



HEADQUARTERS UTAH WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
640 North 2360 South
Salt Lake City UT 84116-2956



Director Cadet Programs Annual goals.

June 2017

1. To put on Utah Wing Color Guard competition:
 - a. To put on a Color Guard class to prepare the units for the competition:
 - b. To host the Color Guard Competition.
2. To put on a Utah Winter Encampment
3. To Host 4, once a quarter event for cadets.
Completed
 - a. Boise air show:
 - b. Hart
 - c. Winter encampment
 - d. Color guard competition wing
 - e. Color guard competition region
 - f. Summer encampment: June
4. To help each squadron host a monthly activity:

June 2018 goals

5. To help the wing cadet count grow by 10% (current May 8, 2018 429)
 - a. Goal 472 cadets by June 2019
6. To help each cadet squadron work towards the Quality Unit Award:
 - a. Print each squadron's status in Sept 1
 - b. Help squadron work toward the award
7. Host 4 events: 1 per quarter
 - a. Summer encampment
 - b. Sept Rocketry FTX
 - c. Boise leadership FTX
 - d. Hart
 - e. Winter Encampment
 - f. Wing Color Guard comp.

REVIEW PLAN

1. Periodic reviews quarterly
 - a. Monitor growth
 - b. Monitor squadrons on their Quality Unit Award
 - c. Monitor Scheduling weekend activities

See attached Ops Plans for proof of goal reviews as well

Review Proof found in form of activity Ops Plans attached



HEADQUARTERS UTAH WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
640 N 2360 W
SALT LAKE CITY, UT 84116

Wendover Encampment Site Work Party

May 5, 2018

Index:

Planning an Activity / Exercise

1. Event Overview:

Saturday, May 5th, Cadets and Senior Members will begin getting the Encampment site ready for this summer's Encampment event. Many repairs are required, but we will concentrate on removing plant growth and a large pile of debris, vegetation around buildings, power washing buildings and floors, and scraping paint.

2. Goals & Objectives:

1. We will continue initial repairs and clearing of debris around the swamp coolers and buildings and prepare for painting.
2. The Cadet Commander will assess the leadership and teamwork skills of cadet staff involved in the work.

3. Higher Intent:

The Wendover Encampment Site is in need of several repairs and we want it to be up and running for encampment.

4. Mission Number:

No mission #

5. Activity Locations:

Wendover Air Field- Dining Hall and Encampment Compound
345 Airport Way, Wendover, UT 84083

6. Billeting:

This will not be an overnight event

7. Dates and Times of event:

- a. Dates: Saturday May 5, 2018
- b. Reporting times: 6:30 am at the Wing Building to leave
- c. Reporting location(s): Dining Hall
- d. Dismissal Date/Time: 6:30 pm Saturday evening
- e. Dismissal Location: Dining Hall

8. Alternate Dates:

No alternate date

9. Project Officer(s):

Captain Alison Carlisi

10. Hosting Unit/Wing:

Utah Wing
Civil Air Patrol

11. Budget/Cost:

Utah Wing Cadets Programs has offered to pay the gas for the CAP vans going to and from the event, and participants will pay for their own food. I estimate a cost of \$73 round trip per van. There should be three vans used. Lt. Col. Scott Carlisi will reserve the vans. We will bring the truck as well if available

12. Uniform Wear:

Civilian clothing- work clothing suitable to yard work Closed toed shoes.

13. Safety/ORM:

- a. Captain Alison Carlisi will be the Safety Officer
- b. Safety Briefing will cover the following:
 - no cadet will use power tools
 - Use of sharp tools/ training for each tool
 - Nearest medical facilities- Tooele- 911 for medical emergencies
 - Local flora and fauna safety
 - Location of first aid kit/ instructions

- c. ORM worksheet has been completed for this activity.
- d. First Aid Kit in the Dining Hall

14. Medical/Security/CPPT:

- a. Members are responsible for their own medication
- b. Emergency Medical Locations:
Mountain West Medical Center
2055 N Main St, Tooele, UT 84074
Phone: (435) 843-3600
Distance 76.4 Miles
1 hour 19 minutes
There is a fire department with trained EMT's on duty in Wendover City.

15. Requirements for Attending:

Be a CAP member and be willing to work hard.

16. Communication:

- a. Captain Alison Carlisi 801-628-6253
- b. Cell phones will be used for communication

17. Transportation:

a. CAP Vans and the truck will be reserved. We will leave the Wing building at 8 am Saturday April 21-22, 2018, and should arrive in Wendover around 9:30 to 10:00am

18. Schedule of Events

None

19. Logistics List

Two boxes of large garbage bags
Toilet Paper, soap, paper towels
Tool Boxes
Measuring devices
Work Gloves
Trimmers, clippers, chainsaws, and hand saws
Oil and gas for chain saw
Shovels
Picks
Chain for pulling
Water cooler/ ice Water/ cups

Food is being provided by Major Alan Rowley- cost of \$5 to each person
Nails, hinges
Spider spray
First Aid Kit

20. PERSONAL LIST

Cadets bring form 31 permission slip!!

Bring a TOOL: Shovel, branch clippers, saw, or chain saw (no cadet will be allowed to use a power tool. Senior members only will use those)

Coat

Hat

Work Gloves

Warm Gloves

Water

Snacks

Sunscreen

Work boots or hardy footwear

\$5 for lunch and money for any other snacks or food you want to buy.

Anything on the losigtics list above that YOU HAVE- you should bring.
phone

24. STAFFING

Safety Officer- Captain Alison Carlisi

1st Lt. Kris Nelson- facilities management

Maj. Alan Rowley- food Service

Maj. Corey Setera- Encampment training- Cadet Supervision

Budget Planning

Operation Budget Worksheet

INCOME

Prior/Budgeted

Actual

Anticipated # of partici. 20

Food fee x\$5

_____ \$100 _____

Fund from Restoration Fund	_____	_____
Wing Funds Requested	_____ \$219 _____	_____
Total Funds estimated	_____ \$319 _____	_____

<u>EXPENSE</u>	<u>Prior/Budgeted</u>	<u>Actual</u>
Food \$15 x 20	_____ \$100 _____	_____
Admin	_____ \$ _____	_____
t-shirts	_____ \$ _____	_____
Fuel	_____ \$219 _____	_____
Awards	_____ \$ _____	_____
Activity specific supplies	_____	_____
Grants/Scholarships/Discounts	_____ \$0 _____	_____
General Unknowns	_____	_____
Total Funds planned to spend	_____ \$319 _____	_____
	Bottom Line	_____ \$0 _____



HEADQUARTERS UTAH WING
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640 N 2360 W
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Wendover Encampment Site Work Party

April 21-22

Index:

Planning an Activity / Exercise

1. Event Overview:

Saturday, April 21-22, 2018, Cadets and Senior Members will begin getting the Encampment site ready for this summers Encampment event. Many repairs are required, but we will concentrate on removing plant growth and a large pile of debri.

2. Goals & Objectives:

1. We will begin initial repairs and clearing of debri around the swamp coolers and buildings.
2. The Cadet Commander will assess the leadership and teamwork skills of cadet staff involved in the work.

3. Higher Intent:

The Wendover Encampment Site is in need of several repairs and we want it to be up and running for encampment.

4. Mission Number:

No mission #

5. Activity Locations:

Wendover Air Field- Dining Hall and Encampment Compound
345 Airport Way, Wendover, UT 84083

6. Billeting:

Wendover Airport Fire Station for Females and the Wendover Community Center for boys. Maj. Alan Rowley is arranging permission for these. Food service will be at the dining hall.

7. Dates and Times of event:

- a. Dates: Saturday April 21-22, 2018
- b. Reporting times: 10:00 am
- c. Reporting location(s): Dining Hall
- d. Dismissal Date/Time: 11:00 am Sunday
- e. Dismissal Location: Dining Hall

8. Alternate Dates:

No alternate date

9. Project Officer(s):

Captain Alison Carlisi

10. Hosting Unit/Wing:

Utah Wing
Civil Air Patrol

11. Budget/Cost:

Utah Wing Cadets Programs has offered to pay the gas for the CAP vans going to and from the event, and participants will pay for their own food. I estimate a cost of \$73 round trip per van. There should be three vans used. Lt. Col. Scott Carlisi will reserve the vans.

12. Uniform Wear:

Civilian clothing- work clothing suitable to yard work Closed toed shoes.

13. Safety/ORM:

- a. Captain Alison Carlisi will be the Safety Officer
- b. Safety Briefing will cover the following:
 - no cadet will use power tools
 - Use of sharp tools/ training for each tool
 - Nearest medical facilities- Tooele- 911 for medical emergencies
 - Local flora and fauna safety
 - Location of first aid kit/ instructions
- c. ORM worksheet has been completed for this activity.

14. Medical/Security/CPPT:

- a. Members are responsible for their own medication
- b. Emergency Medical Locations:
Mountain West Medical Center
2055 N Main St, Tooele, UT 84074
Phone: (435) 843-3600
Distance 76.4 Miles
1 hour 19 minutes
There is a fire department with trained EMT's on duty in Wendover City.

15. Requirements for Attending:

Be a CAP member and be willing to work hard.

16. Communication:

- a. Lt. Col Carlisi 801-628-6249
- b. Cell phones will be used for communication

17. Transportation:

a. CAP Vans will be reserved. We will leave the Wing building at 8 am Saturday April 21-22, 2018, and should arrive in Wendover around 9:30 to 10:00am

18. Schedule of Events

None

19. Logistics List

Two boxes of large garbage bags
Toilet Paper, soap, paper towels
Tool Boxes
Measuring devices
Work Gloves
Trimmers, clippers, chainsaws, and hand saws
Oil and gas for chain saw
Shovels
Picks
Chain for pulling
Water cooler/ ice Water/ cups
Food is being provided by Major Alan Rowley- cost of \$5 to each person
Nails, hinges

Spider spray
First Aid Kit

20. PERSONAL LIST

Cadets bring form 31 permission slip!!

Bring a TOOL: Shovel, branch clippers, saw, or chain saw (no cadet will be allowed to use a power tool. Senior members only will use those)

Coat

Hat

Work Gloves

Warm Gloves

Folding camp chair

Water

Snacks

Sunscreen

Work boots or hardy footwear

\$15 for lunch and money for any other snacks or food you want to buy.

Anything on the logistics list above that YOU HAVE- you should bring.

Sleeping Bag

Cot or matt

Pillow

Pajamas

Change of underwear

Hygiene items- deodorant, toothbrush and toothpaste, brush, hair items

Towel/ wash cloth soap

Phone/book/ or homework for evening

24. STAFFING

Safety Officer- Captain Alison Carlisi

Project Officer- Lt. Col. Scott Carlisi

1st Lt. Kris Nelson- facilities management

Maj. Alan Rowley- food Service

Maj. Corey Setera- Encampment training- Cadet Supervision

Budget Planning

Operation Budget Worksheet

<u>INCOME</u>	<u>Prior/Budgeted</u>	<u>Actual</u>
Anticipated # of partici. 20	_____	_____
Food fee x\$15 x 20	____\$300____	_____
Fund from Restoration Fund	____\$263____	_____
Wing Funds Requested	____\$219____	_____
Total Funds estimated	____\$782____	_____

<u>EXPENSE</u>	<u>Prior/Budgeted</u>	<u>Actual</u>
Food \$15 x 20	____\$300____	_____
Wood Chipper	____\$263____	_____
Admin	____\$____	_____
t-shirts	____\$____	_____
Fuel	____\$219____	_____
Awards	____\$____	_____
Activity specific supplies	_____	_____
Grants/Scholarships/Discounts	____\$0____	_____
General Unknowns	_____	_____
Total Funds planned to spend	____\$782____	_____
Bottom Line		____\$0____



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Utah Wing Cadet Competition

Feb. 16-17, 2018

Index:

Planning an Activity / Exercise

1. Event Overview:

The Utah Wing Cadet Competition is modeled after the Civil Air Patrol National Cadet Competition, and is based on CAPP 52-4 rules and guidelines. The Competition allows Cadet Color Guard to compete in several areas of Cadet Knowledge and skill, and the competition selects the two teams which will continue to the next level of the contest.

2. Goals & Objectives:

Program Goals.

To achieve its mission and vision, the NCC program pursues the following goals:

- (1) Promote excellence in squadron-level cadet programs. NCC's contribution in this goal area is measured in two ways. First, total cadet participation, system-wide, is measured year-to-year, using the 2010 data set as the initial baseline. Second, the average annualized cadet promotion rate for participating squadrons will be compared with the non-participating squadrons' average.
- (2) Promote individual excellence and learning in leadership, aerospace, fitness, and character. This is measured through end-of-activity self and peer assessments, with a goal of achieving an average score of 4.0 or better out of 5.0.
- (3) Showcase today's cadets as tomorrow's aerospace leaders.

3. Higher Intent:

Squadrons and individual cadets motivated to excel in all facets of the CAP Cadet Program.

4. Mission Number:

No mission #

5. Activity Locations:

Camp W.G. Williams
Utah training Center
17800 South Camp Williams Rd.
Bluffdale, UT 84065

6. Billeting:

- a. Male and Female cadets will be staying in separate dormitories and have separate bathrooms in the barracks.
- b. The event will have access to the outdoor flag pole on Tarbet Field. We will also try to obtain the indoor flag pole in the event of bad weather.
- c. There is a kitchen and dining facility likely building 5050.
- d. There is a large building where many of the events will take place, building 6150.
- e. We are asking for use of building 9000, The Readiness Center
- f. Team Escorts are being requested to stay overnight and always with their teams, as event staff will be running the event, rather than supervising cadets.

7. Dates and Times of event:

- a. Dates: Friday Feb 16 to Saturday Feb. 17th, 2018
- b. Reporting times: 5:00 pm Friday.
- c. Reporting location(s): Building 6150, at the west end of Tarbet Field.
- d. Dismissal Date/Time: 6:00 pm Saturday
- e. Dismissal Location: Building 6150 after awards ceremony

8. Alternate Dates:

No alternate date

9. Project Officer(s):

Captain Joseph Guimond

10. Hosting Unit/Wing:

Utah Wing
Civil Air Patrol

11. Budget/Cost:

- a. \$100 per team
- b. Utah Wing Cadet Programs will be asking for \$150 for Awards, plus \$50 per team support from Wing.
- c. Utah Wing Finance Committee still needs review and approve this budget.
- d. Budget is attached
- e. No US Air Force Funding has been requested
- f. Funds will be collected by transfer from the teams Squadron, or by check in advance of the activity.
- g. The Wing Credit card will be required to help purchase awards, food, and supplies for this activity. The Wing Director of Cadet Programs will oversee the credit card.
- h. Captain Joseph Guimond will be responsible for submitting an after-action report.

12. Uniform Wear:

- a. The Cadets should come with class B blues uniform, as well as PT uniform and other items on the packing list.
- b. Corporate Uniform, or blues, will be the uniform for Senior Members.

13. Safety/ORM:

- a. Lt. Rebecca Sprouse will be the safety officer.
- b. Safety Briefing will cover the following:
 - Team escorts are asked to supervise their teams at all times, and are to be billeted in the dormitories near the teams. Cadet, do not leave this activity without signing out with event staff. Please be respectful of those who work and live on the base. Do not be loud at night. Clean up after yourself. Treat the Parade Rifles like real weapons, do not point them at others, or use them in any manor except proper performance and practice.
 - Safety briefing will familiarize the cadets with the exits and bathrooms.
- c. the safety officer will ensure that all participants are briefed prior to participation.
- d. the safety briefing will cover all necessary information to keep both Cadets and Senior Members safe during this activity.
- e. ORM review indicates this activity should be low risk for accident, injury, or illness.

14. Medical/Security/CPPT:

- a. CPPT rules will be enforced.

- b. Members are responsible for their own medication
- c. Special Medical problems or needs will be assessed at check in. i.e. peanut allergies or emergency medications.
- d. Emergency Medical Locations:
.9 Miles or 2 minutes

Riverton Hospital

3741 W 12600 S

Riverton, UT_84065

801-285-4000

15. Requirements for Attending:

- a. Team signed up in Advance; Deadline Friday Feb 2nd, 2018.
- b. \$100 cost paid by Feb. 2nd. Transfer from Squadron account to Wing is OK.
- c. Form 32's on all Cadets.
- d. Bring a van, or reserve a van from Wing on behalf of your team.
- e. Two Senior Member Escorts per team.
- f. Team Sign up form sent in to Capt. Borden at sarahnb@outlook.com
- g. Arrive between 5:00 and 5:30 pm, Friday the 16th.

*****Gas for travel to this event will not be paid by Wing*****

16. Communication:

- a. Capt. Joseph Guimond 801-541-9952 or Lt. Col Carlisi 801-628-6249
- b. Cell phones are approved and will be used at this activity
- c. Emergency communication plan for parents- contact one of the above numbers.

17. Transportation:

- a. Squadrons will be transporting their cadets to and from this activity.
If a squadron has a van, they should bring it. Squadrons should indicate if they Don't have a van and need one reserved.
- b. No reimbursement for gas will be given.
- c. CAP drivers-license will be required for driving CAP vans.

18. Schedule of Events

See attachment

19. Logistics List

INTAKE

3 radios

Three to four lap tops

Power cord

Hot Spot

Wing Credit Card

Spread sheets for tally of scores

Projector and cords and screen or white sheet and duct tape

Garbage bags

Kleenex

CPFT

PT Forms to record runs- (4-5 clip boards- cell phones for timers- pens)

Sit and reach boxes- 2

Numbers for cadets to wear when running

Safety pins for numbers

Vans and drivers if we must go to the oval

FOR ALL EVENTS

First night safety briefing written out

Escort/Team Commander/ event staff Briefing of rules of schedule

4-5 copies of CAPP 52-4

Event judging forms:

4 copies per event per team - 4 teams = 16 copies of each judging form in 52-4

Pens and 10 clip boards

Extra paper

Calculator

Challenge Forms 20

SPOT INSPECTION

4-5 Rulers

3 Clip Boards

UNIFORM BUILD

2 copies order of precedence of ribbons (for judges only)

5 copies uniform manual

1 shirt per team plus ribbons, rack, name plate, ranks, and specialty badges for uniform build. - all the same

Four Irons

Four Ironing Boards

Four Water spray bottle.

Four cards with imaginary cadet scenario written out on them for uniform build.

Four hangers

EXAM

25 copies of exam for 4 teams

Pencils

Sharpener

Red pens for grading

25 copies bubble sheets

Two master grading bubble sheets

JUDGES BRIEFING- during exam

Clip Boards

Pens

Their Judging sheets for their event-

Script for each event printed out for each set of judges

Briefing for judges written in advance

TLP

Still creating- logistics list to be added

SPEECHES

Judging Forms

Topic picked for impromptu

Computer and projector

Cell phones for timing

INDOOR PRACTICLE DRILL

Two Flags- American and one other- or a choice of flags

Two flag stands that we know fit the flags

Clip Boards, forms, pens

OUTDOOR PRACTICLE DRILL

Not garrison flag!!!

Smaller flag and carabiner. Test in advance!!!!

Something to play music/ speakers

“To the Colors”

“Revele”

“Retreat”

Indoor flag pole in event of inclement weather

JEOPARDY

Templates for both All Cadets and Under 2 years games

White boards

Dry erase markers

Buzzers

Extension cords

Computer and projector

RULES TO BE READ IN ADVANCE OF THIS EVENT!!!!

CHALLENGES

- Challenge forms and NCC 52-4

AWARDS

Certificates-

High Test Score

Fleet Foot Male

Fleet Foot Female

Warrior Spirit Award

Medals

First Place Overall- 6 "Gold" medals with blue neck ribbon (Bigger)

Second Place Overall- 6 "Silver" medals with Red neck ribbon (Bigger)

CPFT 6 "Gold" Medals- rwb neck ribbon (smaller)

Certificates for second place

Inspection 6 "Gold" medals- rwb neck ribbon

Certificates for second place

Exam 6 "Gold" Medals- rwb neck ribbon

Certificates for second place

TLP 6 Gold Medals- rwb neck ribbon

Certificates for second place

Speeches 1 Gold Medal Impromptu

Certificate for second place

1 Gold Medal Extemporaneous

Certificate for second place

Indoor Practical Drill 6 Gold Medals- rwb neck ribbon

Certificates for second place

Outdoor Practical Drill 6 Gold Medals- rwb neck ribbon

Certificates for second place

All Cadets Jeopardy 1 Gold Medal- rwb neck ribbon

Certificates for second place

Young Cadets Jeopardy 1 Gold Medal- rwb neck ribbon

Certificates for second place

Sportsmanship Award

6 Gold Medals- white neck ribbon

Total 58 medals to purchase

Print Certificates at Wing in advance

Calligraphy pen for writing in names

Give a print out of all team scores in excel spread sheet for teams to take with them at the end.

THIS LIST DOES NOT INCLUDE A MENU OR FOOD/KITCHEN SUPPLIES- CAPTAIN CLARK WILL SUBMIT THIS IN ADVANCE.

20. PERSONAL/TEAM PACKING LIST

TEAM

Ironing Board

Iron

Water Spray bottle

All Color Guard Equipment- Please let us know in advance if you don't have A piece of equipment and we will try to find someone to share.

We will have flags- you do not need to bring these

Harnesses

Belts

Gloves

Rifles

Color Guard Cords

Coaches Bag

Snacks and water bottles

PERSONAL

Form 32!!

Sleeping Bag

Pillow

Pajamas

Hygiene Items:

Toothbrush

Tooth paste

Deodorant

Shampoo

Hair items

Female hygiene

Soap

Towel

Wash cloth

Blues- Class B

PT Uniform

Running Shoes

Dress Shoes

Coat- if it matches your uniform excellent- but still bring one if it doesn't!

Umbrella/ rain poncho (protect your blues!)

Dress socks

Regular socks

Shirt Garters

Something comfortable Civilian to relax in

21. Team Sign Up Form

Attached

22. Form 32

Attached

23. Map

Attached

24. STAFFING

ACTIVITY DIRECTOR AND MASTER OF CEREMONIES: Captain Joseph Guimond

MARSHALL AND LOGISTICS: Lt. Col. Carlisi

INTAKE AND TABULATION TEAM: Capt. Sarah Borden and Col. Attenacio

FINANCE: Capt. Alison Carlisi

RECORDING CPFT: Captain Guimond, Lt. Col. Carlisi, Captain Carlisi, Capt Borden, and Col. Attenacio

SAFETY: Rebecca Sprouse

COOK: Capt. Clark

CADET STAFF: 4 Needed (two for marshalling and two for Food service)

TEAM BRIEFING: Captain Guimond, Captain Carlisi, Rebecca Sprouse

INSPECTION JUDGES:

Spot

Col. Attenacio

Col. Fernandez

Uniform Build
Col. Hess
Lt. Sprouse

Exam: Col. Attenacio and Capt. Borden
Judges Briefing: Capt. Guimond and Capt. Carlisi
Indoor Practical Drill: 2 Honor Guard and Col. Fernandez
Outdoor Practical Drill: 2 Honor Guard and Col. Hess
Speeches: Col. Neidfeldt and Capt. Neidfeldt
Team Leadership Problem: Captain Carlisi and 1 CAP judge still to be arranged
Jeopardy:
Captain Guimond and 2 Cadet staff to score keep
Challenges:
 Capt. Guimond, Capt. Borden, Col. Attenacio
Awards: Capt. Guimond and helpers.

Budget Planning

Operation Budget Worksheet

<u>INCOME</u>	<u>Prior/Budgeted</u>	<u>Actual</u>
Anticipated # of participants' 4 teams= 32 plus 20 staff	_____	_____
Registration fee to participate per team x 4	_____ \$400 _____	_____
Scholarships or Grants collected	_____ \$0 _____	_____
Wing Funds Requested	_____ \$350 _____	_____
	_____ - _____	_____
Total Funds estimated	_____ \$750 _____	_____

<u>EXPENSES</u>	<u>Prior/Budgeted</u>	<u>Actual</u>
-----------------	-----------------------	---------------

Food \$3 per meal/3 meals/ 32
cadets/escorts -11 staff for 3
meals, 9 staff for 1 meal=138
meals

_____ \$400 _____

Billeting

_____ \$0 _____

Admin

_____ \$ _____

t-shirts

_____ \$150 _____

—

Fuel

_____ \$0 _____

Awards

_____ \$150 _____

Activity specific supplies

_____ \$50 _____

—

Grants/Scholarships/Discounts

_____ \$0 _____

General Unknowns

_____ _____

Total Funds planned
to spend

_____ \$750 _____

Bottom Line _____ \$0 _____

Utah Wing Gowen Air Show Support Operations Plan



Utah Wing Building to Mountain Home AFB



General Information

1. **Event Overview:**

- a. Idaho Wing has requested Cadet support for their operations at the Gowen Air Show. A requested 20 cadets and 4 senior members will travel via van to the Mountain Home AFB Friday evening, lodge at provided barracks, assist with the Air Show on Saturday and Sunday, and return to Utah on Sunday evening.
- b. Utah Wing CAP Cadets and Senior Members will attend this event on 14th and 15th Oct, 2017.
- c. In order to allow attendance to this event, Utah Wing will facilitate transportation to and from Mountain Home AFB on the 13th, and 15th of October.
- d. The primary Officer in Charge will be Captain Sarah Borden.

2. **Goals & Objectives:**

- a. Cadets will have an opportunity experience the Air Show.
- b. Cadets will have an opportunity to meet and gain relationships with other CAP cadets in Utah and Idaho Wings.

4. **Mission Number:**

- a. There is no mission number attached to this event at this time.

5. **Activity Locations:**

- a. Utah Wing Building, SLC Utah – rally location for departure on Thursday the 17th, as well as arrival location for returning on Sunday the 19th.
- b. Park and Ride at Exit 338 in Roy Utah – Secondary meet up location for departure and arrival for northern members.
- c. Mountain Home AFB, Mountain Home ID – Event Location

6. **Billeting:**

- a. Friday and Saturday Night - all billeting issues are addressed by the Idaho Wing.

7. **Dates and Times of event:**

- a. Dates: Friday 13th October to Sunday 15th October, 2017
- b. Reporting Times: 1430 hrs Fri October 13th

- c. Reporting Location: Utah Wing Building, SLC Utah
- d. Dismissal Time: 1900 hrs Sun October 15th
- a. Dismissal Location: Utah Wing Building, SLC Utah

8. Alternate Dates

If a real-world tasking or other circumstances arise that would prevent CAP members from participating, this event will be cancelled.

9. Project Officer/Officer in Charge(s):

- a. Captain Sarah Borden (417-598-3081)

10. Assignments

- a. Communication Officer:
- b. Safety Officer:
- c. Public Affairs Officer:
- d. Transportation Officer:
- e. Finance Officer: Capt Borden

11. Hosting Unit/Wing:

- a. Utah Wing Cadet Programs, in conjunction with Idaho Cadet Programs.

12. Budget/Cost

- a. We anticipate a cost per cadet of \$35 for food. This will include breakfast, and dinner on Saturday, and breakfast and possibly dinner on Sunday. Lunch both days is provided at the Air Show. Utah Cadet Programs has agreed to offset the cost of food by providing \$360.
- b. The total trip will be about 700 miles, with each van anticipated to get 14 MPG, and estimating fuel cost to be \$2.50 a gallon, each van will cost approximately \$125 in fuel. UTQG Cadet Programs has agreed to cover up to \$300 for the cost of fuel, provided at least 3 cadet squadrons are represented with cadets participating in the event.
- c. The FINAL cost to members attending will be \$20.
- d. USAF Funding has not been requested.

- d. If, at any time, anyone in the vehicle believes the driver is acting too tired to drive, the vehicle must pull over. An assessment will be taken and only when all participating Senior Members agree that it's safe to continue, will the vehicle be authorized to leave.

15. Medical/Security/CPPT

- a. All senior members will ensure that all CPPT rules are followed and enforced at all times.
- b. Members will be responsible for their own medication.

16. Requirements for Attending

- a. All members must be current CAP members.
- b. All Senior members must have completed CPPT
- e. A CAPF 32 (Cadets) or CAPF 17 (Senior Member) must be filled out completely by each member.

17. Communication

- a. The Project OIC will assign a Communication Officer. The communication officer will ensure that all radios are accounted for, in good working order and maintained, and that proper communication procedures are followed.
- b. Radios inside of vans can be utilized for transport to talk to each other while in US territory.
- c. Handheld radios will be utilized for short range communication between project officers while in US territory.

18. Transportation

- a. The Project OIC will assign a Transportation Officer. The transportation officer will be responsible for determining which vans to use and getting them to the project location, ensuring that all vans are in good working order and safe for the long distance, and that they are maintained throughout the trip.

19. Sequence of Events:

FRIDAY

- 1430 Check in at Wing Building
- 1500 Depart SLC, UT
- 1530 Pick up cadets in Roy

1600 Depart Roy
1800 Food in Burley ID
1900 Leave Burley ID
2100 Arrive in Boise ID
2200 Lights Out

SATURDAY

500 Lights On
630 Report to Air Show
1630 Show Ends
1830 Dinner
1930 Mingle with Cadets / Movie?
2200 Lights Out

SUNDAY

500 Lights On
630 Report to Air Show
1430 Depart Boise ID
1630 Break in Burley ID
1830 Arrive in Roy
1900 Arrive at Wing Building

Utah Wing HART Ceremony Operations Plan



Utah Wing Building to Lethbridge Canada



HART Ceremony

General Information

1. **Event Overview:**

- a. The HART (Honoring Allies and Remembering Together) Ceremony starts a week of honoring, remembering and teaching events all around the country. The ceremonies recognize the service of all veterans, including young men and women from Canada who are serving or served in the U.S. Military. Members of several national organizations including the Civil Air Patrol and the Air Cadets Canada gather to place wreaths in honor of the service and sacrifice of veterans of the allied nations.
- b. Utah Wing CAP Cadets and Senior Members will attend this event on 17th- 19th Nov, 2017.
- c. In order to allow attendance to this event, Utah Wing will facilitate transportation to and from Lethbridge Canada on the 16th, 17th, and 19th of November.
- d. The primary Officer in Charge will be Captain Sarah Borden.
- e. This event will take CAP members and assets (i.e. vans) across the international boarder. This has already been approved by NHQ via RMR.

2. **Goals & Objectives:**

- a. Cadets will have an opportunity to learn about and experience the HART ceremony.
- b. Cadets will have an opportunity to meet and gain relationships with Air Canada Cadets and other CAP cadets in the Region.

4. **Mission Number:**

- a. There is no mission number attached to this event at this time.

5. **Activity Locations:**

- a. Utah Wing Building, SLC Utah – rally location for departure on Thursday the 17th, as well as arrival location for returning on Sunday the 19th.
- b. Park and Ride at Exit 338 in Roy Utah – Secondary meet up location for departure and arrival for northern members.
- c. TBD – CAP host squadron in Idaho Falls – Location for overnight rest on the way to Lethbridge Canada.
- d. Lethbridge Canada – Event Location

HART Ceremony

6. **Billeting:**

- a. Thursday Night – CAP Host Squadron in Idaho Falls
- b. Friday and Saturday Night - As this is part of HART Ceremony, all billeting issues are addressed by the RMR.

7. **Dates and Times of event:**

- a. Dates: Thurs November 16th – Sun November 19th, 2017
- b. Reporting Times: 1700 hrs Thus November 16th
- c. Reporting Location: Utah Wing Building, SLC Utah
- d. Dismissal Time: ~2000 hrs Sun November 19th
- a. Dismissal Location: Utah Wing Building, SLC Utah

8. **Alternate Dates**

If a real-world tasking or other circumstances arise that would prevent CAP members from participating, this event will be cancelled.

9. **Project Officer/Officer in Charge(s):**

- a. Captain Sarah Borden (417-598-3081)

10. **Assignments**

- a. Communication Officer:
- b. Safety Officer:
- c. Public Affairs Officer:
- d. Transportation Officer:
- e. Finance Officer: Capt Borden

11. **Hosting Unit/Wing:**

- a. Utah Wing Cadet Programs, in conjunction with Rocky Mountain Region Cadet Programs.

HART Ceremony

12. Budget/Cost

- a. The base cost for members to attend (payable to RMR) is \$25. This amount includes lodging, breakfast, lunch and dinner on Saturday, breakfast on Sunday, and all event activities.
- b. We anticipate and additional cost per cadet of \$25 for food. This will include breakfast, lunch and dinner on Friday, and lunch on Sunday. Utah Cadet Programs has agreed to offset the cost of food by providing \$412.
- c. The total trip will be about 1600 miles, with each van anticipated to get 14 MPG, and estimating fuel cost to be \$2.50 a gallon, each van will cost approximately \$290 in fuel. RMR has agreed to cover cost for all fuel.
- d. A trailer to haul supplies will be rented, at an estimated cost of \$100
- e. The FINAL cost to members attending will be \$40.
- f. USAF Funding has not been requested.
- g. All event funds will be collected prior to departure from UTWG HQ. Any official event costs will be paid for with the Wing Credit Card. A complete financial after action report will be completed within 10 duty days upon completion of the trip.
- h. The full Budget is as follows:

BUDGET

Expected Number of Attendees	33	Vans	3	
	CPU	Amount	Total	
Cost Per Attendee- to RMR	\$ 25.00	33	\$	825.00
Fuel Cost	\$ 290.00	3	\$	870.00
Food Cost Per Attendee	\$ 25.00	33	\$	825.00
Trailer	\$ 100.00	1	\$	100.00
TOTAL EXPENDATURES			\$	2,620.00
RMR - Money for Gas	\$ 290.00	3	\$	870.00
UT CP - Money For Food	\$ 412.00	1	\$	412.00
Cost Per Attendee	\$ 40.00	33	\$	1,320.00
TOTAL INCOME			\$	2,602.00
NET to UT Cadet Programs			\$	(18.00)

HART Ceremony

- i. The van and fuel stats are based off the numbers from prior years, which are as follows:

	<u>2014</u>	<u>2015</u>
Average Miles Driven	1318	1617
Average MPG	13.85	14.01
Average Cost Per Gallon	\$3.18	\$2.29
Average Cost Per Van	\$376.15	\$271.15

13. Uniform Wear:

- a. Uniform of the day for transportation on Thursday, Friday and Sunday will be civilian.
- b. Uniform of the day for the event on Saturday for all members will be the Air Force Blues.
- c. If a Senior Member does not meet weight/grooming standards, they should wear the CAP Polo Shirt w/grey slacks.

14. Safety

- a. The Project OIC will assign a Safety Officer. The safety officer will ensure that all participants are briefed prior to participation.
- b. The safety briefing will cover all necessary information to keep both Cadets and Senior Members safe during this activity.
- c. Since this trip is scheduled to take appx 13 hours to travel from Utah to Canada, no driver will be allowed to drive longer than 2 hours without switching out
- d. The vehicle will not drive longer than 4 hours without a full 1/2-hour road side break.
- e. The primary route to Lethbridge Canada will via US I-15. Although a highly-traveled road way, due to the time of year, snow and other factors may shut down the road. In that situation, UTWGs participation will be cancelled and UTWG participants will return to UTWG HQ.
- f. If, at any time, anyone in the vehicle believes the driver is acting too tired to drive, the vehicle must pull over. An assessment will be taken and only when all participating Senior Members agree that it's safe to continue, will the vehicle be authorized to leave.

HART Ceremony

15. Medical/Security/CPPT

- a. All senior members will ensure that all CPPT rules are followed and enforced at all times.
- b. Members will be responsible for their own medication.
- c. At the event, all medical and security coordination will be handled by RMR.

16. Requirements for Attending

- a. All members must be current CAP members.
- b. All members must have appropriate documentation for crossing the US/Canada border.
- c. All Senior members must have completed CPPT
- g. All Cadets must be at least an C/SSgt and have attended an encampment
- h. A CAPF 32 (Cadets) or CAPF 17 (Senior Member) must be filled out completely by each member.

17. Communication

- a. The Project OIC will assign a Communication Officer. The communication officer will ensure that all radios are accounted for, in good working order and maintained, and that proper communication procedures are followed.
- b. Radios inside of vans can be utilized for transport to talk to each other while in US territory. No CAP radios may be used in Canada.
- c. Handheld radios will be utilized for short range communication between project officers while in US territory. No CAP radios may be used in Canada.
- d. Senior members are encouraged to plan ahead for use of their own cell phones internationally, for communications back home as well for emergencies. This will be the preferred means of communication while in Canada.

18. Transportation

- a. The Project OIC will assign a Transportation Officer. The transportation officer will be responsible for determining which vans to use and getting them to the project location, ensuring that all vans are in good working order and safe for the long distance, and that they are maintained throughout the trip.

HART Ceremony

- b. The event will also make use of a trailer for hauling extra gear.

19. Sequence of Events:

THURSDAY

- 1700 Check in at Wing Building
- 1800 Depart SLC, UT
- 1900 Pick up cadets in Roy
- 2130 Arrive in Rexburg, ID
- 2145 Small Snack and Meet ID Cadets

FRIDAY

- 600 Lights On
- 700 Breakfast
- 800 Depart Rexburg
- 1130 Lunch in Butte MT
- 1230 Depart Butte MT
- 1600 Arrive in Shelby MT
- 1800 Arrive in Lethbridge, Canada

SUNDAY

- 800 Depart Lethbridge, Canada
- 1300 Lunch in Butte Mt
- 1400 Depart Butte Mt
- 2000 Arrive SLC

20. Special Instructions

- a. It will be cold in Canada, bring extra layers of appropriate clothing and gear.
- b. Each member is responsible for their own paperwork to cross into Canada and back into the US. We will do a documentation check for each member (verified by project officers) prior to departing the Wing Building.
- c. Each member is responsible for their own cell phone, insurance, monies used, etc. while out of country, and is entirely responsible for any fees acquired from using such services outside of the US. Members are encouraged to check with their respective companies/agents prior to the event to ensure they understand their own terms and conditions for international use.

HART Ceremony

21. Attachments

- a. Packing List
- b. Pamphlet for distribution to interested attendees
- c. Parent letter of consent for border crossing