

**NEVADA WING – CIVIL AIR PATROL**

**United States Air Force Auxiliary**

6 January 2014

MEMORANDUM FOR NCOS CADET STAFF APPLICANTS

FROM: NVWG NCOS CADET COMMANDER

SUBJECT: Noncommissioned Officer School Confirmation Packet

Congratulations … This will serve as your confirmation of acceptance as a Cadet Staff member for the Nevada Wing Non-commissioned Officers School to be held between Friday, 7 February and Sunday, 9 February 2014 on Nellis Air Force Base in Las Vegas, Nevada. You will be assigned various duties designed to assist cadet transition from “Followership” to “Leadership” by introducing them to instructional and leadership fundamentals.

In order to complete the Cadet Staff registration process, you must bring a copy of your CAP Form 31 with all required signatures with you to in-processing or you may “Scan” the document and email it to 1st Lt Kevin Barber at kbarber.cap@gmail.com . As well, if you have not already registered and made your activity payment on the website <http://NVWGNCOS2014.eventbrite.com>, be sure to do so as quickly as possible.

All cadet staff must report by 1700 hours on Friday, 7 February, in Battle Dress Uniform (BDU) at the Nellis Air Force Base Airman Leadership School. The first meal will be breakfast on Saturday morning; therefore, I recommend you eat dinner before reporting to the NCOS. If you can arrive earlier in the day … your help in setting up the training site will be greatly appreciated. Billeting for the weekend will be at the Security Forces Training Center. Please note that a sleeping bag is required and a mattress pad is recommended. You will receive the Nevada Wing Non-commissioned Officer School Staff Binder with instructional training materials upon check-in. The graduation ceremony is scheduled for 1600 hours on Sunday, 9 February. All students will be released once the training site is cleaned and secured. You may expect to be dismissed by 1700 hours.

Should you need to contact me during the Noncommissioned Officer School, you can call my mobile telephone (702) 686-6208 or via email. You may also contact Capt Kevin Barber, CAP NCOS Commander at (626) 641-0442.

 Alexander Sudderth

 C/1st LT Alexander Sudderth

 NCOS CADET COMMANDER

**ATTACHMENT 1**

**NONCOMMISSIONED OFFICER SCHOOL**

**Equipment List for ALL Attendees**

Uniform for all participants for the weekend will be BDUs. Blue Service Uniform with ribbons will be worn for graduation on Sunday.

**The following items are required for the NCOS and must be brought with you to the school:**

 - CAP Membership Card - Toilet Kit

 - Notebook (spiral bound preferred) Comb/Brush

 - Pen Tooth Paste & Brush

 - CAP Form 31 (with required signatures) Deodorant

 Soap/Shampoo

- Sleeping Bag (w/ air mattress preferred) Razor

 - Blue Service Uniform (complete) -Bath Towel & Washcloth

 -Shoe Shining Gear

 - BDU Uniform -Sun Block

 Unit Cap (BDU cap acceptable);

 - PT Uniform

**Manuals to be familiar with:**

AFMAN 36-2203, Drill and Ceremonies

CAPM 39-1, Uniform Manual

Leadership: Learn to Lead-Vol 1 & 2

CAPP 50-5, Introduction to CAP

CAPP 151, Respect on Display

CAPP 50-2, CAP Core Values

 Athletic Shorts (Blue or Black)

 Athletic Shoes

 White Athletic Socks (2 Pair)

 - Under garments

 - Socks (Black/White)

 - Jacket

 - Flashlight (with fresh batteries)

 - Canteen/Camel Back

 - $5.00 in emergency money (Only for emergencies)

**The following items are optional:**

- Camera

- Iron and Spray Starch/Fabric Finish

- Sewing Kit

- Second set of BDUs

- Complete Set of Cadet Books

Cell phones are encouraged as a means of communication during the training weekend. However, please practice cell phone courtesies during the activity.