



**2004 Minnesota Wing  
Basic Cadet Officer Course  
Student Information Packet**

## **Congratulations on being accepted to the 2004 Basic Cadet Officer Course.**

Please review **ALL** of the information contained in this package. Cancellation policy and packing lists are included below.

### **Fee Payment and Cancellation Policy**

Should you need to cancel please e-mail Captain Pabon at pa@mnwg.cap.gov or call 612-348-4285 before Monday 18 October. Cancellation requests received after that date would not be honored.

If you applied on the web, please make sure that you send the attached payment form with your parents and Unit CC/DCFC's signatures to Wing HQ. A check or money order payable to Minnesota Wing with the \$40.00 fee must accompany this. The form and check can be sent to the following address:

**Minnesota Wing, Civil Air Patrol  
Attn: 2003 BCOC  
P.O. Box 11230  
St. Paul, MN 55111-0230**

If payment and participation form is not received by Monday 18 October you will not be allowed to attend. Please write your last name and BCOC in the memo area of the check

### **Travel Arrangements**

Travel will be the responsibility of each student. We encourage you to arrange car pools within your unit and with other nearby units.

Please insure that the driver of the vehicle has a current Minnesota Driver's License and proof of registration/insurance on their person. You will need this to get onto Camp Ripley. When your rides come to pick you up on Sunday 24 October they will also need these items to get on the post.

If you drive your own vehicle to Camp Ripley please be prepared to turn in your vehicle keys at registration.

Flight Operations are **NOT** authorized into Camp Ripley or Miller Army Airfield.

### **BCOC Start and Arrival Times**

BCOC will start at 1800 on Thursday 21 October. We are located at building 7-133. A map will be posted to the school website [www.mnwg.cap.gov/cp/mla](http://www.mnwg.cap.gov/cp/mla)

Registration opens at 1500 and closes at 1730. Building 7-133's phone is 1-320- 632-

7645. The welcome will start promptly at 1800. Uniform will be short sleeved blues.

For Emergencies only, Parents and Commanders can 1-612-730-4332 or call Post Security at 1-320-632-7339.

Attendees and staff will be able to arrive as early as 1400. The advance party will have the building opened at that time.

Parents are welcome to attend the graduation program. Details on the time and location will be published under separate cover. We anticipate the program starting at 1000

The activity is scheduled to conclude in the morning on Sunday, 24 October. Personnel will be released after the barracks have been turned in to Camp Ripley. **NO ONE** will be released until the barracks has been turned in. (We plan on this to happen before 1200)

Attached is a packing list. Please use this list to ensure you bring all necessary items. You are responsible for ensuring your grooming meets all CAPM 39-1 standards prior to arrival. We will be on post with several Reserve and National Guard units that are training or deploying in support of the War on Terror. We must all take special efforts to look and be the best that we can be.

## **BCOC Equipment List**

This is a recommended equipment list for the 2003 BCOC. If you require additional items (medications, etc.) by all means, BRING THEM!

Please note that you need to bring a sleeping bag. NO bedding will be provided.

Also please bring all needed uniforms with you to BCOC. If you do not have a uniform item contact your squadron's supply for it or have your squadron contact Wing Logistics and they may be able to help.

There is a Clothing Sales Store (MCSS) at Camp Ripley. It has a very limited inventory. No USAF Blue Uniform Items are Available. There are no guarantees that there will be time to go to MCSS or if they have the item you need. So be prepared.

**The duty uniform will be the short-sleeve blues combination with no ribbons.** Full Service Dress will not be worn during the BCOC. Ribbons and devices are required for graduation. Flight Caps are the only headgear authorized for BCOC. No Service Caps or Service Coats.

Students are encouraged to wear the pullover sweater or windbreaker. All-Weather Coats are also authorized.

You must also have a PT uniform with you. Squadron and CAP shirts are welcome. Shirts with inappropriate themes are not authorized.

There will be no contraband search. However this is a CAP event and the usual protocols will be observed. No weapons, tobacco products, adult beverages and pornographic materials will be brought to NCOS. If these materials are found they will be confiscated and you will be disciplined. This discipline could include grade reduction and possible termination of CAP membership.

### **Personal Items: (Suggested List)**

Current CAP Membership Card  
Sleeping bag  
Notebook, paper and pen/pencil  
Flashlight  
Shoe shine kit  
Personal Hygiene Materials  
Deodorant  
Toothbrush/toothpaste  
Soap  
Towel  
Shaving kit (male)  
Shorts, Blue Athletic  
Shoes, Athletic (tennis/running)  
Iron  
Spray Starch/Fabric Finish  
Sewing kit  
Cold Weather gear (gloves, hat, warm socks)  
Comfortable civilian attire

### **Manuals: You will need each of these at BCOC**

CAPP 151, Standards, Customs, Courtesies  
Leadership 2000 and Beyond, volumes 1 & 2 (revised edition available online)

## **Questions**

Questions about this year's NCOS can be directed to one of the following staff members.

Commander	1 <sup>st</sup> Lt Janelle Gates	Janelle.gates@idq.com
Project Officer	Capt Al Pabon	<a href="mailto:pa@mnwg.cap.gov">pa@mnwg.cap.gov</a>
Cadet Commander	C/Maj Crissy Dalbec	c_dalbec_c@hotmail.com

Please remember to use the lowest possible level of the chain to resolve your issue. Direct all registration questions to Capt Pabon.

We look forward to seeing you at the 2004 Minnesota Wing Cadet BCOC.