

**OPERATIONS PLAN**  
**Texas Wing Civil Air Patrol**  
**CTEP LEADERSHIP SCHOOL – SPRING**  
**Training Leaders of Cadets - SPRING**  
Texas Wing Headquarters, Nacogdoches, Texas  
6-8 October 2017  
Revision 1.0

## I. SITUATION

- A. On the weekend of 6-8 October 2017, Texas Wing Cadet Programs will conduct a CTEP Leadership School. This activity, authorized by Headquarters, Texas Wing, is under control of the Director of Cadet Programs, Texas Wing, and is hosted at Headquarter, Texas Wing, Nacogdoches, Texas. The activity will be held at Texas Wing Headquarters, Nacogdoches, Texas using facilities on or near the facility.
1. The primary purpose of this mission, as approved by the Director of Cadet Programs, is to provide leadership and drill training to cadets, and to provide professional development to eligible seniors.
  2. The specific objectives are:
    - a. Provide cadets with leadership, planning, professional and D&C education
    - b. Provide cadets with opportunities to network with cadets across the Wing,
    - c. Provide training from “Training Leaders of Cadets”, D&C, correspondence, activities and leadership to eligible senior members.
    - d. Improve proficiency and training of cadet and senior staff.
- B. The activity will be held at Texas Wing Headquarters, Texas Wing, 553 Terry Crawford Drive, Nacogdoches, Texas 75964. There will be a **\$45.00** charge (cadets and seniors) for this event, which will be collected when you register via the Event Brite link. Please send in forms CAPF 31, 160, 161, and 163 to hold your place. The fee covers food, drinks, T-shirt, cord and printing costs. Please make payment via this Event Brite link <https://txwgctepfall2017.eventbrite.com>. There will be a limited number of accepted members this year due to our location limitations.
- C. CAPF 31, 160, 161, and 163 should be submitted to Chaplain Nancy Smalley, 416 Victorian Drive, Waxahachie, TX 75165. All forms must be received by **15 September 2017**. Anyone arriving without having previously sent their CAP Forms will not be allowed to sign into the activity. For Cadets, the following information **MUST BE INCLUDED** on the CAPF 31:
- a. Under “ACTIVITY APPLYING FOR” put “**CTEP**” and **NCOA, SNCOA, OTS, CCSC**.
  - b. Seniors may apply for **STAFF** or **TLC** – Training Leaders of Cadets.
  - c. Make sure that the cadet’s parent(s) have signed the permission signature block.
  - d. Squadron Commanders should verify the school the cadet (as requirements have changed) is asking to attend on the CAP form 31. For detailed information go to: [www.texascadet.org](http://www.texascadet.org).
  - e. Be sure to include your current CAP grade.

Questions may be emailed to [texasctep@gmail.com](mailto:texasctep@gmail.com) and CAPF 31 and payment received without the above information will not be accepted until all missing information is received. Do not send CAPF 31’s to the gmail account. Please do not use the old TXWG Form 31A. They must be signed by

commanders and mailed to the physical address 416 Victorian Drive, Waxahachie, TX 75165. A Confirmation email will be sent when paperwork is received.

- D. CAP cadets and seniors will come to this activity prepared to participate with all needed supplies (see Equipment List post on [www.texascadet.org](http://www.texascadet.org) under CTEP Activity)
- E. **Payment must be made via the Event Brite link.** <https://txwgctepfall2017.eventbrite.com> Do NOT send forms by any method that requires a signature to be received. We will NOT go to the post office to pick up applications. Do not send applications to the email account. Also, do not pay to overnight an application to us. If you are concerned about mailing your forms late, please contact us via email at [texasctep@gmail.com](mailto:texasctep@gmail.com).
- F. Additional cadet and senior training will be given as time and circumstances permit.
- G. This activity will be conducted in accordance with the CAPR 52-16 and all other applicable CAP regulations and Texas Wing supplements.
- H. If cancellation or rescheduling of this activity becomes necessary, participants will be notified by email. All cadets MUST have an email address on their 31. Cadets will be contacted by school commanders one week before the course to be certain the cadet has all needed supplies.

## II. ORGANIZATION

- A. Major Wendi Lamphear, TXWG/DDCP is the Project Officer. Individual School Commanders and Senior Supervisors will be announced over: [www.texascadet.org](http://www.texascadet.org). Cadet Program's oversight is provided by Lt Col Phil Kost, TXWG/DCP and Lt Col Jane Smalley, TXWG/DDCP.
- B. The event staff will be organized by the project officer, DCP and the Cadet Commandant with additions and deletions made by these individuals as needed.

## III. TIMINGS (Detailed schedule to be posted on [www.texascadet.org](http://www.texascadet.org))

- A. Sign-in for all staff will begin at 1700 on Friday, 6 October 2017. All personnel should have all required ID cards and balances of payments. Please report to Headquarters for Sign-In.
- B. All school participants must arrive for check in between 1800 and 1900 hrs on Friday, 6 October 2017. **Cadets should report in wearing blues. Participants SHOULD EAT DINNER before they arrive.** Bedtime snacks will be provided. Please report to Headquarters for Sign-In.
- C. Classes will begin promptly at 1915 on Friday evening.
- D. Graduation will begin promptly at 1100 on Sunday. All personnel are required to attend.

## IV. SAFETY and MEDICAL

- A. Project Officer and all staff members shall consider safety first in all decisions and actions. Under no condition will the safety of personnel or equipment be jeopardized. All CAP Regulations and Texas Wing policies and procedures, which relate to safety, shall be carefully followed throughout this activity.
- B. Local Hazards will be briefed

- C. A medical officer will be available for this activity if possible. Cadets should bring sufficient quantities of prescription medication with them and be able to self-medicate. First aid and OTC medications will be available and will be made available to cadets under 18 only with parental permission.
- D. The CAPF 160 must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP.
- E. All Staff participating in CTEP will have successfully completed ORM Basic and ORM Intermediate before participating in the activity.

## **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 to the TXWG DCP.
- B. Uniforms are required to be worn.
  - 1. Staff personnel shall wear the UOD in impeccable condition.
  - 2. Participants should wear the UOD as directed by their school commander.
  - 3. Uniforms are to be in good repair and correctly worn according to CAPM 39-1 as supplemented by Texas Wing.
  - 4. Cadets will wear PT clothes at night.

## **VI. LOGISTICS**

- A. Friday night snack, breakfast, lunch and dinner on Saturday and breakfast on Sunday will be provided by the Project Officer and staff. Special dietary considerations should be noted on the CAPF 160 and in Event Brite.
- B. Housing will be in Texas Wing Headquarters, Nacogdoches, Texas. Exact address will be posted on [www.texascadet.org](http://www.texascadet.org). Classes will be in the classrooms. Classes will be held to 30 NCOA students, 25 SNCOA, 15 OTS, 10 CCSC, 15 TLC, and 25 cadet and senior staff. Approximately one fourth of these will be female. All classes, dorms and other accommodations are within walking distance. If the classes meet the maximum number before the deadline, it will be closed.
- C. Senior participants are encouraged to bring a CAP van. If the van is used for the activity one tank of gas will be provided by the TXWG DCP. No other fuel bills will be honored and 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: 979-224-2565 (Maj Wendi Lamphear), 512-844-0971 (Lt Col Phil Kost), 979-574-5763 (Lt Col Jane Smalley)

## **IX. ADMINISTRATION**

- A. All personnel participating in this activity must have in their possession at all times a current CAP membership card and (for Seniors or Cadets over 18) cadet protection training.
- B. Paperwork will be processed on site and certificates issued at the end of the activity. In the event of a misspelled name on a certificate, contact the Project Officer directly.

# Texas Wing CTEP

## Cadet - Equipment List

Use this list to prepare and pack for CTEP. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend CTEP without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT CTEP. Place a checkmark next to each item as you prepare for CTEP.

1 Each Short Sleeve Blues Shirt	Deodorant
1 pair USAF Blues Slacks or Skirts (female)	Toothbrush, toothpaste/mouthwash
2 t-shirts white v-neck or u-neck	Bath soap in plastic container
1 Each Flight Cap with insignia	Comb/brush
1 Each belt, dark blue with silver tip & silver buckle	Shampoo & Conditioner
2-3 Pair Dress Socks, Black	Razor and shaving cream or electric razor (if needed)
2 pair garters (mandatory if wearing slacks)	1 towel
	1 face cloth
Shoe shine kit (canned polish only, <i>NO EDGE DRESSING or liquid polish allowed</i> ) (optional)	1 sleeping bag or sheets (you will sleep on a cot)
	1 pillow with pillowcase
1 set CAP uniform insignia and backers for blues	1 blanket (optional)
1 Blues Service Coat (CCSC & Instructors Only)	Feminine hygiene products
1 set blue or black sweats for PT (shirts and pants) (optional) 1 set black or dark blue shorts for PT	Sunscreen (optional) – high SPF recommended
1 pair gym, tennis or running shoes	Insect repellent with Deet (optional)
3 pair athletic socks for PT	Laundry bag
Athletic supporter (male) or sports bra (female)	1 Spiral notebook and 5 pens and pencils
1 web belt, green, with canteen holder, no suspenders, and one canteen (Camelbak® or hydration systems are accepted)	1 Laptop or Tablet (Required for CCSC, Highly Recommended for all other classes)
3 pair underwear (and bras for females)	CAPM 39-1, CAPR 52-16, AFMAN 36-2203 Drill and Ceremonies Manual (optional but suggested)
Shower shoes (mandatory) (sandals or flip-flops recommended)	Rain poncho (clear, brown, black, green or camo)
Swimsuit for shower (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag
1 Pair shoes, black, oxford smooth leather or core fram, low quarter, plain toe (if possible)	Digital or Disposable camera (optional)
1 warm jacket (optional) 1 pair winter gloves (to keep you warm) (optional) 1 winter hat (optional)	Hair dryer and hair care products (if needed)
CURRENT CAP ID CARD, CAPF 161	1 Flashlight with extra batteries
Regulation haircut (mandatory) Females should bring extra clips, hair bands, and hair spray	You may bring religious reading materials
Prescription (must be in original container)	Over-the-Counter Medications (if needed)

### DO NOT BRING:

Knives/scissors, portable electronic devices, unauthorized medication, lighter/matches, explosives, tobacco, ammunition, tapes/CDs/DVDs, alcohol, flammables, cash in excess of \$30, cellular phones, food/drink (candy, soda, snacks, etc.), weapons of any kind, magazines, video cameras, or video games

### UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard ([www.vanguardmil.com](http://www.vanguardmil.com)) or Glendale ([www.paradestore.com](http://www.paradestore.com)). Many of the non-uniform items can be purchased at a Dollar Store.

**DO NOT WAIT UNTIL THE WEEK BEFORE CTEP TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT CTEP.**

# Texas Wing CTEP

## Senior - Equipment List

Use this list to prepare and pack for CTEP. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend CTEP without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT CTEP. Place a checkmark next to each item as you prepare for CTEP.

1 Each Short Sleeve Blues Shirt, White Corporate Shirt, or Blue Polo Shirt	Deodorant	
1 pair USAF Blues Slacks or Skirts, Grey Slacks or Skirts for Corporate Uniform	Toothbrush, toothpaste/mouthwash	
2 t-shirts white v-neck or u-neck	Bath soap in plastic container	
1 Each Flight Cap with insignia (blues only)	Comb/brush	
1 Each belt, dark blue with silver tip & silver buckle or black belt for Corporate Uniform	Shampoo & Conditioner	
2-3 Pair Dress Socks, Black	Razor and shaving cream or electric razor (if needed)	
2 pair garters (Optional)	1 towel	
	1 face cloth	
1 set CAP uniform insignia and backers for blues (if needed)	1 sleeping bag or sheets (you will sleep on a cot)	
	1 pillow with pillowcase	
1 set blue or black sweats for PT (shirts and pants) (optional) 1 set black or dark blue shorts for PT	1 blanket (optional)	
1 pair gym, tennis or running shoes	Feminine hygiene products	
3 pair athletic socks for PT	Sunscreen (optional) – high SPF recommended	
Athletic supporter (male) or sports bra (female)	Insect repellent with Deet (optional)	
1 web belt, green, with canteen holder, no suspenders, and one canteen (Camelbak® or hydration systems are accepted)	Laundry bag	
3 pair underwear (and bras for females)	1 Spiral notebook and 5 pens and pencils	
Shower shoes (mandatory) (sandals or flip-flops recommended)	1 Laptop or Tablet (Required for CCSC, Highly Recommended for all other classes)	
Swimsuit for shower (optional)	CAPM 39-1, CAPR 52-16, AFMAN 36-2203 Drill and Ceremonies Manual (optional but suggested)	
1 Pair shoes, black, oxford smooth leather or core fram, low quarter, plain toe (if possible) Or black shoe for Corporate Uniform	Rain poncho (clear, brown, black, green or camo)	
1 warm jacket (optional) 1 pair winter gloves (to keep you warm) (optional) 1 winter hat (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag	
CURRENT CAP ID CARD, CAPF 161	Digital or Disposable camera (optional)	
Regulation haircut (mandatory if in blue uniform) Females should bring extra clips, hair bands, and hair spray	Hair dryer and hair care products (if needed)	
Prescription (must be in original container)	1 Flashlight with extra batteries	
	You may bring religious reading materials	
	Over-the-Counter Medications (if needed)	

### UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as Vanguard ([www.vanguardmil.com](http://www.vanguardmil.com)) or Glendale ([www.paradestore.com](http://www.paradestore.com)). Many of the non-uniform items can be purchased at a Dollar Store.

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