



MER SAR COLLEGE
Middle East Region, CAP
Fort Pickett, VA
15-17 May 2015

MISSION NUMBER: 15-T-8136

GENERAL ARRIVAL INSTRUCTIONS

Welcome to MERSAR 2015! 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)
5. If you brought a vehicle, you will empty all your personal belongings out at this point and provide the vehicle keys to the Logistics Representative at check-in.

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 Lt Col Phyllis Griffin, Admin Section Chief

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.

2015 MER SAR COLLEGE – Arrival Procedures

When arriving at Ft. Pickett, please follow the signs to the CAP Admin area, **building 1662**. 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 15 May. Please plan to arrive before 2030 on Friday 15 May in order to attend the mandatory Briefing in **building 1667**

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. Once you land at BKT, you will turn in your keys to Air Ops and will be shuttled over to the Admin area for check-in.

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).

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Driving Directions to Ft. Pickett:

From the North:

Take I-95 South to Petersburg, VA. Merge onto I-85 South toward Raleigh/Durham. Take Exit 51, VA460W toward Blackstone, follow signs to Ft. Pickett.

From the South (NC):

Take I-85 North to VA Exit 27 - VA46 toward Blackstone/Lawrence, follow signs to Ft. Pickett. For more specific driving directions from your location, use www.mapquest.com or maps.yahoo.com

37.0533° N, 77.9491° W

Fort Pickett, Coordinates

There are multiple gates. The MAIN GATE is open 24/7. Please be sure you GO TO THE MAIN GATE! All other gates clos around 5.

For inbound questions or to let us know you are running late please call someone in the ADMIN section:

ALSO Call to arrange Pickup of your keys for those arriving after 2100 on Friday.

Lt Col Griffin: (443) 562-6461

Terri Richards: (919) 880-5102