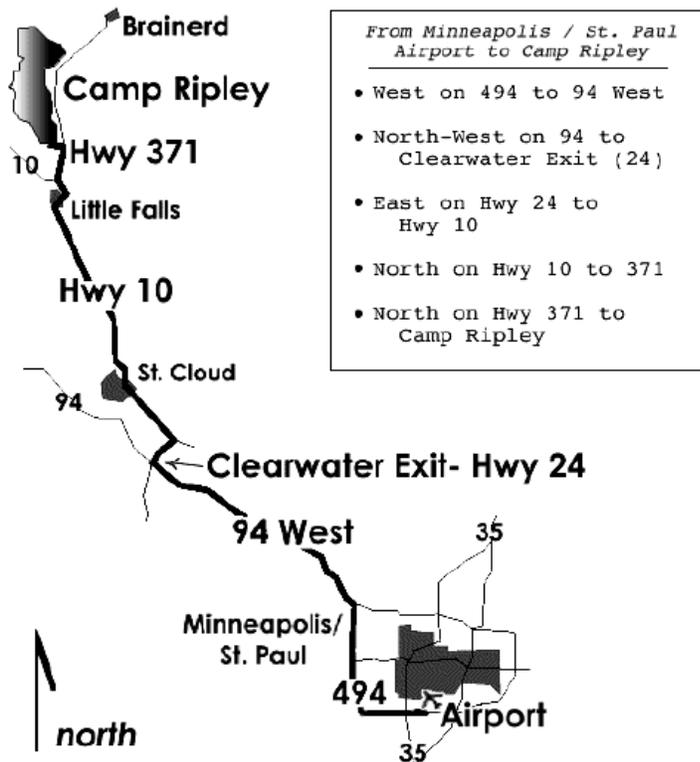




# **2004 Minnesota Wing Cadet NCO School and Basic Cadet Officer Course**

## **Staff Information Packet**

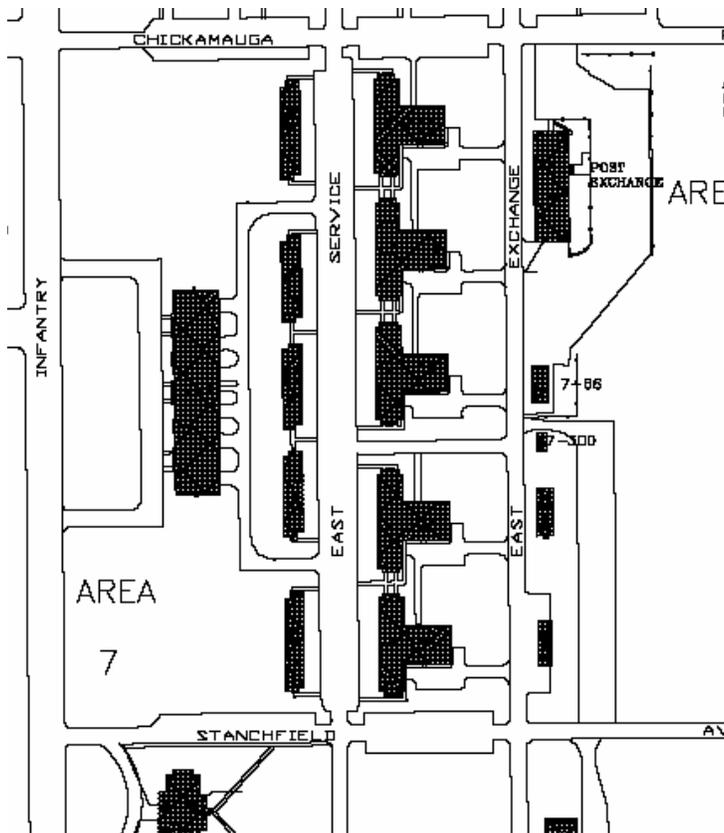
# Driving Directions to Camp Ripley



**We will be in Building  
7-133**

**Building Phone # 320-  
632-7645**

**Emergency Contact #  
612-296-0474**



**Directions to Building  
7-133**

Proceed up Infantry  
Road past the  
Education Center.

Turn right onto  
Stanchfield Avenue  
and proceed to East  
Exchange Road and  
turn left.

Building 7-133 is the  
4th building on the left.

**Congratulations on your acceptance as a member of the 2004 Cadet NCOS and BCOC Staff. Please review ALL of the information contained in this package. Cancellation policy and packing lists are included below.**

**Cancellation Policy:**

Should you need to cancel please e-mail Capt Pabon at [al.pabon@mnwg.cap.gov](mailto:al.pabon@mnwg.cap.gov) . Cancellations made after Monday 18 October will not be refunded. Refunds take at least 15 days after the event to process thru Wing Finance.

**Cadet Staff Fee Payment:**

Cadet Staff, please make sure that you send the attached payment form with your parents and Unit CC/DCFC's signatures to Wing HQ. This must be accompanied by a check or money order (cadets only) payable to Minnesota Wing with the 40.00 fee. The form and check can be sent to the following address:

Minnesota Wing, Civil Air Patrol  
Attn: NCOS/BCOC 2004  
P.O. Box 11230  
St. Paul, MN 55111-0230

Please have the payment in to Wing HQ not later than 18 October. Write your last name and NCOS/BCOC Staff Fee in the memo area.

**Travel Arrangements:**

Staff, 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 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 are a cadet and drove your vehicle to Camp Ripley please be prepared to turn in your vehicle keys to the Staff Duty Officer at registration.

Flight Operations are **NOT** authorized into Camp Ripley or Miller Army Airfield. Flight operations into Little Falls must be cleared in advance with Capt Pabon (to coordinate a pick-up) and no reimbursement is authorized. Tie-down fees are the responsibility of the aircrew.

**Staff Website & Training Assignments**

A website has been set up for staff information. It is located at

<http://www.mnwg.cap.gov/cp/mla/index.html>

This site has all of our current program materials and references. Please take a moment and look at the materials. It is very important for you to be familiar with them.

A printed copy of the NCOS Program Manual will be provided to all NCOS staff as well as all training materials to all staff when they arrive for the Staff Training Day.

Your Commander/Training Officer will be contacting you about training assignments shortly.

### **Staff Training Day:**

A Staff Training Seminar will be conducted by 1<sup>st</sup> Lt Gates and the Cadet Commanders beginning at 0900 on 25 September. All Staff are encouraged to be there. If you cannot attend please advise me via e-mail at [al.pabon@mnwg.cap.gov](mailto:al.pabon@mnwg.cap.gov)

The Cadet Commanders will be contacting cadet staff about this event shortly.

### **Start and Arrival Times**

Both schools will start at 2000 on Thursday 21 October. We are located at Building 7-133. A map will be posted to page 2 of this brochure.

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 building has been turned in. (We plan on this to happen before 1200)

### **Facilities, Food Service & Quarters:**

We will be staying in the T-style Barracks at Camp Ripley. This means open bay barracks, dorm style bathrooms and communal showers. Female students and staff will be housed in the same bay. Please plan appropriately.

If Senior Members desire Maid Service Quarters (Private Sleeping Room with linens, shared bath, TV and refrigerator) please contact Capt Pabon not later than Monday 27 September. Rooms are \$ 15.00 a night. This fee is the responsibility of the individual member and paid directly to Camp Ripley.

Meals will be served in the Dining Hall and prepared by CAP Staff under the direction of Capt Chet Wilberg and Major Doug Mitchell.

# Staff Equipment

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 Supply and they may be able to help.

There is a Clothing Sales Store (MCSS) at Camp Ripley. It has a limited inventory and does not carry Air Force Blue uniform items. The Camp Ripley PX also carries personal comfort/snacks/military items if you need them.

## **Duty Uniforms:**

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 Army Guard units that are deploying to support the war. We must all take special efforts to look and be at our best.

**BCOC:** The duty uniform will be the short-sleeve blues combination with no ribbons or the CAP Aviator Shirt combination with no ribbons. 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 are authorized. USAF Style Sweaters and jackets are authorized with appropriate CAP Insignia. All-Weather Coats are also authorized.

**NCOS:** Battle Dress Uniform or Corporate Utility Uniform with black t-shirts. (CUU will be worn with boots bloused and a Blue Patrol Cap) Field Jackets and parkas are encouraged. We are expecting cold weather.

CAP Uniforms must be worn during this event by all staff. Military/ROTC uniforms may only be worn by personnel acting in their Military/ROTC capacity and must be on orders from their unit to do so.

**After Hours:** Civilian clothes or PT clothes. 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 (for cadets), adult beverages, illegal substances and pornographic materials will be brought to this event. 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.

Please keep your sleeping area in order (clothes hung, gear/snacks put away). Executive staff will be touring the barracks daily. Please set an example for your students.

\*\*\*\*\* RETURN THIS PAYMENT FORM WITH THE \$40.00 FEE TO THE ADDRESS BELOW BY 18 OCT 2004: \*\*\*\*\*

(2003 BCOC/Cadet NCOS, MN Wing CAP P.O. Box 11230 St. Paul, MN 55111-0230 )

## 2004 CADET NCOS AND BCOC PAYMENT FORM

*THE FOLLOWING PAGES AS ACCURATELY AND COMPLETELY AS POSSIBLE. PLEASE TYPE OR PRINT NEATLY. IF FORMS ARE NOT LEGIBLE THEN YOU MAY NOT BE SELECTED TO ATTEND THE 2004 Cadet NCO School or Basic Cadet officer Course*

NAME (Last Name, First Name, Middle Initial)			GRADE	For Staff Use Only:
SSN	CAPID	UNIT CHARTER NUMBER	SCHOOL (NCOS, BCOC or Cadre)	
MAILING ADDRESS (Number and Street)				
(City)	(State)	(Zip Code)		

### RELEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that I am submitting my application for the Minnesota Wing 2004 Cadet NCO School & Basic Cadet Officer Course, and I hereby volunteer entirely upon my own initiative, risk, and responsibility for an assignment to participate in this activity and with full knowledge that such activity may include:

1. Traveling by land, sea, or air in US military, commercial, or privately owned vehicles from regular place or residence to the site of the activity, travel incident to the activity, and subsequent return to place of residence.
2. Participation in aeronautical activities as a passenger or student trainee in US military, commercial, or privately owned aircraft.
3. Being quartered and/or subsisting away from regular or normal place of residence for an extended period of time.
4. Remaining with the cadet group I am assigned to at all times during the activity.
5. Refraining from argumentative discussions concerning governmental policies.

In consideration of the permission extended to me by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity or activities, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents, and employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, on account of my death or on account of any injury to me or my property which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity or continuances thereof, as well as all ground and flight operations incident thereto.

\_\_\_\_\_

APPLICANT'S SIGNATURE

\_\_\_\_\_

DATE

### RELEASE BY PARENTS OR GUARDIAN

KNOW ALL MEN BY THESE PRESENTS: WHEREBY my child has applied for the activity referred to above, In consideration of the permission extended to my child by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents and employees acting official or otherwise, from any and all claims, demands, actions or causes of action, on account of the death or on account of any injury to my child which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity or activities or continuances thereof, as well as all ground and flight operations incident thereto. In addition, by my signature below, I certify the applicant:

1. Is my minor child or ward.
2. Has no history or injury or disease which might be affected by this activity except those previously noted in the Medical Information section of this form.
3. Will follow all rules, regulations, and directives as established by the Civil Air Patrol, Inc., or activity commander, or other staff members. If not following the above mentioned rules, regulations, and directives he/she may be sent home at the discretion of the project officer, or activity commander at my expense.

However, in case of injury, disease or other illness, permission is hereby granted to treat the applicant as required, and if the applicant is released from the activity before recovery from said injury, disease, or illness, further treatment will be provided by myself.

\_\_\_\_\_

DATE

\_\_\_\_\_

WITNESS FOR FATHER'S SIGNATURE

\_\_\_\_\_

FATHER OR LEGAL GUARDIAN

\_\_\_\_\_

DATE

\_\_\_\_\_

WITNESS FOR MOTHER'S SIGNATURE

\_\_\_\_\_

MOTHER OR LEGAL GUARDIAN

### SQUADRON CERTIFICATION

I certify that the above information is correct and that all requirements for attendance, will be completed by the required dates. If you are not a MN Wing Cadet this form must be counter signed by your Wing Commander or Director of Cadet Programs.

\_\_\_\_\_

SQUADRON COMMANDER OR DEPUTY COMMANDER FOR CADETS

\_\_\_\_\_

WING COMMANDER OR WING DIRECTOR OF CADET PROGRAMS  
(For Non-MN wing Cadets Only)

SENIOR MEMBER ASSIGNED TO

Quarters: \_\_\_\_\_

Duty: \_\_\_\_\_

CADET ASSIGNED TO

Seminar: \_\_\_\_\_

Bay: \_\_\_\_\_ Bed Number: \_\_\_\_

### APPLICATION CHECKLIST

- ONLINE APPLICATION RECEIVED AND IN GOOD ORDER
- REQUIRED SIGNATURES HAVE BEEN OBTAINED
- CHECK(S) OR MONEY ORDER(S) IS(ARE) ATTACHED IF REQUIRED IN THE CORRECT AMOUNTS

**Date Application Received @ Wing HQ**

**Application #**

**Acceptance Letter**

**MSA**

**PL**

# 2004 Cadet NCOs and BCOC Staff Roster

Grade	First Name	Last Name	Squadron Name	E-mail address	Home Phone #	School	Duty
1st Lt	Janelle	Gates	North Hennepin	<a href="mailto:JanelleGates@msn.com">JanelleGates@msn.com</a>		Cadre	Commander
Capt	Al	Pabon	MN Wing HQ	<a href="mailto:al.pabon@mnwg.cap.gov">al.pabon@mnwg.cap.gov</a>	612-296-0474	Cadre	Project Officer
Capt	Chet	Wilberg	Hutchinson	<a href="mailto:cwilberg@mnwg.cap.gov">cwilberg@mnwg.cap.gov</a>		Cadre	Food Service Officer
Maj	Douglas	Mitchell	Duluth	majormongo@hotmail.com	218-522-0002	Cadre	Food Service Officer
Lt Col	Donald	Mikitta	MN Wing HQ	dmikitta@charter.net	651 388 7288	Cadre	Instructor
C/Col	Jack	Houck	Anoka County	<a href="mailto:jack_houck@hotmail.com">jack_houck@hotmail.com</a>		Cadre	Instructor
Maj	Todd	Mandel	Red Wing	<a href="mailto:tmandel@charter.net">tmandel@charter.net</a>		Cadre	Instructor
C/Lt Col	Josh	Gulbranson	Valley	<a href="mailto:flyguy150@juno.com">flyguy150@juno.com</a>		Cadre	Instructor
C/2d Lt	Justin	Binion	Duluth	hokas_pocas1@yahoo.com	218-626-2434	Cadre	Staff Duty Officer
C/CMSgt	Amanda	LeTourneau	Northwest Minnesota	amanduh91186@yahoo.com	218-681-3396	Cadre	Staff Duty NCO
C/SMSgt	Mike	Kenny	Anoka County	Cooney456@msn.com	651-484-7232	Cadre	Staff Duty NCO
C/Major	Crissy	Dalbec	Duluth	<a href="mailto:c_dalbec_cap@hotmail.com">c_dalbec_cap@hotmail.com</a>		BCOC	Cadet Commander
1st Lt	Daniel	Fosterling	St. Croix	dfosterling@medreco.com	715-386-4119	BCOC	Seminar Instructor
Capt	Brian	Freseman	Duluth	bjf_55@hotmail.com	218 310 2077	BCOC	Seminar Instructor
C/1st Lt	Brian	Anderson	130th	bca2006@frontiernet.net	952-432-2439	BCOC	Seminar Leader
C/Capt	Brett	Kubat	St. Croix	bkubat@mnwg.cap.gov	651-779-6697	BCOC	Seminar Leader
C/Capt	Ryan	Kenny	Anoka County	<a href="mailto:Goober7630@msn.com">Goober7630@msn.com</a>		NCOS	Cadet Commander
C/2d Lt	Lanessa	Bastian	Crow Wing	ness_kixter05@msn.com	218-692-1771	NCOS	Training Officer
C/CMSgt	Tyler	Beckman	Owatonna	arbent@clearwave.net	1-507-245-3453	NCOS	Drill Instructor
1st Lt	Janna	Fosterling	St. Croix	boarder_chick79@hotmail.com	715-386-4119	NCOS	Drill Instructor
Capt	Matthew	Heffron	Crow Wing	matt.heffron@spatz.org	320-745-2273	NCOS	Seminar Instructor
1st Lt	Kent	Kelly	Worthington	kkelly@windom-mn.com	507-831-5121	NCOS	Seminar Instructor
Capt	Marilyn	Lucas	Red Wing	lucasp@earthlink.net	651-345-5309	NCOS	Seminar Instructor
2d Lt	John	Snyder	Duluth	johnbob@johnbob.com	218-525-6166	NCOS	Seminar Instructor
2d Lt	Melinda	Brown	Anoka County	<a href="mailto:melinda07@comcast.net">melinda07@comcast.net</a>		NCOS	Seminar Instructor
C/1st Lt	Michael	Jacobsen	Valley	dogman628@hotmail.com	507-650-1133	NCOS	Seminar Leader
C/2d Lt	Jeremiah	Johnson	Anoka County	jsj2006@comcast.net	763-754-5748	NCOS	Seminar Leader
C/1st Lt	Benjamin	Plehl	Valley	bjpiehl07@hotmail.com	952-953-6005	NCOS	Seminar Leader
C/2d Lt	Samuel	Schmidt	Anoka County	sj_schmidt@att.net	(651)674-7185	NCOS	Seminar Leader