

**OPERATIONS PLAN**  
**TEXAS WING CIVIL AIR PATROL**  
**GROUP III ALS**

Fort Wolters, Mineral Wells, Texas

20-22 September 2019

Revision 1.2

**I. SITUATION**

**A.** On 20-22 September, 2019, Group III will conduct a Cadet Airman Leadership School (ALS). This activity, authorized by Group III under the TX Wing auspices and TX Wing Cadet Programs is to be hosted by Group III, Texas Wing.

**B.** The activity will be held at Fort Wolters, **734 Warren, Mineral Wells, TX 76067.**

**1.** The purpose of the ALS is for cadets to develop new leadership skills, investigate the aerospace sciences and related careers, commit to a habit of regular exercise, and solidify their moral character. **This purpose is to prepare our CAP Airmen for their first experience to be a success at an Encampment.** This will be accomplished by an immersion into the full challenges and opportunities of cadet life, under the auspices of CAPR 60-1, and Best Practices of CAPP 60-70.

**2.** Goal Areas. In fulfilling its purposes and realizing its vision, the ALS pursues goals in four different areas simultaneously.

**a.** First, the overall program sets goals/expectations for each student as an individual – what Civil Air Patrol (CAP) hopes that cadets will know, do, or value as a result of ALS, **to aid in their success at the squadron level, their first encampment and future encampments.**

**b.** Second, ALS is a learning experience for each member of the cadet cadre. The program sets goals/expectations for those advanced cadets as we develop new leaders from our squadrons and groups.

**c.** Third, the ALS aims to foster a foundation in teamwork, the program sets collective goals for the flights as teams.

**d.** Fourth, ALS is a venue for adult CAP members to grow as leaders of cadets, to better prepare them as leaders of cadets and contribute to cadet programs by setting goals/expectations for those individuals.

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

**4.** The ALS targets cadets primarily from our Groups to stimulate opportunity and

confidence in developing new leaders from within our Wing. The ALS offers the safe teaching environment for those new up and interested leaders without previous experience as we encourage diversity and opportunity for the inexperienced with mentorship. .

**C.** The attendees (seniors and cadets) will need to complete necessary required forms with ALL signatures prior to determined deadline(s) listed on website. The forms listed herein are required to participate. Bring all original forms to the event. Payment via Event Brite must be received by **14 Sept 2019**. Late payment will not be accepted. No one arriving without having a CAPF 60-81 (Jun 2019 version) will be allowed to sign into the activity. Please follow up with Project Officer/ALS Commander if any concerns via [LMHOLUB@GMAIL.COM](mailto:LMHOLUB@GMAIL.COM) (email of Activity Director, Maj Lana Holub).

For Cadets and Seniors, the following forms must be brought to the ALS (all forms are available at [www.texascadet.org](http://www.texascadet.org) or under Forms & Publications under eServices)

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

- a.** Under “ACTIVITY APPLYING FOR” please insert “ Group III ALS”.
- b.** Be sure to include your current CAP grade.
- c.** The medical section must be completed
- d.** Cadet’s parent(s) must sign the CAPF 60-81.
- e.** Squadron Commanders must verify the information and sign the CAPF 60-81.

**2.** CAPF 163

**3.** CAPF 161 (bring and keep on person during ALS)

**4.** CAPF 160 (bring and keep on person during ALS) **CAPF 60-81 (Jun 2019 version)** received without 163 will not be accepted if missing information.

**D.** The activity will be held at 734 Warren, Mineral Wells, TX 76067. There will be a \$45.00 fee for cadets and seniors for this event, which will be collected via Eventbrite. This covers any food, drinks, billeting and administrative costs associated with this event. **DO NOT** send cash. **This is non-refundable after 15 September 2019.**

**E.** CAP cadets and seniors will come to this activity prepared to participate with all needed supplies. A complete list of supplies is located at the end of this Operations Plan. Participants should have an adequate supply of paper and pens/pencils.

**F.** If cancellation or rescheduling of this activity becomes necessary, we will notify all unit commanders and participants and send the notices via e-mail (collected from Eventbrite apps) and post it on [www.texascadet.org](http://www.texascadet.org). Please check email routinely.

**G. Eligibility.** To participate, cadets **MUST** have completed Achievement 1 (Curry) and receive signed permission from their parent or guardian and unit commander to attend.. If space is available, cadets from other groups are allowed to participate, provided they meet this Achievement 1 criteria, along with the permission from parents/guardian and unit commander to attend.

**H. Best Practice.** Cadet Cadre is expected to have completed ICUT, Basic and Intermediate ORM to participate.

## **II. ORGANIZATION**

Major Lana Holub is the ALS Commander / Project Officer. The C/Commander is Lt Col Evan Norman. The event staff will be organized by the ALS Commander and the Cadet Commander.

## **III. TIMINGS**

**A.** Sign-in for all staff /cadre will begin at 1200 on 20 September 2019. Mandatory Senior / Cadet Cadre Meeting will commence at 1530. All personnel should have all required ID cards. Cadet Cadre should report in ABU's/BDU's according to CAPM 39-1, including grooming standards. Cadet Instructors will report in Air Force style Blue Service uniform (Class A or Class B, pending Executive discretion). Senior Members may wear Corporate Working Uniform (blue polo style/gray pants), ABU/BDU's or Blue CAP Field Uniform (utilities), according to height/weight criteria found CAPM 39-1, including grooming standards, when wearing Air Force style uniforms. Changes to UOD will be at the discretion of the Commander /Project Officer.

**B.** All school students must arrive for check in between 1800 and 1900 hours on 20 September 2019. Cadet students should report in ABUs/BDUs. **ALL** participants should eat dinner before they arrive. Meals for the rest of the activity will be provided.

**C.** Classes will begin promptly at 1900 on Friday evening.

**D.** Graduation will begin promptly at 1200 on Sunday, 22 September 2019. Dismissal of ALS students will follow graduation, approximately 1230. Dismissal of cadre and senior members will follow facility inspection, and out-processing procedures as decided upon by the Project Officer.

**E.** UOD for graduation will be Blue Service uniform (Class B) for ALS students. Cadet

cadre/staff will wear Blue Service uniform (Class B). Cadet Executive Staff will wear Class A's. 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). All personnel are required to attend. Changes to UOD for graduation ceremony may be at the discretion of the Commander / Project Officer.

**F.** Senior Staff and Cadet Cadre will be released at approximately 1400 hours (earlier if the buildings are cleared quickly) on 22 September 2019 after the facility manager has released Group ALS Programs 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, Texas Wing policies, and procedures, which relate to safety shall be followed throughout this activity. This will include all staff and cadre members completing (1) Basic and (2) Intermediate Operational Risk Management (ORM) training prior to attending the ALS.

**B.** A safety binder is established for each ALS. The contents of this binder will include but is not limited to the Daily Safety Briefings, Specific Safety Briefings for each location, and all ORM plans. ORM plans from current and past ALS can be reviewed, shared and modified/implemented as needed to keep all members and property of CAP safe.

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

**D.** We will comply with CAPP 60-50, Cadet Physical Fitness Program. In addition, we will use the flagging system to notify participants and staff of changing heat conditions. Cold conditions will be monitored, and cadets may be moved indoors for training in the event of severe weather. We will use the flag color system as explained in CAPR 62-1, Attachment #3, to notify participants and cadre of changing heat conditions.

**E.** A medical officer will be available for this activity, if possible. Cadets should bring sufficient (but not excess) quantities of prescription medication with them in the original prescription bottle, per the prescribed instructions. Some first aid and other over the counter medications will be available and will only be made available to cadets under 18 only with parental permission. Utilization of local medical clinics and 911 Emergency Services will be utilized as instructed by NHQ. The activity director (or designee) will develop a plan for responding to medical emergencies. The plan must include the ability to communicate quickly with 911 or emergency responders per

CAPR 60-1 and CAPR 160-1.

**F.** The CAPF 160 must include all medical conditions and medicines taken, including prescribed instructions for justification of possession of prescribed medications. Failure to disclose serious medical conditions may be cause for termination from this activity and from CAP. A copy of this form must be kept on your person throughout the duration of the ALS. The CAPF 160 must include all medical conditions, dietary restrictions, and medicines taken. Please refer to CAPR 160-1 for details regarding medication administration. Failure to disclose serious medical conditions may be cause for termination from CAP. Failure to provide CAPF 160 upon arrival may be cause for prompt dismissal from event.

**G.** Night watch will be enforced by Senior members. Cadets will not participate in Night Watch.

## **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 through the chain of command.
- B.** The use of personal phones/internet by all cadets at ALS is forbidden unless approved by Commander / Project Officer. Senior members may use their cell phone.
- C.** No video, picture or audio recording/taking is allowed by any attendee, whether senior or cadet except for the PAO staff. Individuals who violate privacy with audiovisual are subject to being expelled and sent home. Publication or private use of pictures that are non-authorized by PAO are prohibited due to Cadet Protection policies. This is strictly enforced.
- D.** Texas Wing Cadet Program activities (ie ALS) have a ZERO TOLERANCE for the use or consumption of alcohol, tobacco, marijuana, drugs (including excess prescribed meds without proper prescribed instruction), chewing tobacco, 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 in writing by the Event Commander / Project Officer and be cleared by Cadet Protection and always have an escort at all times 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 CAPM 39-1 as supplemented by Texas Wing.
4. Females: PT shorts must be conservative, preferably no shorter than 4 inches above the top of the knee cap.

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## **VI. LOGISTICS**

- A.** Breakfast, Lunch, and Dinner on Saturday will be provided by the Project Officer and staff. Special dietary considerations should be noted on the CAPF 160. Special dietary considerations should bring their own food.
- B.** Breakfast on Sunday will be provided by the Project Officer and staff. Special dietary considerations should bring their own food.
- C.** Classes will be held to a minimum of 36 ALS cadet students. All classes and other accommodations are within walking distance. If the class meets the maximum number before the deadline, it will be closed.
- D.** Senior participants are encouraged to bring a CAP van. If the van is used we do not pay to transport cadets to and from activities – regardless of whether a corporate van is used or not.

## **VII. COMMUNICATIONS**

- A.** Emergency numbers are: 214-356-6034 (Project Officer's cell phone)
- B.** Additional emergency phone numbers will be posted on [Texascadet.org](http://Texascadet.org) website, ALS page as soon as they are 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 and (for Seniors or cadets over 18) Cadet Protection Training on file.
- B.** Paperwork will be processed on site and completion certificates issued at the end of the activity. In the event of a misspelled name on a certificate, contact the Project Officer directly. Issue of replacement cannot be guaranteed.

## **IX. TRANSPORTATION**

- A.** CAP van utilization will be utilized as necessary for mobilization during the ALS. Senior members may use personal vehicles during the ALS if approved by Commander / Project Officer.

## **X. Staff Organization**

- A.** The Cadre and Senior staff will be organized by the ALS Commander / Project Officer and the Cadet Commandant with additions and deletions made by these individuals as needed with final approval by Project Officer / Commander.
- B. Senior Member Staff**
  - i.** Training Officers, Safety Officer and Admin Officers. Medical Officer and a Chaplain will be provided, if possible.
  - ii.** Cadet Executive Cadre – These Cadet Executive Cadre are to be selected by a Board inclusive of the Commander / Project Officer, Senior members and input from Cadet Commander. For example, the Cadet Commander may select the staff and submit to the Selection Board the reasoning/justification, with the understanding that the Selection Board has the final say with final approval of the Commander / Project Officer.