

**Basic Flight School**  
Fort Wolters, Mineral Wells, Texas  
15-16 April 2023

**I. SITUATION**

**A.** 15-16 April 2023 Group IV will conduct a Cadet Basic Flight 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 Cadet Basic Flight School is to prepare cadets for Powered Flight Academy, a National Cadet Special Activity, and other flying opportunities in Civil Air Patrol so that the cadet may focus on the flight academy curriculum including ground and air instruction and opportunities to practice/perform assigned maneuvers. This is accomplished through the following objectives under the auspices of CAPR 60-1:

- a. Learn hands-on skills, such as radio and communication management, cockpit familiarization, and flight safety by adhering to Civil Air Patrol checklists.
- b. Familiarity with weather briefings and how to perform a basic analysis
- c. Exposure to emergency procedures
- d. Solidify Moral Character through CAP's Core Values
- f. Foster teamwork

**2.** This activity will be conducted in accordance with the CAPR 60-1, and all other applicable CAP regulations, directives, and guidelines.

**3.** The Basic Flight School provides leadership opportunities and develops confidence in emerging new aviation leaders from within Texas Wing. The Basic Flight School offers a safe teaching environment for cadet students who do not have previous 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**. Additionally, classes will be held at Mineral Wells Airport, 5300A Airport Road Mineral Wells, TX 76067. Transportation will be provided to the airport.

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. Bring CAP ID card.

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

- a. Under “ACTIVITY APPLYING FOR” please insert “BASIC FLIGHT 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 Director listing the names of the cadets and statement of approval will suffice as electronic signature.)

2. CAPF 160

3. CAPF 161

4. CAPF 163

D. Payment via EventBrite must be received by **Sunday 2 April 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 School Director with any concerns or questions via [Lana.Holub@txwg.cap.gov](mailto:Lana.Holub@txwg.cap.gov) . There will be a \$65.00 fee for cadet students, a \$30.00 fee for Cadet Cadre, and a \$15.00 fee for Senior Member mentors for this event. This covers food, drinks, billeting, uniforms, and administrative costs associated with this event. **This is non-refundable after Saturday 8 April 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. Please check e-mail routinely. All fees will be refunded.

G. Eligibility:

1. **Students:** C/Amn and above with Aircraft Ground Handling
2. **Cadet Cadre:** Applicants are highly encouraged to have attended Powered Flight or Wings as a student.

H. Best Practice. Cadet Cadre and students are expected to have completed Aircraft Ground Handling, ICUT, GES, and Basic ORM. Safety and Health Services Team (if applicable) is expected to have completed Intermediate ORM and be familiar with Risk Assessment Worksheet.

## II. ORGANIZATION

Major Lana Holub and Capt Becky Kegley are the Basic Flight School Co-Directors. The event

cadet cadre will be organized by the School's Directors. The Senior Member Mentors and Pilots will be selected by the School's Directors.

### **III. TIMINGS**

**A.** Sign-in for all Senior Member staff and Cadet Cadre will begin at 0800, unless otherwise directed, on 15 April 2023. Cadre may arrive Friday evening in coordination with the Director.

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 Directors and Cadet Commandant.**
  - b. Senior Members may wear Corporate Working Uniform (blue polo/gray pants), ABU's, Blue Field Uniform (utilities), or flight suit.
2. Changes to UOD will be at the discretion of the Directors. Mandatory Senior/Cadet Cadre/student Meeting and Safety Briefing will commence at **0915**.

**B.** All Basic Flight School students should arrive for check in between 0845 and 0915 hours on 15 April 2023. Cadet students will report in ABU's.

**C.** Dismissal of Basic Flight School students and staff will be approximately 1200, following facility inspection, and out-processing procedures as decided upon by the Directors and at the discretion of the Directors.

### **IV. SAFETY and HEALTH SERVICES**

**A.** The Basic Flight School Directors, 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 Basic Flight School.

**B.** A safety binder will be available at the Basic Flight 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 or Director.

**D.** The Basic Flight 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 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 Basic Flight School is forbidden unless approved by the Director. 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 Basic Flight School Directors 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 Director. 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 Director 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 breakfast before they arrive. Meals for the rest of the activity will be provided. Breakfast on Sunday will be provided.

**B. STAFF:** **ALL** cadre (Senior Member Mentors and cadets) should eat before reporting for duty. Meals from local restaurants brought on base are permissible.

**C.** If the class meets the maximum number before the deadline, the event will be closed. A wait list will be initiated once the School has reached maximum the capacity of 20 students.

**D.** Senior Member participants are encouraged to bring a CAP van. The Basic Flight 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 Directors.

## **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.
- B. Senior Members and cadets over 18 must have completed Cadet Protection Training.