

XX March 2017

MEMORANDUM FOR 2017 Pararescue and Survival Orientation Course (PJOC) Participant

FROM: Lt Col Arnold T. Stocker, USAFR, Director

SUBJECT: 2017 Pararescue and Survival Orientation Course (PJOC)

1. Congratulations on your selection to attend the 2017 PJOC at Kirtland AFB, Albuquerque, NM, 15 July – 23 July 2017. This Air Force orientation course will be mentally challenging and physically demanding. Your experiences during this activity will be of enormous benefit to you now and in the future. PJOC is an introduction to the mission of the Guardian Angel Weapon System (GAWS), a non-aircraft, equipment-based weapon system of the United States Air Force. GA is organized into nine specific capabilities: Prepare, Mission Plan, Insert, Movement, Actions on Objective, Medically Treat, Extract, Reintegrate, and Adapt. For seven training days you will be introduced to some of the skills and requirements of Pararescuemen (PJs), Combat Rescue Officers (CROs), and Survival Evasion Resistance and Escape (SERE) Specialists. During PJOC you will gain experience and training in land navigation, survival techniques, rock climbing, rappelling, and other various skills used in rescue operations. **PJOC is a Civil Air Patrol National Cadet Special Activity, provided by the Guardian Angel Enterprise.**

2. **Location Details:** The program will consist of two travel days & seven training days on base and in training areas in the state. Several of the training days will be spent in a field training area where elevations can range between 2,300 feet and 10,600 feet. Plan your physical training accordingly, especially if your home residence is at lower elevations. Daytime temperatures can be in excess of 100 degrees (Fahrenheit), yet evening lows can dip to 35 degrees (Fahrenheit). Therefore, proper hydration, nutrition, and physical fitness are required.

3. **Activity Fees and Refunds:** Pay the \$450.00 activity fee to National Headquarters (NHQ) **after** you successfully pass the PJOC fitness evaluation at your home unit, but no later than 15 April 2017. You may pay by credit card, debit card, money order, or check. See details at <http://www.capnhq.gov>. Click the “e-Services” button, log in, and then click the “Registration and Payment System” link on the left side. The “Payment Directions” link provides details regarding payment methods. There are also links for paying on-line or mailing payments. If your plans change after you pay activity fees, please contact the PJOC Administrative Officer to request a refund 21 days or more prior to activity start in order to ensure a full refund, minus a processing fee.

4. **Required Paperwork:** To reserve a slot at PJOC, students must complete the attached PJOC Cadet Information Form (atch 1), Medical Information and Consent Form (atch 2), CAPF 160 CAP Member Health History Form (atch 3), CAPF 161 Emergency Information (atch 4), Travel Information Form (atch 8), PJOC PFE Standards Affidavit (atch 12). In addition, Cadets who've have been treated by a medical provider for an injury since 1 October 2016 must complete CAPF 162 (atch 5) and show their medical provider the attachment 6 memorandum. If a student is

allowed to take over-the-counter medications while participating in PJOC, please complete CAPF 163 (atch 7). Scan the above into a PDF document (PDF only, NOT jpeg) and email to: PJOC.NM@gmail.com. Please follow instructions and review the forms for accuracy. Return this information by **1 May 2017**. Travel plans must be submitted no later than **1 June 2017**. If you fail to meet these deadlines, you will lose your PJOC primary slot. These deadlines are required to ensure all PJOC slots are filled. If you are not able to attend PJOC, the courtesy of a reply is greatly appreciated so we may offer your slot to an alternate as soon as possible.

5. **Travel Information:**

NOTE: Please do **not** incur any financial obligation for travel expenses until **after** you have successfully completed the PJOC fitness evaluation.

NOTE: Please follow the requirements for travel times listed below. We can grant exceptions in special circumstances, but ask you to check with the PJOC Administrative Officer before planning travel outside of the time windows listed. *Exception:* If a parent/guardian will be traveling with the student after course completion, you do not need to check with us prior to scheduling travel outside required times, but please inform us so we may plan accordingly.

Traveling by Airline: Plan a flight scheduled to arrive at the Albuquerque International Airport (ABQ) between 9:00 a.m. and 3:00 p.m. on Saturday, 15 July 2017. Your return flight must depart the Albuquerque International Airport between 5:00 a.m. and 1:00 p.m. on Sunday, 23 July 2017. We will provide transportation between the airport and the activity. Please see the travel form for what to do when you arrive at the airport.

Traveling by Bus or Train: Plan your travel to arrive in Albuquerque no later than 3:00 p.m. on Saturday, 15 July 2017. Schedule your return travel to depart Albuquerque no later than 1:00 p.m. on Sunday, 23 July 2017. We provide transportation between the bus or train station and the activity.

Traveling by Personally Owned Vehicle: Plan to arrive at the in-processing location between 9:00 a.m. and 3:00 p.m. on Saturday, 15 July 2017. Plan to depart the out-processing location between 5:00 a.m. and 11:00 a.m. on Sunday, 23 July 2017. If your family is attending the graduation banquet and you wish to depart with them after graduation on the evening of 22 July, please coordinate with our staff at graduation.

Reminder: The earlier you arrange travel, the more choices you will have in schedule and pricing. Plan early, but please send your travel information no later than 1 June 2017. Contact our administrative officer, Lt Col Sherry Riddle, at (505) 323-9574 or pjoc.nm@gmail.com if you have questions about travel prior to making arrangements.

6. **Physical Fitness:** PJOC is a physically and mentally demanding activity with a very strenuous field-training program. You must meet Air Force weight standards and be physically fit upon arrival. You must be able to participate in all events without restriction. Physical conditioning prior to reporting is critical for safety, and it will ease your altitude adjustment, allow for full participation in all course activities, and improve your chances of successfully completing all evaluations at PJOC. You will complete PJOC Physical Fitness Evaluations during the activity and must pass all categories to graduate. You will also be required to meet minimum PJOC fitness standards prior to reporting for PJOC. Please note the PJOC Physical Fitness standards are set by the United States Air Force Guardian Angel Instructors and are more demanding than Civil Air Patrol Physical Fitness requirements. These standards are designed with the safety of the student as their driving factor; an ill-prepared student is likely to become injured and/or not complete the course. *NOTE: These standards are the minimum. If your goal is to simply meet the minimum requirement, your chances of success are greatly diminished.*

6a. **Physical Fitness Evaluation at Home Unit:** Your squadron commander or designated representative must test you using the PJOC Physical Fitness Evaluation (PFE) standards in Attachment 11. The person who administers the test, your parent/guardian, and you will sign the affidavit (atch 12) indicating your ability to meet fitness standards for PJOC. Any falsification of performance or signatures is an integrity violation and reason for dismissal from the course. We ask that you not be tested by a family member to prevent any appearance of partiality or leniency.

6b. **Using PFE Results to Improve Your Chances of Success:** The purpose of the home PFE is to give you information on your current level of fitness so you can work to improve or maintain your fitness for success at PJOC.

6c. **Endurance / Confidence:** In addition to passing the PJOC Physical Fitness Evaluation, **you should be able to run three miles without stopping or walking.** Participation in a swimming / water confidence introduction is also required during PJOC.

6d. **Training to Exceed Minimums:** Note that it may be necessary to exceed the minimum PFE standards at your place of residence in order to pass requirements in the training area, due to heat, altitude adjustments, and the demanding course schedule. We recommend a fitness routine that includes running and PFE exercises a minimum of three times per week.

6e. **Reporting Recent Illness or Injury:** In addition, if any injuries you've experienced or been treated for since 1 October 2016 required medical care (a visit to your provider, over-the-counter or prescription medication for pain management, x-rays, splint or cast, hospitalization, etc.), you must get your medical provider's clearance to participate. Please make sure your provider knows you will be highly active for several hours per day, completing several repetitions of calisthenics, and running at elevations of 2,300-10,600 feet. We require a doctor's clearance in these circumstances because cadets with recent injuries risk greater injury, extended recovery, and are frequently unable to fully participate in the course. Send your doctor's note with your paperwork using CAP Form 162.

7. **Elimination from Training:** Some students who arrive for PJOC depart the program early. This is typically related to poor physical conditioning prior to arrival. Often, departing Cadets do not meet physical fitness standards and choose to leave, or they are injured due to their lack of physical fitness. **Safety is our greatest consideration in eliminating a student from training non-voluntarily.** If a Cadet is eliminated from PJOC for any reason, their wing commander and CAP NHQ will be informed. In addition, the student or their family must pay for any additional travel costs incurred due to an earlier-than-planned departure. Cadets who are eliminated are sent home immediately – typically on the day they are eliminated.

8. **Financial Responsibility:** If a student must depart PJOC earlier than planned for any reason, the **Cadet and their parents / legal guardians are responsible for any additional travel costs incurred due to an earlier departure.** More detailed information can be found in CAP Regulation 52-16 (1 Nov 15). Chapter 8, paragraph 8-4 (f) states, "If due to medical or disciplinary reasons a Cadet must be sent home early from a NCSA, including International Air Cadet Exchange (IACE), it shall be the obligation of the parent(s) or legal guardian(s) to pay for transportation and/or related costs. Parents acknowledge this obligation by signing their cadet's CAPF 31, *Application for CAP Encampment or Special Activity.*" Please keep this requirement in mind when making travel

arrangements and when deciding to start or continue a physical fitness program.

9. **Course Expectations:** In addition to excellent physical conditioning prior to arrival at PJOC, you will be expected to participate in **all** aspects of the course, listen to instructors and follow their directions, lead a group in course activities when assigned, demonstrate uncompromising integrity, and be respectful of PJOC staff and fellow participants. Teamwork is the key to success at PJOC. Throughout the course, you will work as a team to successfully complete all objectives. The adage “succeed as a team, fail as a team” is a hallmark of the PJOC program. When you accept a slot for PJOC, please be prepared to meet these expectations. As a CAP Cadet, you should be very familiar with proper drill & ceremonies and uniform wear. As a team, you will be evaluated in these areas during the course. In addition, all students will be instructed and evaluated on physical fitness, knots and ropes, rappelling, survival, land navigation, academics, and leadership. You will have an opportunity to practice what you learn, ask questions, and receive tutoring prior to evaluation. You must pass all of these evaluations in order to graduate from the course. All evaluations are PASS / FAIL. It is necessary to arrive well-prepared to meet fitness requirements and learn new skills.

10. **Graduation Requirements:** Graduation is not automatic. Simply participating in all activities will not guarantee your graduation. You are expected to **pass** all graduation requirements during PASS / FAIL evaluations. All participants receive an amazing opportunity to be mentored by Air Force Guardian Angel professionals. However, only the students who meet PJOC graduation requirements earn the right to wear the Cadet Special Activity Ribbon and PJOC Patch. Graduates are awarded a patch, certificate, and other PJOC memorabilia. **Though challenging, PJOC is *not* a selection course. The goal is for all students to graduate.**

To graduate, you **MUST**:

- A. Actively participate in ALL training evolutions
- B. Pass a comprehensive written evaluation with 80% or greater
- C. Pass the Land Navigation Evaluation
- D. Complete the initial Physical Fitness Evaluation
- E. Pass the final Physical Fitness Evaluation
- F. Pass the timed knot evaluation
- G. Successfully complete a minimum of one rappel
- H. Must have NO major safety violations and NO integrity violations
- I. Approval of the USAF Lead Instructor

11. **Graduation Dinner:** A Graduation Dinner will be held on Saturday evening, 22 July 2017 at a location and time to be determined. Parents and guests are invited and must RSVP to no later than 15 July 2017. If guests would like to attend, please indicate the number of guests on the Cadet Information Form (Atch 1). The cost **PER GUEST will be \$25.00, paid in CASH ONLY.** PJOC students should bring CASH payment with them to in-processing. Graduation Dinner costs for course participants are included in the activity fee.

12. **As a teaching tool, we prefer that the majority of correspondence with PJOC staff be completed by the student. However, parents/guardians do not hesitate to contact us.** Please direct any specific questions to the administrative officer at PJOC.NM@gmail.com. Lt Col Riddle will also provide telephone contact information in separate communication.

13. PJOC promises to be challenging, rewarding, and memorable. I look forward to meeting and

working with each of you, as we share what many consider CAP's best NCSA!

14. **Timeline:** The following is a summary:

- Start a fitness program focused on strength and aerobic capability now
- Complete the Physical Fitness Evaluation and modify work-out to address areas of need
- Pay course fees to National HQ CAP by 15 April 2017 – **after** you've successfully completed the Physical Fitness Evaluation
- Send Cadet Information (Atch 1) and Medical Information (Atch 2) by 1 May 2017
- Send CAP Form 160 Health History & CAP Form 161 Emergency Information (Atchs 3 & 4) by 1 May 2017. Fillable copies of these forms can be found at www.capmembers.com. Select the "Forms, Publications & Regulations" link, then the "Forms" link
- If you've been treated for an injury since 1 October 2016, send CAP Form 162 CAP Member Physical Exam (Atch 5) by 1 May 2017. Be sure to show your medical provider the memo at Atch 6.
- If you might be taking over-the-counter medications while participating in PJOC, send CAP Form 163 Permission for Provision of Minor Cadet Over-the-Counter Medication (Atch 7) by 1 May 2017
- Send Physical Fitness Evaluation Affidavit (Atch 12) by 15 April 2017 **before** paying fees
- Send Travel Information Form (Atch 8) by 1 June 2017
- RSVP and pay for graduation banquet guests by 15 July 2017 at in-processing
- Travel to PJOC, in-processing, and required welcome briefing are on 15 July 2017
- Graduation Banquet is on 22 July 2017
- Departure travel is on 23 July 2017

Arnold T. Stocker

ARNOLD T. STOCKER, Lt Col, USAFR
Director, PJOC

Attachments:

1. PJOC Cadet Information Form
2. Medical Information and Consent Form (2a for age 17 & younger, 2b for 18 & older)
3. CAPF 160 CAP Member Health History Form
4. CAPF 161 Emergency Information
5. CAPF 162 Physical Exam
6. Memo for Medical Providers authorizing participation
7. CAPF 163 Over-the-Counter Medications
8. Travel Information Form
9. Requirements to Attend PJOC
10. Cadet Conduct Guidelines
11. PJOC Physical Fitness Evaluation Standards and Instructions
12. PJOC Physical Fitness Affidavit
13. PJOC Equipment Pack List
14. PJOC Key Personnel Roster
15. PJOC Checklist