



# Cyber Defense Training Academy Welcome!

Greetings and Congratulations!

This letter is to inform you that you have been selected to attend this year's Cyber Defense Training Academy located at Lackland AFB in San Antonio, Texas. Over the course of a week, you will receive daily briefings from various cyber operations units and get an introduction into cyber defense operations. The final day of academics will be a practical exercise called the Graduation Exercise or "GRADEX" that will test your skills in computer defense and team dynamics. This will be an intense course with required study sessions, group leadership projects, daily quizzes, and lots of materials and yes SOME PT. Last year, we had a 100% graduation rate and I am confident we will keep the practice going!

If you will not be attending CDTA-TX then you will need to **Email:**

[cdta-tx@cap.gov](mailto:cdta-tx@cap.gov)

**PLEASE READ ALL INSTRUCTIONS BEFORE EMAILING CDTA STAFF!!!!**

## **Payment Information**

All students need to make initial deposit of \$100 by 31 March unless you make prior arrangements with activity staff.

If payment can't be made you will be removed from the activity. If waiting on a scholarship to pay, you need to let activity staff know from whom, how much and when too expect the payment. If you are an alternate and notified you have been slotted primary after 31 March then you have 10 days to make payment or arrange with activity staff when you can complete payment. Please visit [eServices](#) (under Cadet Programs > Registration and Payment System > Activity Status) to find the course you have been accepted into and to complete your payment for the course.

**Courses** - The courses offered at **CDTA-TX** and the requirements for graduation are to complete 80% of the activity, complete the GRADEX, participate in 80% of the contact hours and not dismissed early for behavior issues.

- **Cyberspace Familiarization Course (CFC)** – you will be required to complete the Cyber Principles Course (CPC) and assessment by 1 June for team placement. CPC Instruction will be sent separately after payment completed.
- **Cyberspace Advanced Course (CAC)** – you will have to have successfully completed the CFC before attending this course.
- **Cyberspace Networking Course (CNC)** – you will have to have successfully completed the CFC before attending this course.

### Student Report In Dates (non-staff)

1300 - 1700 hours 9 June-All Cyberspace Familiarization Course (CFC), Cyberspace Advanced Course (CAC) and Cyberspace Networking Course (CNC) students **that are not staff** are to report to the Lackland Squadron Building address. Lunch will not be provided. Dinner will be first meal.

### Staff Report In Dates

7 June (after 1800hrs) or 8 June NLT 1000 hours - All cadet and senior member staff are to report by. Location to report for Friday night to be determined.

### Travel Arrangements

All cadets and seniors are required to provide their own travel.

- **Flying** - only use San Antonio International (SAT). A CAP van pick you up in front of USO and take you to Lackland Cadet Squadron Bldg.
- **Bus or Train** - make prior arrangement with CDTA staff for pick up at Downtown Bus Station or San Antonio downtown Train Station and bring you to the Lackland Cadet Squadron Bldg.
- **POV, CAP** van are required to report to the address below.

## Report In Facility:

Lackland Cadet Squadron Bldg. 404 S Frank Luke Dr. San Antonio, TX 78226

ALL CADETS AND SENIORS are required to complete the travel form.

**Return flights** to be scheduled **NO EARLIER** than 1400 hours on Saturday, 15 June. Graduation is the morning of the 15<sup>th</sup> so any earlier departures will result in not being able to graduate with class.

**\* \* \* \* \*** **DO NOT** attempt to complete form before travel arrangements are made **\* \* \* \* \***

**Travel Form:** **CDTA-TX Travel Form** Travel arrangements and this form need to be filled out **BEFORE 31 MAY**.

**If your travel prevents you from reporting on time, complete the travel form then notify CDTA-TX email above.**

### CDTA Checklist

Visit e-Services, verify the course you've been accepted Make payment by 31 March of \$100.

See travel info below before booking.

Book travel arrangements

Complete travel form (separate attachment)

Completed and turn in forms

### Uniform of the Day and Packing

The uniform for Day 0 (in-processing) is civilian clothes, **please do not arrive in uniform**. The Uniform of the Day for the Field trip (Middle of week) and graduation (Saturday) is service dress or Blues with tie (no jacket). If you do not have a service dress uniform, then you must purchase an USAF style tie (males) or tie tabs (females) if you don't have one yet. Work with your squadron if you do not have uniform items or visit Vanguard now and purchase these items immediately if you do not have them.

Cadets that do not have a uniform or the proper uniforms may be turned away from the activity at the Director or Deputy Directors discretion. A packing list is provided with a link below. The days in between

first day and graduation, cadets will wear ABU's or BDU's. Make sure that you have appropriate name tapes, patches, and rank.

All cadets and staff that wear ABU/BDU must have the traditional ABU or BDU headgear for uniformity. Absolutely no berets, baseball caps, etc. will be authorized.

Finally, you will have Physical fitness! Make sure that you pack the proper physical fitness gear for summer (i.e. hot and humid). There will not be a required PT uniform, but ensure it is appropriate.

**Absolutely no tank tops, no sleeveless tops, no short shorts or skirts, no yoga/stretch pants.** T-shirt, shorts, and athletic shoes appropriate.

\*\*\*\*\* [CLICK HERE for PACKING LIST ITEMS and Additional Check-In INSTRUCTIONS](#) \*\*\*\*\*

### Customs and Courtesies

You will be on a military style campus and have the opportunity to meet senior military leadership (i.e. colonels and generals). We expect every cadet and senior to review their uniform manuals to ensure their dress and appearance is correct (e.g. grooming). Furthermore, each cadet needs to review their customs and courtesies manual for proper saluting, greeting, and reporting procedures. You've already attended your first encampment, so staff or senior leadership **SHOULD NOT** have to correct you on these matters. If you are unfamiliar with these procedures, I recommend you talk to your squadron leadership. NCSA cadet staff is there to mentor you in cyber...not saluting. (Pay particular note when NOT to salute as well, such as in a line).

### Activity Directors Remarks

DO NOT wait until the last minute to get these requirements completed.

**If you do not have all requirements completed or are unresponsive to emails, you will be removed from the activity.**

If you need to request to be removed from the activity: Click here to email [CDTA-TX](#)

Finally, if you think you will not be able to attend this activity, you must notify the NCSA staff. Cadets that cancel after 1 May or "at the last minute" without an adequate reason will be black-listed from this activity for the period of one year, no exceptions.

I look forward to this activity and training the next generation of Cyber Operators. Please make sure that you have all requirements completed prior to 1 June. If you have any questions, please contact us at email: [CDTA-TX@cap.gov](mailto:CDTA-TX@cap.gov)

v/r,

**Capt. J Anthony Plattsmier**  
**Activity Director NCSA CDTA-TX**