

ATWC

MEMORANDUM FOR RECORD

SUBJECT: Community Leader Information Forum (CLIF), 29 APRIL 2015

1. Meeting Attendance:

Membership

Commandant, USAWC
Senior Spouse Advisor
Diplomatic Advisor to CMDT
Senior Spouse Advisor
Command Sergeant Major
Senior Spouse Advisor
Deputy Commandant
Senior Spouse Advisor
Provost, USAWC
Chief of Staff, USAWC
Dir., SLDR, USAWC
MFP/SLDR, USAWC
G3
Commander, DAHC
Commander, USAG
Senior Spouse Representatives
Seminar Spouse Representatives
Seminar 21 Representatives

Present/Represented

MG William E. Rapp
Mrs. Debbie Rapp
AMB Daniel Shields
Mrs. Sangeeta Shields
CSM Malcolm D. Parrish
Mrs. Sharon Parrish
COL Dave Funk
Mrs. Nellie Funk
Dr. Lance Betros
COL Robert Balcavage
LTC William Coker
Ms. Lisa Riley
COL David Fee
COL Rebecca Porter
LTC Kimberly Peeples
USAWC Directorates/Centers/Institutes
Seminars 1-20, 22-25
Ms. Gina Botters, Ms. Andrea Aitken

2. Opening Remarks: Meeting commenced at 1100 with MG William E. Rapp, Commandant, United States Army War College, welcoming all in attendance and thanking them for continuing to bring their concerns to leadership for action. MG Rapp also reminded all present that the next few weeks leading up to AY15 Graduation will pass quickly. He then provided a brief overview of the May CLIF agenda followed by a discussion to address the issues raised in 3x5 card submissions from the April 2015 CLIF.

3. 3x5 Card Feedback from the April CLIF (see attached slides):

a. Question/Comment #1: *Requesting better signage at Young Hall in order for guests and delivery persons which entry point to use for each section.*

Response: LTC Peeples, CBks Garrison Commander on behalf of BBC, stated "We are planning an extensive exterior renovation project for Young Hall this summer which includes roof replacement, concrete work, and exterior painting. We will include improved signage into the scope of work as well."

b. Question/Comment #2: *Requesting re-designation of the postal address for Young Hall. Current address is 'B13 Forbes Ave.', which is not an actual street address. Noting that delivery companies cannot deliver without a valid street address.*

Response: LTC Peeples, CBks Garrison Commander, *"I have submitted a formal request to the USPS for this change, and they are very receptive to this change request. Once approved, we will develop an implementation plan and timeline. MG Rapp added that we will start an initiative to put up more street signs to adequately identify all the streets on CBks."*

c. Question/Comment #3: *Regarding the "Land Mine" of dog excrement in the existing dog part being a continual problem.*

Response: LTC Peeples, CBks Garrison Commander, *"Unfortunately this is a consistent challenge across the Installation. We will monitor this area, but I would appreciate your assistance with community policing and neighborhood watch. If you do not want to approach the person, we can definitely assist and will work with BBC as well." MG Rapp added that "this is a matter of personal responsibility to clean up after your dog. We cannot commit any resources (i.e. DPW) to take responsibility for what is a community responsibility." It was noted that DES can also issue fines to those who litter.*

d. Question/Comment #4: *"Why does Part Day Pre-School and Pre-K end on May 29 (last Friday in May) vs. at graduation (following week)?"*

Response: LTC Peeples explain that... *"We end PDPS/Pre-K in May for predictability and to better support the USAWC transition period. Parents are still able to reserve an equivalent 20 hours of care, however this practice opens up additional spaces in hourly care to the entire population during the heavy June transition period."*

4. Special Topic Briefs:

a. *Graduation:* COL David Fee (G3) presented an overview of the AY15 Graduation scheduled for Friday, 5 June 2015. An overview of the graduation events is presented on slides 8 through 15 which accompanies these minutes.

Emphasis was placed on the following:

- At 0850 an announcement is made for all guests to be seated.
- There will be shuttle bus service available to the main venue (Wheelock Bandstand) beginning at 0730 until 0845. Guests are encouraged to utilize any of the designated parking areas indicated in yellow on slide 9.
- Guests are encouraged to use the assigned space for photographing their students as they receive their diploma.
- Seating for handicapped guests will be on the porch of Quarters 2.

- Students must register their handicapped guests for seating.
- There will be a big screen TV placed by Quarters 2 for visibility.
- Water stations will be placed throughout the venue. See slide 12 for locations.
- Restrooms (porta-potties) will be placed throughout the venue. Thorpe Gym will also be open for restroom use.
- Weather call will consist of a first call on 4 June at 1600. Final decision will be made 5 June at 0700. Notifications will be made via Student Leadership, Send Word Now, USAWC Facebook Page, and CBks Info Line (245-3700).
- In case of inclement weather, Graduation will be held in Bliss Hall. Because of seating capacity Bliss Hall is for students only. Guests will be directed to a number of venues to watch the ceremony via video. Please see slide 15 for these venues. There are limited tickets available for indoor seating.
- USAWC will live stream the event over the World Wide Web. Consult the official USAWC Facebook page for the link.
- There will be NO coolers, backpacks, or smoking allowed at the graduation site.
- Please pre-register for the post-graduation brunch at LVCC, not later than 2 June.

b. AY15 Spouse Survey: Lisa Riley, MFP/SLDR reminded the spouses present that the annual *AY15 Spouse Survey* will close on 6 May at 1200. The valuable information obtained from this survey is instrumental in formulating future USAWC/CBks offerings. If you have not participated, and wish to add your valued input, please click this link: [AY15 Spouse Survey](#).

c. AY16 Blue Star Seminar (formerly Sem 21): COL David Funk (DCOM) gave an overview of the newly renamed seminar for spouses of deployed students. There is a briefing this Friday, 1 May, at 1230 in the CCR for all interested AY15 spouses. MG Rapp added that although the name is new, the intent for the seminar remains the same. Senior spouses who will become members of the new AY16 Blue Star Spouse Seminar and departing spouses who have been members of the AY15 Seminar 21 are being invited to a Welcome/Farewell Luncheon hosted by MG and Mrs. Rapp on 13 May from 1130-1300. The SSRs are asked to ensure you forward the names to the Ms. Lisa Riley, MFP Coordinator, to ensure the spouses who will join the AY16 Blue Star Seminar receive their invitation to attend this luncheon.

d. SLDR Pebble Return: LTC William Coker (SLDR) briefed the group regarding return of the motion activity sensors (Pebbles) and associated USB access points. These devices are made available to the USAWC community. As part of out-processing, if you were issued a device please return it to SLDR during the duty day between 0730-1530. SLDR is located in BLDG 315 (same building as the G3), Room 205.

5. G3 Calendar Review: COL David Fee, USAWC G3, reviewed highlights from the upcoming April, May, and June Integrated Master Calendars (see slides #20-24).

April 2015 highlights included:

-30 APR ACS Volunteer Recognition Ceremony

May 2015 highlights included:

-05-07 MAY NSSR #3 Washington, D.C. (students only)

-09 Joint Ball

-16 Spring Yard Sale (<http://www.carlisle.mwr.com/special-events-marketing/special-events/spring-flea-market-yard-sale>)

-16-17 Army Heritage Days

-20 MAY Asian American and Pacific Islander Heritage Observance

-22 MAY Training Holiday/RWR Day

June 2015 highlights included:

-01-04 JUN National Security Seminar

-05 JUN Graduation Resident Class of 2015

-05 JUN is also a car show weekend, book hotels in advance.

See calendar slides for other events not highlighted above.

6. Command and Staff Updates:

a. Garrison. LTC Peeples thanked everybody for a great year. Additionally she reminded the attendees to use the AY15 Spouse Survey or send comments on DFMWR Family programs so that we can continue to improve. Appreciation was expressed for supporting the Family Fun Fair, and the Garrison welcomes any feedback on that event as well. She shared that this was the first year that we held the Family Fun Fair in conjunction with Jim Thorpe Sports Days instead of with the Easter egg hunt due to weather considerations.

b. Housing. Balfour Beatty has emailed residents regarding the opening of the *Annual Resident Satisfaction Survey*. Residents will receive an email with the survey link in the next few days. If you do not get the survey, please contact the BBC property management office at 717-243-7177. BBC also announced that they sent the AY16 student assignments on Monday and continue working assignment issues this week. Questions were raised regarding the marketing incentive for Young Hall (YH) that amounts to a \$500 rent reduction per month for the Academic Year. The Garrison Commander reiterated that this BBC marketing incentive is offered as an inducement to bring back Residents to YH while acknowledging a potential inconvenience this year during BBC's YH renovation (roof and exterior) project (yet to be scheduled). Last year, the addition of new student housing units resulted in a high vacancy rate in YH (11 vacancies) - thus the requirement for a marketing incentive this year.

c. The Chapel is seeking volunteers for this summer's Vacation Bible School. Volunteers will have to apply for a background check. Please call the Chapel at 717-245-3318 for additional information.

d. The Exchange. Trish Jones is the new Exchange Manager. She introduced herself and invited the community to reach out to her if they need anything.

e. The Commissary. Steve Oldham announced that he will be leaving Carlisle Barracks for an opportunity in Florida. More to follow of a farewell for this outstanding community leader.

f. COL Porter, Commander Dunham Army Health Clinic, highlighted the procedure for utilizing the nurse advice line, available 24/7 to all TRICARE recipients. The number for the advice line is 800-874-2273 (Option 1). Nurse Advice Line (NAL) nurses ask a series of questions about a caller's specific concerns to advise when and how to seek care for an urgent problem or give instruction on self-care at home. For pediatric issues, the NAL will route the beneficiary to a pediatric nurse. If follow-up is necessary or requested, the NAL will call the beneficiary back to check the child's status a few hours later. The NAL will make same-day appointments with the beneficiary's primary care manager (PCM) for TRICARE Prime beneficiaries who are enrolled to Military Treatment Facilities (MTFs). If a same day appointment is not available, the NAL will re-direct the beneficiary to the closest urgent care center, and advise the PCM that an urgent care referral is needed so the patient does not have to worry about paying any *point of service* co-pays. Local urgent care centers, as well as full instructions are available on the DAHC website at the [Nurse Advice Line](#) link.

g. COL Fee, G3, related the following information related to movement of household goods and transportation during graduation week: No movement of household goods is allowed unless approved in advance; No (moving) vans on post until after 1200 on graduation day; there will be extra dumpsters available; out processing typically takes two hours or less; and students are reminded that they are required to be in class graduation week.

h. COL Harney, Army Heritage and Education Center highlighted three events: (1) Army Heritage Days on May 16-17, (2) Perspectives in Military History Lecture Series with Dr. Edward Gutierrez "Doughboys in the Great War" at 1915 on May 20, and, (3) *Treasures of AHEC*, a new display using some of the AHEC's most "treasured" items.

i. PAO/LL answered a question regarding the Yard Sale. Tables and lawn space at Indian Field to sell items are available for those who reside off post for \$20 if they register by 8 May- \$30 afterwards. Registration is available at the following link: <http://www.carlisle.mwr.com/images/registration2015.pdf>.

j. Nellie Funk, School Liaison, noted there is a formal SOP for out-processing your children from school. The process must be started two weeks from the anticipated departure date. Forms can be found on the [School Liaison](#) site and downloaded by clicking here [Student Transfer Checklist](#) (will open an automatic download of form).

k. CBSC reminded attendees of the upcoming "Duck Derby" this Friday.

l. JAG office informed the group that legal assistance appointments were being scheduled three weeks out. Deploying families will have precedence. Please plan accordingly.

CLOSING COMMENTS: MG Rapp asked if there were any further questions or comments. A final question was asked regarding framing for diplomas. COL Balcavage (CofS) said that Barracks Crossing is accepting orders for diploma framing. Please order your frame NLT than 20 May for pickup at graduation. MG Rapp then closed the CLIF session by acknowledging the great contributions of the AY2015 Seminar Spouse Representatives by presenting each SSR with a USAWC Certificate of Appreciation and Letter of Recommendation from him that described the SSR's leadership role, responsibilities and contributions as part of the Resident Class leadership team.

Approved by: Chief of Staff

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