



HEADQUARTERS  
CALIFORNIA WING - CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
POST OFFICE BOX 7688  
Van Nuys, CA 91409-7688



4 February 2004

## MEMORANDUM FOR CPC ATTENDEES

Thank for choosing to attend the 2004 Cadet Programs Conference. The conference is bursting with things to learn and do this year; new activities, new seminars and the Cadet Color Guard Competition. Here is what you need to know:

### ARRIVAL

Please arrive on Friday 13 Feb 04 in the evening after 1800 and before 0000. Make sure you have eaten prior to your arrival. Report to Camp San Luis Obispo. Signs will direct you to Check In. Camp San Luis Obispo is very easy to find. It is located directly off Highway 1, between the cities of San Luis Obispo and Morro Bay. Three large, lit, flagpoles mark the entrance. Be prepared to show your CAP ID at the Main Gate. In order to drive a vehicle on post, you will need valid registration and proof of insurance. Train and airport arrivals requiring pickup must confirm with the project officer no later than 9 Feb at:

**scott@boxed-in.com.**

BRING THIS LETTER AS PROOF OF CONFIRMATION; CADETS WITHOUT IT MAY BE SENT HOME!

### UNIFORM

Uniform for the weekend will be the AF Blue Service uniform without ribbons. (Bring ribbons for the Banquet). During some portions of the weekend, you will be allowed to wear civilian clothes. At the Banquet a uniform with ribbons is required for males. Females may wear appropriate (conservative) semi-formal or formal dress to the Banquet and Military Ball.

### MONEY

Although your room and meal expenses for the weekend have already been paid for, you are encouraged to bring additional funds with you. During the Banquet and Ball, a professional photographer will be on hand to take pictures. The price will be between \$10-\$20.

### CANCELLATIONS

If you should need to cancel up to 48 hours prior to the conference, call **(805) 448-5640** or email **scott@boxed-in.com** and you will be refunded \$55.00. If you cancel after that point, you will receive \$20.00. IN ALL CASES, REFUND REQUESTS MUST BE IN WRITING AND DIRECTED TO THE ADDRESS LISTED IN THE LETTERHEAD. REFUNDS WILL BE ISSUED 4-6 WEEKS AFTER THE COMPLETION OF THE CONFERENCE. Conference will not be canceled due to rain, however some of the activities may be affected.

### MEDICATIONS

All CPC participants MUST be self sufficient in the taking of prescribed medications. There will not be a nurse on staff. Should a medical emergency arise, participants will be transported to a local immediate care center or hospital as needed.

### **EQUIPMENT LIST** – ALL MANDATORY

- ☺ Blue Service Uniform (Ref: CAPM 39-1)  
(short or long sleeve light blue shirt/dark blue slacks or skirt)
- ☺ Sleeping Bag
- ☺ Bath Towel
- ☺ 2 pr Civilian Clothes
- ☺ Pad Lock
- ☺ Flash Light
- ☺ Poncho or Rain Coat
- ☺ Undergarments
- ☺ Socks
- ☺ Uniform Dress Shoes
- ☺ Airforce Tie (if wearing long shelve shirt)
- ☺ Gym Shoes
- ☺ Warm Jacket
- ☺ Toilet Kit
  - Comb or Brush
  - Tooth Paste
  - Tooth Brush
  - Deodorant
  - Shampoo
  - Soap
  - Razor

### **EQUIPMENT LIST** - Optional

- ☺ Cadets - Semi formal Blues Uniform (Service Coat with Ribbons, plain white dress shirt, black bow tie, service trousers and shoes) for Banquet.
- ☺ Seniors - Mess Dress, Blue Service Uniform, Blazer Uniform or Coat and tie for Banquet
- ☺ Female Cadets and Seniors semi formal or formal dresses as previously described for Banquet.
- ☺ Pillow
- ☺ Walkman/Disc Man
- ☺ Camera
- ☺ Shower Shoes

Unlike other CAP activities, you are encouraged to bring Gameboys, board games, Walkmans, and other stuff that you might enjoy during your free time.

### **SCHEDULING**

Upon your arrival, you will be given a schedule of the weekend activities. You will be asked to make your seminar choices on Saturday during the General Assembly. Cadets will not be allowed to leave Camp San Luis Obispo during the weekend without the CPC project officers' permission.

### **DEPARTURE**

All participants should plan to depart between 0900-1000 on Monday morning. Participants will not depart prior to Monday, 0900 without the permission of the conference project officer.

### **IN CASE OF EMERGENCY**

The conference will not have a telephone during the weekend. Should someone need to contact you, tell him or her to call 800-5CADETS (800-522-3387) and push "O". An operator will take a message and we will be paged. There are outgoing payphones available for your use.

Scott Englund, Maj, CAP  
Project Officer, CPC 2004