

Operations Order
Great Lakes Region University
22-25 June 2022

GLR VU Education and Training University will be held onsite at Wright Patterson AFB, Oh, from 22 June 2022 through 25 June 2022.

1. Command.

- a. Commander: Col Rose Hunt
- b. GLR Education and Training Chief and GLR VU Director: CMSgt James Gregory (jgregory@cap.gov)
- c. Project Officers CMSgt Henry Dotson (hendot@comcast.net)
Chaplain (Lt Col) David Poland (dpoland@hc.cap.gov)
- d. Activity Safety Officer: CMSgt Jim Gregory (jgregory@cap.gov)

2. Safety and ORM. Great Lakes Region will follow the requirements of CAPR 160-1, and other appropriate regulations and directives during the activity.

- a. The Activity Safety Officer will ensure that an appropriate RM analyses is completed, that an Operational Risk Safety Briefing is conducted at the beginning, and that any required reporting is accomplished.
- b. Individual members are responsibility for engaging fully in CAP safety program requirements during the event and ensuring that specific programs or activities in which they engage (including corporate flight or vehicle utilization) meet the requirements of those regulations.
- c. GLR University will follow COVID-19 response plans in alignment with Ohio Wing requirements.

3. Objectives. Participants/instructors will

- a. Receive module training for modules required for levels 2 3 4 and 5 in accordance with CAP Volunteer University course of instructions.
- b. Instructors will be approved Level Volunteer University Instructors and will instruct in accordance with module requirements.
- c. Chaplains will receive specific chaplain corps training on Wednesday.
- d. **Students can attend as many modules as they desire, to meet professional development level requirements. They are not required to attend all modules for any level. Students may come and take only the modules they wish to take. They**

may skip other modules offered and attend further modules later in the program. This GLR VU IS PER MODULE not per level.

- e. Curriculum will be IAW the CAP GLR Volunteer University module program. Students must understand that modules will be instructed, but post module work might be needed to be completed and forwarded back to instructors for full credit.

4. Administration/Logistics.

a. Date/Time:

Wednesday June 22, 2022 – Saturday June 25, 2022

- 0800 - 1700 Module instruction

b. Location.

- 1) In person **(must register in advance)**:
- 2) Course location: Building 1222 (USO BUILDING) Wright Patterson Air Force Base, Ohio.

c. Participation.

- 1) Any CAP member who has completed level 2 part 1, of the Professional Development Program
- 2) Instructors will be qualified Volunteer University Instructors.

d. Schedule. A formal schedule is attached by spreadsheet and published to all GLR members and forwarded to NHQ. Currently, key components of the schedule include:

- 1) Module blocks of training consisting of approximately 1.5 hrs each.
- 2) Multi day schedule to accomplish as many modules as practical
- 3) Scheduled instruction day from 0745 – 1700 hrs. Lunch for 45 minutes.

Attached spreadsheet showing GLR VU schedule with dates and times, for planning of student attendance. NOTE: Moderated modules are concentrated on Friday and Saturday to allow for maximum possible in person attendance, with reduced exposure for students time away from home/work/school

Please note, that for level 5 participation, students may be required to accomplish some post course work in addition to attending modules.

e. Transportation. All transportation to and from GLR University will be at the cost of the students. Instructors may be reimbursed vehicle fuel.

1) Ground. Students and staff may drive POV or COV to this activity. Use of COV is at member expense for fuel. COV must be arranged locally and will not be provided by GLR University. All participants who do not have military access must process through WPAFB pass and ID for base access. A CAP participant list will be provided to security police in advance of this activity.

2) Air. For students and staff who choose to fly commercial air, Dayton International Airport is the closest major airport. If flying into Dayton International, Corporate transportation requests must be made in advance with GLRU staff. For General Aviation aircraft, Green County Airport is the closest GA airport. Corporate transportation requests to and from Green Co or Dayton International must be made in advance with GLRVU staff.

f. Billeting. Members who wish to stay in the Dayton area may billet anywhere. Housing may be available at Wright State University for reduced costs of approximately \$28. Per night for dorms. Advance registration for Wright State University is accomplished by each individual using the Wright State University website. housing_guest@wright.edu.

g. Messing. Students and staff are allowed to mess anywhere, and Pitzenberger Dining Facility located on WPAFB is available for cost effective meals.

h. Communication.

1) Questions in advance of the activity should be directed to CMSgt, James Gregory jgregory@cap.gov, CMSgt Henry Dotson hendot@comcast.net, Lt Col David Poland at dpoland@hc.cap.gov

2) The day of the activity, primary contact will be by cell phone through Chief Dotson (586) 354-3384 or Chief Gregory (248) 425-5678

i. Financial procedures.

Instructors requesting reimbursement must submit actual receipts to Lt Col Dan Roman, GLR/FM at DRoman@cap.gov no later than June 30, 2022, in coordination with CMSgt J. Gregory

j. Costs of GLR University. Costs to attend GLR University will be \$10. per-module. Any per-cost module over 10 modules will be waived. Maximum tuition costs for any student attending will be \$100.

Students will pay by cash or check to GLR at the door.

k. Uniform of the Day.

- 1) For staff and students. Authorized uniforms (ref CAPR 39-1, Table 1-1)
- USAF Blue Service Uniform or L/S, S/S shirt combinations
 - Corporate Duty Uniform ("White Shirt")
 - Corporate Working Uniform ("Golf Shirt")

I. Registration. Prior registration is required and registration will be a two part process.

1) Students and staff must register through the link posted on the Great Lakes Region website to attend the course to comply with regulatory requirements. [Https://glr.cap.gov](https://glr.cap.gov)

2) Students MUST ALSO send an email to Jgregory@cap.gov to identify exactly which modules they wish to take. As this course is offered per module, students need to identify exactly which modules they are coming to take to ensure staffing, and materials requirements!

Registration Examples:

Major John Doe Level 4, Modules: Management Principles, Planning and Leading a major Activity, Emotional Intelligence, Leadership Challenges Today.....

Captain Sally Smith Level 3. All modules.

(In above examples, Maj Doe would pay \$40. Capt Smith would pay \$100.)

We hope you all take advantage of returning to “face to face” in person learning and gaining Volunteer University module credit in 4 short days with us at Wright Patterson AFB.

Please register NOW and see you in June!

Chief.

If you have any questions, please contact

CMSgt J. Gregory at Jgregory@cap.gov

CMSgt Henry Dotson at hendot@comcast.net.

Lt Col David Poland @ dpoland@hc.cap.gov

