



TEXAS WING
Group IV

SQUADRON LEADERSHIP SCHOOL (SLS)

OPERATIONS PLAN

27 OCT 2018

COURSE DIRECTOR: SLS: Michael Turoff, Lt Col

There will be a six hour pre-course signed on to by the students followed by a full one day in-residence course.

Updated: 16 September 2018

1. GENERAL

A. Squadron Leadership School / Corporate Learning Course

1. The primary purpose of this activity is to provide SLS 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.
2. The specific objectives are:
 - a. SLS will provide participant's a general understanding of the basic functions of a CAP Squadron

B. Training Location: William P. Hobby Airport Address: 7555 Ipswich Houston, TX 77061

C. Primary dates & times

There will be a six hour on-line pre-course that I will send out to prospective students so that the actual in-residence contact time will be just Saturday with a sign-in at 0730 27 Oct 2018 Training will begin at 0800 on Saturday. Daytime activities end at 1700 (or when completed) that day.

Alternate dates: None

D. USAF Funding: None

E. Mission Symbol: None

F. Air Force Mission Number: None

G. OES Training Number: None

H. Contact Information:

Course Director: SLS: Michael Turoff, Lt. Col

Contact number: 281-229-0839 Email: mturoff@txwgcap.org

The event staff will be organized by the course director, support staff and SLS instructors with additions and deletions made by these individuals as needed.

2. NOTIFICATION & APPLICATION

A. Notification

This training will be announced by being posted on the Texas Wing web page and posted on the Texas Wing Calendar.

B. Application

Apply by email to SLS Course Director Lt Col Michael Turoff at mturoff@txwgcap.org, for the course desired no later than 10 OCT 2018, by submitting CAPF 17 (application for Senior Member Activities) and enrolling in the offered course which I will send out to all interested members.

C. Exercise Capacity

All CAP members are eligible to attend this training. The maximum number of participants for each class is 12. The minimum number of participants for the course is 5. If that number is not met by the application deadline the course will be rescheduled.

D. Course Fees

A course fee of \$30.00 per participant will be charged to cover the cost of course materials, facilities, and amenities. If a member wishes to purchase a flash drive of material courses that the instructor can provide, there will be a course fee of \$37.00. This fee will be collected through the use of the EventBrite system.

E. Exercise enrollment procedures

All participants are required to submit a CAPF 17. Apply by email to the course director for the course of choice no later than 10 Oct 2018 and, each participant will sign-in on a CAPF 11 prior to participation in this event.

3. SAFETY-----IS PRIORITY ONE

Participants are advised to be alert and careful at all times. Each participant must have authorization to attend from their commander in order to attend the course and their Form 160 (Emergency Contact Information) on their person.

4. UNIFORM REQUIREMENTS

Per CAPR 39-1, Appropriate CAP uniform will be worn by each student and instructor — The minimum uniform for all members (CAPM 39-1 1.2.) is Blue Service Uniform (Class B), or Aviator Shirt Uniform. IT IS EXPECTED THAT THESE UNIFORMS BE WORN TO THE COURSE ON SUNDAY FOR THE GRADUATION EXERCISE. A service coat or blazer is optional. Any CAP uniform worn in compliance with CAPM 39-1 can be worn on Saturday. If these uniforms are not available appropriate civilian attire will be acceptable.

5. ADMINISTRATION

Each student will download and print their student materials from the CAP University website which is accessed through the www.gocivilairpatrol.com website. To get to the course material, select the Members section, then the CAP University Section, then scroll down to the Level II Technical Training section. A direct link to that area is: <https://www.gocivilairpatrol.com/members/cap-university/level-ii-technical-training/> If you forget your materials, copies will be provided on flash drives at the event.

A. Pre-course sign-up and tasks are mandatory, otherwise the course will have to be extended into a second day.

B. Sign-in

All staff and participants at the project location require sign-in on CAPF 11.

Credential Verification Procedures: All attendees will be checked at sign-in with current CAP membership card and CAPF 160.

6. FACILITIES

A. Classroom

Treat the facilities with the utmost respect. We expect the facilities to be returned in the same condition as it was made available, or a better condition. Items brought with you will leave with you in addition to items issued to you for the course.

The attendees along with the project staff will clean the facility before departure.

B. Telephone access

There are telephones available at the airport and many people will have cell phones. **Please have the cell phones turned to vibrate or off during the course presentations.**

7. LOGISTICS

A. Dining

Coffee, soft drinks and breakfast will be provided in the morning.
Lunch will be provided as part of the course fee.

B. Medical

Emergency number is 911

C. Transportation

For those members flying in using corporate aircraft to the Hobby Airport facility, the requested FBO is Million Air. Please notify the course director if you will be flying in.

Parking: Free automobile parking is available at the training facility. The gate code for the parking lot will be sent to enrolled individuals.

D. Lodging

No special lodging arrangements have been made and will be the student's responsibility, but there are numerous low cost motels in both areas. A listing will be provided at a later date.

- E. CONTINGENCIES: The school may be suspended or terminated, and CAP resources reassigned, ONLY at the direction of an active Redcap Incident Commander, WG/CC, or LO; otherwise, the school is expected to continue as planned.

8. PREREQUISITES

For the SLS: Completion of Level 1 and assignment of a specialty track for the member.

9. SCHEDULE OF ACTIVITY

For a single day in-residence course, pre-course reading assignments will be sent out to all registered students which will allow this to be run as a single day hybrid course. Otherwise, it will be a full two day course. A schedule for the course will be provided once enrollment of the individuals is confirmed.