



TEXAS WING
Group I

UNIT COMMANDERS COURSE

OPERATIONS PLAN

27-28 October 2018

COURSE DIRECTOR: Natalie Franc, Maj

Updated: September 12, 2018

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UNIT COMMANDERS COURSE (UCC)

I. SITUATION

A. On the weekend of 27-28 October 2018, Group I, Texas Wing, Civil Air Patrol will conduct a UCC weekend training activity. This activity, authorized by Headquarters, Texas Wing, is under control of Group I and is being hosted by TX-293, Lubbock Composite Squadron, at the squadron building located at 2201 E Jamestown St, Lubbock, TX 79403.

1. The primary purpose of this activity, as approved by the TEXAS WING Commander, is to provide UCC participants information, as provided by National Headquarters, to improve members' practical and leadership abilities within CAP and understanding of how CAP's core values impact operations and to prepare them for command and to bring both existing and future squadron commanders up to date on the programs that are being used for the performance of CAP activities (WMIRS, WMU, CAPERS, etc.).
2. The specific objectives are:
 - a. UCC will provide participants information on how to become an effective commander
 - b. Improve proficiency, instructional and mentoring abilities of all command staff.

B. The activity will be held at the Lubbock Composite Squadron, located at 2201 E Jamestown St, Lubbock, TX 79403. There will be a \$25.00 charge for the UCC event, which will be collected through the Event Brite system to hold your place and covers refreshments and lunch. ENROLLMENT IS LIMITED – apply early. Lunch on both days is being provided and will be brought in to the classroom. Coffee and pastries will also be provided.

1. Completed TXWG Form 17A (and \$25.00 per person fee) and should be submitted to the Project Officer through the Event Brite system

Note: The CAP [Form 17](#) may be submitted by e-mail to Maj Natalie Franc at natalie.franc@gmail.com and received not later than 06 October 2018. Anyone arriving without having previously sent a Form 17 will not be allowed to sign into the activity.

2. This is strictly a UCC course. Squadron Commanders should verify the school the student is asking to attend. Be sure to include your current CAP grade. **BE SURE TO ALSO INCLUDE AN E-MAIL ADDRESS.** Current squadron commanders are also urged to attend to obtain the latest information on various software programs and to share their knowledge and insight with future squadron commanders.
3. Questions may be addressed directly to the Project Officer by e-mail (natalie.franc@gmail.com) or by phone at 808-594-8663. Only completed CAP Form 17s will be accepted.
4. CAP Senior Members are to come to this activity prepared to participate with all needed supplies including pens/pencils and paper for notes. Approved uniforms for this activity are any CAP uniform other than BDUs or the flight suit.
5. The Event Brite system is the only means of paying for this course. Do NOT send applications by any method that requires a signature to be received.
6. This activity will be conducted in accordance with all applicable CAP regulations and Texas Wing supplements.
7. If cancellation or rescheduling of this activity becomes necessary, participants will be notified by e-mail. All participants MUST have an email address on their CAPF17.
8. **This is a blended class. All students MUST complete the online pre-course in LMS prior to arriving at the class.**

II. ORGANIZATION

- A. Maj Natalie Franc is the Course Director.
- B. Instructors will be selected by the Course Director.
- C. Other experienced officers that have topics to contribute will be welcomed to participate as instructors/facilitators of the program.
- D. The event staff will be organized by the project officer, support staff and UCC instructors with additions and deletions made by these individuals as needed.

III. TIMINGS

- A. Sign in for all personnel will begin at 0730 hrs on 27 October 2018.
- B. All school participants must arrive for check in between 0730 and 0800 hrs on 27 October 2018.

- C. Classes will begin promptly on Saturday and Sunday mornings.
- D. Classes will end on Sunday following the Conclusion/Awards Session.

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 not be available for this activity. Members 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 as necessary.

VI. REGULATIONS AND ORDERS

- A. All CAP Regulations pertaining to each phase of this activity shall be strictly followed and enforced by each person participating.
- B. Uniforms are required to be worn.
 - 1. Staff personnel shall wear the UOD in impeccable condition.
 - 2. Participants should wear the required uniforms.
 - 3. Uniforms are to be in good repair and correctly worn according to CAPM 39-1 as supplemented by Texas Wing.

VI. LOGISTICS

- A. Coffee and donuts will be provided for breakfast. Lunch will be brought in.
- B. No special lodging arrangements have been made. However, there are several motels available in the area. No special arrangements for transportation have been made by the staff.

VII. COMMUNICATIONS

- A. Emergency numbers are 911. Natalie Franc's cell phone is 808-594-8663.

VIII. ADMINISTRATION

- A. All personnel participating in this activity must have in their possession at all times a current CAP membership card.
- 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.