

Southwest Region Cadet Leadership School

11-19 July 2009
Lackland Air Force Base
San Antonio, Texas

1. GENERAL

A. RCLS Director

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B. Type of Activity.

During the week of 11-19 July 2009, Southwest Region Headquarters will conduct a Region Cadet Leadership School.

1. The primary purpose of this activity, as approved by National Headquarters, is to provide rising cadets with leadership training, managerial skills, a deeper understanding of all aspects of the cadet program and preparation to take their place as contributing members of our society.
2. The specific objectives for the SWR Cadet Leadership School will be outlined in the event SOI and the Curricular Content Outlines.

C. Activity Location.

Lackland AFB, San Antonio
NCO Academy Building and ROTC Dorms

D. Primary dates and times.

11-19 July 2008

E. Alternate dates and times.

There is no alternate date available.

F. Host Unit.

Southwest Region Headquarters

G. Reporting time and location.

Senior and Cadet Staff report to Lackland AFB NLT 1600hrs on 11 July 2008
Students report to Lackland AFB NLT 1600hrs on 13 July 2008

H. Cost of the activity

Cadets \$120.00 (plus spending money for recreation/shopping)
Staff \$80.00 (plus spending money for recreation/shopping)

2. NOTIFICATION AND APPLICATION

A. Notification of Activity.

Initial announcement will be by Wing E-mail servers across the region, Southwest Region information distribution networks and NHQ CAP webpage. Additional information will be put out during Region Staff

/CC call for distribution to group and squadron commanders in each wing, Call for cadet staff will be made through Region CAC and additional information will be passed through this venue.

B. Qualification and Application Requirements.

The requirements for cadet participation include:

- Age 14 minimum
- C/MSgt or above
- Complete CAPF31 with unit commander approval
- Completion of basic encampment (preferred)
- Ability to pass PT at your grade

The requirements for senior participation include:

- Experience in cadet programs
- Completed CAPF31
- Completed Level 1/ CPPT
- Minimum Technician Rating in Cadet Programs (preferred)
- Working knowledge of drill and ceremonies and customs and courtesies
- Physical Conditioning – sufficient to walk in the heat and climb stairs
- Exceptional uniforms
- CAP drivers license (preferred)

The requirements for cadet staff include:

- Cadet seminar staff should be a graduate of RCLS, COS, or have participated in an advanced cadet training program in your wing.
- Exceptional uniforms
- High knowledge of all cadet programs materials
- Strong knowledge of Drill and Ceremony as well as Customs and Courtesies
- Cadets may also apply for Admin and Logistics positions.

If you are interested in applying for cadet, senior staff, or as a seminar instructor for selected classes, submit CAPF31 and Resume to Maj Joe Fernandez.

Minimum Number of Students: 20 (2 seminars)

Maximum Number of Students: 40 (4 seminars)

Maximum Cadet Seminar Leaders: 4

Maximum Cadet Support Staff: 4

Senior staff positions: Seminar Advisors: 4, Admin/Finance: 2, Medical/First Aid: 1, PAO: 1, Chaplain: 1, Logistics/Local Support: 4. We are able to support up to 4 additional seniors to assist in any or all of these areas.

3. UNIFORMS

Primary uniform for all students is the blue uniform with short sleeves worn IAW CAPM 39-1. A tie or tabs is required for graduation. Only flight caps are allowed. Seniors may wear blues or grays. Cadets will need BDUs for the Group Leadership Projects. Attached is a complete uniform and equipment list. Other uniform combinations or modifications will be dictated as per the training schedule.

All students must report in short sleeve blue shirt with tie and flight cap. Students shall not wear service jacket – cadet staff will need the service coat for graduation. Ribbons, awards and rank insignia are authorized. Wing-specific cords are NOT authorized.

BDU Uniform must have all patches and insignia, BDU hat, brown or black T-shirt. T-shirts will not have non-CAP related material printed on them.

PT Uniform black or dark blue shorts, issued activity T-shirt, white socks, and running shoes. All PT uniform items must be free of insignia (CAP seal is authorized). Sweat suits or pants will be black or grey and conservative in nature.

Cadet Staff will wear full service dress (with jacket) for graduation.

4. ACTIVITY DESCRIPTION

This course will satisfy requirements for the Eaker Award. Curriculum will include:

- Courses designed to inform the learner of his/her leadership and learning styles
- Effective methods to work with the various learning and leadership styles
- Effective written and oral communication
- Review of uniforms, drill, and customs and courtesies
- ORM, Ops Plans and event planning
- Encampment 101
- Basics of followership and Leadership

Other activities include:

- Practical simulated event planning
- Practical exercises in teamwork and leadership
- GLPs
- Graduation at the NCO Academy Auditorium
- Graduation Dinner
- Special guests

5. ADMINISTRATION

A. Sign-in location and procedures.

Students must sign in NLT 1600 on 12 July 2009

- Sign in will be used to verify:
- Current membership
- CAPF31 and payment
- Basic medical and emergency contact review/screening
- Inspection of personal belongings for contraband items
- Students will be grouped upon arrival and control maintained by staff.

B. Credential verification procedures.

Pre-screening of CAPF31 and verification of credentials before event with CAP NHQ web site for back up verification

C. Forms/Documents.

CAP ID Card and photo ID if over 16.

D. Military Support Authorization.

See attached specific request listing

E. Additional Fees.

The cost for the event is \$120 (\$80.00 for staff), which includes meals and billets, t-shirts, on base transportation, and admin costs. Additional costs may be incurred on excursions. The cadet or senior member pays these additional costs.

F. Emergency Notification.

The activity will maintain the CAPF31(s) to provide emergency contact numbers for all participants. Land line contact will be made in the order directed by CAPF31 for any medical or discipline problems. Emergency Contact number to the activity will be made available.

6. FACILITIES

A. Classrooms.

- 4 Classrooms for 10 students
- Admin Room

B. Equipment.

- Multi media Projector
- Laptop computer with printer
- Medical kits
- Misc. office supplies
- Photo copying of course materials as needed
- FRS Radios

7. MILITARY SUPPORT REQUIREMENTS

Attachment 1

8. LOGISTICS

A. Billeting.

See MSA request

B. Messing.

See MSA Request

Additional snack food items available for contingency use for case-by-case medical requirements

C. Transportation.

- 4 - CAP vans required

D. Medical.

At a minimum, all cadet and senior staff will be first aid/ CPR certified. All minor medical ailments and concerns will be handled internally by senior and cadet staff. Medical supplies and injuries/illnesses that can't be handled internally will be referred to the medical staff.

9. PUBLIC AFFAIRS

A. Publicity.

- All external (non-CAP) articles must be submitted to the base PAO for approval.
- Internal PAO will prepare and provide briefs for dissemination to local news media as well as Wing PAOs

10. SAFETY

Risk assessment will be conducted prior to start of activity by RCLS Director or designee

Weather effect on activities i.e., wet weather; participants are required to bring wet weather gear.

Physical training: Instructors will be briefed on acceptable techniques and requirements in accordance with CAP regulations. Support vehicles will be used in case of injury.

Transportation risks: All vehicle inspected daily prior to use, ensure current insurance, licensed operators only, and use of backers and wheel chocks as needed.

Marching: Utilization of road guard vests and flashlights (and road guard activities at all intersections) in accordance with base policies whenever troops are marching.

Pre-existing medical conditions: Review of CAPF31's prior to activity as well as in processing interviews to ensure good health of participants and identify those with conditions that could pose an increased risk to themselves or others

Security: Due to heightened security awareness on military facilities constant assessment of these dangers is paramount. Installation security procedures for building and base access as well as personnel identification should be covered. Security awareness should be briefed to all staff as well as students (reporting of suspicious persons, activities etc)

A. Adverse Weather.

Water and sunscreen will be available at all times. Contact will be made with activity staff and range control at Lackland AFB to determine current weather conditions and training flags. We will modify training by shortening training times, modifying uniforms, and by taking more water breaks to minimize exposure to the sun and cold.

B. Mishap.

In the event of a reportable mishap, the Project Officer will immediately report the incident to the proper CAP and base authorities. In the event of serious illness or injury, CAP members IAW our MSA will be transported to Wilford Hall.

12. AWARDS OR GRADUATION CERTIFICATES

RCLS members will be awarded a graduation certificate and names will be submitted to NHQ for processing. Honor Graduates will be named.

ATTACHMENT I

MILITARY SUPPORT AUTHORIZATION SPECIFIC REQUEST REQUIREMENTS

- 4 CLASSROOMS FOR 40 STUDENTS
- ADMIN ROOM
- ROTC DORMS BILLETING FOR 40 STUDENTS, 8 CADET STAFF AND 15 SENIOR STAFF. APPROX 1/3 OF THESE PERSONNEL ARE FEMALE
- DINING FACILITY – AMIGO DINING HALL NO. OF MEALS: 6 BREAKFASTS; 6 LUNCHESES; 6 DINNERS
- PT FIELD AND RUNNING TRACK
- SUPPORT FROM NCOA INSTRUCTORS FOR SPECIFIED CLASSES: SPECIFIED CLASSES: TBD
- FACILITY TOURS DATE/TIME SPECIFIC: TBD
- ORIENTATION FLIGHT ON ANY MILITARY AIRCRAFT DATE/TIME SPECIFIC: TBD
- USE OF COMPUTERS IN NCOA TO INCLUDE LIMITED INTERNET ACCESS TO
- TAKE LEADERSHIP/PERSONALITY TESTS ONLINE.
- ON BASE BUS TRANSPORTATION
- ACCESS TO RECREATIONAL FACILITIES ON BASE (BOWLING, ETC)
- ACCESS TO MILITARY CLOTHING SALES

Southwest Region RCLS Equipment List

Use this list to prepare and pack for this activity. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend the activity without the quantities listed below. All of your items MUST be marked with your last name. Place a checkmark next to each item as you prepare for RCLS.

| | | |
|--|--|--|
| 1 each BDU Blouse with Wing patch (if authorized by your Wing), nametape, CAP tape affixed | Sweats or Sweat suit for PT (if needed) | |
| 1 Each BDU pants | Deodorant | |
| 2 Each brown/black T-shirt. Crew neck. | Toothbrush, toothpaste/mouthwash | |
| 1 Each BDU Cover | Bath soap in plastic container | |
| 1 Each Web belt, dark blue with black buckle & black tip | Comb/brush | |
| 2 Pair Boot socks. Black or white | Shampoo | |
| 2 Each Short Sleeve Blues Shirt (tuck-in style for females preferred). | Razor and shaving cream or electric razor | |
| 1 tab (female) or tie and tie tack (male) | 2 each white towel and white face cloth | |
| 2 pair blues slacks | 1 set white twin size sheets (top, fitted and pillowcase) | |
| 2 t-shirts white v-neck (males) | 1 pillow | |
| 1 Each Flight Cap with insignia | Feminine hygiene products | |
| 1 Each Web belt, dark blue with silver tip & buckle | Sunscreen (must be used daily) | |
| 6 Pair Dress Socks, Black | Insect repellent with Deet | |
| 2 pair garters (mandatory) | Laundry bag | |
| Shoe shine kit | 6 Clothes hangars (white plastic) | |
| 1 set CAP uniform insignia and backers | 1 Spiral notebook and pen and a laptop computer if available | |
| 2 pair black or dark blue gym shorts (modest) | Service coat (cadet staff) | |
| 1 pair gym, tennis or running shoes | Rain poncho (clear, brown, green or camo) | |
| 3 or 4 pair athletic socks | Blister kit (foot powder, band-aids, Neosporin, moleskin) in a zip bag | |
| Athletic supporter (male) or sports bra (female) | Disposable camera (optional) | |
| 2 sets civilian clothes (modest – no midriffs showing) | Iron and spray starch | |
| 6-8 pair underwear (and bras for females) | Hair dryer and hair care products | |
| Shower shoes | CURRENT CAP ID CARD | |
| Swimsuit | Regulation haircut | |
| 1 Pair shoes, black, oxford smooth leather, low quarter, plain toe and 1 pair combat boots, black, plain toe. THESE MUST BE WELL BROKEN IN | Laptop computer (if available to you) | |

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) or The Hock Shop (www.TheHock.com).

DO NOT WAIT UNTIL THE WEEK BEFORE THIS ACTIVITY TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY!