

CSWC

MEMORANDUM FOR RECORD

SUBJECT: Community Leader Information Forum (CLIF), 2 SEP 2015

1. Meeting Attendance:

Membership

Commandant, USAWC
Senior Spouse Advisor
USAWC CSM
Senior Spouse Representative
Diplomatic Advisor to CMDT
Senior Spouse Representative
Deputy Commandant
Senior Spouse Representative
Provost
Senior Spouse Representative
Chief of Staff, USAWC
Senior Spouse Representative
Dir., SLDR, USAWC
Dir., USAHEC
PKSOI Representative
MFP/SLDR, USAWC
G3
Deputy Director, SLDR
Commander, DAHC
Commander, USAG
USAG CSM
Senior Spouse Representative

Present/Represented

MG William E. Rapp
Mrs. Debbie Rapp
CSM Christopher Martinez
Mrs. Janet Martinez
AMB Daniel Shields
Mrs. Sangeeta Shields
COL Dave Funk
Mrs. Nellie Funk
Dr. Lance Betros
Mrs. Laurel Betros
COL Robert Balcavage
Mrs. Kim Balcavage
Dr. Thomas Williams
COL Peter Crean
Mrs. Margo Rowe
Ms. Lisa Riley
COL Robert Wade
COL Matt Shatzkin
LTC Mike Belenky
LTC Greg Ank
CSM Nelson Maldonado
Mrs. Julie Maldonado

Deputy Commander, USAG

Mrs. Elaine Leist

Seminar Spouse Representatives

Seminars 1-24

Blue Star Seminar Representatives

Tammy Parsons and Carmen Segalla

2. Opening Remarks: Meeting commenced at 1100. MG William E. Rapp, Commandant, United States Army War College, welcomed all attendees and outlined the purpose of the Community Leaders Information Forum (CLIF): to exchange information between the USAWC student community and Leadership. He emphasized the importance of two-way communication and our goal to establish Carlisle as the best community in the Army. MG Rapp then introduced members of his command staff, who can be found here: [USAWC Leadership Team](#). He also thanked the Seminar Spouse Representatives (SSRs) for volunteering their time and efforts. He highlighted the primary responsibility of the SSRs to represent and inform spouse peers within their respective seminar, to include geographically separated spouses. Further information on responsibilities is described on slides 4 and 5 of the attachment that accompanies these minutes. MG Rapp stressed that information flow is key to a successful year. Slide 6 of the CLIF slides outlines the information flow for CLIF distribution. He expressed that while the CLIF is one of multiple venues for information, members of the community should not wait until the CLIF to voice concerns and ask questions. Attendees were encouraged to take advantage of the community leaders assembled at the CLIF which provides an opportunity to immediately address the issues of concern. SSRs may also use the '3x5' comment card that is provided at the CLIF to anonymously submit questions or concerns from themselves or on behalf of members of their seminar, to the USAWC leadership. Each card is submitted to the Military Family Program (MFP) coordinator for consolidation and submission to the Commandant. The Commandant then directs USAWC or Garrison staff action in order to provide a response to the 3x5 card issue NLT the next CLIF. Some issues take longer than others to resolve, but all 3x5 card issues will be addressed NLT the next CLIF. The Commandant provided a brief discussion of the common topics for the 3x5 cards that are listed on slide 9.

3. Ms. Lisa Riley, MFP, provided an overview of MFP programs available to the USAWC community through December. On the near horizon will be the FLAGS Organizational Meeting (22 Sept, Chapel) and the Myers-Briggs for Families presentation (23 Sept, Bliss Hall), slides 11 and 12, respectively. Information is also provided regarding the AY16 Spouse Project which provides an opportunity for student spouses to identify and collaborate on a project to leave a legacy of their USAWC experience (see slide 13). A full listing of MFP events coming in the next 90 days is provided on slide 10 of the attached.

4. Dr. Tom Williams, Director, Senior Leader Development and Resiliency (SLDR) presented the AY16 'Strength for Wisdom' campaign, designed to synchronize and integrate physical activity and support services to help bring about enhanced performance throughout the USAWC year. This program is open to spouses and students. Further information regarding the campaign, planned events, and on how to sign up is found at [Strength for Wisdom AY16](#).

5. The student representative for the USAF gave an overview of the Air Shipwreck Ball, a joint Air Force and Navy student-led social event scheduled for 25 September, 1700 on Indian Field. The event is *tailgate themed* with casual dress (athletic dress) for families and will provide regionally themed food. Admission is \$20 for ages 13+, \$12 for ages 4-12 and free for 3 and under. While the cost is fixed, other details may change and attendees were encouraged to obtain details about "pick-up truck" decorating and other events from their seminar Air Shipwreck Ball representative (see slide 15 for event information and slide 16 for "tailgate food themes").

6. COL Robert Wade, G3 presented the USAWC event calendar from September through December 2015. He highlighted the first "Read, Write, Reflect" (RWR) day is Friday, 4 September. Students do not have class scheduled on RWR days and are supposed to use that time to stay caught up on their reading, write papers, and/or conduct research. The Commandant emphasized that this is planned "white space" on the calendar; however, opportunities to schedule our most senior national security leaders (with their own tight schedules) may necessitate use of that space from time-to-time. COL Wade reminded attendees that holiday recess begins at 1300 on the day indicated. Therefore, please ensure that you make your travel plans knowing that students are not released until 1300. Other big events highlighted included the "Fall Yard Sale" on Carlisle Barracks, next CLIF meeting on 7 October, Oktoberfest at AHEC from 8-11 October, and the CYSS Halloween Parade on 29 October. COL Wade noted that Carlisle Barracks synchronizes its "trick or treating" with the town of Carlisle (and surrounding communities) "trick or treating", Thursday, 29 October. COL Wade also drew everyone's attention to the legend at the bottom of the calendar listings on the slide that indicates "lead organization" responsible, as well as "time," and "location" for the event. The calendar of events can be accessed from the [USAWC community calendar](#).

7. LTC Greg Ank, Garrison Commander CBKS, described his mission is to coordinate resources in support of the USAWC and other tenant activities that serve around 50,000 retirees per year. LTC Ank introduced the Garrison Leadership team, which along with the mission overview can be found at this link: [USAG CBKS](#). LTC Ank explained that IHG (on-post) lodging has plans to renovate the Carlisle Barracks guest lodging around the holiday season which will limit availability. He also highlighted the large dog park construction is underway, along with landscape upgrades and a "USPS & FEDEX" recognized delivery address for Young Hall residents is expected by 8 SEP. The SSRs were encouraged to ensure they are linked into the current "SendWordNow" emergency

mass notification system, which is also useful as we enter a season of inclement weather. That system will soon transition to 'AtHoc Mass Warning System'. Attendees were encouraged to read the Banner article for more information see e.g., [AtHoc article](#)

8. School Liaison Officer Jacqueline Schultz provided an overview of the hourly care process available from 0800-1530 Monday through Friday. Registered families can schedule care 30 days in advance. While they have a 10 child capacity, it also depends on the age of the children. For example, an infant requires more attention. They are working to expand their facilities and take special note of events (e.g., partnering with the MFP and Spouse's Club) to ensure they track events and demand for services in an effort to meet demand. The CDC is also exploring at a 'Kids on Site' program to offer additional support for CBKS events such as CBSC and MFP. Contact the CDC at: [Carlisle CDC](#)

9. Becky Myers (ACS) announced the Army Family Action Plan conference on 17 November. She needs delegates and encouraged attendees to submit AFAP issues. Submit issues at [AFAP Request](#) On 8 September, ACS will offer a class at their facility regarding special needs students and Individualized Educational Plans (IEP) in Pennsylvania. [Click for ACS website](#)

10. Theresa Steele from Balfour Beatty (BB) asked for those with housing issues to contact their office [Carlisle Barracks Housing](#). BB has registration forms for the emergency mass notification system in their office.

11. Chaplain (LTC) Adolph Dubose, Deputy Garrison Chaplain, introduced the Carlisle Barracks Chapel Community. Ms. Susan VanBebber explain chapel activities related to spouses, noting events for both the Catholic Women of the Chapel and the Protestant Women of the Chapel fellowship groups. The CWOC meets the first Friday of each month (except this month with shift to 11 Sep due to training holiday) and the PWOC meets Thursdays. See slides 26-27 for more information.

12. COL Crean described the Army Heritage and Education Center (AHEC). With over 12 million documents, AHEC has the Army's largest archive of military history, maintaining publicly accessible research libraries at Root Hall and the AHEC campus. It has many treasures, capabilities to research family member's military history, perspectives lectures, and many other activities. More information on AHEC, to include presentation and event schedules, can be found here: [AHEC Events and Exhibits](#)

13. LTC Belenky, Commander Dunham Army Health Clinic passed out patient handbooks which be found here: [DAHC Handbook](#). He related how valuable this resource is for answering questions related to accessing healthcare. LTC Belenky also announced that details concerning the upcoming flu shot campaign could be found on

their Facebook Page [Dunham FB Clinic](#). He also noted that the Army Wellness Center falls under DAHC and is open to both students and spouses.

14. Carol Kerr, PAO alerted SSRs they may get contacted for media interviews from time-to-time and encouraged everyone to consider seeking her out for consultation and advice prior to interfacing with outside media. She can be reached at: carol.a.kerr.civ@mail.mil or 717-245-4389.

15. Ms. Janell Coker, President Carlisle Barracks Spouse's Club (CBSC), outlined the spouses' club events for the year. She highlighted and cautioned that RSVPs go fast for the upcoming *Interactive History and Legends Trunk Show* on 23 October. She also explained the follow-on event for 24 October that involves a free historical walking tour of downtown Carlisle. Ms. Coker also highlighted the *Denim to Diamonds Auction* noting that seminars often create baskets to auction during this fun evening. Additional dates CBSC events are available on Slide 29 and at <http://www.cbspousesclub.org>.

16. CSM Martinez thanked the SSRs for what they are doing to help make our community excellent. MG Rapp expressed his pride in the organization and that to function well, requires all our help. MG Rapp closed the meeting by re-emphasizing the use of 3x5 cards and encouraged their use for suggestions and questions. However, he also asked that if someone sees something that needs addressed right away, don't wait for the next CLIF. Make sure you bring it to his attention or to one of the leaders' who can help address it in a timely manner. He thanked the group for their attendance and for their contributions to our community.

17. Several 3x5 cards were received after the CLIF with answers that USAWC can quickly address.

a. **3x5 Question 1: Please confirm dates of Jim Thorpe Sports Days and Joint Ball.** Answer: Jim Thorpe Sports Days are Thursday 21 APR (Opening Ceremony at 1700) through Saturday 23 April at approximately 1300 hrs. The Joint Ball will take place on 7 May at the Hershey Lodge. Start time is TBD but has typically been 1700/1800 timeframe.

b. **3x5 Question 2: In case of an emergency, what number do we call (or who do we contact) to get in touch with students while they are in class?** Answer: Per USAWC Pam 10-5 that covers all Student Affairs, "During duty hours, the G1 should be contacted by anyone needing to relay an emergency message to a student (717-245-3627/4220/3362/3615/3416). The G1 will notify the Registrar and the Registrar's Office will notify the student. The caller should state that it is an emergency to the G1 person taking the message and provide a number for the student to return the call. For emergency cases, students will be directly informed and released from lectures and seminar room discussions. If the student is not in class, the Office of the Registrar will notify the caller that the student is out of class."

18. The meeting adjourned at 1200; the next CLIF is 7 OCT 2015 1100-1200 at LVCC.

Approved by: Chief of Staff

//original signed by//

WILLIAM E. RAPP
Major General, U.S. Army
Commandant