once a school has started, there is no allotted time for students to visit the Post Exchange, laundry, barber, or other such facilities. Students may use these facilities only with the permission of their Commandant. Students (cadet or senior) and cadet staff will check with their commandant before using these facilities. Cadets must be escorted by a senior member at all times while using these facilities.

### **III. Barracks Life**

#### **A. Housing**

You will be housed by team or school in an open bay barracks when available. Female personnel are housed separately from the males.

Students will coordinate any alternative housing arrangements in advance with their School Commandant.

Living areas will be kept neat and orderly. Floors and furniture must be kept clean of dirt and litter. Wastebaskets will be emptied daily.

Latrines, sinks, and showers will be kept clean. Latrine and showers will be cleaned and mopped daily.

No items (pictures, posters, etc.) will be attached to the walls without the consent of the Commandant.

No smoking or drinking is allowed in the barracks area, even during free time or down time between sessions.

Do not remove or rearrange barracks furniture without the consent of your Commandant. You will be expected to return it when you found it.

#### **B. Energy Conservation**

Turn off all lights when not in use, however, fire, emergency, and exit lights will always remain on. Entrance lights will remain on at night.

#### **C. Beds**

In the barracks, you will have a bed. You may use sheets and blanket or a sleeping bag. Towels may hang on the end railing of the bed. Do not put wet towels in suitcases or packs.

#### **D. Name Tags**

Each bed will be marked with the occupant's last name, first name, middle initial, CAPID, and school. Cadre will have their positions marked below the name.

#### **E. Storage**

Most barracks have foot lockers and cabinets. Keep your gear stored neatly away. The aisles and areas by the beds must be kept clear. All living areas should be kept neat and orderly.

#### **F. Personal Hygiene**

All students will be expected to shower each day when housed in the barracks (no showers are available when students are in the field). General grooming and personal hygiene care should be attended to daily. Certain personal hygiene items are often available at the canteen or AAFES – let the staff know if you need something and they will do their best to arrange time for you to get what you need. There are no opportunities for students to shop during the activity. It is imperative that students use the task guide and NESA's packing lists to ensure they have all the required gear.

#### **G. Laundry**

The Commandants and their staff will arrange laundry times and procedures between sessions. There are no opportunities to do laundry during a school session. If you don't know when or where to do laundry, contact your staff supervisor and they will find out. You should only plan to launder uniform items. Students should bring enough socks, underwear, and other items for their stay. Students are responsible for payment of laundry costs. Make sure all items are properly marked with a permanent marker.

#### **H. Lost and Found**

A lost and found box will be maintained in the NESA office. Any unidentifiable items found should be placed there. Personnel should mark all items, including hats, gear, etc., with a permanent marker. See Attachment B for additional guidance.

#### **IV. Military Decorum**

The rules of military decorum are based upon customs and courtesies and traditions. While we are a school and not an encampment, basic customs and courtesies are still expected and adhered to.

##### **A. Titles**

You will address all staff, officers and NCOs by their grade (i.e. Captain Jones, Sergeant Smith).

You will address other students by their grade or “cadet,” whichever is most appropriate.

##### **B. Saluting**

The cantonment, field training, and flight line areas are “no salute” areas for school students and staff. You will still salute non-school personnel or visiting dignitaries (wing commanders, region commanders, national commander, military personnel, etc.) in “no salute” areas.

Saluting will take place normally out of the above listed areas or when formally reporting.

You will salute all vehicles with front license plates indicating senior officers.

##### **C. Coming to Attention**

To facilitate a learning atmosphere and with the large number of officers in the school area, rooms need not be called to attention in the school area unless:

- ◆ There are visiting dignitaries such as wing or region commanders or visiting military personnel in the area.
- ◆ School staff or training cadre enter the barracks or classroom with their hats on.

##### **D. Uniforms**

Uniforms will be worn properly as set forth in CAP regulations and directives. If your uniform does not meet regulations, you will be asked to make corrections on site. Haircuts will meet CAP guidelines. There is not time during sessions to get haircuts during sessions, so it is recommended that all participants arrive with their hair properly cut.

Items issued to students such as hats and T-shirts will not be purposefully torn or de-faced.

## V. Discipline

The National Emergency Services Academy is a school. Its purpose is to prepare students to be of service “so others may live.” As a professional school, the best discipline is self-discipline. The rules and regulations are provided to ensure a safe and effective learning environment.

### A. Discipline

Discipline is founded upon respect for, and loyalty to, properly constituted authority. By attending the National Emergency Services Academy, you agree to obey the regulations of the Civil Air Patrol, the United States Air Force, the host facility, and lawful orders by the school staff. An infraction occurs when a member, who through design or neglect, fails to perform his or her duty.

While at the National Emergency Services Academy, participants are restricted from:

- ◆ Consuming or possessing alcohol as a student, while on duty, or under the age of 21. Federal Aviation Regulations and CAP Regulations shall be followed for those engaged in flying activities. Any use should be in moderation and below the level of intoxication. For schools that have senior member students over the age of 21 that have off duty periods, the Commandant may set forth a policy during those times. Personnel that have been drinking will not be allowed to drive or fly corporate assets, and will not do so in uniform (including NESA T-shirt, hats, etc.)
- ◆ Using illegal or non-authorized drugs or substances.
- ◆ Possession of items widely considered to be a weapon (firearms, explosives, knives with more than a five inch blade, etc.)
- ◆ Using tobacco products (including smokeless) for cadets.
- ◆ Use of matches or lighters in the barracks area or tents.
- ◆ Using vulgar or inappropriate language
- ◆ Engaging in spirit missions such as leaving the barracks after lights out, entering another teams housing area, or activities not directed by the daily schedule.
- ◆ Entering “Off Limits” area without permission.
- ◆ Cadets will not ride as a passenger in a POV (private owned vehicle) without permission of their Commandant.
- ◆ Leaving the base or training area without the permission of the Commandant.
- ◆ Cadets will not operate or enter a motor vehicle without permission of their Commandant.
- ◆ Engaging in a public display of affection (PDA), such as kissing, affectionate touching, or hand holding, at any time or location.
- ◆ Collecting or soliciting money without permission of the Commandant.
- ◆ Gambling, including dice, cards, or other devices.
- ◆ Students will use phones only during designated telephone times only. Cell phones are not to be used for any purpose after “lights out.”
- ◆ Traveling alone at night without permission from their Commandant.
- ◆ Violating the school honor code.
- ◆ Fighting, threatening, physical intimidation, or harassment of other students or staff.
- ◆ Theft or destruction of property.
- ◆ Using equipment or gear in a dangerous or improper manner.
- ◆ Improper use of equipment, such as knives, MRE heaters, or other equipment in a dangerous or unsafe manner.

## B. Off Limits Areas

The following areas are off limits to participants unless part of the daily training schedule or with permission from the Academy Director, Deputy Director, Chief of Staff or Commandant.

- ◆ Flight line and airstrip area.
- ◆ Firing ranges and training areas.
- ◆ Other unit/organization barracks or buildings.
- ◆ Permanent party or school staff living areas.
- ◆ USO and game rooms.
- ◆ Officer's Club, NCO Club, Enlisted Club for students and members under 21 years of age. Commandants may authorize adult use for their staff and students for those schools when students have an off duty rest period. Personnel must maintain a positive public presence of CAP at all times.
- ◆ Opposite sex barracks area.
- ◆ Student areas other than your own.

## C. Infractions of Rules and Regulations

Violations of the rules and regulations are considered severe breaches in discipline and will be dealt with firmly. Violations may result in extra duty assignments, special duty, or dismissal from the school. Generally, infractions will be handled in the following manner:

- ◆ Minor infractions of rules will be handled by the staff. Action may include counseling, special duty or assignments, or special details.
- ◆ Major or continual infractions will be referred to the appropriate school Commandant. Action may include counseling, special duty or assignments, special details, letters/calls to parents/guardians, letters/calls to wing or unit commanders, withholding of graduation credit or awards from the appropriate school, and dismissal from the school. Major or continual infractions of the rules may also result in recommendation of termination of membership to home wing commanders.
- ◆ Any disciplinary action that the student feels is unfair may be appealed to the grievance committee which will be appointed by the academy director at the start of the academy. Any further disagreement will be submitted to the Academy Director whose judgment is final.
- ◆ NESAs are a CAP program and all of the rules and regulations concerning proper behavior and decorum apply. Should behavior or disciplinary problems arise, appropriate action may be taken including removal from the activity site. Transportation arrangements for your unscheduled return home will be the responsibility of the participants or his or her parents as appropriate as agreed in the "NESA Medical Release".

## D. School Honor Code

The National Emergency Services Academy adheres to the following student honor code.

*We will not lie, cheat, or steal, or tolerate among us anyone who does.*

Aristotle contended that virtue is attained through habit. The honor code fosters an environment that enhances honorable conduct that is ultimately transformed through habit into an inherent facet of life. As a school dedicated to training "so others may live," the integrity of personnel can become an issue of life or death for the victims we serve.

**I will not lie.** Lying is the intentional or volitional statement meant to deceive, like saying you ran six laps when you only ran five.

**I will not cheat.** Cheating is intentionally taking unfair advantage, like looking at someone's paper during a test.

**I will not steal.** Stealing is intentionally depriving someone of their property, like taking someone's book because you can't find yours.

**I will not tolerate lying, stealing, or cheating.** Toleration is enduring without complaint.

## VI. Safety Guidelines

Safety is a primary objective of all Civil Air Patrol operations. The National Emergency Services Academy is an active environment and there is always the potential for mishaps. If you notice any safety hazards notify your supervisor immediately. Please keep safety your number one goal while at NESAs. To help keep everyone safe, please adhere to the following safety guidelines.

- ◆ Entrance and fire escape lights will be on at night. If you notice a light out, notify your supervisor.
- ◆ There will be no “horseplay” or double-time in the any area.
- ◆ Always use safety gear, especially flashlights when traveling at night. Students in outer files in the front and back will carry a flashlight with the outside hand. Safety vests should be worn.
- ◆ Safety vests will be worn at all times while in the field.
- ◆ Whether alone or in formation, always use troop walks or sidewalks. If not available, walk on the left side of the road facing traffic. Post road guards as needed. While walking outside the cantonment area or along the roadways after sunset, a safety belt or vest must be worn.
- ◆ Only authorized flammable liquids are allowed in the barracks, such as shoe polish or cosmetics.
- ◆ Do not pick up or handle any ordinance you see on base while in the field. Camp Atterbury is a training base, and at times there may be training devices un-recovered in training areas. Although training devices, some may remain dangerous or have explosive capability. If you notice any ordinance or unidentifiable devices in the training area, do not touch, retreat, and notify your supervisor. Your supervisor will mark the area with flagging tape and notify Range Control.
- ◆ Do not clean, polish, or handle fire extinguishers or smoke detectors. Do not use unauthorized cleaning materials or polish on floors.
- ◆ Keep the exits to the barracks and the aisles clear of equipment and obstruction. There should be nothing hindering your exit from the building.
- ◆ All field training activities will have a safety briefing. Follow the directions of the safety briefing for problems, injuries, or separation from group. Remember the emergency signal for help in the field is three whistle blasts or other signals.

## VII. Emergencies

Familiarize yourself with emergency fire procedures and building evacuation plans. Also know the location of fire alarms and fire extinguishers.

### A. Fire

Though fire has never been a problem for the NESAs, it is possible, and needs to be prepared for. The following guidance should be adhered to in the event of a fire.

- ◆ Upon recognizing that there is a fire, pull the alarm and shout, “fire, fire, fire,” and evacuate the building. If the fire is small (clothing, trash can, etc.) a senior member may use the fire extinguisher (do not use fire extinguishers on electrical fires). Someone should be assigned to notify the fire department of any non-extinguishable fire.
- ◆ If you are not dressed, do not waste time getting dressed but wrap yourself in a blanket, towel or sleeping bag. The first person out should notify the Officer of the Day. The last person out should shut the door.
- ◆ Students will meet at the dining hall area and supervisors will verify a count of their students and report attendance to the Commandant.
- ◆ Fire drills will be announced by two whistle blasts and the announcement “fire drill.” If it is known to be a fire drill, students should slip on athletic shoes or shower shoes before departing if barefoot, as well as proper clothing if not dressed.
- ◆ A responsible senior member will clear the building in the event of a fire evacuation.

### B. Severe Weather

School staff will be kept informed of possible severe weather. Severe weather threats in Indiana include thunderstorms, lightning, flooding, high winds, and tornadoes. School command staff may alter training schedules or remove students to safe areas in the event of severe weather.

**1. Tornadoes:** A tornado watch is an indication that conditions are favorable for the development of a tornado and personnel should be prepared to evacuate to a shelter area. A tornado warning is an indication that a tornado has formed and all personnel should take shelter immediately. In most cities of Indiana, tornado warnings consist of warning sirens. The headquarters base will monitor weather reports and information and keep the school staff informed of possible developing severe weather.

In the event of a tornado watch, personnel shall be evacuated from the field to the barracks area.

The tornado shelter area for barracks is the showers. In the event of a tornado or high winds, personnel shall be evacuated to the showers or the barracks area. Persons caught in the dining hall and unable to get to the barracks area should take shelter in the restroom or pantry. If caught in an unspecified building, remember to avoid windows, doors, and outside walls. Protect your head from falling debris. If traveling, get out of your vehicle and enter a more substantial structure. If there is not shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands covering your head. Do not attempt to flee the tornado by vehicle.

**2. Thunderstorms:** A thunderstorm watch means conditions are favorable for the development of severe thunderstorms. A thunderstorm warning means that a severe thunderstorm has developed and personnel should take shelter. Hazards from thunderstorms include hail, lightning, and high winds.

**3. Lightning:** Lightning is a serious hazard during thunderstorms and tornadoes. Take special precautions if you are threatened by lightning. If lightning is spotted in the vicinity, outside field training will be terminated and students evacuated to a safe area.

When a thunderstorm threatens, get inside a building or vehicle. Inside a building, avoid using the telephone except for emergencies. Also, avoid bathtubs, water faucets, and sinks because metal pipe can conduct electricity.

If you are outside with no time to reach a safe building or automobile, use the following guidelines:

- ◆ Do not stand under a natural lightning rod, such as a tall, isolated tree.
- ◆ Do not stand on a hilltop, an open field, or a beach.
- ◆ Avoid isolated sheds, portable restrooms, or other small, isolated structures.
- ◆ Get away from open water.



- ◆ Get away from tractors, tanks, farm machines, etc.
- ◆ Stay away from wire fences, antenna lines, metal pipes, or rails.
- ◆ Do not hold metal objects in your hands.
- ◆ In the woods, seek shelter in a low area under a thick growth of small trees. In an open area, go to a low place such as a ravine or valley. Be alert in those areas for flash floods.
- ◆ If you are isolated on a level field and you feel your hair stand on end (which is an indication that lightning is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

**4. Floods:** In heavy rains, be especially aware of possible flash floods. If you see any possibility of a flash flood occurring, the team leader or other responsible staff member will move the group to higher ground immediately without waiting for instructions.

### **C. Earthquakes**

While not frequent, Indiana lies in a major earthquake fault region. In the event of an earthquake:

- ◆ Stay calm, and stay where you are. Most injuries during earthquakes occur when people decide to enter or exit buildings.
- ◆ If you are indoors, take cover under a desk, table, bench, or against an inside wall or solid heavy framed door. Stay away from glass, windows, outside doors or walls, and anything that could fall and hurt you.
- ◆ If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.
- ◆ If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, or utility wires.

**Attachment A**  
**Sample Check**

John Doe 1000 Main Street Anywhere, ST 00000-0000	John Doe – 123456 - NGSAR  Date: <u>1 May 2016</u>	1001
Pay to the order of: <u>Civil Air Patrol</u>		<b>250.00</b>
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>		
Two hundred and 00/100Dollars		
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>		
Any Bank Anywhere, ST		
For <u>NESA Fee</u>		<u><i>John Doe</i></u>
000000: 0000 000 000 0		

Please write the participant's name, CAPID and activity name on your check prior to mailing.

Do not forget to include fees for promotional items ordered.

A fee of \$20 will be assessed for all bounced or returned checks.

All checks or money orders for class registration must be made out to the **Civil Air Patrol** whether you are attending the Incident Command System School, the Mission Aircrew School, or the National Ground Search And Rescue School.

All checks or money orders for promotional items must be made out to the **NESA Alumni Association**. The Project Officer must receive orders for promotional items by the 16<sup>th</sup> of May. Any orders received after the 16<sup>th</sup> of May will be returned, but limited items will be available on site for purchase. This is before late registration ends, but cannot be extended due to the lead time required for production.

It is not necessary to write multiple checks to pay for multiple courses or course fees if you have any outstanding, but promotional item fees must be paid to the NESA Alumni Association separately.

**Attachment B**  
**NATIONAL GROUND SAR SCHOOL & WILDERNESS ADVANCED FIRST AID COURSE REQUIRED**  
**UNIFORMS, CLOTHING, AND EQUIPMENT**

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, or military style footlocker neatly packed. Most items will stay at base camp or supplement the 24 or 72-hour packs. It is recommended that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Battle Dress Uniforms (BDUs) or CAP Distinctive Field Uniforms. At least 2 sets of uniforms should be brought but more are preferred. Uniforms must be complete with all required name tapes, patches, cutouts, and grade insignia in accordance with CAPM 39-1 (**daily uniform inspections may be conducted, and your uniforms should be clean and neat upon arrival**).
- Combat boots, at least one pair, broken in before school. Students will spend a lot of time travelling through uneven terrain in the woods. Boots should be of good quality, or strongly suggest a spare set of boots should be brought. Boots should also have a good set of insoles.
- Belt that is in accordance with CAPR 39-1.
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional).
- Wash cloths, towels and handkerchiefs. You need enough for one week.
- Underclothes and socks sufficient for nine days (**T-shirts will be within regulation (blank or with tasteful CAP logos)**). Bring extra just in case participants have limited time to do laundry. You may have to change uniforms often to avoid problems encountered in extended field exercises).
- Tasteful bathing suit (First Responder School only)
- Civilian clothes (You should travel in civilian clothes as well as have a few sets for free time during the academy. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- Laundry detergent (powder detergent preferred). There is limited time for laundry between school sessions.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, comb, shampoo, medicated body powder, other items as necessary (remember to bring enough to last you the duration of the activity).
- Reflective belt. Though GSAR students can use their reflective vest instead, this item is optional but recommended. A reflective vest or belt is required after dark even during free time in civilian clothes.
- Sheets (twin, un-fitted white preferred), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.)
- Because the barracks used may not have air conditioning it is suggested, but not required, to bring a small, personal electric fan.

NOTE: MP3 players or other personal electronic devices should NOT be brought to NESA/GSAR.

The following list is taken from the GTM/UDF Task Guide (Task O-0001) and includes additional guidance for selection of items for use at NESA as well as some additional items that will be needed.

24 HOUR GEAR: Students need to realize that this equipment will be worn or be within reach for the duration of the activity. Additionally, this equipment will probably need to be put into either your existence load or your duffel bag for traveling, so pack it well. Students should refrain from carrying additional items in their 24hr gear other than what is required.

- 24 Hour pack capable of securely holding all required items. There are several types available. It is recommended that your pack be either orange, red, or contains reflective material.
- 2 one-quart canteens with covers, to attach to belt or pack with a two liter water bladder. Some participants have chosen to use a Camelback or other form of collapsible canteen and cover. This is acceptable. 2 quarts is the minimum capacity required; however more capacity is strongly suggested.

- Compass pouch.
- Lensatic or Orienteering compass (dependent on school). Lensatic compasses are recommended for the Basic school, but an Orienteering compass is required for the Advanced school. If attending both courses, it is recommended to bring both types. Many compasses sold at discount stores such as Wal-mart and Target are inadequate for SAR use. A compass must have 2° graduations and a needle damping system is strongly recommended. Most "Military Style" compasses are poorly made and are also considered unacceptable. Compasses made by Silva, Brunton, or Suunto meet the requirements for a good compass. Recommended compasses include a Silva Trekker 420, Brunton 15TDCL, or Suunto A-Series.
- Class 2 or higher international orange reflective vest
- Handkerchief or Tissues.
- Comb or bush (optional, carry if needed)
- Ground Team Member Task Guide
- Large lawn and leaf type bag
- Change for phone call
- Change of socks (wool or synthetic socks only, cotton socks are not acceptable) and T-shirt in a zip-loc type bag to keep dry
- Insect repellent containing DEET, Diethyl-meta-toluamide. (Repellent should have DEET but concentration of DEET should not be above 50%. Bring enough for the duration.)
- Sunscreen lotion (high SPF preferred)
- Toilet paper
- Pocket knife (Multi-tool or Swiss-army type preferred; no Rambo knives, machetes, k-bars, axes, pin knives or switch blades). ALL KNIVES WILL BE IAW GT TASK GUIDE (< 6" blade, 11" overall)
- Military type anglehead or Maglite® type flashlight with a red and blue lens & extra batteries.
- Secondary flashlight with spare batteries A LED headlamp is preferred as a secondary light.
- Whistle on a lanyard (durable "ball" whistle recommended).
- 2 Pocket note pads (3" x 5") (for field note taking), black pen and #2 pencil. (Rite-in-the-rain notepad or other type of waterproof paper notepad preferred. Mechanical pencils are preferred.)
- Waterproof match container and 12 matches.
- 50 - 100 ft at minimum, small diameter nylon line ("paracord" or "550 cord" preferred)
- 1 pair heavy-duty leather work gloves.
- 4 glo-sticks (avoid yellow)
- Signal mirror with protective case
- Duct tape, 5-10 feet (wrapped around stick, pencil, glo-stick, etc)
- 1 roll flagging tape (Also known as surveyor's tape, non-adhesive polyethylene. If staying for both weeks bring multiple rolls)
- A few bags of salt based snacks. Peanut butter crackers, trail mix, or cheese crackers meet this requirement.
- Blank ground interrogation forms (CAPF 106)
- Inexpensive wristwatch. A cell phone does not meet this requirement.
- Rain gear. May be a durable military type poncho or Gortex jacket
- 8x10ft shelter material may be used as a poncho if you have alternative rain gear. Students are required to build a field expedient shelter; tents are not permitted.
- Small container of hand sanitizer (1-2oz bottle)
- Several zip ties
- 3 Gallon zip loc type bags
- Personal first aid kit containing the following recommended items on the next page:  
(NESA's medical staff will not give out medications or supplies to students except in emergencies, even those medications available Over-The-Counter)

<u>Item Description</u>	<u>Recommended Quantity</u>
<input type="checkbox"/> List of contents with quantities	1
<input type="checkbox"/> CAP Form 60; completed*	1
<input type="checkbox"/> Exam gloves; latex or latex-free*	3 pair
<input type="checkbox"/> Zip-lock plastic bags; 1 qt	2
<input type="checkbox"/> Scissors (on multipurpose tool acceptable)	1
<input type="checkbox"/> Band-Aids®, various sizes	12
<input type="checkbox"/> 4" X 4" Gauze pads, sterile	4
<input type="checkbox"/> 3" Roller gauze bandage	4
<input type="checkbox"/> 3" Elastic bandage Ace wrap	4
<input type="checkbox"/> Triangular bandage	2
<input type="checkbox"/> Mole skin (approx. 2" X 4" piece)*	2
<input type="checkbox"/> 1" Medical tape (cloth or paper)	1 roll
<input type="checkbox"/> Cotton-tipped swab sticks	4
<input type="checkbox"/> Anti-microbial swabs (Ex: Betadine)	6
<input type="checkbox"/> Anti-microbial ointment (Ex: Betadine, Neosporin)	1 tube or 6 pkts
<input type="checkbox"/> Moist Towelette(s)*	4
<input type="checkbox"/> Safety pins, large	4
<input type="checkbox"/> Tweezers, fine point	1
<input type="checkbox"/> Lip balm with sunscreen*	1
<input type="checkbox"/> Sting-Eze	1
<input type="checkbox"/> Nail clippers & file combination	1
<input type="checkbox"/> Throat lozenges	2
<input type="checkbox"/> Antacid tablets	10
<input type="checkbox"/> Tylenol (Acetaminophen) / Motrin (Ibuprofen)	10
<input type="checkbox"/> Anti-histamine medication (Ex: Benadryl 25 mg)	10
<input type="checkbox"/> Anti-diarrhea tablets	10
<input type="checkbox"/> Personal prescription medication (in original container)*	As appropriate

Items marked with an \* are not optional

**72-HOUR GEAR:** This pack will normally be left at the base camp, but will be used during longer duration activities. **You will be expected to walk several miles with this pack.**

- Comfortable backpack that you would be able to be carry for at least 2 miles with a full existence load (your 24-hour gear should fit into or around your 72-hour pack).
- Sleeping bag, bedroll or poncho liner in a waterproof bag (the weather at this time of year is rather hot, but has gotten down to the 50s in during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is).
- Sleeping pad, foam or inflatable
- Spare boot laces or extra black paracord
- For the purposes of NESAs, an 8x10 ft tarp should be brought in place of a tent. If a tarp is carried as part of the student's 24hr gear, it is not necessary to carry an additional tarp as part of the 72hr gear. Students will be required to build and sleep in a field expedient shelter. Tents are not acceptable.
- Because students will be provided with meals while in the field, the 5 meals required by task O-0001 are not required for NESAs. It is advised that the student brings additional energy bars, trail mix, or other small food items that can be carried into the field. Foods that will melt or go bad quickly are unacceptable.
- Spare rank and CAP cutouts (for cadets)
- 2 large lawn & leaf type trash bags
- Shoe polishing and sewing kits
- Spare plastic bags to store/carry clothing during field exercises (lawn and leaf bags or contractor bags and gallon-sized zip-loc are best).
- Entrenching tool, GI issue type, and case (optional). If brought, an E-tool WILL NOT BE worn with the 24hr gear.
- Spare water container (Nalgene® type bottle, 2 liter canteen, empty two-liter soda bottles or Gatorade bottles work well). If your primary water device is a water bladder, bring a spare. Many participants have developed leaks during the activity.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- Two-inch, three-ringed binder, empty (Team Leader School only)
- 12-inch ruler, colored pencils, and quart sized freezer bags required for Advanced and Team Leader schools.
- Spare pens, pencils and highlighters.
- Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- Portable calculator (advanced / team leader class and staff only).
- Battery or wind-up alarm clock (optional)

Items required by the current edition of the Ground and Urban DF Team Task Guide (should the guide change or be updated between now and NESAs) but not listed above are still required to be brought by the student. The only exception to this shall be the requirement to bring field-ready meals.

Those members participating in both weeks must ensure that they have enough supplies so that they have the required items for the second week when the second week starts.

*\*Be sure to mark all clothing and equipment with name and CAPID.\** Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirrtail using a black laundry marker, write last name, first initial, and CAPID, followed by letters "CAP".

EXAMPLE: LONG M-123456 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation (i.e. machetes, flammable materials, and junk foods) and will be returned to the owner at the end of NGSAR. A gear inspection will be held during registration. Anyone caught with contraband items after the gear check **will be subject to discipline up to and including immediate dismissal**. If you are not sure an item is allowed, ask during gear check and avoid embarrassment or worse.

## MISSION AIRCREW SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

### DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times)
- Other qualification cards such as your CAPF 101 (GES minimum) and CAP Driver license (should be carried at all times)
- Pilot Information (pilots only – see CAPR 60-1). All qualifications should be current and validated in eServices/Ops Quals prior to arrival at the school. Pilots must be current (CAPF 5) in a C172 or C182, and should be night current (just in case).
- Tickets or other documentation needed for travel

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (At least 1 set) - Personnel attending the Mission Aircrew School may wear the following uniforms: USAF-style or corporate-style flight duty uniform, battle dress uniform, corporate field uniform or the corporate working uniform (see CAPM 39-1). One traditional uniform is required for the NESA graduation and combined school events. USAF-style or corporate-style flight duty uniform is the preferred graduation uniform for MAS, but other uniforms noted above are authorized. Personnel participating in the Aircrew Survival Short Course should bring at least 2 uniforms as practical test requirements require wear of a uniform (including boots/shoes) for pool and swim tests.
- Khaki/Tan Shorts. An alternate uniform for NESA MAS in CAPM 39-1 of a Black NESA T-Shirt with Khaki/Tan Shorts, NESA Baseball CAP, white sport socks, and running shoes. This alternate uniform is only valid for activities at NESA, it is specifically not valid for inbound or outbound flights in support of NESA.
- Shower shoes or beach sandals
- Running shoes or sneakers (optional, but will be worn with the alternate uniform if chosen)
- Pajamas & robe (optional)
- Wash cloths, towels and handkerchiefs
- Underclothes and socks sufficient for ten days. Laundry facilities are available on the base, but personnel have limited time to do laundry, and may need to change often.
- Laundry detergent and bag
- Civilian clothes (you should travel in civilian clothes unless in a CAP vehicle/aircraft, as well as have a few sets for free time during the school).
- Shoe polishing and sewing kits (optional)
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for ten days).  
NOTE: NESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- Sheets (twin, un-fitted), pillowcase, and blanket (optional, but recommended). One pillow is provided for use in the barracks. Most personnel also bring a sleeping bag or bedroll. The weather at this time of year is rather hot, but has gotten down to the 50s during the summer nights. Also, consider that a rapid drop in temperature can make it feel colder than it truly is.
- Inexpensive wristwatch
- Battery or wind-up alarm clock
- Reflective belt. A reflective vest or belt is required after dark even during free time in civilian clothes.
- Rain gear
- One 1-quart canteen or water bottle. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.

Personnel attending the Aircrew Survival Short Course must also have a personal survival kit that they will be expected to have/use during training. It should be able to be carried in a flight bag and contain at least the following:

- Lensatic or Orienteering compass. Many compasses sold at discount stores such as Wal-mart and Target are inadequate for SAR use. A compass must have 2° graduations and a needle damping system is strongly recommended. Most "Military Style" compasses are poorly made and are also considered unacceptable. Compasses made by Silva, Brunton, or Suunto meet the requirements for a good compass. Recommended compasses include a Silva Trekker 420, Brunton 15TDCL, or Suunto A-Series.

- Pocket knife (Multi-tool or Swiss-army type preferred; no Rambo knives, machetes, k-bars, axes, pin knives or switch blades; < 6" blade, 11" overall)
- Military type anglehead or Maglite® type flashlight with a red and blue lens & extra batteries.
- Waterproof match container and 12 matches.
- Space blanket/Survival bag
- 50 - 100 ft at minimum, small diameter nylon line ("paracord" or "550 cord" preferred)
- 1 Large lawn & leaf type trash bag
- 1 Glo-stick (avoid yellow)
- Signal mirror with protective case
- Personal first aid kit
- Magnesium fire starter (optional)
- Personal strobe light (optional)

**INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:**

- All school materials received prior to arrival
- Approximately \$75 for miscellaneous expenses (e.g., laundry, extra patches, snacks from the canteen, etc.)
- Note pad, pen and pencil
- Two Current St. Louis Aeronautical Sectional Charts (ask a pilot how to obtain these)
- Plotter and colored highlighters to mark Sectionals (ask a pilot how to obtain these)
- Spare pens, pencils and highlighters
- Portable calculator and flight computer (E6B - student versions are acceptable, as are electronic versions)
- Aircraft headset (Required for Pilot Track - Optional but recommended for Scanner/Observer Track) If you do not own a headset, please borrow one from a flight crew member from home, we do not have sufficient headsets to loan out to students.
- Scanner/Observer log (Optional)
- Miscellaneous pilot equipment (e.g., knee-board and flashlight)
- Sunglasses
- Camera (Optional)

Be sure to mark all clothing and equipment with name and CAPID. Uniform pants should be marked on the inside left front waistband, and uniform shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, first initial, and CAPID, followed by letters "CAP".

**EXAMPLE: TEMPLETON E-123456 CAP**

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MAS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!



## **INCIDENT COMMAND SYSTEM SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT**

### **DOCUMENTATION ITEMS:**

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

**CLOTHING AND PERSONAL EQUIPMENT:** These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (3 sets) - Personnel attending the Incident Command System School may wear the following uniforms: BDUs, blue polo w/ gray slacks, flight suits, or jumpsuits. It is recommended that at least one field uniform be brought to the activity since students will have at least one staging area exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional).
- Wash cloths, towels and handkerchiefs.
- Underclothes and socks sufficient for nine days (T-shirts will be within regulation and free of local logos. Bring extra just in case participants have limited time to do laundry.
- Tasteful Bathing suit.
- PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The ICSS will not have a formal PT session, but fun group exercises like volleyball or other sports will most likely be offered.
- Civilian clothes (You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the two weeks. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized.)
- Shoe polishing and sewing kits.
- Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms at least twice during the course.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for nine days. NOTE: NESAs medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own).
- Laundry bag.
- Sheets (Twin, un-fitted), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.) A sleeping bag will suffice.
- International orange reflective vest for use during flightline activities
- Reflective belt. Though ICSS students can use their reflective vest instead, this item is optional but recommended. A reflective vest or belt is required after dark even during free time in civilian clothes.
- Military type anglehead or mini-mag type flashlight with a red lens & extra batteries.
- One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Indiana at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- Pocket note pad (3" x 5"), pen and pencil.
- Inexpensive wristwatch.
- Durable poncho or other rain gear - military preferably.

### **INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:**

- Two-inch, three-ringed binder, empty.
- All school materials received prior to arrival.
- Spare pocket notebook (3" x 5").
- 12-inch ruler.
- Spare pens, pencils and highlighters.
- Approximately \$75 for miscellaneous expenses (laundry, extra patches, snacks from the canteen, etc.).
- Portable calculator
- Battery or wind-up alarm clock (optional, advanced class and staff only).

Be sure to mark all clothing and equipment with name and CAPID. Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, first initial, and CAPID, followed by letters "CAP".

**EXAMPLE: OETH R-123456 CAP**

Personnel in ICSS have typically been allowed to support exercises with other schools in their free time. If you would like to do so to remain current in other specialties or to simply help out, we recommend that you also bring applicable equipment from that school's packing list.

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of ICSS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

**Attachment C**  
**Map & Directions to Camp Atterbury**

- From airport terminal, head southwest on Col. H. Weir Cook Memorial Dr toward I-70 for 2 miles.
- Use left ramp for I-70 (East) toward Indianapolis and continue 11 miles on I-70.
- From I-70 East, exit I-65 (South) toward Louisville and continue 35 miles on I-65.
- From I-65 South, exit 76B on US 31.
- At third stop light turn left onto County Road 800 S/ Hospital Rd.
- Follow Hospital Road for 2 miles to Camp Atterbury Main Gate on left.

Be prepared to show photo identification at the gate.

**Cell phone use while driving on post is prohibited, and traffic laws (speed limits, making complete stops at stop signs, etc.) are strictly enforced.**



**Attachment D**  
**NESA Reimbursement Procedure**

**PLEASE NOTE THAT THIS PROCEDURE APPLIES TO ALL NESA RELATED SORTIES, INCLUDING LOCAL FERRY AND REPOSITIONING SORTIES. THE FOLLOWING REIMBURSEMENT PROCEDURE MUST BE STRICTLY FOLLOWED FOR EACH REIMBURSEMENT REQUEST:**

**A. Ground Rules**

1. All vehicles and aircraft to be used at NESA must be pre-approved. Contact [NESA-FINANCE@nesa.cap.gov](mailto:NESA-FINANCE@nesa.cap.gov) to obtain approval.
2. Sortie numbers will be issued for both Aircraft and Ground Vehicles and must be obtained with a proper briefing prior to departure.
3. An Aircraft CAPF 104, weight and balance, ORM and additional supporting materials as found on the nesa.cap.gov website are required for all AIR sorties. A Ground Vehicle CAPF 109 must be completely filled out for each Ground sortie.
4. A CAPF 108 must be completely filled out (preferably typed) and signed for each sortie being reimbursed to an individual member.
5. ALL documents, including receipts, must have the "Mission Number" and "Sortie Number" legibly printed somewhere on each document.
6. ALL required documents, for each sortie, must be immediately submitted to the FASC at one time and no later than 24 hours after the sortie has ended. No loose or individual documents will be turned in or e-mailed. ALL required documents must be turned in or e-mailed as a single complete package within 24 hours of closing a sortie.
7. A CAP NHQ Direct Deposit Form must be filled out one time and submitted along with a copy of a voided check with the first reimbursement request if one is not already on file at NHQ. Your first reimbursement request will likely be when you check-in at NESA, and computers and printers should be available for you to complete this form on site.

**B. Reimbursement Request**

1. All reimbursement requests must be complete and submitted within 24 hours after sortie has ended, with ALL required documents attached and immediately turned in or e-mailed at one time, to the Finance-Administration Section Chief (FASC) or staff. E-Mail to: [NESA-FINANCE@nesa.cap.gov](mailto:NESA-FINANCE@nesa.cap.gov)
2. If submitted documents are not complete or all attached, they will be returned in their entirety, to the requester. The requester must then reassemble ALL required documents and re-submit for reimbursement.
3. Required Documents (Original or PDF copies only, NO JPG, TIFF or other file formats) are to be turned in or e-mailed with each Reimbursement Request immediately after each sortie and WITHIN 24 HOURS:
  - a. Aircraft Sortie CAPF-104, weight and balance, ORM and additional supporting materials as found on the nesa.cap.gov website are required for all Air sorties. Ground Vehicle Sortie require a CAPF-109.
  - b. CAPF-108 completely filled out and legible (preferably typed) with pen/ink signature.
  - c. All documents and receipts with "Mission Number" and "Sortie Number" clearly printed on each piece.
  - d. A TYPED CAP NHQ Direct Deposit Form with pen/ink signature (required one time only, and only if not already on file with NHQ). We strongly suggest that you do not E-Mail bank information, as E-Mail is not normally secure. It should be delivered in person at NESA, or you can coordinate with [NESA-FINANCE@nesa.cap.gov](mailto:NESA-FINANCE@nesa.cap.gov) for alternative methods of transmitting the form.

**ALL REIMBURSEMENTS REQUESTS SHOULD BE SUBMITTED WITHIN 24 HOURS AFTER THE SORTIE HAS ENDED. ABSOLUTE DROP-DEAD DATE IS NO LATER THAN 14 DAYS AFTER THE SORTIE CLOSURE. ANY REQUESTS RECEIVED AFTER 7 AUGUST 2016 WILL NOT BE CONSIDERED FOR REIMBURSEMENT. MEMBERS AND WINGS SHOULD EXPECT TO BE REIMBURSED BY NHQ NO LATER THAN 26 AUGUST 2016 ASSUMING DOCUMENTATION IS RECEIVED ON TIME WITHOUT ERROR; CONTACT [NESA-FINANCE@NESA.CAP.GOV](mailto:NESA-FINANCE@NESA.CAP.GOV) IF YOU HAVE NOT.**

### **C. Internal Reimbursement Procedure**

1. The FASC or his designee will Scan CAPF-104, CAPF-109, CAPF-108, and Receipts, into one PDF file and upload the single file into the associated Mission and Sortie Number in WMIRS. If this is done by a designee, the FASC will be advised WHEN all reimbursement documents have been uploaded into the associated Mission and Sortie Number in WMIRS.
2. The Direct Deposit Form will be uploaded into a separate file at NHQ.
3. FASC or his designee will then cross check all the associate paperwork and insure that all flight or ground related data has been correctly entered into the associated Mission and sortie number.
4. FASC will then generate an e-108 which will lock out the sortie. WMIRS will e-mail a notice of the generated e-108 "Mission and Sortie Number" to Commandants and Key Staff members.
5. The e-108s will be approved as soon as possible, generally by the school commandants or the academy director, or their designees. Goal will be to approve them WITHIN 48 HOURS.
6. NHQ will make payment advice/documentation in WMIRS available to all NESAs Commandants and key staff members so sortie reimbursement requests can be monitored.