



Louisiana Wing Civil Air Patrol Academy Operations Plan Knowledge-Based Training

13-15 September 2024

IC: Col Mike DuBois

Mission Number: 24-T-5498

Safety Always

Notices:

1. Academy housing is limited to the first 100 cadets who register
2. Academy Courses will be limited to 15
3. So early registration will be a key for our fall academy

General

- Squadron Commanders, at all levels, will ensure that all personnel attending the Wing Academy are briefed on the content of this Operations Plan.
- Our goal is to conduct a safe and effective weekend of training for the members of the Louisiana Wing of Civil Air Patrol.
- The training will be accomplished in all three of the Civil Air Patrol Missions: Aerospace Education, Cadet Programs, and Emergency Services.
- Senior Member Professional Development, Cadet Motivation and Leadership, Flight Crew Operations, Flight Line Operations, Ground Team Operations, sUAV Team Operations, Incident Command Systems, and Staff Specialties are the subjects to be included in the Louisiana Wing Academy.
- The success of our academy hinges on the contribution and participation of each member, so with your enthusiastic help we can make this Academy a great one.
- The academy provides you with **knowledge-based** training.
- **Skill-based** training for mission base, aircrews and ground teams can be completed at the unit level.
- Units may also team up to get training completed.
- **Skill-based** training can also be completed at wing SAREX's, but do not depend on them only to complete needed training to get you qualified.

Safety

- Safety is our number one goal, and everyone's job.
- All academy operations will be conducted with safety in mind. No activities will be conducted that would jeopardize our goal of a safe and successful training weekend session.
- A Risk Management Assessment will be conducted by the Academy Safety Officer prior to the beginning of classes.

Cadet Housing

General:

- **NOTE: NO CADET WILL BE ALLOWED TO PARTICIPATE WITHOUT A CAPF 60-80.**
- Each unit commander, having cadets participating in the academy, **will:**
 - Ensure a senior member from their unit is assigned to supervise them.
 - If a senior member is not able to stay at the lodging facility with the cadets, the unit commander will arrange, with another unit, to have a senior member supervise their cadets.
 - ✚ Senior members assigned to transport cadets will take their leave only after being properly relieved by the senior member agreeing to supervise the cadets.

- ✚ If that unit is unable to assume responsibility, the transporting senior member will only take their leave after being properly relieved by another senior member agreeing to supervise the cadets.
- ✚ If a senior member is not available, the transporting senior member will be required to supervise the cadets themselves or will return the cadets to their home unit.
- Brief parents on the circumstances involving their cadets stay at the designated lodging facility:
 - The lodging facility is owned by the Calcasieu Parish Regional Law Enforcement Training Academy (3958 Mallard Cove St, Lake Charles, LA 70601). There are separate restrooms and showers for males and females at the facility.
 - ✚ The Training facility does not have beds. All cadets will need to bring cots, air mattresses, and/or sleeping bags.
 - ✚ Col James Viney is the senior member to coordinate cadet activities at the training facility.
- The presence of these senior members does not absolve the unit commander from providing adult supervision for their cadets.
- Cadets are expected to meet all CAP grooming and uniform standards when attending academy courses and meetings.
- Thanks to the generosity of the Calcasieu Parish Sheriff Office (CPSO) Wing can provide lodging for **all personnel** attending the Academy. The CPSO facility is located just off I-210.

Lodging

- **Academy housing is limited to the first 100 cadets who register**
- Each unit commander will ensure proper supervision of all cadets attending the academy, at all times.
- According to the changes in CAPR 60-2 there must be a minimum of 9 Senior members staying with the cadets at the Sheriff's Office facility.
- Two Separate Classrooms will serve as sleeping areas.
- Senior Members wishing to stay at the Training Academy will coordinate with Maj Creel (See contact information below), no later than 2 weeks prior to the academy. Senior members may stay at other accommodation, at their own expense, if they so choose. It will be assumed that seniors have made other arrangements if they have not contacted Maj Creel by the 2-week deadline.
- Seniors wishing to make other arrangements may do so at their own expense. See Other Lodgings below.
- The senior member assigned to coordinate cadet activities at the Training Academy will be the point of contact for all personnel staying at the Training Academy.
 - In the event of an emergency involving the facility, Col. James Viney will be notified.
 - Any dissemination of information affecting personnel at the Training Academy will be sent through Maj Creel or Col Viney.
 - Maj Creel or Col Viney are there to coordinate with the senior members supervising cadets. Any other senior members staying at the Training Academy are responsible for themselves (except as provided above). It is understood that you are grown adults and can see to your own needs.
- Final sleeping arrangements will be determined once a final headcount (Male / Female / Cadet / Senior) is received.
- Lodging Contact: Maj Jenny Creel at jthcse34@yahoo.com or 337-540-9472.
- Facility Address:

Calcasieu Parish Regional Training Academy (Access through the main gate)
3958 Mallard Cove Street

Lake Charles, LA 70601

- Personnel will need to bring:
 - Linens / sleeping bags.
 - Pillows
 - Toiletries
- No personnel may enter the Training Academy prior to 1800 hrs. on Friday and will be out of the facility by 0800 hrs. Sunday. Before anyone leaves the facility on Sunday morning, all authorized areas will be policed and the entrance door secured, if possible.
- There are security cameras in the facility. They are not in the restroom area or in the shower room. All personnel will be properly dressed, at all times (shorts and T-shirts at a minimum)
- All personnel will wear shoes or slippers when walking around. Shower shoes will be worn while in the shower.
- Civil Air Patrol is governed by Regulations. If any questions arise defer to them.

Facility Rules:

Calcasieu Parish Sheriff Academy:

- The facility consists of two buildings. Personnel will remain in the authorized areas only. **No One will be allowed on the firing range.**
- The Training Academy is a working facility; however, employees will not be at the facility during the Academy.
- There will be no smoking or use of tobacco inside the facility. Senior Members wishing to use tobacco will only do so in the designated smoking area. The Smoking area is a covered area located outside of the main classroom entrance.
- There will be no open flames inside the facilities.
- Fire Escapes will only be used to evacuate the building during an emergency. If the Fire Escapes are opened an alarm will sound and Law Enforcement personnel from the Calcasieu Parish Sheriff's Office and fire personnel will be responding to the alarm.
- Personnel will be responsible for the security of their property.
- Security lighting will remain on after lights out.

CAP Academy Location

SOWELA Technical Community College
3820 Sen J. Bennett Johnston Av
Lake Charles, LA 70615
SOWELA CAMPUS MAP – Last Page

Building #4, Arts & Humanities Building on the Sowela Technical College Map.

Inbound Aircraft Instructions

- It is the responsibility of the PIC to contact his/her local unit FRO for a flight release. prior to takeoff. The PIC will ensure a completed **CAPF 104, aircraft inspection, and weight and balance prior to takeoff.**
- The designated airport is Chennault International Airport and the FBO as listed below:
- Funding is available for CAP aircraft with two or more members attending the academy. for one round trip. No funding for out-of-wing attendees.

- FBO and airport location

Million Air (FBO)

Hours: 6 AM – 10 PM (7-days)

After hours-(337) 436-4877

Information: info.cwf@millionair.com

Chennault International Airport

3650 Sen. J. Bennett Johnston Ave

Lake Charles, Louisiana, 70615-6949

Phone: (337)491-9961

Toll-Free: 1-800-272-2422

Fax: (337)491-9972

Ground Transportation – Aircraft

- For those personnel flying in, ground transportation will be provided if needed. Please contact Maj Creel no later than Thursday, 7 September at 1800 hrs. You will need to provide pilot name, any crew (passengers) names, contact information and estimated time of arrival. If you arrive without making prior arrangements, you may be waiting for quite some time for transportation to be available. This may cause you to be late for scheduled classes.
- Arriving on Friday afternoon:
A van and driver will meet you, at Million Air FBO, at your arranged time to transport you to your lodging.
- Arriving Saturday Morning:
The van and driver will be at Million Air at 0700 hrs. Saturday morning. The van will depart from Million Air at 0745hrs. to arrive in time to check-in before the start of General Assembly.
- Contact Information:
 - o e-mail: jthcse34@yahoo.com – Maj Creel
 - o Cell: 337-540-9472 (if no answer, leave information in a text)
- If your estimated time of arrival changes or your flight is canceled contact Maj Creel, as soon as possible, so that your pickup can be changed or cancelled.

Inbound Vehicle - Driving Directions (Refer to attached map)

- **Calcasieu Parish Regional Law Enforcement Training Academy**
From I-10 WB take the I-210 W exit #34 ramp. Continue west bound and take the Legion St. (Exit 10) stay in the left lane and turn left at the Stop sign onto Siebarth Drive. At the Legion Street light turn left and move to the right lane. Turn right at the second light, Merganser St. and continue following the road to the end taking a right onto Mallard Cove Dr. Continue the road and at the “T” turn left following the road and turn left into the Calcasieu Parish Regional Law Enforcement Training Academy.
- **SOWLEA Technical Community College**
From I-10 WB take the I-210 W exit #34 ramp. Continue west bound and take the Legion St. (Exit 10) stay in the left lane and turn left at the Stop sign onto Siebarth Drive. At the Legion Street light turn left and move to the right lane. Turn right at the second light, Merganser St. and continue on Meganser St. turning left on the first road on the left between the two large parking lots. Vehicles will turn left into the large parking lot and park on the West side of the lot. Cadets will enter the building from the NW double doors and look for the registration table for signin. The Academy

Classes will be located in Bldg. #4 Arts & Humanities Bldg located at Sowela Technical College 3820 Sen J Bennett Johnston Ave, Lake Charles, LA 70615.

- Contact Information:
 - o e-mail: jthcse34@yahoo.com – Maj Creel
 - o Cell: 337-540-9472 (if no answer, leave information in a text)

Ground Transportation POV

- For those driving to the academy in POV please make sure you read and understand CAPR 77-1, Para 1-8 b. If you are going to sign in your vehicle and request reimbursement, then you need to meet the requirements of this paragraph. If you are not going to sign in on the mission and request reimbursement, there is no need to comply. POV must be approved by IC with two or more people attending.
- 1-8 b / Use of POVs for transportation to and from CAP meetings, encampments and other activities is **solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability, or responsibility for such transportation.** Unit commanders must approve, in writing, justification for use of a POV as official CAP transportation, when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities. **Prior to granting such permission, the member must produce evidence of insurance coverage, state inspection (if required) and registration. Written approval for use of a POV will be maintained on file in accordance with CAPR 10-2, Files Maintenance and Records Disposition.**

Ground Transportation CAP Van

- Funding for CAP vehicles with two or more members attending the academy for one round trip. No funding for out-of-wing attendees.

Fuel Reimbursement

- Automotive fuel used while in route to/from and while performing the mission. Only diesel or regular fuel will be reimbursed; “premium,” “super” or higher-octane fuel types are not authorized.
- Aircraft expenses while en route to/from a mission and while performing the mission. Allowable aircraft expenses are fuel, lubricants, oxygen service, and for actual missions only – essential hangar fees, and aircraft preheat/de-ice.

Academy Staff

- The Academy Director is Col Mike DuBois, CAP. For a copy of the list of staff members and instructors contact him at mduboisgap@gmail.com or call 713-557-5744.

Academy Courses

- The following is a listing of the **PROPOSED** classes for this Louisiana Wing Academy.
- There is a minimum enrollment of three (3) students per class unless specified.

Cadet Programs School

- TLC Intermediate – Training Leaders of Cadets (1 day) – Seniors Only minimum for the course is 5.
- DCC – Deputy Commander for Cadets (2 days) Senior Members with emphasis on CC, DCC, ADCC – minimum of 2 for the class.
- ALS – Airman Leadership School (2 days) Cadet Members - **Pre-requisites listed below for this class.**
- NCOA – Non-Commission Officers Academy (2 days) Cadet Members - **Pre-requisites listed below for this class.**
- SNCOA – Senior Non-Commission Officers Academy (2 days) Cadet Members - **Pre-requisites listed below for this class.**
- CGC – Color Guard Course – (2 days) Cadet Members - **No pre-requisite to attend this class.**
- OBC - Officer Basic Course (2 days) Cadet Members - **Pre-requisites listed below for this class.**

Pre-Requisites for Cadets:

New to the Cadet Training and Education Program this year will be pre-requisites for cadets to participate in the Academy. These can be found below.

- To participate in Airman Leadership School, you must have the **minimum** grade of CDT and **the maximum grade of C/SrA.**
- To participate in the Non-Commissioned Officers Academy, you must have the **minimum** grade of C/SSGT and **the maximum grade of C/SMSGT.**
- To participate in the **Senior Non-Commissioned Officer Course**, you must have the **minimum** grade of **C/SMSGT** and the **maximum** grade of **C/CMSGT** and **must have previously taken the Non-Commissioned Officers Academy.**
- To participate in the Officer Basic Course, you **must have earned the Billy Mitchell Award** prior to enrolling in the course.
- **CADETS WHO DO NOT MEET THE MINIMUM RANK REQUIREMENTS, BUT HAVE TAKEN THE OTHER CTEP COURSES, SHOULD ENROLL IN AN ALTERNATE NON-CTEP COURSE UNTIL THE RANK REQUIREMENT CAN BE MET.**

Pre-Requisites for Cadet Instructors:

New to the Cadet Training and Education Program this year will be pre-requisites for cadet instructors at the Academy. These can be found below.

- **Potential instructors must complete the online Academy Instructor Consideration Form and be vetted by the Academy cadre.**
- **Priority consideration will be given to cadets who have previously served as Lead or Assistant Instructors and/or have completed the Cadet Train the Trainer Course at the LAWG Conference.**

Additional Cadet Courses:

- Cadet Pathway to Pilot - (2 days) fall academy only cadets & cadet senior leaders.
- **Course Description:** Provides an overview of how cadets can work towards earning the private pilot certification through CAP. This session will cover a variety of options and funding sources

available. Cadets are asked to bring a laptop, if they have one, and an electronic or paper copy of their resume.

Education & Training School

- Level 2 (1 day) Prerequisite & Pework Senior Members - Level 1
- Level 3 (2 days) Prerequisite & Pework Senior Members - Benjamin O Davis award
- Squadron Commander's Course (SCC) (2 days) Prerequisite & Pework Seniors Members
 - If you currently are, or have interest in becoming, a flight or squadron commander this course is for you.
 - There is no pre-requisite level set for the command modules, however, they are part of Level III of Education Training.
 - It is also recommended that you be registered in the command specialty track prior to academy. The wing commander can only do this.

Students registering for education and training classes must have completion for the next lower level, in its entirety, otherwise credit cannot be applied.

Emergency Services Training School

- Navigating and Executing Tasks in eServices (2 days) Senior & Cadet Members / This is your chance to become familiar with eServices and have your questions answered about using the programs. You will be shown how to navigate within the eServices programs and execute tasks which will be illustrated and demonstrated by working examples during the class.
- Navigating and Executing Tasks in WIMRS (2 days) Senior & Cadet Members / This is your chance to become familiar with WIMRS and have your questions answered about using the programs. You will be shown how to navigate within the WIMRS programs and execute tasks which will be illustrated and demonstrated by working examples during the class.
- Others are available upon request. Contact the academy director for more information.

Specialty Track and Staff Training School

- PAO/PIO (2 days) Senior & Cadet Members
- Others are available upon request. Contact the academy director for more information.

Aerospace Education School

- The Moon STEM (2 days) seniors only.
Course Description: As we get closer to 2025 and our first attempt in many years to put people on the moon, Lt Col Kathy Beauford and the AE staff will offer an experience like no other. The class will be a hands-on experience that will offer STEM, many materials for the classroom and will teach the participants to bring an awesome Moon Experience into their classrooms and squadrons. Limited to 20 Senior members and AEMs.

Mission Aircrew School

- Mission Pilot / Mission Observer (2.0 days) Knowledge Base Senior Members and Cadets 18 and over
- Mission Scanner (2.0 days) Knowledge Base Senior Members and Cadets 18 and over
- Airborne Photography (2 Days) Knowledge Base Senior & Cadet Members
- Flight Line Operations (2 days) Knowledge Base Senior & Cadet Members
- G-1000 Review Course / (2 days) Knowledge Base Senior Members
Course Description: The G-1000 review course is exactly what it means. This course will review the details of what is involved in training and checking out in one of our G-1000 aircraft. After completing this course, you will have a good handle on what is needed to complete your studies and checkout.
- Foreflight (2 days) Knowledge Base Senior Members

Ground Team School

- Urban Direction Finding (UDF) (1 day) Senior & Cadet Members
- Ground Team Member (2 days) Senior & Cadet Members
- Ground Team Leader (2 days) Senior & Cadet Members

sUAS School

- Introduction to CAP UAS Program (2 days) Senior and Cadets ages sixteen and over.
- **Course Description:** An interesting and hard-hitting course toward earning your CAP sUAS Pilot and/or sUAS Technician rating and a valuable skills brush-up for already qualified sUAS Pilots and Technicians. Students will earn validation on many SQTR tasks and learn about FAA licensing, understanding the CAP regulation, flight logging, low altitude still photo guidelines, photo mapping guidelines and the duties of the sUAS Pilot and Technician. Students will also have an in-depth activity featuring the use of RoboGEO, Irfanview and photo composite assembling software that CAP uses to deliver a useful, custom product to our customers. Completion of this course will have students well on their way to sUAS Mission Pilot and Technician qualification.

Communications School

- ICUT (1 day) Senior & Cadet Members
- Advanced communications (2 days) Senior & Cadet Members

Mission Base Staff School

- Review of Mission Base (2 days) – Cadets and Senior Members
- Mission staff school is work in progress and we will hopefully have courses to offer during future academies. Meanwhile continue to get your training during monthly unit training, area SAREX's or wing SAREX's.

Class Schedules

- Class schedules will be provided by your instructor prior to the academy.

Uniform

- Any approved CAP uniform will be accepted, and all CAP grooming standards will be complied with.

Cost

- Registration fee & meals can be paid online with PayPal or credit card.
- If you register the day of the academy, fees will be collected at registration. Payment may be made by check, credit card or cash.

Registration

- Seniors - \$35.00 registration fee
- Cadets – no registration fee
- Registration covers administrative cost, class materials, refreshments, and copy cost.

Food

- Seniors - \$ 15.00 for continental breakfast, lunch, and dinner
- Cadets - \$ 5.00 for continental breakfast, lunch, and dinner
- Lunch & dinner on Saturday will be provided by our Wing Executive Chef.
- All other meals will be on your own.
- Registration fee & meals can be paid online with PayPal or credit card.
- If you do not attend, you have 30 days to request your registration fee back. After 30 days, you forfeit your payment.

Registration/Enrollment Procedures

- *Academy registration will be completed on-line for course selection and unit commander's approval. CAPF 161 & 60-80 (Cadet Parental Permission). Refer to the Academy Registration instructions and the Course List. **Staff will not keep a copy of your CAPF 161 so all members (seniors & cadets) must always keep a copy on them. No copies of either form will be accepted prior to the academy.***
- If you have any challenges with the registration system, contact Lt Col Rick Lauterbach via email at rlauterbach@cajlar.com
- The classes selected for the Academy will be based on the registrations received on or before the deadline. Every attempt will be made to provide the course each Member requests, but members registering after the deadline will be assigned to the classes selected by that date.

- **On-line registration opens on Friday 1 July 24**
- **Registration ends Friday 30 Aug 24**
- **Final course list Friday 6 Sept 24**

Registration Instructions!

- *Prior to starting the on-line registration.....*
- *Refer to the Academy Reference Documents and the Course List*

To Register

- Go to Wing website / login to member site / Select Wing Academy
<http://www.member.lawg.cap.gov/login.php>
- If non-Louisiana Wing member, go to
<http://www.lawg.cap.gov> – select Wing Academy
- Access the Academy On-Line Registration from the Academy webpage.
- Select "ADD" for a first-time registration.
- Make course selection as follows:
 Indicate your course preference for your 1st, 2nd, and 3rd choice.
- Click “ADD NEW REGISTRATION” when you have finished your course selection.
- Pay academy fees online when prompted with PayPal or credit card.

To Make Changes

- Select “Update” and make your changes and click “UPDATE REGISTRATION”

Other items needed for Academy Check-in

- All attendees are required to show a CAPF 161 at check-in. **You will always be required to have it with you.**
- Cadets are required to submit a completed with parent’s signature CAPF 60-80 at check-in.
- Seniors are to pay any fees at the check-in desk if not pre-paid.
- Squadron Commanders are required to approve attendance and course selection for squadron members & ensure that all cadets have a completed CAPF 60-80

Schedule

Friday

- 1400 to 1500 - Hotel Check-In
- 1500 to 1800 - Facilities Set-Up at SLCC (Instructors can drop-off class materials at this time.)
- 1700 to 2000 - Mission Pilot / Mission Observer Class
- 1800 - Dinner – Seniors / No host dinner will be announced later

Saturday

- Note: Breakfast on your own. Coffee, milk, juice, and donuts will be provided at the academy.
- 0700 to 0730 - Staff / Instructor Check-in
- 0730 to 0800 - Student Check-in
- 0800 to 0830 - General Assembly
- 0830 to 1230 - Classes

- 1130 to 1230 - Lunch for seniors and cadets / with our Wing Executive Chef
- 1300 to 1730 - Classes
- 1630 to 1730 - Dinner for seniors & cadets / with our Wing Executive Chef

Sunday

- Note: Breakfast on your own. Coffee, milk, juice, and donuts will be provided at the academy.
- 0700 to 0730 - Continental Breakfast
- 0730 to 1200 - Classes
- 1200 to 1300 - Graduation
- 1300 - Dismissal

Lodging / Hotel List

Home2 Suites
 1200 W Prien Lake Road
 Lake Charles, LA 70601
 T 337.990.5330
 Home2Suites.com

Hampton Inn
 3175 Holly Hill Road
 Lake Charles, LA 70601
 T 337.480.6443
 Hampton.com

Holiday Inn Express
 1150 West Prien Lake Rd
 Lake Charles, LA 70601
 T 337.564.6877

TRU by Hilton
 1220 West Prien Rd
 Lake Charles, LA
 337-564-6878

Wingate By Wyndham
 1731 West Prien Lake Rd
 Lake Charles, La
 337-426-0366

Springhill Suites by Marriot
 1551 West Prien Lake Rd
 Lake Charles, LA
 337-474-1112

Residence Inn

1591 West Prien Lake Rd
Lake Charles, LA 70601
337-474-1772

Best Western Plus
1245 East Prien Lake Rd
Lake Charles, LA
337-477-5900

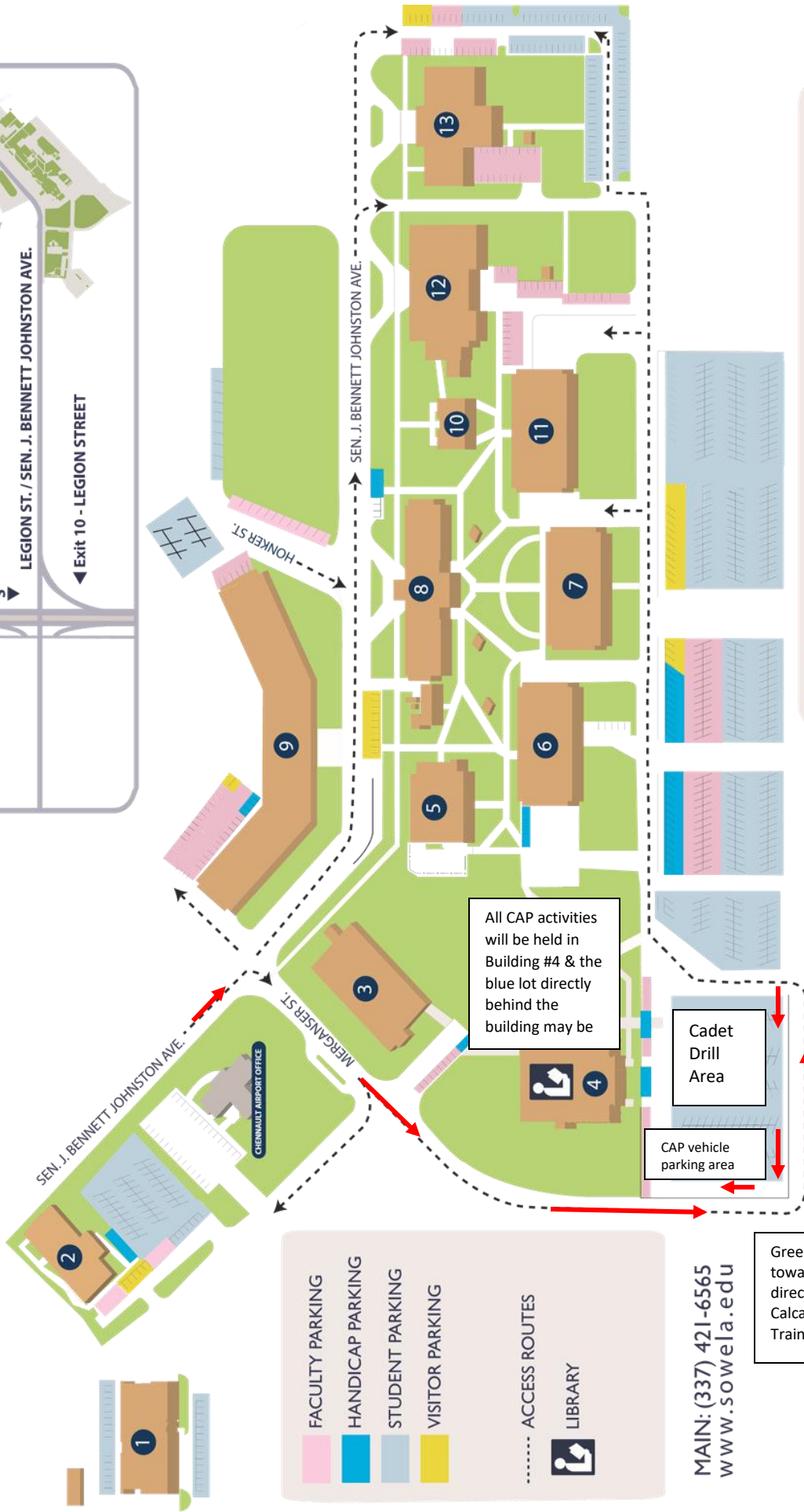
Days Inn by Wyndham
1212 N Lake Shore Dr
Lake Charles, LA
337-240-9945

The following is a link from the Lake Charles Visitors Bureau. They use Expedia, but it does provide a comprehensive list for you to review.

[Lake Charles, Louisiana, United States of America Hotel Search Results \(expedia.com\)](#)

SOWELA CAMPUS MAP – Below

Campus Map



All CAP activities will be held in Building #4 & the blue lot directly behind the building may be

Cadet Drill Area
CAP vehicle parking area

FACULTY PARKING
HANDICAP PARKING
STUDENT PARKING
VISITOR PARKING
ACCESS ROUTES
LIBRARY

Green arrow points toward the direction of the Calcasieu Parish Training Academy

MAIN: (337) 421-6565
www.sowela.edu

FACILITIES

7. Sycamore Student Center
8. Charleston Building
9. Regional Training Center
10. Gerstner Building
11. Chenmault Building
12. Calcasieu Building
13. Magnolia Building
1. Transportation Technology Building
2. Phillips 66 Process Technology
3. H.C. Drew Nursing and Allied Health
4. Arts and Humanities
5. Pelican Building
6. Cypress Building