



WESTERN CADET ACADEMY
CIVIL AIR PATROL WASHINGTON WING
UNITED STATES AIR FORCE AUXILIARY
4407 172nd Street
Arlington, Washington 98223

18 September 2009

MEMORANDUM FOR WESTERN CADET ACADEMY STUDENTS

FROM: 1st Lt Scott Jewell, Commandant of Cadets, WCA

SUBJECT: OPERATIONS ORDERS, 10 – 11 October Academy

This is an informatory memorandum to give you basic information about Western Cadet academy, covering costs, check in information, specifics about uniforms and more information about our schools and courses. A map to the 2 WCA locations, the necessary forms and packing lists are available for download and printing from the Wing web site.

COST

Staff and students arriving Friday night	(2 Nights):	\$45.00*
GTT Basic Ground Team only	(2 Nights):	\$30.00
All other Schools and Courses	(1 Night):	\$30.00

*Only Staff and any students whose transportation arrangements require that they arrive Friday evening should plan to arrive Friday. All other students are to arrive Saturday morning.

Please bring Cash or Check to Check-In in order to cover the Academy Fees.

CHECK IN INFORMATION FOR BASIC GROUND TEAM CLASS

UOD:	BDU
Check in time:	1900 Friday evening for field deployment at 2000
Check in location:	Camp Killoqua
Activity End:	1400 – Day 2

CHECK IN INFORMATION FOR ALL CLASSES EXCEPT BASIC GROUND TEAM

UOD:	BDU & PT Gear
Check-In Time:	0730 Saturday 10 October 2009
Check-In Location:	Point Church
Check-In Uniform:	BDU – sleeves down, bring PT gear in gym bag
Opening Formation:	0815 – Day 1
Activity End:	1400 – Day 2

Lunch is NOT provided on Day 1; students will need to bring their own sack lunch.

Come with breakfast in you or with you.

If Cadet does not own a BDU uniform, a Black T-Shirt and Jeans with Tennis Shoes will be the

required Basic Uniform of the day. PT Uniform will remain the same throughout the academy. Remember it's going to be cold, so please bring a coat and sweatshirt. (CAP Field Jacket, Gortex Parka or personal coat will suffice).

PHYSICAL FITNESS TRAINING INFORMATION

Physical Fitness Training is to be conducted in the morning, appropriate PT gear *is mandatory* for all students. PT Gear should be standardized amongst the academy and should be in good taste. Please do not go out to buy anything, these items should be things you already own.

Preferred PT gear includes:

- White shirt (all white preferred, some writing is acceptable, nothing inappropriate)
- Dark shorts (black to blue range, shorts will not hang below the kneecap.)
- Running shoes, laces will be tucked in (any type)
- Sweatshirt and sweatpants (track suits are acceptable)
- Check the weather, bring stocking cap and gloves (just in case)

LEADERSHIP SCHOOL INFORMATION

CBTS - Cadet Basic Training School

A comprehensive learning experience for the newest of CAP cadets. Designed to teach basic drill and ceremonies, followership skills, uniform wear, and prepare the cadets to master all knowledge from chapters 1, 2, and 3 of the leadership manual. A major emphasis will be placed on teamwork and unit effectiveness during this course.

ALTS – Airman Leadership Training School

Turning followers into beginning leaders, the purpose of this course will be to take the average Cadet Airman and give them a solid foundation to become an effective Non-Commissioned Officer. Cadets will develop further in drill and ceremonies, learn the basic foundations of leadership, and prepare students to step into the roles of leaders in our organization.

NOTS – Non-Commissioned Officer Training School

This program will develop the leaders we need for future encampments and the backbone of our cadet program. The focus of this program will be to teach how to teach, instill initiative and situational leadership, and develop skills to be a successful staff member.

POTS – Professional Officer Training School

Creating the commanders of our organization. Cadets will learn effective writing, foundations in officership and strategic planning, and study how to cultivate and inspire future leaders.

GTT - ES Basic Ground Team Training

We will be conducting basic Ground Team training at WCA on the weekend of 10 and 11 October 2009. Separate class information documents are available on the Wing web site describing this training.

CLASS MATERIALS

Some Materials will be provided for students (handouts etc.). However, students will need to bring a pen, paper, a binder and their leadership manuals.

PACKING LISTS

2 packing lists are available for download and printing from the Wing web site. One is for the Basic Ground Team class and the other is for all other classes. School or Course Commanders may choose to override the standard packing list with addition items, please follow their direction, as they need specific tools for their training of students.

CONTACT INFORMATION

If you have any questions please feel free to get a hold of me via [email jewellsc@gmail.com](mailto:jewellsc@gmail.com) or via telephone at [\(206\) 605-6436](tel:2066056436) or the Cadet Commander, C/Col Simon Briant (contact information below).

Also available during the academy will be:

TONY SCARPINO	Commander	(360) 333-4029	adscarpino@gmail.com
MICHAEL TALLEY	Executive Officer	(425) 359-0133	m.talley@juno.com
SIMON BRIANT	Cadet Commander	(425) 770-8296	simon.briant@gmail.com

I hope this information was valuable to you and please don't hesitate to call or email to clarify anything that you need. See you on the 10th!

RESPECTFULLY,

SCOTT W. JEWELL

SCOTT W. JEWELL, 1st Lt, CAP
Commandant of Cadets
Western Cadet Academy

Distribution:

1 – Ea WCA Student
1 – Ea WCA Staff Member