

**TEXAS WING GROUP III**  
**Airman Leadership School**  
**Fort Wolters, Mineral Wells, Texas**  
**3-5 September 2021**

**I. SITUATION**

**A.** 3-5 September, 2021, Group III, Texas Wing, will conduct a cadet Airman Leadership School (ALS). This activity, authorized by Group III, under the auspices of Texas Wing and Texas Wing Cadet Programs, is to be hosted by Group III, Texas Wing.

**B.** The activity will be held at Fort Wolters, 739 Heintzelman Rd, Mineral Wells, TX 76067.

**1.** The purpose of the ALS is for cadets to develop leadership skills, commit to a habit of regular exercise, and solidify moral character. Additionally, the ALS prepares Civil Air Patrol (CAP) Airmen for a successful experience at Encampment. This will be accomplished by an immersion into the full challenges and opportunities of cadet life, under the auspices of CAPR 60-1, CAPR 60-2, 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.** The overall program sets goals/expectations for each student as an individual to aid in their success at the squadron level, their first encampment, and future activities.

**b.** ALS is a learning experience for each member of the cadet cadre. The program sets goals/expectations for those advanced cadets in the development of new leaders.

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

**d.** ALS is a venue for adult CAP members to grow as leaders of cadets and to better prepare them as leaders of cadets therefore 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) and Texas Wing supplements.

**4.** 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.

**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 ALS (all forms are available at [www.texascadet.org](http://www.texascadet.org)).

1. CAPF 60-81 (June 2019 version):
  - a. Under “ACTIVITY APPLYING FOR” please insert “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 statement of approval will suffice as electron signature.)
2. CAPF 160
3. CAPF 161
4. CAPF 162 (Only if you have a medical condition we need to know about)
4. CAPF 163

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

**D.** Payment via Event Brite must be received by **25 August 2021**. Late payment will not be accepted. No one arriving without having a CAPF 60-81 (June 2019 version) and all other forms will be allowed to sign into the activity. Please contact the Project Officer/ALS Commander with any concerns or questions via [Group3ALS@txwgcap.com](mailto:Group3ALS@txwgcap.com) (email of Activity Director, Maj Lana Holub). There will be a \$60.00 fee for cadet students and a \$40.00 fee for Senior Members and cadet cadre for this event, which will be collected via Eventbrite. This covers food, drinks, billeting, and administrative costs associated with this event. **DO NOT** send cash. **This is non-refundable after 27 August 2021.**

**E.** 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.

**E.** CAP cadets and seniors 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 cancellation or rescheduling of this activity becomes necessary, we will notify all participants via e-mail (collected from Eventbrite application) and post it on [www.texascadet.org](http://www.texascadet.org). Please check email routinely. All fees will be refunded.

**G.** Eligibility. Cadet Basics and above. Cadet Cadre is highly encouraged to have attended ALS as a student. If space is available, cadets from other groups are allowed to participate.

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

## **II. ORGANIZATION**

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

Commander.

### **III. TIMINGS**

**A.** Sign-in for all Senior Member staff and cadet cadre will begin at 1200 on 3 September 2021. Cadet Cadre should report in ABU's according to CAPR 39-1 (5 March 2020), 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's or Blue CAP Field Uniform (utilities), according to height/weight criteria found CAPR 39-1, including grooming standards, when wearing Air Force style uniforms. Changes to UOD will be at the discretion of the Commander/Project Officer. Mandatory Senior/Cadet Cadre Meeting and Safety Briefing will commence at 1500.

**B.** All school students must arrive for check in between 1700 and 1800 hours on 3 September 2021. Cadet students should report in ABU's. ALL participants should eat dinner before they arrive. A light evening meal will be provided for cadet students. Lunch and dinner will be provided to staff. Meals for the rest of the activity will be provided, including breakfast, lunch, and dinner Saturday and breakfast on Sunday.

**C.** Classes will begin promptly at 1830 on Friday evening.

**D.** Graduation will begin promptly at 1100 on Sunday, 5 September 2021. Dismissal of ALS students will follow graduation, approximately 1130. Dismissal of cadre and senior members will follow facility inspection, and out-processing procedures as decided upon by the Project Officer and at the discretion of the Project Officer.

**E.** UOD for graduation will be Blue Service uniform (Class B) for ALS students. Cadet Operations cadre will wear Blue Service uniform (Class B). Cadet Support will wear ABU. Cadet Executive Staff and Instructors 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 Cadet Commander/Project Officer.

**F.** Senior Staff and Cadet Cadre will be released at approximately 1300 hours (earlier if the buildings are cleared quickly) on 5 September 2021 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, 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 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 and all ORM and/or Deliberate Risk Management Worksheet CAPF 160 plans and maintained by the Safety Officer.

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

**D.** ALS 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, for this activity. 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. 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.** 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 whether physical or mental, 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, 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 all cadets at ALS is forbidden unless approved by the 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 have a ZERO TOLERANCE for the 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 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 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.** A light meal will be provided Friday evening. 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. Cadets and Senior Members with special dietary considerations should bring their own food.

**B.** Breakfast on Sunday will be provided by the Project Officer and staff.

**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 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 Project Officer.

## **VII. COMMUNICATIONS**

**A.** Emergency numbers are: 214-356-6034 (Project Officer'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.** Paperwork will be processed on site. Certificates will be 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 for ALS related activities with Project Officer approval.

## **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

1. Training Officers, Safety Officer, Admin Officer, Public Affairs Officer, and 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/Project Officer, and Senior Member Advisors.