

**OPERATIONS PLAN**  
**TEXAS WING GROUP III**  
**Airman Leadership School 010**  
**Fort Wolters, Mineral Wells, Texas**  
**17-19 March 2023**

**I. SITUATION**

**A.** 17-19 March 2023, Group III, Texas Wing, will conduct an Airman Leadership School (ALS). This activity is authorized by Group III under the auspices of Texas Wing and Texas Wing Cadet Programs, and is to be hosted by Group III, Texas Wing.

**1.** The purpose of the ALS is to prepare cadets for encampment and a successful Civil Air Patrol (CAP) career. This is accomplished through the following objectives under the auspices of CAPR 60-1, CAPR 60-2, and Best Practices of CAPP 60-70.

- a. Provide cadets with leadership development opportunities
- b. Solidify moral character through CAP's Core Values
- c. Exposure to aviation and aerospace career fields
- d. Develop time-management skills, discipline and teamwork

**2.** Additionally, ALS is a venue for adult CAP members to grow as leaders of cadets making a more valuable contribution to cadet programs.

**3.** The ALS provides leadership opportunities and develops confidence in emerging new leaders from within Texas Wing. The ALS offers a safe teaching environment for cadet leaders who do not have previous leadership experience and provides Senior Mentor mentorship.

**B.** ALL attendees will need to complete necessary required forms with signatures prior to the event. The forms listed herein are required to participate. If electronic submission is not available, paper copies of forms must be brought to the ALS. All forms are available at <https://txwg.cap.gov/about/directorates/cp/activities/group-activities/group-iii-als>.

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

- a. Under "ACTIVITY APPLYING FOR" please list "Group III ALS".
- 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 senior members attending with a 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

**\*\*\*\*BRING CAP ID CARD FOR IN-PROCESSING\*\*\*\***

**C.** The activity will be held at Fort Wolters, **739 Heintzelman Rd, Mineral Wells, TX 76067.** There will be a \$60.00 fee for cadet students, \$45.00 fee for cadet cadre and \$45.00 fee for senior member staff for this event, which will be collected via EventBrite. This covers food, drinks, billeting, shoulder cords, and administrative costs. DO NOT send cash. EventBrite link will be posted on <https://txwg.cap.gov/about/directorates/cp/activities/group-activities/group-iii-als> when available and payment must be received by **5 March 2023.** Fees are **non-refundable after 10 March 2023.**

**D.** CAP cadets and Senior Mentors will come to this activity prepared to participate with all needed supplies. A complete packing list is located at <https://txwg.cap.gov/about/directorates/cp/activities/group-activities/group-iii-als>. Participants should have an adequate supply of paper and pens/pencils.

**E.** If cancellation or rescheduling of this activity becomes necessary, participants will be notified via e-mail. Please check e-mail routinely. All fees will be refunded in case of cancellation or rescheduling.

**F.** Cadet Basics and above are invited to attend as students. Cadet Cadre applicants are highly encouraged to have attended ALS as a student. If space is available, cadets from other groups and Wings are allowed to participate.

## **II. ORGANIZATION**

**A.** Captain Wendy Cameron is the ALS Commander. The event staff will be organized by the ALS Commander and the Cadet Commander with additions and deletions made by these individuals as needed (final approval by the ALS Commander).

### **B. Staff**

1. Senior Members. Training Officers, Safety Officer, Admin Officer, Public Affairs Officer and more will be provided. A Chaplain and Health Services Officer will be provided, if possible.
2. Cadet Executive Cadre. Cadet Executive Cadre are to be selected by a Board inclusive of the Cadet Commander and Senior Member Executive Staff.
3. Cadet Cadre. Cadet cadre are to be selected by a Board inclusive of the Cadet Commander, Senior Member Executive Staff and Cadet Executive Cadre.

## **III. TIMINGS**

**A.** Sign-in for all Senior Member staff and Executive Cadet cadre will begin at 1400 on Thursday, 16 March 2023. All staff will arrive NLT 1600.

**B.** ALS students must arrive for check in between 1700 and 1800 hours on Friday, 17 March 2023. Cadet students should report in ABU's.

C. Graduation will begin promptly at 1130 on Sunday, 19 March 2023. Dismissal of ALS students will follow graduation, approximately 1200.

D. Senior Staff and Cadet Cadre will be released at approximately 1300 hours (earlier if the buildings are cleared quickly) on Sunday, 19 March 2023 after the facility manager has released Group III ALS, CAP from responsibility of the location.

#### IV. SAFETY and MEDICAL

A. The ALS Commander, Senior staff, and Executive cadre 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.

B. All senior member staff and cadet cadre must complete Basic Risk Management training prior to attending the ALS. The Safety Team is expected to have completed Intermediate Risk Management training and be familiar with the Deliberate Risk Assessment Worksheet, CAPF 160.

C. A safety binder is established for each ALS. The contents of this binder will include, but is not limited to, the Safety Briefings and all Deliberate Risk Management Worksheets (CAPF 160) and will be maintained by the Safety Officer.

D. Local hazards will be briefed by the Safety Officer.

E. All members 18 years of age or older must complete Cadet Protection Training (CPPT Basic) prior to participating.

F. ALS will comply with CAPP 60-50, Cadet Physical Fitness Program. Weather conditions will be monitored and cadets may be moved indoors for training in the event of severe weather.

G. A health services officer will be available for this activity, if possible. Cadets should bring sufficient quantities of 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.

H. 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 on CAPF 163.

I. The CAPF 160 must include all medical conditions and medicines taken. **Failure to disclose serious medical conditions may be cause for immediate dismissal from this activity.**

**J.** 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 ALS is not allowed unless approved by the ALS 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 (by order of the ALS Commander), 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 ALS 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 use and/or consumption of alcohol, tobacco, marijuana, drugs (including excess prescribed meds without proper prescribed instruction), chewing tobacco, e-cigarettes, vaping, and pornographic material by cadets during the activity. Violations will result in expulsion.

**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 in writing by the Commander and be cleared by Cadet Protection and must always have an escort at all times during the event.

**F.** Uniforms are required to be worn.

- 1.** All participants shall wear the Uniform of the Day. All uniforms are to be in good repair and correctly worn according to CAPR 39-1 and as supplemented by Texas Wing.
- 2.** Cadets will wear PT clothes at night.
- 3.** 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 personal time. Healthy meals for the rest of the activity will be provided, including breakfast, lunch, and dinner Saturday and breakfast on Sunday.

**B. STAFF: ALL** cadet cadre and senior members should eat before reporting for duty. Meals from local restaurants brought on base are permissible for Friday afternoon. Light snacks will be available for staff Friday. Dinner Friday night may be provided for ALS staff only.

**C.** Classes will be held to a minimum of 36 ALS cadet students. 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 ALS has reached maximum capacity.

**D.** Senior Member participants are encouraged to bring a CAP van. ALS will not reimburse for transporting cadets to and from the activity. Gas reimbursement for CAP vans used for ALS purposes during the activity is at the discretion of the ALS Commander.

## **VII. COMMUNICATIONS**

**A.** Emergency number while at the activity is 972-366-8846 (Capt Wendy Cameron's cell phone). Please reach out via email with any concerns / questions prior to the activity at [Group3ALS@txwg.cap.gov](mailto:Group3ALS@txwg.cap.gov).

**B.** Additional emergency phone numbers may be disseminated if 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 have in their possession at all times a current CAP membership card.

**B.** Paperwork will be processed on site and certificates issued for students at the end of the activity.

Wendy Cameron, Capt, CAP  
Texas Wing Group III ALS Commander