



MER SAR COLLEGE
Middle East Region, CAP
Fort Pickett, VA
2-4 May 2014
MISSION NUMBER: 14-T-5277

Welcome to MERSAR 2014! This year we expect to have a great time with a lot of fun training to do what we do best. Below you will find instructions for checking in and out. Please make sure that you have all of the information with you when you arrive. The instructor for the course you signed up for should have contacted you or will be soon. Cadets, you must have all of the required forms or you will not be able to attend. Also, make sure that you have everything on the packing list. It is unlikely we will be able to provide for any missing items. So let's get ready to have some FUN!

CHECK - IN

When you arrive at check – in please have the following information ready.

1. CAP ID
2. Driver's License (if applicable)
3. Vehicle/Aircraft Information (if applicable)
4. Cadets should also have one of each form 31, 161 and 163(if necessary)

All participants will be given an information packet which will include an information card for Ft Pickett. Staff and Instructors will have an identification badge. The badge will be worn at all times while on duty.

Rooming assignments will be given out. Keys will be issued to individuals who will be staying in the BOQ.

Lost keys will cost the individual \$95.00

Funding for room upgrades and unpaid registrations should be in the form of a check made out to *Civil Air Patrol*.

Extra T-Shirts will be available for purchase \$10.00/ea

Any problems with billeting should be directed to 1st Lt Terri Richards, Admin Section Chief 919-880-5102

CHECK-OUT

All participants will check out through the Admin Section BEFORE leaving Ft. Pickett.

Each Participant will receive a certificate and a MERSAR patch

Extra patches will be available for purchase

\$5.00/patch

\$8.00/patch with Velcro

Any questions regarding a course should be addressed with the instructor. Admin questions should come to me.

Remember to check the FAQ sheet that was sent out in an email or can be found on www.MERSAR.com before sending emails so that staff has time to prepare for this weekend's adventure.

See You Soon,

2014 MER SAR COLLEGE – Arrival Procedures

When arriving at Ft. Pickett, please follow the signs to the CAP Admin area, building 1694. Do not go to the Billeting office. Upon arrival you will receive a copy of the MSA (Military Support Authorization), the MSA can also be printed from www.MERSAR.com . You will also receive your billeting assignment and other information at Check-IN. Please ensure that your vehicle is properly licensed, your registration, driver's license, motor vehicle insurance and inspections (if required by your state) are current and valid and that you have your CAP membership card and other documents (CAPF101, pilot credentials, etc.) with you.

Participants should plan on arriving at Ft. Pickett no earlier than 12 noon on Friday 02 May. Please plan to arrive before 1900 on Friday 02 May in order to attend the mandatory Briefing in building 1686

The Ft. Pickett CAP VHF Repeater will be monitored for talk-ins. **The mission base call sign is Pickett Base.**

Inbound aircrews must follow the procedures provided by the Air Branch.

Please note the required documents that you must bring with you:

ALL attendees must be safety current and have a current CAPF161 Emergency Notification Data form with them to turn in to ADMIN upon arrival.

EVERY cadet must ALSO have a PARENT signed CAPF31, and if required a CAPF163 (Permission for Provision of over the counter medications to a minor).