



HEADQUARTERS
TEXAS WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 Terry Crawford Drive
Nacogdoches, TX 75964-2468

Operations Plan

DATE: October 30- November 01, 2015

Unfunded Training Exercise

Airman Leadership School

Texas Wing

Camp Swift Training Center in Bastrop, TX

Texas Wing
Airman Leadership School
Lt Col. Jeff Harrell, Project Officer
Lt. Col. Fletcher Sharp, Assistant Project Officer



**Airman Leadership School Operations Plan
Texas Wing**

DATE: 30 October – 1 November 2015

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I. GENERAL

A. Type of exercise

Cadet Training and Education Program (CTEP): Airman Leadership School (ALS). The Course is designed to teach basic Civil Air Patrol history, organization, regulations, uniforms, and leadership: this applies to C/Amn through C/SrA.

ALS is the only CTEP course that is provided locally, usually by the Group. ALS is never taught at the CTEP weekend events.

B. Exercise location

ALS will be conducted at the Camp Swift Training Center, located in Bastrop, Tx.

C. Primary dates & times

Staff: Friday 30 October 2015 at 1400 hrs through Sunday 1 November 2015 at 1200 hrs

Students: Friday 30 October 2015 at 1800 hrs through Sunday 1 November 2015 at 1100 hrs

Graduation services will be at 1000 hrs on 1 November 2015

D. Alternate dates

There are no alternate dates.

E. USAF funding

The exercise is unfunded.

F. Mission Symbol

Not Applicable

G. Texas Wing Mission Number

Not Applicable

H. OES Training Number

Not Applicable

I. Project Officer / ALS Commander	ALS Dep. Commander/ Senior Mentor
Lt Col Jeff Harrell, 903-815-4409	Lt. Col. Fletcher Sharp, 214-766-1212
P.O. Box 1282	1716 Geneva Ln.
Denison, Texas 75021	Plano, Texas 75075
Tx262dcc@gmail.com	fletchersharp@verizon.net

Cadet Commander
C/Capt. Morgan Joslin
Joslintx450@gmail.com

J. Host unit

This ALS is open to all members of Texas Wing and will be conducted at Camp Swift, located at Bastrop, Texas.

K. Initial reporting times and locations

Sign in for ALS staff will begin at 1400 hrs on 30 October at the Camp Swift Training Center. Cadet staff will sign in wearing BDUs.

Sign in for ALS students will begin at 1800 hrs on 30 October at the Camp Swift Training Center. ALS Student sign in will last until 1900 hrs. **ALS students will sign in wearing BDUs.**

II. NOTIFICATION AND APPLICATION

A. Notification of exercise

Notification will be submitted via the following methods:

- E-mail- to Squadron Commanders and DCC's.
- Wing Calendar
- Cadet Advisory Councils – e-mail/social media

B. Student Qualification Requirements

Prospective ALS students must:

- Be a current CAP member and possess a CAP membership card..

- Be a cadet in good standing AND current with safety education.
- Have completed Basic Operational Risk Management (ORM) and Introduction to Safety (or Wingman Course equivalent)
- Have achieved the Curry Award/grade of Cadet Airman. **NO CADET BASICS.**

C. Registration requirements

- A completed CAP Form 31, 160, 161 & 163 are required along with a TX Wing Cadet Behavior Contract, which can be found at the Wing website under Cadet Programs. All required forms/contract will need to be scanned and e-mailed as an attachment (.pdf) to the Project Officer at tx262dcc@gmail.com by the registration deadline.

- Registration deadline: **October 17, 2015**

Cadets will be notified of their acceptance to attend the ALS by e-mail once all required forms/contract have been properly submitted and processed. Cadets should not report for onsite sign in without first receiving e-mail confirmation of their acceptance to attend the ALS. Attendees must pay the appropriate activity fee through the Eventbrite website no later than the registration deadline.

D. Activity Fee

The cadet activity fee is \$40.00 (Senior fee \$25.00) and must be paid prior to the registration deadline. The fee will be paid online using the Eventbrite website at <https://2015texaswingals.eventbrite.com>.

E. Cadet Staff

Cadets applying to serve in Staff positions will submit a cover letter and CAP resume to the Cadet Commander, C/Capt. Morgan Joslin at joslintx450@gmail.com, no later than September 12, 2015. Cadets will indicate a minimum of two desired positions. Once a cadet has been confirmed and accepted to serve on Cadet Staff they will submit their forms as required for students to the ALS Project Officer at tx262dcc@gmail.com

F. Senior Staff

Senior members serving on staff will submit a CAPF17 to the Project Officer at tx262dcc@gmail.com or mail to P.O.Box 1282,Denison,Tx.75021. Senior member activity fee (\$25.00) will need to be submitted through the Eventbrite website by the registration deadline. Senior members who desire to volunteer and support this activity are encouraged to contact Jeff Harrell at 903-815-4409 or at tx262dcc@gmail.com to discuss their availability.

III. EXERCISE DESCRIPTION

ALS will officially commence on 30 October 2015 at 1930 hrs. Staff arrival and in-processing will begin at 1400 hrs. Staff arriving after 1400 hrs will notify the ALS Commander of their estimated time of arrival.

ALS Staff orientation briefings and preparation/work time will be from 1400 hrs to 1800 hrs.

ALS Student in-processing will begin at 1800 hrs, and continue until 1900 hrs. **ALL CADETS, INCLUDING STAFF, WILL TURN IN THEIR CELL PHONES!**

During in-processing, all student luggage/baggage will be subject to a contraband inspection. Refer to Attachment A for a listing of contraband items.

- Any contraband items identified during in-processing will be surrendered to the staff.
- A receipt/description of the items will be provided to the cadet, and all contraband items (with the exception of any illegal items) will be returned to the cadet upon release from ALS.

At 1930 hrs the ALS operations order will take effect. The ALS will conduct its instruction according to the approved curriculum, objectives and schedule.

A safety briefing will be held at 0800 hrs each morning in the classroom. All ALS student and staff members are expected to attend.

Graduation will be at 1000 hrs on Sunday 1 November 2015.

ALS Student out-processing will begin at 1100 hours on 1 November 2015, and continue until approximately 1200 hrs.

ALS Staff will ensure all property is returned to the correct location/person in same or better condition as it was when checked out. Use of the facilities will conclude at 1300 hours on Sunday, 1 November 2015.

IV. TRAINING OBJECTIVES

- Familiarize students with Civil Air Patrol (CAP) customs, courtesies, practices and procedures.
- Increase student skill in drill and ceremonies
- Provide instruction in the proper wear and care of CAP uniforms.
- Provide instruction in the CAP missions and CAP history

- Instill students with an understanding of the key elements of followership and how it relates to leadership.
- Prepare students who are planning on attending summer or winter encampment as Basic cadets with all the skill sets they will need to be successful.
- Familiarize students with the chain of command, and provide a basic understanding of the functions of squadron and encampment leadership positions from the commander thru the flight member.
- Instill students with the understanding of what it means to be an Airman.
- To provide staffing experience to cadets who have already attended an ALS and/or Basic Encampment.

V. TRAINING SYLLABUS

Cadet Training and Education Program Airman Leadership School Curriculum, (Ref CAPR 52-16) as well as other TX Wing CAP approved training lesson plans.

NO CELLPHONES FOR ANY CADETS, INCLUDING CADET COMMAND STAFF!

VI. FLIGHT OPERATIONS

There are NO flight operations planned/scheduled.

VII. COMMUNICATIONS

Senior members will utilize cell phones and ISR radios for communication. ISR radios will be issued to Cadet Staff as needed to ensure adequate communications are maintained among staff members at all times. Senior members are requested to bring their squadron ISR radios to this event if they have them.

VIII. CADET PARTICIPATION

A. Cadet Utilization

Cadets will be enrolled in the CTEP ALS program for the length of this activity. Student enrollment will be limited to 45 students. Slots will be filled on a first come, first served basis.

B. Cadet Supervision

Students will be supervised by Cadet Staff. An adequate number of Senior Members will be present and provide additional oversight.

C. Cadet Support

The activity will have adequate cadet support in roles of executive staff, line staff and support staff to ensure high quality training.

IX. SAFETY

A. Safety is First and Foremost

- All prescribed safety and functional checklists will be used and adhered to.
- Safety briefings will be conducted prior to all activities. Safety briefings will include Operational Risk Management (ORM) fundamentals, local hospital and 911 information, emergency plans, etc.
- Major emphasis will be given to safety and how it is woven into the fabric of all we do in CAP.
- Each cadet and senior staff member will, at all times, enforce preventive safety measures. These measures are applicable to every participant of the ALS.
- The ALS commander delegates the authority to all cadet and senior staff members to conduct on-the-spot corrections of any safety violation.
- Formation road guards will be assigned and equipped with appropriate traffic equipment, including safety vests, flashlights and traffic cones, during any troop movement.
- The cadet and senior staff will brief all personnel on the issues of dehydration and its prevention during the school orientation briefings.
- A safety briefing will be held at 0800 hrs each morning in the classroom. All ALS student and staff members will attend. An initial safety briefing will be conducted on Friday at the commencement of the ALS for all attendees.

B. Hazards

The cadet and senior staff will brief all personnel about possible safety hazards upon arrival. The staff will be present throughout the activity and will monitor all aspects of the activity to ensure the safest operation possible.

C. Adverse Weather

Classroom training has been planned indoors to avoid potential conflicts with adverse weather. Should the ALS need to be cancelled or rescheduled due to bad weather conditions, the Wing Director of Cadet Programs, Liaison Office, and all potential participants will be notified via email. If time permits, the notification will be provided with 24-hour notice. In the event of potential danger, the entire ALS school will be directed to designated tornado shelters, and will remain inside until the ALS Commander/Project Officer provides the all clear signal. Designated tornado shelters will be clearly identified during safety briefings.

D. Mishap

- In the event of a reportable mishap, the Project Officer will ensure all reporting actions are taken, including briefing all participants to refrain from speculating to the media regarding the mishap. Full use of the SMS (Safety Management System) will be implemented as needed for mishap reports.
- In the event of any mishap, the ALS Commander/Project Officer and Safety Officer will be notified immediately. The ALS Commander/Project Officer will determine the impact of any mishap on the continued conduct of the ALS.
- Any statements of mishap to the media will be in accordance CAP directive by the ALS Commander/Project Officer or Wing Commander Designee.
- In the event of a reportable mishap, the ALS Commander/Project Officer will ensure all reporting and response actions are taken in accordance with CAP Policy.

X. STAFF REQUIREMENTS

Cadet Staff applications are due no later than 12 September 2015

A. Cadet Staff

The 18 Cadet Staff positions will include:

ALS Cadet Commander(filled)	ALS Deputy Cadet Commander
ALS Cadet Executive Officer	Cadet Flight Commanders [3]
Cadet First Sergeant	Cadet Flight Sergeants [3]
Cadet Head Instructor	Cadet Assistant Instructor [2]
Public Affairs Cadet	Logistics/Administrative Cadets [2]
	Mess Staff [2]

Any cadet desiring to apply for an ALS Staff Position should e-mail a cover letter and CAP resume to the Cadet Commander, C/Capt. Morgan Joslin at joslintx450@gmail.com. Indicate at minimum of two (2) desired positions.

B. Senior Member Staff

The Senior Member Staff positions will include:

ALS Commander/Project Officer (filled)	ALS Deputy Commander (filled)
Training Officers (3)	Safety Officer
Mess Officer	
Admin/Logistics Officer	

Any Senior member desiring to serve on staff should contact the ALS Commander/Project Officer via e-mail at tx262dcc@gmail.com or 903-815-4409.

C. Requirements for Cadet and Senior Staff

Anyone applying for a staff position must meet the following criteria:

- Must be a current CAP member
- Must have successfully completed Introduction to CAP Safety
- Must have successfully completed Basic and Intermediate ORM
- Senior Members must have completed level 1, including CPPT & submit a CAP Form 17.
- Cadets 18 years of age, or older, must have completed CPPT.
- Cadets must have completed a Basic Encampment

During the activity, staff must:

- Wear an outstanding uniform as an example to basic cadets.
- Demonstrate outstanding customs and courtesies
- Live the CAP core values
- Be a known leader and team player
- Respect the chain of command

XI. UNIFORM REQUIREMENTS

Cadet staff will check in wearing BDU's with well-shined combat boots.

Senior member staff may wear any of the approved CAP uniforms including blues, corporate uniform, BDUs or the blue polo shirt and gray slacks combination. NO flight suits.

All ALS students will check in wearing BDU's with well-shined combat boots.

Other uniforms to be worn when instructed are:

- Class B Blues Uniform.
- PT Uniform. NOTE: All cadets will sleep in PT gear, in case of an urgent requirement to vacate the buildings, such as a Fire Drill.

XII. ADMINISTRATION

A. Sign In Locations and Procedures

The sign in location will be in the DFAC building. Signs will be placed to assist students and staff in locating where to sign in. Sign-in will be accomplished through computerized and paper processing using local procedures and sources.

NOTE: ALL CADETS WHO DRIVE PERSONAL VEHICLES MUST TURN IN THEIR KEYS AT CHECK-IN/CONTRABAND. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION!

B. Credential Verification Procedures

During check in all ALS staff and students will present the following:

- A current CAP ID Card provided by HQ CAP/DPP
- ORIGINALS – CAPF 31,160,161,163 and TXWG Behavior Contract
- A bag check will be conducted for contraband items. Refer to the packing list within this document for a list of prohibited items.

C. Disciplinary Action

All staff and students at this ALS are expected to be on their best behavior, showing thru their speech and conduct all that is best in the CAP program.

Any violation of CAP Core Values or applicable regulations will be brought to the attention of the ALS Commander/Project Officer.

Any willful violation of safety protocol will be brought to the attention of the Safety Officer and the ALS Commander/Project Officer.

The ALS Commander is responsible for administering disciplinary action. Offenders may be subject to immediate expulsion from the ALS. If a disciplinary action is taken against a cadet, the cadet's parent/guardian and unit commander will be notified.

D. Forms/Publications

All forms and necessary publications will be made available locally.

E. Military Support Authorization

Not Authorized.

F. Additional Fees

There will be no additional fees beyond the \$40 registration fee.

G. Emergency Notification

In accordance with CAPR 35-2, emergency contact will be made through the ALS Commander/Project Officer. The secondary emergency contact will be the ALS Deputy Commander.

ALS Commander: Lt Col Jeff Harrell, cell phone 903-815-4409.

ALS Co- Commander: Lt. Col. Fletcher Sharp; cell phone 214-766-1212

XIII. FACILITIES

All mission staff activities will be located in the appropriate CAP approved facility located at Camp Swift..

A. Telephone Access

Seniors members may bring their own cell phones. The ALS students and Cadet staff will turn their cell phones/watches/radios/iPods etc. in upon check in. (Cadet staff will be permitted to bring their watches). These items will be returned during out-processing on Sunday afternoon. **NO CELL PHONES FOR ANY CADETS DURING THE EVENT.**

B. Shower Facilities

There are separate male and female showers on site.

XIII. LOGISTICS

A. Billeting

All members attending ALS will be billeted on site. There will be separate male and female quarters.

B. Messing

Friday:

ALS Staff will be provided an evening meal on Friday, before student in-processing.

All ALS students are responsible for eating their evening meal before checking in.

A snack will be provided for everyone on Friday evening.

Saturday:

Breakfast, Lunch and Dinner will be provided.

Sunday:

Breakfast will be provided.

Through the CAP Form 160, all participants will advise the staff if they have dietary restrictions or medical issues/allergies. **TX Wing will NOT provide special food for**

those with food allergies, such as gluten. If parents want their cadets to eat a gluten free diet, all that food must be provided by the family.

a. Medical Facilities

In case of emergency, call 911.

Closest Medical Facility: Lakeside Hospital (approximately 9.0 miles from Camp Swift Training Center)

(512) 308-5900

3201 Hwy 71, E Bastrop, TX 78602

Directions to Hospital From the Camp Swift Entrance Gate:

After pulling out of Camp Swift head south on TX-95 S. After Approximately 8.0 miles turn left on TX-71 E/TX-95 S. The hospital will be on the right in approximately 1.0 mile.

NOTE: In accordance with CAP Regulation 160-2, Handling of Cadet Medications, (dated 2 March 2011), the taking of prescription medication is the responsibility of the individual member for whom the medication was prescribed or, if the member is a minor, the member's parent or guardian. Except in extraordinary circumstances, CAP members, regardless of age, will be responsible for transporting, storing, and taking their own medications, including inhalers and epinephrine pens.

For complete information on the taking of cadet prescription medications (or over the counter medications), please read the entire 3 pages of CAPR 160-2 – available on www.capmembers.com in the publications section of the website.

b. Transportation

The primary means of transporting cadets during the ALS will be formation marching. There will be at least one CAP van available for use.

Cadets who drive their personally owned vehicle (POV) to the ALS will turn in their keys to the ALS Commander/Project Officer, Lt Col Jeff Harrell, for the duration of the school. The keys will be returned when the cadet is released from ALS.

Cadets are not authorized to operate any CAP vehicles.

All attendees are responsible for providing their own transportation to Camp Swift and are responsible for their own transportation home at the conclusion of the ALS.

XIV. CONTINGENCIES

A. Disaster or REDCAP

The ALS may be suspended or terminated, and CAP resources reassigned, only at the direction of the TXWG DOS, WG/CC, or IC.

**ATTACHMENT A
Packing Checklist for ALS Students**

<u>Uniform Items</u>	<u>Quantity</u>
Class B uniform, with well-polished shoes Uniform MUST be enclosed in a protective bag	1 set
White V-neck T-shirt	1
Black dress socks	2
BDU Blouse	1
BDU Pants	1
Combat Boots (well broken in)	1 set
Boot Socks	2 sets
Black Crew-neck T-shirts	2
BDU cover	1
Underwear (bras required for all female cadets)	As Required
Black/Dark Blue Shorts or Sweat Pants	1
Athletic Socks	1 set
Tennis shoes, running shoes or sneakers	1 set
Bug spray with deet	1
Personal Medications	As needed
Dark blanket for a single bed	1
Pillow with white pillow case OR	1
Sleeping Bag	1
Canteen & Pistol belt or other hydration system (like CamelBack®)	1
Toiletries (towel, washcloth, soap, shampoo, toothbrush/toothpaste, etc.)	As needed
Females only: feminine Items	As needed
Females only: hair pins, hair spray, etc.	As needed
Flashlight with spare batteries	1
CAP ID card	1
Spiral Notebook and pencils/pens	1
Pencils or Pens	At least 2
Signed CAP Forms 31, 160, 161, 163, Behavior Contract	1

Contraband Items

Any portable music, or electronic devices (including iPods, MP3 players, iPads, etc.) **cell phones**, non CAP books, playing cards and other forms of entertainment, illegal drugs, alcohol, weapons of

any kind (including pocket knives) candy, chewing gum, soda drinks, sweets, and any other food items. ALS cadet staff will be permitted to bring laptop computers, but students will not.

Any contraband items found after check-in will be confiscated and individuals are subject to disciplinary action including dismissal from the activity.