



HEADQUARTERS
ALABAMA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
810 WILLOW STREET
MAXWELL AFB, AL 36112

2 April 2011

LETTER OF INSTRUCTION

SUBJECT: Staff Application for 2011 Alabama/Mississippi Wing Summer Encampment

1. The Alabama and Mississippi Wings of the Civil Air Patrol will jointly conduct a summer encampment at Ft McClellan, AL from 24 June – 2 July 2011. Staff members will report to Ft McClellan on 24 June 2011 for training and encampment preparation. Basic cadets will report on 25 June 2011. Graduation will be conducted on 2 July 2011.
2. Senior Staff.
 - a. Encampment Commander Lt Col John Hall, ALWG
 - b. Deputy Commander Maj Scott Howard, MSWG
 - c. Commandant Capt Sam Ogilvie, ALWG
3. Available staff positions. Applicants may apply for staff positions identified in Appendix A. Be advised that selected staff positions listed in Appendix A may not be filled. The final slate of encampment staff will depend on the number of applications received and resources available to house staff members at Ft McClellan. The encampment leadership will attempt to assign applicants to one of their desired staff positions; however, we cannot guarantee that all applicants will be offered one of their desired staff positions.
4. Application Process.
 - a. Senior members and cadets will complete an application packet as shown below:

Application Packet
Senior Members & Cadets 18 and Older

Form 31A – Staff Application
Form 31C – Medical Info Form

Application Packet
Cadets Under 18 Years Old

Form 31A – Staff Application
Form 31C – Medical Info Form
Form 31D – Cadet Medication Form
Form 31E – Parental Consent Form

- b. Cadets will submit application packets to the Encampment Commander, Lt Col Hall, no later than 15 Apr 2011 using one of the following methods:
 - (1) Scan the application forms and email them as an attachment to Lt Col Hall at john.hall.cap@gmail.com. In the subject line, enter "Encampment Staff" + your name.
 - (2) FAX the application forms to Lt Col Hall at (256) 837-7786. Include a cover (header) page that clearly shows John Hall as the recipient.
 - (3) Mail the application forms to: Lt Col John Hall, 306 High Coach Circle, Madison, AL 35758. Mailed applications should be postmarked no later than 15 Apr 2011. Please do not use certified mail or post that requires a signature at delivery.

- c. Senior members are requested to submit application packets by 15 Apr 2011 as described above. However, senior member applications will be accepted until all positions are filled.
 - d. Applicants will be informed by email when they are offered a staff position at this encampment. This email will provide instructions to cadet staff members on how and when to mail encampment fees to the encampment finance officer.
5. Staff Training Requirements.
- a. Senior Member Staff. All senior member staff will complete Level 1 (Foundations) prior to the start of encampment. Level 1 training requirements include: OPSEC, Introduction to CAP Safety for New Members, Cadet Protection Program Training, and Equal Opportunity. Completion of these training requirements must be shown in the applicant's Member Search Report on eServices.
 - b. Cadet Staff. All cadet staff will complete OPSEC and Introduction to CAP Safety for New Members prior to the start of encampment. Any cadet staff applicant that will be at least 18 years old on or before 24 June 2011 must also complete Cadet Protection Program Training prior to the start of encampment. Completion of these training requirements must be shown in the applicant's Member Search Report on eServices.
 - c. Operational Risk Management (ORM) Training. In accordance with CAP Memorandum "Revised Interim Change Letter– Increased Safety Requirements for Cadet Activities" dated 25 Jun 09, all senior and cadet staff members will complete the Basic and Intermediate ORM Courses before the start of encampment. Completion of this training requirement must be shown in the applicant's Member Search Report on eServices.
 - d. I recommend staff applicants complete these training requirements as soon as possible.
6. Costs.
- a. Senior Member Staff. All senior member staff will be provided billeting on Ft McClellan at no cost. These accommodations consist of a barracks type living area. Senior members may secure lodging off post with the approval of the Encampment Commander; however, all costs associated with off-post lodging will be paid by the senior member. Senior members will pay for meals they eat in the Ft McClellan contract dining facility. The cost for breakfast is \$5.70; the cost for lunch is \$6.75; and the cost for dinner is \$6.75. Ft McClellan will renegotiate the food service contract before the start of encampment and meal prices may change. Senior members may be required to pay special activity fees during the encampment (for example, museum admission fee).
 - b. Cadet Staff. All cadet staff will pay the same fee that is charged to Basic Cadets. This fee will include all meals, billeting, clothing (t-shirts, staff hats), and special activity fees. The encampment fee for the 2010 AL/MS Encampment was \$175. The fee for the 2011 encampment will not exceed this amount and my goal is to limit the fee to \$150. The fee for this encampment will be announced in the encampment operations order.
7. Uniform.
- a. Senior Member Staff. The Battle Dress Uniform (BDU) is the uniform of the day for most encampment training activities. Senior members are recommended to bring two sets of BDUs. The Blue BDU (BBDU) is also authorized for senior members. The uniform for chapel service and graduation is the USAF-style service uniform with short-sleeve light blue blouse/shirt. In lieu of the USAF-style uniform, senior members may wear the CAP

distinctive uniform with Aviator shirt and gray trousers/slacks/skirt. Senior members that participate in physical fitness training with Basic Cadets will wear a PT uniform consisting of navy blue shorts and ash gray t-shirt. Senior staff members will be issued distinctive headgear to wear with the BDU/BBDU and PT uniforms. Senior staff members performing duties that do not directly interface with cadets may wear the CAP polo shirt uniform (for example, logistics officer coordinating with Ft McClellan staff). All senior member staff will maintain a high standard of personal appearance to include grooming (haircut), boot/shoe shine, and cleanliness of uniform.

- b. Cadet Staff. Cadet staff members will wear the uniform of the day prescribed for Basic Cadets (this will include BDU, USAF-style blue uniform, and PT uniform). Cadet staff members will be issued distinctive headgear to wear with the BDU and PT uniforms. All cadet staff will maintain a high standard of personal appearance to include grooming (haircut), boot/shoe shine, and cleanliness of uniform.
8. CAP Driver License. Senior staff members are not required to have a CAP driver license. However, senior members are highly encouraged to get a CAP driver license prior to encampment start date. All transportation at this encampment will be done by corporate vehicles (vans) and it will be helpful to have as many licensed drivers available as possible.
9. Staff Training and Evaluation Weekend. A Staff Training and Evaluation Weekend (STEW) is being planned. Information on this activity will be announced soon.
10. Operations Order and Basic Cadet Application. The encampment operations order that will include a basic cadet application packet is under development. These products will be published soon.



JOHN HALL, Lt Col, CAP
Encampment Commander

Attachments:

1. Annex A (Encampment Staff Positions)
2. Form 31A – Senior Member and Cadet Staff Application
3. Form 31C – Medical Information Form
4. Form 31D – Cadet Medication Form
5. Form 31E – Parental Consent for a Cadet to Fly in Military Aircraft

Distribution:

ALWG
MSWG

Appendix A (Encampment Staff Positions) to LOI (Staff Application for 2011 Alabama/Mississippi Wing Summer Encampment)

| 2011 AL/MS Wing Encampment Senior Member Staff Positons | |
|--|----------------------|
| Position Title | Number Needed |
| Encampment Commander | Filled |
| Deputy Commander | Filled |
| Commandant | Filled |
| Chief of Staff | 1 |
| Chief Tactical Officer | 1 |
| Tactical Officer (one tactical officer assigned to each cadet flight) | 4 |
| Training Officer | 1 |
| Administrative Officer | Filled |
| Public Affairs Officer | 1 |
| Chaplain | 1 |
| Medical Officer (MD or RN) | Filled |
| Assistant Medical Officer (MD, RN, LPN, or EMT) | 1 |
| Logistics Officer | 1 |
| Supply Officer | 1 |
| Transportation Officer | 1 |
| Finance Officer | 1 |
| Aerospace Education Officer | 1 |
| Safety Officer | 1 |
| Communications Officer | 1 |
| Assistant Staff Officer | TBD |
| <p>Note: Some positions shown above may not be filled. The total number of senior member staff officers will depend on the number of applications received and billeting space available at for senior member staff at Ft McClellan.</p> | |

Appendix A (Encampment Staff Positions) to LOI (Staff Application for 2011 Alabama/Mississippi Wing Summer Encampment)

| 2011 AL/MS Wing Encampment Cadet Staff Positons | | |
|---|--------------------|---------------|
| Position Title | Minimum Grade | Number Needed |
| Executive Staff | | |
| Cadet Commander | C/Maj | 1 |
| Deputy Commander | C/Capt | 1 |
| Executive Officer | C/Capt | 1 |
| Command Chief Master Sergeant | C/CMSgt | 1 |
| Command Staff | | |
| Squadron Commander | C/Capt | 2 |
| Squadron Adjutant (Officer or NCO) | C/2nd Lt or C/MSgt | 2 |
| Squadron First Sergeant | C/MSgt | 2 |
| Flight Commander | C/2nd Lt | 4 |
| Senior Flight Sergeant | C/TSgt | 4 |
| Junior Flight Sergeant | C/SSgt | 4 |
| Support Staff | | |
| STANEVAL Officer | C/2nd Lt | 1 |
| Training Officer | C/2nd Lt | 1 |
| Training NCO | C/TSgt | 1 |
| Logistics Section OIC | C/2nd Lt | 1 |
| Logistics NCO | C/SSgt | TBD |
| Administrative Section OIC | C/2nd Lt | 1 |
| Administrative NCO | C/SSgt | TBD |
| Public Affairs Section OIC | C/2nd Lt | 1 |
| Public Affairs NCO | C/TSgt | TBD |
| Medical Officer or NCO | C/2nd Lt or C/TSgt | 1 |
| Safety Officer or NCO | C/2nd Lt or C/TSgt | 1 |
| <p>Note: Some positions shown above may not be filled. The total number of cadet staff officers will depend on the number of applications received and billeting space available for cadet staff at Ft McClellan.</p> | | |

Senior Member and Cadet Staff Application 2011 Alabama/Mississippi Wing Summer Encampment - Type or Print Legibly -

| | | | |
|--|---|---|---|
| Check One <input type="checkbox"/> Senior <input type="checkbox"/> Cadet | Name (Last, First, MI) | Grade (Rank) | CAP ID# |
| Address (Street, City, State, Zip) | | | Home Phone Number () |
| Height (Inches) | Weight (Pounds) | Religious Preference | Seniors Only: CAP Driver License <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Your Cell Phone Number () | | | Emergency Contact Number () |
| Check One <input type="checkbox"/> Male <input type="checkbox"/> Female | Check Adult T-Shirt Size <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large | | |
| Unit Charter (ex: SER-AL-119) | Unit Name (ex: Redstone Composite Squadron) | Last 4 of Social Security Number (For Official Use Only) | |
| Describe Any Dietary Restrictions | | Your E-mail Address | |
| Cadets Only: Check Physical Fitness Category <input type="checkbox"/> 1: Unrestricted (may participate in all activities of cadet physical fitness program) <input type="checkbox"/> 2: Temporarily Restricted (restricted due to temporary condition or injury) <input type="checkbox"/> 3: Partially Restricted (permanently restricted from a portion of physical fitness program) <input type="checkbox"/> 4: Indefinitely Restricted (permanently restricted from entire physical fitness program) | | | Cadets Only: Date of Birth |
| | | | Cadets Only: Your Age on 24 Jun 2011 |
| Signature of Applicant | | | Date |
| Squadron Approval: Signature of Squadron Commander or Deputy Commander | | | Date |
| Commander Remarks: | | | |
| For Cadet Applicants Under 18 Years Old Only | | | |
| The above named cadet is hereby granted permission to travel by military or CAP-USAF government contract aircraft for the purpose of participating in Civil Air Patrol's, the United States Air Force's, and/or Alabama/Mississippi Air National Guard's military orientation flights during the Alabama/Mississippi Encampment. | | | |
| Know all men by these presents whereby my child has applied for the encampment above, in consideration of the permission extended to my child by Civil Air Patrol through its officers and agents to participate in said encampment, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, and all its officers, agents, employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, which may account for any injury or illness to my child which may occur during the Alabama/Mississippi Encampment. In addition, by my signature below, I certify the applicant: | | | |
| [1] is my minor child or ward | | | |
| [2] has no history of injury or disease which might be affected by this activity except those noted on the Medical Information Form | | | |
| [3] will follow all rules, regulations, and directives as established by the Civil Air Patrol, the Encampment Commander, or other staff members. | | | |
| For failure to adhere to the above mentioned rules, regulations, and directives, my child may be sent home at the discretion of the Encampment Commander at my expense. I understand that I am responsible for transportation arrangement to and from the encampment. By signing this application, I hereby express my agreement with the attached Letter of Instruction. | | | |
| Signature of Parent or Guardian | | Date | Do Not Write in this Space For Encampment Use Only |
| Printed Name of Parent or Guardian | | | |
| Form 31A – AL/MS_Encampment_Staff Updated 31 Mar 2011 | | For Official Use Only | |

Name (Last, First, MI)

CAP ID#

Four Most Recent Staff Positions You Held at a CAP Encampment (enter "None" if you have never served on encampment staff)

Encampment Name

Year

Staff Position

1.

2.

3.

4.

Identify in Order Four Staff Positions You Would Like to Serve in the 2011 AL/MS Wing Encampment

1.

2.

3.

4.

For Cadet Applicants Only

In the space below, describe your personal goals for serving in this encampment. What do you want learn and what skills do you want to develop as a staff member? For those applying for Executive or Command Staff positions, how will make this a rewarding experience for the basic cadets? For those applying for Support Staff positions, how will you contribute to the successful operation of the encampment? You may attach one typewritten page to this application to complete your comments.

Medical Information Form
2011 Alabama/Mississippi Wing Summer Encampment
 - Type or Print Legibly -

Section 1: Medical Information – To be completed by all encampment applicants

| | | | |
|--|------------------------|--------------|------------------------------------|
| Check One <input type="checkbox"/> Senior <input type="checkbox"/> Cadet | Name (Last, First, MI) | Grade (Rank) | CAP ID# |
| Height (Inches) | Weight (Pounds) | Age | Unit Charter |
| | | | Home Phone Number () |
| Describe Any Dietary Restrictions | | | Emergency Contact Number () |

| | |
|--|--------------------------|
| Physician Information (Required) | Name: |
| | Address: |
| | Telephone Number: () |

| | |
|------------------|---|
| Allergies | I have known allergies to medications: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | I have other known allergies (food, plants, etc.): <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | List All Known Allergies Below (meds, food, plants, other environmental substances) |
| | |
| | |

Section 2: Cadet Fitness Information – To be completed by cadet applicants only

Check Physical Fitness Category

1: Unrestricted (may participate in all activities of cadet physical fitness program)

2: Temporarily Restricted (restricted from a portion or entire cadet physical fitness program due to temporary condition or injury)

3: Partially Restricted (permanently restricted from a portion of the cadet physical fitness program)

4: Indefinitely Restricted (permanently restricted from the entire cadet physical fitness program)

For a Cadet in Physical Fitness Category 2, 3, or 4: Describe restrictions and limitations on participation in physical activities.

Section 3: Certification – To be completed by all encampment applicants

| | | |
|--|------------------------------|---|
| The above medical information is accurate to the best of my knowledge. Signature of Applicant | Date | Do Not Write in this Space For Encampment Use Only |
| For Cadet Applicants under 18 Years Old: Signature of Parent or Guardian attesting to accuracy of medical information | Date | |
| Printed Name of Parent or Guardian | | |
| Form 31C – AL/MS_Encampment_Medical Updated 31 Mar 2011 | For Official Use Only | |

Cadet Medication Form

2011 Alabama/Mississippi Wing Summer Encampment

- Type or Print Legibly -

Purpose: This form is used by the parent or guardian of a cadet encampment participant under 18 years old to authorize the Encampment Medical Officer to provide prescription and over-the-counter medications to their child during the encampment. **This form is required for all cadets under 18 years old.**

Section 1: Cadet Identification

| | | |
|------------------------|--------------|---------|
| Name (Last, First, MI) | Grade (Rank) | CAP ID# |
|------------------------|--------------|---------|

Section 2: Prescription Medications

I request that the Encampment Medical Officer give to my child as identified in Section 1 the following medication(s) as ordered by his/her physician (list all prescription medications below):

| MEDICATIONS | DOSAGE | WHEN TAKEN | REASON FOR TAKING |
|------------------------------|----------------|------------------|-------------------|
| <i>Ex: Albuterol inhaler</i> | <i>2 puffs</i> | <i>As needed</i> | <i>asthma</i> |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Notes:

1. The cadet's physician may be contacted for clarification regarding medications/treatments.
2. All medications must be sent in ORIGINAL CONTAINERS with pharmacy label or they cannot be given.
3. Injectable medications, such as insulin and epinephrine, must have accompanying written physician's order.
4. Controlled substances must be dropped off and picked up by an adult.
5. It is the cadet's responsibility to report to the Medical Officer for meds/treatments at the appropriate times.

Section 3: Over-the-Counter Medications

Below is a list of over-the-counter medications that will available at encampment. These medications will be controlled and dispensed as the Encampment Medical Officer finds it to be indicated and necessary. Please check the box beside the name of the medicine that you **do not** want given to your child.

| | | | |
|--|--|--|---|
| <input type="checkbox"/> Tylenol Pain relief/fever reducer | <input type="checkbox"/> Aleve Pain relief | <input type="checkbox"/> Motrin Pain relief/fever reducer | <input type="checkbox"/> Mylanta Upset stomach |
| <input type="checkbox"/> Sudafed Sinus congestion | <input type="checkbox"/> Imodium Diarrhea | <input type="checkbox"/> Dramamine Nausea/vomiting | <input type="checkbox"/> 1% Hydrocortisone Anti-itch cream |
| <input type="checkbox"/> Lanacaine Ointment Pain relief cream | <input type="checkbox"/> Triple Antibiotic Oint. Infection prevention | <input type="checkbox"/> Neosynephrine Nasal congestion | <input type="checkbox"/> Afrin Nasal congestion |
| <input type="checkbox"/> Benedryl Allergies/reaction | <input type="checkbox"/> Tums Upset stomach | <input type="checkbox"/> Dimetapp Chest congestion/cough | <input type="checkbox"/> Excedrine Migraine Severe headaches |

Section 4: Parent / Guardian Certification

1. The Encampment Medical Officer may dispense prescription medications to my child as described in Section 2. Medications will be delivered to encampment as described in the Section 2 Notes. My child will report to the Medical Officer as needed to receive prescription medications.
2. The Encampment Medical Officer may dispense over-the-counter medications listed in Section 3 to my child except those that I have checked.

**Do Not Write in this Space
For Encampment Use Only**

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

Telephone Number

**Parental Consent for a Cadet to Fly in Military Aircraft
2011 Alabama/Mississippi Wing Summer Encampment
- Type or Print Legibly -**

Purpose: In accordance with CAP Regulation 76-1, dated 15 May 1997, written parental approval is required for CAP cadets under 18 years of age before they will be permitted to fly on military/CAP-USAF government contract aircraft. This form is used by the parent or guardian of a cadet encampment participant under 18 years old to authorize their child to fly on military/CAP-USAF aircraft during the encampment. **This form is required for all cadets under 18 years old.**

Parental Consent Statement

| | | |
|------------------------------|--------------|---------|
| Cadet Name (Last, First, MI) | Grade (Rank) | CAP ID# |
|------------------------------|--------------|---------|

1. I am the parent or legal guardian of the above named cadet and he/she is hereby granted permission to travel by military or CAP-USAF government contract aircraft for the purpose of participating in the Civil Air Patrol's Alabama/Mississippi Wing Encampment during the period 24 June – 2 July 2011.
2. I understand that military aircraft and facilities are provided at the convenience of the military and that my dependent may be required to defray cost of commercial transportation to or from activity location or quarters.

Signature of Parent of Legal Guardian

Typed or Printed Name of Parent of Legal Guardian

| | | |
|--|------------------------------|--|
| Form 31E – AL/MS_Encampment_Consent Updated 31 Mar 2011 | For Official Use Only | |
|--|------------------------------|--|