## USAFA Workshop

## Los Angeles Area 057

## 23 July 2016

## Operations and Logistics Plan

### Schedule of Planning meetings

10 June – Friday, 1000
15 June - Wednesday, 1000
7 July – Thursday, 1000
14 July – Thursday, 1000

21 July – Thursday, 1000

23 July - Sat workshop starts at 0800; staff arrive at 0700

25 July 2015, 1000 (Recap):

Conference Dial-in Number and Code: **641-715-3273**; 984379#

### Facilities

LtCol Robert Jayme

Confirm Gordon Conference Center

Keep Temp of room comfortable.

GCC contact – Mr Todd Barton 310-653-2149

**To Do**: Rob confirm GCC. Rob send room and table config to Conf Services (main room: all chairs in theater style; in lobby: 5 tables for checkin. (8) 2x6 tables plus 3 chairs around perimeter of lobby for interviews)

### Security and Parking

LtCol Robert Jayme

Parking at BX and surrounding area will be OK. Need to send Guest list to Security 2 weeks prior.

Nancy/Steve will Provide full invited guest list to Rob and RSVP list with addresses to create the request letter; take copy for gate guard.

Provide Access list by \_\_\_\_\_\_

Need list at gate early. Need POC at gate 30 min prior. Park near gas station.

**To Do**: Rob Send Access list to Security.

Rob Position someone at gate at 0745. Jonwa or one of his Capt/Lt’s

### Invitations and RSVPs

Nancy Wilson

Invitations sent via email to **approx**. \_\_\_\_\_ students.

Tailored invitation letters depending on status

Instructions to students of what to bring: sample resume, gym clothes

Get Pre-Junior database for invites.

Candidates come from if not from the applicant list ??

Possibly change date to deal with 1 July adds?? Done – July 23

Followup from ALOs really helps – both summer seminar and applicants.

Create short URL for forwarding (tinyurl.com)

(2010: 35 students)

(2011: 55 confirmed with 160 total attendees includes ~10 speakers and ALOs)

(2012: 59 confirmed with 180 total attendees plus ~10 speakers and ALOs)

(2013: 38 ? confirmed with 75 ? total attendees plus ~10 speakers and ALOs)

(2014: ? confirmed with ? total attendees plus ~10 speakers and ALOs)

(2015: 62 students, 10 influencers, 8 ALOs, 80 others, 160 total )

**2016** Current Status:

Total # of Students

Total # of Guests

Total # of Influencers

Total # of ALOs

Total # of Registrants

### Attendee Handout/Packet

**Nancy Wilson**

Agenda

USAFA Notepads

USAFA Contact info (websites, phone/email of counselors, etc)

CFA scoresheet

USAFA Application Checklist (printout from ALOWeb candidate application)

ROTC flyer

Feedback – Email survey, Parent feedback

Nametag

Class profile

Etc.

### Checkin Table and Packet Handout

**Nancy Wilson**

2011/2012: Cathy Swartz, Alex, Laura Preston

2013: Ellie Kay, Nancy Wilson

2014: Ellie Kay, plus others

2015: Ellie Kay, Nancy Wilson, Carl Ferraris

2016:

NLT 0700 Arrival and keep attendees outside until we are setup.

If possible, pickup or pre-position 1 or 2 days prior.

Station people, balloon or sign, for easel on sidewalk for guiding to GCC.

Place sign outside showing when doors will open (745AM)

Use Table banners

Have setup in advance prior to arrival: Coffee pot, Name tags, Sign, balloons

Easle**,** Coolers with Ice, Dolly

Have backup plan, mobile numbers.

Nancy – 909-973-9005

Bob – 661-974-1417

Jonwa – 310-972-9060

Derek – 310-347-2461

Steve – 310-748-3059

Rob – 562-447-3549

Water/Coffee/snacks – parent club. Bananas, nuts, apples, other healthy snacks

Marketing giveaways. Move to diff area

Parents Club product sales – ??

**To Do**: Nancy ask if Parents Club can handle the snacks

### Food and Beverages

Nancy Wilson

Bottled Water. Smaller 8oz bottles

Possible snacks. Parents Club may support.

String cheese, snack bars, healthy snacks.

Give food court a heads up. Set expectations for attendees as they go to lunch. Might be long lines. Give heads up at 1000.

Bring: Coffee, napkins, small cups, ice chests

### Program

### USAFA Speakers

Staso

Invites to Selections, Counselors, Div Lt’s, RD

Col Benyshek confirmed. 5-10 from USAFA/RR will attend and film this year

Alton Garrett (Sen Boxer) – invited.

Follow up via email to Alton Garrett. Bob Kay will be backup.

### DV's

Staso

Col Steve Pluntze (ALO) is the welcome speaker (use helmet, other show/tell items, flight suit)

Invite SMC commander – Rob Notified via CAG

Congressional Staffer(s)

When needed: Invites, Expectations, Logistics, Suggested topics, confirmation; Guide discussion for speaker; Have 1:1 prior to set the theme.

Rob: send courtesy email to CAG – done

### Agenda and Briefings

Staso

Staso to review; Coordinate with USAFA staff.

Advise Upfront: “You may know some/most of this information”

Provide Expectations of Assessment

Provide Interviewing tips: Know strength and areas to improve; Bring pen/paper; check email/spam

Parents: practice interviewing, role playing

Deliver to AV person prior to event.

Keep briefings short. More pictures. Less words. Briefers should modify to suit their style.

Parents briefing and Q&A. Focus on Preparing for and supporting the Admissions process; Not In-processing, etc.

Staso review briefings –

To Do: Get 20 minute USAFA visitor center video

### CFA

Maj Jonwa Kim

See separate CFA plan for details

Prob Not Possible for official CFA test this year – few, if any, will be in candidate status.

use outside bars for pullups.

Recruiting 10 officers and 10 parents

Demonstrate all exercises. Use a Female officer to demonstrate 3 pullups.

Be strict on the achievement of individual exercises. Proctors need instructions prior. Possibly keep proctors at stations while students move through-would need more proctors; instead of Proctor guiding the group through the stations. Maintain 5 minute intervals.

CFA – 4 basketball groups ??

If Not taking CFA, or finish early, go to the assessments

Group A (seniors) go through pipeline first

To Do: Jonwa confirm gym; present CFA plan to the team; Schedule future CFA’s so students can add it to their schedule. Tentative dates:

### 1:1 Assessments

Staso

Use Foyer with (8) 2x6 foot tables. 11 stations

 \*15 minute timeslots

Moderator/time keeper:

Plan on 5 assessments in 2 hours per person.

Training videos online

Possible Assessors: (Confirm)

2013: LtCol Kay/ Juan Echeverry, Maj Kim, Bill Preston/Nancy, Alisa Davis-Beasley, LtCol Rob Jayme/Maj Tim Massino, Col Staso/Ellie Kay, Ed and Marilyn Fitzgerald

2014: Bob/Tony, Ellie, Nancy, Derek, Rob, Tim, Bill, Juan, Bill Marshall

2015: Bob, Ellie, Nancy, Rob, Tim, Bill Marshall, Col B, , more.

2016:

To Do: Staso send out instructions/training to Assessors.

Prioritize Group A for Seniors

Juniors – if time permits we can do Juniors in Group B – use different color form

Use a dedicated assessor for Juniors.

Instructions:

Prior: Student fills in name, ALO, Counselor on Snapshot form.

Moderator will hand Snapshot form / CFA Scoresheet to student.

Student hands Snapshot form with CFA scores, and leadership resume to Assessor.

**- Assessor asks questions; and provides verbal and written feedback on Snapshot form.**

- **Assessor records notes for LOD/ALO; Assessor keeps resume.**

**- Send instructions 1 week prior to assessor**

**Nancy Wilson:**

Binders for each Assessor:

- Instructions (Objectives and Expectations of Assessors)

- Pool of Standard questions

- Master list of student info and notes back to LOD/ALO

Handout binders to Assessors and brief them ahead of what to do.

Use Table numbers

To Do: Nancy prepare binders or folders.

**11 tables – same instructions; turn in**

**Let parents use snapshot form to take notes.**

**Timers on table; or use phones.**

**Moderator**

**High competitive – Col B, Dueber, Marshall; Heli parents->Kays**

**Low competitive – Bill**

### Lt’s for Q&A

Jayme

Open session - no breakouts

Always nice to have more, but 2-3 is sufficient. If we have enough Lt’s, possibly have 2 sessions simultaneously - students and parents.

Remind them these are parents and prospective candidates. How you feel about your service to the Force. Why its different. Why you are proud to serve. What is 1 piece of advice for the application process.

**To Do**: Rob confirm Lts. Send Thank You letters.

Nancy/Bob: invite cadets that may be available

### After-event dinner

Staso

Short ALO Meeting at GCC immediately after workshop. Col B will attend for Q&A.

Optional Group dinner to follow

Location: TBD

2011-2015: Proud Bird restaurant on Aviation Blvd.

ALOs, guests - no students/families.

Reservations at 1830 for 10 people - can be updated.

Invite to all ALOs; remind to bring casual clothes; remind of menu and expected cost per person.

### After Action Report / Lessons Learned meeting

**Staso**

Local review and Hotwash - \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Copy to USAFA Admissions

Consolidate feedback from online survey.

### Continuity Folder

**Staso**

Copy to USAFA Admissions

Correlate attendance to completed application or offers.

### Agenda

0800 – Introductions

Colonel Steve Staso

0810 - Welcoming Remarks

Colonel Steve Pluntze

0825 – Greeting (optional)

Office of Congressman Lieu (invited)
Representing the 33rd District of California

0830 - USAFA Review

USAFA/RR

0900 - USAFA Admissions - "Putting Your Package Together”

 - USAFA Selections - "How We Compose a Class"

Colonel Benyshek

1000 - Candidate Fitness Assessment (CFA) (Students—Gym/Track)

Major Jonwa Kim

1000 - Parents Briefing (Parents)

Bob Kay, Ellie Kay (Concurrent with CFA).

1130 – 1230 Group A - Assessments/Networking Q&A
 Group B - Lunch

12:30 – 1330 Group A - Lunch
 Group B - Assessments/Networking

1345 – Association of Graduates

1400 - Congressional Nominations

Alton Garrett, Office of US Senator Barbara Boxer

LtCol Bob Kay

1430 - Alternative Paths to the Air Force

Colonel Steve Staso

1440 - The ALO Interview - "Telling Your Story"

Colonel Steve Staso

1500 - Q/A with Recent USAFA Graduates

Capt \_\_\_\_\_\_\_

1530 - Wrap Up and Adjourn