

McConnell Civilian Learner Information

The civilian learner packet provided contains important information that you as a civilian need to know when taking courses at McConnell Air Force Base (MAFB).

Your packet contains the following:

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If you have any questions regarding the information or if any of the above information has been left out of your packet, please contact one of our McConnell Air Force Base Program Representatives at:

(316) 681-1467 or (316) 759-4172

mcconnell@sckans.edu

CIVILIAN BACKGROUND CHECK AUTHORIZATION FORM



If any information is incomplete or incorrect, your background check will not be approved. Once approved, this background check is good for one year.

I, _____ authorize Southwestern College of McConnell AFB to release personal information to the McConnell AFB Security Forces Squadron so that the Security Forces may perform a background check on me. I understand that this is a condition to attend classes on McConnell AFB.

Signature

Date

Please PRINT the following (must be legible):

Name: _____
(Last) (First) (Middle)

Address: _____

(City) (State) (Zip)

Telephone: _____
(Area code and phone number)

E-mail Address: _____

Social Security Number: _____

Date of Birth: _____

Kansas Driver's License Number: _____

(Form Date 6/1/07)

MAFB STUDENT ID & VEHICLE PASS INFORMATION

Civilian student enrolled are required to obtain a new McConnell vehicle pass each term. Please follow these steps to complete the process.

- 1) **SUBMIT BACKGROUND CHECK AUTHORIZATION FORM.** The form can be FAXED to 681-2837 to begin processing. However, we must have the **ORIGINAL copy on file.** Please either mail it to Southwestern College at 53474 Lawrence Ct., McConnell AFB, KS 67221, or drop it by our office. It takes **approximately 10 days to two weeks** to process the form and be approved.
- 2) **BASE VEHICLE PASS.** The McConnell Air Force Base visitor center will issue vehicle base passes from 8 am to 8 pm, Monday through Friday, at the *McConnell AFB Visitor's Center* just inside the base's east gate (off of south Rock Road). To be issued a Base Vehicle Pass, the student is required to show their:

Current vehicle registration	Proof of current vehicle insurance
Valid <u>KANSAS</u> driver's license	Proof of enrollment (student registration form)
McConnell student ID card	Proof of citizenship**

***Proof of Citizenship includes original state-issued **birth certificate**, current U.S. Passport, or Naturalization papers only. Your social security card is not considered proof of citizenship.*

You will be allowed access to the base during the term only for the day(s) you have class and for 1 hour prior to and 1 hour after class only. Civilian students are required to obtain a new McConnell vehicle pass each term.

Additional Base Pass Information

While you are on base, Southwestern College is your sponsor, and can be held accountable for your actions and behavior. All students must comply with Air Force regulations, including, but not limited to, the following:

The vehicle pass is valid only on the days and times listed (an hour before and an hour after class). The vehicle pass must be issued for each term in which you enroll (photo ID's are valid for one year). Entry to the base at other times is not allowed. If you need to come to the office other than at class times, you must make an advance appointment at: 316-681-1467.

If you change license plates or buy a new car, you must get a new pass before coming on base. If you are driving a borrowed or rental car temporarily, you should stop at the Visitor Center to obtain a temporary pass. The pass you have is only valid for the vehicle with the license number that appears on the front of the pass.

By driving on the base, you are giving security forces permission to search your vehicle at any time (possibly with dogs) either at the gate or elsewhere on base. Do not question or argue with them if you are stopped. This will only delay you further.

Due to recent changes in Air Force policy, you may not use a handheld cell phone while driving on base. You may use a hands free system, or park before using the phone only.

If you should receive a ticket on base, you should call the Southwestern College office. While there is no monetary fine involved, there is a point system fine. If you receive a certain number of points in a year, you will no longer be allowed to drive on base.

You may expect delays at the gate at any time when security is threatened or when a military exercise is being conducted. Please understand that though the reasons for the delay may not be obvious to you, they are nonetheless valid.

Above all, please remember that **we are all guests of the Air Force whenever we are on the base.** Please treat your hosts and their property with respect so that we may preserve this privilege for future students.

Directions for getting to class at Robert J. Dole Community Center:

Civilian access to MAFB is through the East Gate (located South of Pawnee on S. Rock Road). In addition, as a civilian you are subject to a **vehicle inspection** any time you enter the base, so allow time for this as well.

Should you be asked to submit to a vehicle inspection, you will need to do the following:

1. Go either to the inspection tent or the location you are asked to proceed to (they are doing a lot of inspections alongside the road to facilitate faster flow of traffic)
2. Shut down your vehicle and open all doors including the glove box, trunk, hood, doors, bookbags, briefcases, boxes, etc.
3. Present your Base Pass to the inspection crew and **STAND AWAY** from the vehicle.
4. Once the inspection is complete, the inspection crew will give your Base Pass back to you and tell you to proceed. You are then clear to close all doors and proceed to the Robert J. Dole Community Center.
5. **IMPORTANT- DO NOT** argue with or refuse to follow the orders of the inspection crew. They have full authority to inspect any property coming on base at any time and to suspend your rights to be on base. Failure to comply with their request(s) is not in your best interest.

Directions from the East Gate to the Robert J. Dole Community Center:

1. Go South on the main road (Kansas St) until you come to Parsons St., turn left (the first left after the stop light)
2. Go East on Parsons St., until you come to Lawrence St., turn right
3. Go West on Lawrence St, take the first left, you will see Robert J. Dole Community Center just ahead.
4. Park in the East or North lot.
5. Make sure your Car Pass is located in the proper position in your windshield before exiting the vehicle - the parking lot is checked periodically and unauthorized vehicles will be towed.
6. Southwestern College holds classes in room 154 & 159 near the Library at the East end of Robert J. Dole Community Center. The class schedule will be posted on the door.

Welcome to McConnell Air Force Base

Welcome to the McConnell AFB Education Center. Since we are guests of McConnell, there are rules that must be followed. Most of these rules are common sense, but they are rules the military has set for all people utilizing the Education Center and classrooms and we have a commitment to abide by them.

Parking

When parking at MAFB, it is imperative that your Car Pass be displayed in its proper location at all times. Parking is limited in front of the building. The large parking lot is available for all students. **DO NOT PARK** in any reserved parking slots and observe the laws governing handicapped parking. **Tickets will be issued to violators.**

Trash

Please place all your trash in the proper containers. Trash receptacles have been placed throughout the building and grounds for your convenience.

Food and Drink

Food and drink are allowed in the classrooms; however, drinks must be in the **Spill-proof** cups. If you would like some food at break during class, you may access Robert J. Dole Community Center's food area and vending machines to include the Bowling Alley Concession Stand.

Broken Equipment

If you notice something is broken, not working, or needs repair, please contact our MAFB office at 316-681-1467 or 316-759-4172. We want to keep everything in good working condition for you, and we can only fix it if we know it's broken.

Smoking

Smoking is not allowed inside the facilities. A designated smoking area is located on the South side of the building through the doors marked by an "exit" sign positioned between rooms 155 & 158 (across from room 145). There are signs in the classrooms explaining where the smoking area is located. Please use the butt cans provided in the designated areas and **do not throw your cigarette butts on the ground.**

Cell Phones

Due to recent changes in Air Force Policy you may not talk on your hand held cell phone while driving on base. You may use a hands free system or park before using your phone. ***Tickets will be issued to violators.***

Administration Procedures

Since this Southwestern College Professional Studies site is located on McConnell Air Force Base, **certain procedures must be followed.** The following list provides the information needed to make the term easier for everyone.

1. Driving on Base, etc.:

- a) **OBEY all posted speed limits and ALWAYS wear a seatbelt while driving on Base!**
- b) **At 7:00 a.m. and at 5:00 p.m. every day**, the raising/lowering of the Base flag occurs- you will hear a warning tone followed by "Reveille" and "To the Colors" (a.m.) and "Retreat" and "The Star Spangled Banner" (p.m.). It is REQUIRED that all persons operating a vehicle **pull over, stop, turn off all radios, etc. and remain stopped** until retreat is concluded (the music stops). **Those who are within earshot of these calls** should also cease whatever activities they are doing, put down anything they might be carrying, face the direction the music is coming from and place the right hand over the heart.
- c) **At 9:00 p.m. every evening**, "Taps" is sounded. The same protocols should be followed as mentioned above.
- d) **At approximately 4:30 p.m. every evening**, the flag in front of Robert J. Dole Community Center is lowered accompanied by the retreat ceremony. Those who are walking or driving in front of Robert J. Dole Community Center at this time should observe the proper protocols at this time as well.

Observation of these rules and protocols is a REQUIREMENT on base. Failure to observe any of these regulations can result in a citation. Disciplinary actions for citations WILL occur as follows:

- a) **First Offense:** A mandatory counseling with the SCPS MAFB Program Representative.
 - b) **Second Offense:** A mandatory counseling session with BOTH the SCPS MAFB Student Services Coordinator and the Base E.S.O.
 - c) **Third Offense:** Mandatory and PERMANENT revocation of MAFB access privileges.
- 2. Cancelled Classes:** During the winter months with snow and ice prevalent, many students call inquiring if classes are meeting. While it is hard to generalize on this matter, certain steps can be followed. First, assume classes are meeting unless cancelled by phone calls and public announcement (TV or Radio). Second, call the MAFB office and listen to the recorded message. In case you must cancel a class for reasons other than weather, inform the MAFB office prior to doing so (and remember; it must be made up). In Addition, MAFB recognizes all federal holidays and Robert J. Dole Community Center is closed on these dates. For a complete listing of these holidays, contact the MAFB Program Representative.
- 3. Guest Speakers:** If you invite a guest speaker, you MUST let the MAFB office know at least 3 weeks in advance. We will need a background check done on the speaker and a base pass issued for the night of class.
- 4. Smoking Policy:** There is no smoking permitted in any Military building, only in designated outside areas (see "Welcome to MAFB" section for specifics). Please dispose of smoking materials in the proper containers.
- 5. Classrooms:** We occupy the classroom at the East end of the building, room number 159. Food is allowed in the classroom. Drinks are only allowed in a spill proof cup. All desks and chairs must be left in an orderly fashion, and whiteboards MUST be cleaned. We are on base by invitation of the Air Force providing off duty education for military personnel. We must abide by all Air Force regulations. Posted in the classrooms and enclosed in this packet are the fire and tornado emergency procedures, as well as the THREATCON level listing.
- 6. Gate Passes:** Obtaining an ID and Gate Pass is crucial for attending classes on McConnell Air Force Base. For complete details see "MAFB Student ID & Vehicle Pass Information" section on pg 3. You must submit an authorization form at least 3 weeks before class begins. The military will do a background check before Professional Studies is authorized to issue IDs. You must then proceed to Security Forces (at the designated times) to get your car pass issued. Please call the MAFB office to set up a time or if you have any questions or concerns.
- 7. Computer Lab:** The lab is located in Building 412, Room 22. The hours are posted on the door. Every six-week period the hours will be different due to computer class scheduling.
- 8. McConnell Office Information:** The MAFB Program Representative Office is located in the Robert J. Dole Community Center (Bldg 412), in the Education Office.

THREATCON LEVELS

McConnell Air Force Base

This information needs to be provided for all instructors, students, and employees.

THREATCONS are the progressive level of protective measures implemented by all Department of Defense (DoD) components in response to terrorist threats.

The following **THREATCONS** will be used in exercise and real situations. When used during an exercise, all notifications will start and end with "Exercise, Exercise, Exercise..." Further instructions will be given at the time of the exercise or real situation.

NORMAL: A general threat of possible terrorist activity exists but warrants only a routine security posture.

ALPHA: A general warning or threat of possible terrorist activity against installations, facilities, and personnel, the nature and extent of which are unpredictable.

BRAVO: An increased and more predictable threat of terrorist activity exists.

CHARLIE: An incident, or intelligence, indicating some form of terrorist action against the installation and/or personnel is imminent.

DELTA: The immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely to occur.

Tornado/Fire Instructions

Tornado Watch Procedure

- During a Tornado Watch, all personnel will be notified that a Watch has been issued.
- If available, monitor the radio/TV for situation updates.
- Always use common sense and good judgment when exposed to bad weather.
- Be prepared to take shelter if a Tornado Warning is issued usually a 3-5 minute steady tone.

Tornado Warning Procedure

- In the event of a Tornado Warning, the shelter area for all of Building 412 is the Lower Level hallway.
- Stairs are located at the near end of the hall closest to the Library and midway down the hall near the Education Office.
- Use of the elevator is discouraged during this time.
- If the hallway becomes too congested, you may seek shelter in one of the classrooms or restrooms located in the Lower Level.

Fire Procedure

- Exit rooms to main hallways
- Proceed to Exits located on the East and West ends of the building
- Proceed to designated areas. If exiting East end, meet in grassy areas across the parking lot from the building. If exiting West end, meet in parking lot on the North side of the building.
- If you are on the Lower Level of building 412; **DO NOT USE** the elevator during an emergency.
- After exiting the building call the Fire Department at 911 and watch for Emergency Vehicles responding.