

OPERATIONS PLAN
Texas Wing Civil Air Patrol
CTEP LEADERSHIP SCHOOL – FALL
Training Leaders of Cadets - FALL
Texas Wing Headquarters, Nacogdoches, Texas
31 March – 2 April 2023
Revision 1.0

I. SITUATION

- A. On the weekend of 31 March – 2 April 2023, Texas Wing Cadet Programs will conduct a CTEP Leadership School. This activity, authorized by Headquarters, Texas Wing, is under control of the Director of Cadet Programs (DCP), Texas Wing, and is hosted at Headquarters, Texas Wing, Nacogdoches, Texas. The activity will be held at Texas Wing Headquarters, Nacogdoches, Texas using facilities on or near the facility.
1. The primary purpose of this mission, as approved by the DCP, is to provide leadership and drill training to cadets, and to provide professional development to eligible seniors.
 2. The specific objectives are:
 - a. Provide cadets with leadership, planning, professional and D&C education.
 - b. Provide cadets with opportunities to network with cadets across the Wing,
 - c. Provide training from “Training Leaders of Cadets” (Basic and Intermediate), D&C, correspondence, activities, and leadership to eligible senior members.
 - d. Improve proficiency and training of cadet and senior staff.
- B. The activity will be held at Texas Wing Headquarters, Texas Wing, 553 Terry Crawford Drive, Nacogdoches, Texas 75964. There will be a \$65.00 charge (cadets and seniors) for this event, which will be collected when you register via the EventBrite link that will be sent via email if accepted. You must pay via EventBrite to secure your spot. Please use JotForms to submit CAPF 60-81, 160, 161, and 163. The fee covers food, drinks, T-shirt, cord and printing costs. There will be a limited number of accepted members this year due to our location limitations.
- C. CAPF 60-81, 160, 161, and 163 should be submitted in JotForms. All forms and payment must be received by 3 March 2023. Anyone arriving without having previously sent their CAP Forms will not be allowed to sign into the activity.
- For Cadets, the following information MUST BE INCLUDED on the CAPF 60-81:
1. Under “ACTIVITY APPLYING FOR” put “CTEP” and NCOA, SNCOA, OTS, CCSC.
 2. Seniors may apply for STAFF or TLC – Training Leaders of Cadets.
 3. Make sure that the cadet’s parent(s) have signed the permission signature block.
 4. Squadron Commanders should verify the school the cadet is asking to attend on the CAP form 60-81. For detailed information go to: www.texascadet.org. Group Commander and Wing Commander signatures are not required.
 5. Be sure to include your current CAP grade.

Questions may be emailed to texasctep@gmail.com and CAPF 60-81 and payment received without the above information will not be accepted until all missing information is received. DO NOT SEND CAPF 60-81’s to the Gmail account. Commanders should approve via JotForms.

- D. CAP cadets and seniors will come to this activity prepared to participate with all needed supplies (see Equipment List listed below and posted on www.texascadet.org under CTEP in Activities)
- E. **Payment must be made via the EventBrite link that is sent when accepted. JotForms must be signed by your parent and confirmed by your squadron commander.**
- F. Additional cadet and senior training will be given as time and circumstances permit.
- G. This activity will be conducted in accordance with the CAPR 60-1 and all other applicable CAP regulations and Texas Wing supplements.
- H. If cancellation or rescheduling of this activity becomes necessary, participants will be notified by email. All cadets MUST have an email address on their CAPF 60-81. Cadets will be contacted by school commanders one week before the course to be certain the cadet has all needed supplies.

II. ORGANIZATION

- A. Major Sarah Heitzmann is the Director. The Cadet Commandant is C/Lt Col Ezekiel Joy. Individual School Commanders and Senior Supervisors will be announced over: www.texascadet.org. Cadet Program's oversight is provided by Maj Lee Guidry, TXWG DCP.
- B. The event staff will be organized by the Project Officer and the Cadet Commandant with additions and deletions made by these individuals as needed.

III. TIMINGS (Detailed schedule to be posted on www.texascadet.org)

- A. Sign-in for all staff and CCSC students will need to arrive by 1700 on Friday, 31 March 2023. All personnel should have all required ID cards when they sign in and all payments shall be made using Event Brite prior to the deadline of 3 March 2023. Please report to Headquarters for Sign-In.
- B. All school participants must arrive for check in between 1800 and 1900 hours on Friday, 31 March 2023. **Cadets should report in wearing blues. Participants SHOULD EAT DINNER before they arrive.** Bedtime snacks will be provided. Please report to Headquarters for Sign-In.
- C. Classes will begin promptly at 1915 on Friday evening.
- D. Graduation will begin promptly at 1100 on Sunday. All personnel are required to attend.

IV. SAFETY and MEDICAL

- A. The Project Officer and all staff members shall consider safety first in all decisions and actions. Under no condition will the safety of personnel or equipment be jeopardized. All CAP Regulations and Texas Wing policies and procedures, which relate to safety, shall be carefully followed throughout this activity.
- B. Local Hazards will be briefed by the Safety Officer.
- C. A medical officer will be available for this activity if possible. Cadets should bring sufficient quantities of prescription medication with them and be able to self-medicate. First aid and OTC medications will be available and will be made available to cadets under 18 only with parental permission.

- D. The CAPF 160 must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP.
- E. All Staff participating in CTEP will have successfully completed ORM Basic and ORM Intermediate before participating in the activity.

V. REGULATIONS AND ORDERS

- A. All CAP Regulations pertaining to each phase of this activity shall be strictly followed and enforced by each person participating. Any infractions are to be reported immediately to the Project Officer.
- B. Uniforms are required to be worn.
 - 1. Staff personnel shall wear the UOD in impeccable condition.
 - 2. Participants should wear the UOD as directed by their school commander.
 - 3. Uniforms are to be in good repair and correctly worn according to CAPR 39-1 as supplemented by Texas Wing.
 - 4. Cadets will wear PT clothes at night.

VI. LOGISTICS

- A. Friday night snack, breakfast, lunch and dinner on Saturday and breakfast on Sunday will be provided by the Project Officer and staff. Special dietary considerations should be noted on the CAPF 160 and in EventBrite.
- B. Housing will be in Texas Wing Headquarters, Nacogdoches, Texas. Exact address posted above. Classes will be in either the classrooms or on the grounds. Classes will be held to 30 NCOA students, 25 SNCOA, 20 OTS, 10 CCSC, 20 TLC, and 40 cadet and senior staff. All classes, dorms and other accommodations are within walking distance. If the classes meet the maximum number before the deadline, it will be closed.

VIII. COMMUNICATIONS

- A. Emergency numbers are: 469-672-7667 (Maj Sarah Heitzmann), 512-844-0971 (Lt Col Phil Kost)

IX. ADMINISTRATION

- A. All personnel participating in this activity must always have in their possession a current CAP membership card and (for Seniors or Cadets over 18) must have completed cadet protection training.
- B. Paperwork will be processed on site and certificates issued at the end of the activity. In the event of a misspelled name on a certificate, contact the Project Officer directly.

Texas Wing CTEP

Cadet - Equipment List

Use this list to prepare and pack for CTEP. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend CTEP without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT CTEP. Place a checkmark next to each item as you prepare for CTEP.

1 Each Short Sleeve Blues Shirt	Deodorant
1 pair USAF Blues Slacks or Skirts (female)	Toothbrush, toothpaste/mouthwash
3 t-shirts white v-neck or u-neck	Bath soap in plastic container
1 Each Flight Cap with insignia	Comb/brush
1 Each belt, dark blue with silver tip & silver buckle	Shampoo & Conditioner
3-4 Pair Dress Socks, Black	Razor and shaving cream or electric razor (if needed)
2 pair shirt garters (mandatory if wearing slacks)	1 towel
	1 face cloth
Shoe shine kit (canned polish only, <i>NO EDGE DRESSING or liquid polish allowed</i>) (optional)	1 sleeping bag or sheets (you will sleep on a cot if instructing)
	1 pillow with pillowcase
1 set CAP uniform insignia and backers for blues	1 blanket (optional - recommended)
1 Blues Service Coat (CCSC & Instructors Only) Other Schools may wear zip up jacket or sweater	Feminine hygiene products (optional)
1 set blue or black sweats for PT (shirts and pants) (optional) 1 sets black or dark blue shorts for PT	Sunscreen (optional) – high SPF recommended
2 CAP t-shirts (PT and Sleeping)	
1 pair gym, tennis or running shoes	Insect repellent with Deet (optional)
3 pair athletic socks for PT	Laundry bag
Athletic supporter (male) or sports bra (female) (optional)	1 Spiral notebook and 5 pens and pencils
1 Hydration System	1 Laptop or Tablet (Required for CCSC, Highly Recommended for all other classes)
3 pair underwear (and bras for females)	CAPR 39-1, CAPR 60-1, AFMAN 36-2203 Drill and Ceremonies Manual (optional but suggested – Digital recommended)
Shower shoes (mandatory) (sandals or flip-flops recommended)	Rain poncho
Swimsuit for shower (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag
1 Pair shoes, black, oxford smooth leather or core fram, low quarter, plain toe (if possible)	Digital or Disposable camera (optional)
1 warm jacket (optional) 1 pair winter gloves (to keep you warm) (optional) 1 winter hat (optional)	Hair dryer and hair care products (if needed)
CURRENT CAP ID CARD, CAPF 161	1 Flashlight with extra batteries
Regulation haircut (mandatory) Females should bring extra clips, hair bands, and hair spray	You may bring religious reading materials
Prescription (must be in original container)	Over-the-Counter Medications (if needed)

DO NOT BRING:

Knives/scissors, portable electronic devices, unauthorized medication, lighter/matches, explosives, tobacco, ammunition, tapes/CDs/DVDs, alcohol, flammables, cash in excess of \$30, cellular phones, food/drink (candy, soda, snacks, etc.), weapons of any kind, magazines, video cameras, or video games

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com). Many of the non-uniform items can be purchased at a Dollar Store.

DO NOT WAIT UNTIL THE WEEK BEFORE CTEP TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT CTEP.

Texas Wing CTEP

Senior - Equipment List

Use this list to prepare and pack for CTEP. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend CTEP without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT CTEP. Place a checkmark next to each item as you prepare for CTEP.

1 Each Short Sleeve Blues Shirt, White Corporate Shirt, or Blue Polo Shirt	Deodorant	
1 pair USAF Blues Slacks or Skirts, Grey Slacks or Skirts for Corporate Uniform	Toothbrush, toothpaste/mouthwash	
3 t-shirts white v-neck or u-neck	Bath soap in plastic container	
1 Each Flight Cap with insignia (blues only)	Comb/brush	
1 Each belt, dark blue with silver tip & silver buckle or black belt for Corporate Uniform	Shampoo & Conditioner	
3-4 Pair Dress Socks, Black	Razor and shaving cream or electric razor (if needed)	
2 pair shirt garters (Optional)	1 towel	
	1 face cloth	
1 set CAP uniform insignia and backers for blues (if needed)	1 sleeping bag or sheets (you will sleep on a cot)	
	1 pillow with pillowcase	
1 sets blue or black sweats for PT (shirts and pants) (optional)	1 blanket (optional)	
1 sets black or dark blue shorts for PT		
2 CAP t-Shirts (for PT and Sleeping)		
1 pair gym, tennis or running shoes	Feminine hygiene products (optional)	
3 pair athletic socks for PT	Sunscreen (optional) – high SPF recommended	
Athletic supporter (male) or sports bra (female)	Insect repellent with Deet (optional)	
1 Hydration System	Laundry bag	
3 pair underwear (and bras for females)	1 Spiral notebook and 5 pens and pencils	
Shower shoes (mandatory) (sandals or flip-flops recommended)	1 Laptop or Tablet (Required for CCSC, Highly Recommended for all other classes)	
Swimsuit for shower (optional)	CAPR 39-1, CAPR 60-1, AFMAN 36-2203 Drill and Ceremonies Manual (optional but suggested – Digital Recommended)	
1 Pair shoes, black, oxford smooth leather or core fram, low quarter, plain toe (if possible) Or black shoe for Corporate Uniform	Rain poncho	
1 warm jacket (optional) 1 pair winter gloves (to keep you warm) (optional) 1 winter hat (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag	
CURRENT CAP ID CARD, CAPF 161	Digital or Disposable camera (optional)	
Regulation haircut (mandatory if in blue uniform) Females should bring extra clips, hair bands, and hair spray	Hair dryer and hair care products (if needed)	
Prescription (must be in original container)	1 Flashlight with extra batteries	
	You may bring religious reading materials	
	Over-the-Counter Medications (if needed)	

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com). Many of the non-uniform items can be purchased at a Dollar Store.

DO NOT WAIT UNTIL THE WEEK BEFORE CTEP TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT CTEP.