



Noncommissioned Officer School  
Fort Wolters, Mineral Wells, Texas  
2-6 August 2023

**I. SITUATION**

**A.** 2-6 August 2023 Texas Wing will conduct a cadet Noncommissioned Officer School (NCO School). This activity, authorized and hosted by Group VI, under the auspices of Texas Wing and Texas Wing Cadet Programs.

1. The purpose of the Noncommissioned Officer School is to prepare junior cadet Noncommissioned Officers to be skilled and competent while simultaneously producing leaders that excel in self-discipline, personal development, and a strict adherence to the Civil Air Patrol core values. This is accomplished through the following objectives under the auspices of CAPR 60-1:

- a. Provide cadets with leadership development opportunities in a Leadership Laboratory environment.
- b. Learn hands-on leadership skills to lead an element, flight, or higher responsibility of a cadet Noncommissioned Officer
- c. Gain practical learning to conduct inspections and lead physical fitness sessions
- d. Commit to a habit of regular exercise
- e. Solidify Moral Character through CAP's Core Values
- f. Foster teamwork

2. Additionally, the NCO School is a venue for adult Civil Air Patrol (CAP) members to grow as leaders of cadets making a more valuable contribution to cadet programs.

3. This activity will be conducted in accordance with the CAPR 60-1, and all other applicable CAP regulations, directives, and guidelines used for Best Practice (CAPP 60-70).

4. The NCO School provides leadership opportunities and develops confidence in emerging new leaders from within Texas Wing. The NCO School offers a safe teaching environment for cadet students who do not have previous leadership experience and provides Senior Member mentorship.

**B.** The activity will be held at Fort Wolters, **739 Heintzelman Rd, Mineral Wells, TX 76067**. This address will direct attendees to the Dining Facility where in-processing will occur.

C. All attendees will need to complete necessary required forms with **ALL** signatures prior to the event. The forms listed herein are required to participate. For Cadets and Senior Members, hard copies of all forms must be brought to the event. All forms are available at [www.texascadet.org](http://www.texascadet.org). Bring CAP ID card.

1. CAPF 60-81 (June 2019 version):

- a. *Under “ACTIVITY APPLYING FOR” please insert “NCO SCHOOL”.*
- b. *Cadet’s parent(s) must sign the CAPF 60-81.*
- c. *Squadron Commanders must verify the information and sign the CAPF 60-81. (A blanket email from a unit commander listing the names of the cadets and statement of approval will suffice as electronic signature.)*

2. CAPF 160

3. CAPF 161

4. CAPF 162 (Only if you have a medical condition we need to know about)

5. CAPF 163

D. Payment via EventBrite must be received by **22 July 2023**. Late payment will not be accepted. Any members arriving without having all required forms will not be allowed to sign into the activity. Please contact the NCO School Director with any concerns or questions via [Lana.Holub@txwg.cap.gov](mailto:Lana.Holub@txwg.cap.gov) . There will be a \$120.00 fee for cadet students, a \$70.00 fee for Cadet Cadre, and a \$30.00 fee for Senior Member mentors for this event. This covers food, drinks, billeting, shoulder cords, and administrative costs associated with this event. **This is non-refundable after 25 July 2023.**

E. CAP Cadets and Senior Mentors will come to this activity prepared to participate with all needed supplies. Participants should have an adequate supply of paper and pens/pencils.

F. If it becomes necessary to cancel or reschedule this activity, participants will be notified via e-mail, and it will be posted on [www.texascadet.org](http://www.texascadet.org). Please check e-mail routinely. All fees will be refunded.

G. Eligibility:

1. **Students:** C/SSgt to C/CMSgt

- *C/SrA with encampment credit may apply*

2. **Cadet Cadre:** Applicants are highly encouraged to have attended the NCO School as a student

- *Any level CTEP graduate may be considered*
- *Medical Orientation Training School preferred for Safety/Health Services*

H. Best Practice. Cadet Cadre are expected to have completed ICUT, GES, and Basic ORM. Safety and Health Services Team is expected to have completed Intermediate ORM and be familiar with Risk Assessment Worksheet.

## II. ORGANIZATION

Major Lana Holub is the NCO School Director. The event cadet cadre will be organized by the NCO School Director, a board, and the Cadet Commandant. The Senior Member Mentors will be selected by the school Director and a board.

## III. TIMINGS

A. Sign-in for all Senior Member staff and Cadet Cadre will begin at 1200, unless otherwise directed, on 1 August 2023. Training Group and Force Support staff will arrive NLT 1500.

1. Uniform of the Day (UOD) will be in accordance with CAPR 39-1 (5 March 2020), including grooming standards when wearing Air Force style uniforms. UOD for sign-in is as follows:
  - a. Cadet Cadre should report in ABU's **or as dictated by the Director and Commandant.**
  - b. Senior Members may wear Corporate Working Uniform (blue polo/gray pants), ABU's or Blue Field Uniform (utilities)
2. Changes to UOD will be at the discretion of the Director. Mandatory Senior/Cadet Cadre Meeting and Safety Briefing will commence at **1400 hours**.

B. All NCO School students should arrive for check in between 1400 and 1500 hours on 2 August 2023. Cadet students will report in Blue Service uniform (Class B).

C. Safety Briefing will begin promptly at 1500.

D. Graduation will begin promptly at 1130 on Sunday, 6 August 2023. Dismissal of NCO School students will follow graduation, approximately 1200. Dismissal of Cadre and senior members will follow facility inspection, and out-processing procedures as decided upon by the Director and at the discretion of the Director, approximately 1300 hours.

E. UOD for graduation will be as follows:

1. NCO School students will graduate in Blue Service uniform (Class B)
2. Cadet Training Group Cadre will wear Blue Service uniform (Class B) or Class A or as directed by the Cadet Commandant/School Director.
3. Cadet Support Staff will wear ABU uniform
4. Senior Members may wear Blue Service uniform (Class A or B), Corporate Aviator Shirt uniform (white aviator), or Corporate Working Uniform (blue polo style/gray pants) as directed

by the Chief Training Officer/School Director.

5. **All personnel are required to attend graduation.** Changes to UOD for graduation ceremony will be at the discretion of the Cadet Commandant with approval of the Director.

#### IV. SAFETY and HEALTH SERVICES

A. The NCO School Director, Executive Cadre, and Safety Staff shall consider safety first in all decisions and actions. Under no circumstances will the safety of personnel or equipment be jeopardized. All CAP regulations, directives, and guidelines as well as Texas Wing policies and procedures, which relate to safety, shall be followed throughout this activity. This will include all staff and cadre members completing Basic Operational Risk Management (ORM) training prior to attending the NCO School.

B. A safety binder will be available at the NCO School. The contents of this binder will include but is not limited to the Safety Briefings and ORM and/or Deliberate Risk Management Worksheet(s) and CAPF 160 plans and maintained by the Safety Officer.

C. Local hazards will be briefed daily by the Safety Officer.

D. NCO School will comply with CAPP 60-50, Cadet Physical Fitness Program. The flag color system, as explained in CAPR 62-1, Attachment #3, will be used to notify participants and cadre of changing heat conditions. Cold conditions will be monitored. Cadets may be moved indoors for training in the event of severe weather.

E. A health services officer will be available, if possible. Cadets should bring enough prescription medication with them in the original prescription bottle, per the prescribed instructions. ***Bring only what is needed for the activity.*** Please refer to CAPR 160-1 for specifics regarding medication administration. CAP cannot guarantee medication refrigeration. Some first aid and other over the counter (OTC) medications will be available. OTC medications will be available to cadets under 18 with parental permission. Local medical clinics and 911 Emergency Services will be utilized as instructed by NHQ.

F. CAPF 160 must include all medical conditions, allergies, and medicines taken, including prescribed instructions for justification of possession of prescribed medications. **Failure to disclose serious medical conditions whether physical or mental, may be cause for termination from this activity.** A copy of this form must be kept on your person throughout the duration of the NCO School.

G. Night watch will be enforced by Senior Members. Cadets will not participate in night watch.

#### V. REGULATIONS AND ORDERS

A. All CAP regulations, directives, and guidelines pertaining to each phase of this activity shall be strictly followed and enforced by each person participating. Any infractions are to be reported immediately through the chain of command.

B. The use of personal phones/internet by cadets at the NCO School is forbidden unless approved by the

Commander. Senior members may use their cell phone.

C. Photography and video or audio recordings made at this activity must be in all respects compliant with CAP Regulation, respect the personal privacy of cadets and be in good taste. Reference CAPR 60-2 at 2.4.3, CAPR 190-1 at 10-11. The activity PAO is responsible for ensuring compliance with CAP regulation regarding posting on social media or other public forums, and all participants are expected to comply with applicable regulations regarding the use of multimedia. Violation of CAP Cadet Protection Regulation 60-2, CAPP 60-70's prohibitions on the use of electronic devices by cadets or any other CAP Regulations, state or federal law with regard to audio or visual content creation or distribution will result in discipline, including discontinuance of participation in the activity. The NCO School Commander will approve of all photographs and PA press releases and/or stories prior to posting.

D. Texas Wing Cadet Program activities have a **ZERO TOLERANCE** for the use and/or consumption of alcohol, marijuana, drugs (including excess prescribed meds without proper prescribed instruction), e-cigarettes, vaping, and pornographic material during the entire event. This includes departing the event location to other areas and returning during the event. Violations will result in expulsion. A report of suspicion will require investigation as necessary.

E. Texas Wing events are by invitation only. This means that CAP members (whether cadet or Senior) are not allowed access unless specifically staffing or invited by the event Commander. This does not include those members who arrive to drop off cadets or return to pick up cadets, or who attend graduation. This is to support Cadet Protection regulations and to ensure the safety of our members during the events and best practice prevention of uninvited guests. All uninvited guests who seek access must first be acknowledged and accepted by the event Commander and have an escort during the event.

F. Uniforms are required to be worn.

1. Senior Staff / Cadet Cadre personnel shall wear the UOD in impeccable condition.
2. Participants should wear the UOD as directed.
3. Uniforms are to be in good repair and correctly worn per CAPR 39-1
4. Females: PT shorts must be conservative, preferably no shorter than 4 inches above the top of the knee cap.

## VI. LOGISTICS

A. **STUDENTS:** ALL students should eat dinner before they arrive. A light evening snack will be provided for cadet students before retiring on the first evening. Meals for the rest of the activity will be provided, including breakfast, lunch, and dinner. Breakfast on Sunday will be provided.

**B. STAFF:** ALL cadre (Senior Member Mentors and cadets) should eat before reporting for duty on Staff Training Day. Meals from local restaurants brought on base are permissible. A light dinner will be available in the evening and supervised by the Mess cadre and Senior Member Mentor(s).

**C.** All classes and other activities are within walking distance. If the class meets the maximum number before the deadline, the event will be closed. A wait list will be initiated once the NCO School has reached maximum the capacity of 40 students.

**D.** Senior Member participants are encouraged to bring a CAP van. The NCO School will reimburse for transporting cadets to and from the activity and use during the activity as able and at the discretion of the School Commander.

## **VII. COMMUNICATIONS**

**A.** Emergency number is: 214-356-6034 (Maj Lana Holub's cell phone, *please text*).

**B.** Additional emergency phone numbers will be disseminated when available.

**C.** Location cell phone service and access is limited so please be patient when leaving messages for return calls. *Text is preferred.*

## **VIII. ADMINISTRATION**

**A.** All personnel participating in this activity must always have in their possession a current CAP membership card. Senior Members and cadets over 18 must have completed Cadet Protection Training.

**B.** Certificates will be issued at the end of the activity. In the event of a misspelled name on a certificate, contact the Deputy Commander for Support Senior Member promptly. Issue of replacement cannot be guaranteed.