



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

15 April 2011

MEMORANDUM FOR: All 2011 AL/MS Wing Summer Encampment Participants

FROM: Encampment Commander

SUBJECT: Operations Order and Basic Cadet Application, 2011 AL/MS Wing Summer Encampment

1. Mission. The Alabama and Mississippi Wings of the Civil Air Patrol will jointly conduct a cadet summer encampment at Ft McClellan in Anniston, AL from 24 June – 2 July 2011. Staff members will report to Ft McClellan on 24 June 2011 for encampment preparation. Basic cadets will report on 25 June 2011. Graduation will be conducted on 2 July 2011.

2. Command.

- | | |
|-------------------------|------------------------|
| a. Encampment Commander | Lt Col John Hall, ALWG |
| b. Deputy Commander | Maj Scott Howard, MSWG |
| c. Commandant of Cadets | Capt Sam Ogilvie, ALWG |
| d. Chief of Staff | TBD |
| e. Cadet Commander | TBD |

3. Execution.

a. Commander's Intent. My goal for this encampment is to provide a high quality training activity for the basic cadets that will benefit them throughout their CAP careers. Encampment is a demanding activity where basic cadets will learn how to overcome challenges and succeed. They will establish a spirit of teamwork, develop effective time management skills, and enhance their cadet knowledge so they can become the future cadet leaders in their home squadrons. While achieving these commendable objectives, the basic cadets will have a fun and positive experience at encampment.

The encampment's primary focus is on training basic cadets. However, cadet staff members will learn more from this activity than most basic cadets. Encampment will be an intense hands-on leadership laboratory for the cadet staff. Their leadership and management skills will be tested daily as they plan and execute the encampment training program and provide essential support services. Cadet staff will establish a positive command climate where they will practice how to inspire and motivate basic cadets to achieve high standards of performance. They will develop skills needed to excel as senior cadet leaders in their home squadrons and at wing and national level CAP activities. The cadet staff will also have a fun and rewarding experience at encampment.

b. Basic Cadet Eligibility.

(1) Membership. To be eligible to attend the encampment as a basic cadet, the applicant must be a current CAP member. A cadet's membership cannot lapse during the encampment; therefore, a cadet should renew his/her membership prior to attending encampment if needed.

(2) Training Requirements. All basic cadet applicants will complete Achievement 1 (Curry Award) before attending encampment. Basic cadet applicants will also complete Operations Security (OPSEC) training and the Introduction to CAP Safety for New Members Course prior to the start of encampment. Both the OPSEC and Safety courses can be completed on the CAP website. Basic cadet applicants that are at least 18 years old on 25 Jun 2011 will complete Cadet Protection Program Training (CPPT) prior to the start of encampment. Completion of these training requirements must be shown in the applicant's Member Search Report on eServices. Applicants arriving at Ft McClellan without having completed these training requirements will not be allowed to participate in the encampment.

c. Application for Encampment.

(1) Basic Cadets. **The deadline for submission of a basic cadet application packet to include activity fee and all required forms is 6 June 2011.** Attachment 3 provides instructions on how to submit a basic cadet application packet. Applicants that fail to pay the activity fee or submit all required application forms will not be allowed to participate in the encampment.

The activity fee for the 2011 AL/MS Wing Summer Encampment is \$160 for applications postmarked on or before 31 May 2011. The fee for applications postmarked on or after 1 June 2011 is \$180. This fee covers the cost of the cadet's room, food, training materials, encampment t-shirt, and special activities for the duration of the encampment.

Cadets selected to attend encampment as a basic cadet will be informed via email from the encampment chain of command. This email will identify any missing items or improperly completed forms in the application packet. Common mistakes include failure to submit all required forms and failure to get required signatures on the forms. The status of basic cadet application packets will be posted on the encampment website.

The number of basic cadet positions is limited. Cadets are encouraged to apply early to enhance their chance of attending encampment. Priority for filling basic cadet positions are: (a) cadets in the Alabama and Mississippi Wings that have not completed an encampment as a basic cadet, (b) cadets from other wings that have not completed an encampment as a basic cadet, and (c) all other cadets that have completed an encampment and desire to attend this encampment as a basic cadet.

(2) Cadet Staff. **The deadline for submission of a cadet staff application packet is 15 April 2011.** Cadets applying for encampment staff positions will follow directions in the Letter of Instruction, Staff Application for 2011 Alabama/Mississippi Wing Summer Encampment, dated 2 Apr 2011. This LOI is available on the Alabama and Mississippi Wing websites. Cadets selected to fill staff positions will be informed via email from the encampment chain of command.

The activity fee for cadet staff members is \$160. Cadet staff members will submit this activity fee as directed by the encampment chain of command. Cadet staff members that fail to pay the activity fee or submit all required application forms will not be allowed to participate in the encampment.

(3) Senior Member Staff. **The deadline for submission of a senior member staff application packet is 31 May 2011.** Senior members applying for encampment staff positions will follow directions in the Letter of Instruction, Staff Application for 2011 Alabama/Mississippi Wing Summer Encampment, dated 2 Apr 2011. This LOI is available on the Alabama and Mississippi Wing websites. Senior members selected to fill staff positions will be informed via email from the encampment chain of command. Senior staff members that fail to submit all required application forms will not be allowed to participate in the encampment.

d. Arrival at Encampment.

(1) Encampment Staff. **Staff members will report to encampment at Ft McClellan between 1300 hours and 1500 hours on Friday, 24 June 2011.** Civilian attire is the uniform of the day on 24 June 2011. Staff members will eat lunch prior to reporting. The first meal that staff will eat during encampment is dinner on Friday evening. Additional guidance will be published by the encampment chain of command on actions that will be completed by the staff on 24 June 2011.

Directions. From McClellan Blvd (Hwy 21), enter Galloway Gate and proceed to Bldg 1211. After entering Galloway Gate, turn left on Patriot Road, turn left on Hanna Avenue, and then turn right on Stacey Road. Building 1211 is located on the right (South) side of Stacey Road. Park corporate vehicles and POVs in the large parking lot across the road from Bldg 1211 (North side of Stacey Road). A map of Ft McClellan will be posted on the encampment website.

Some staff members may have scheduling conflicts that will cause late arrival. These staff members will coordinate with the Chief of Staff about their late arrival no later than 20 June 2011. Staff members unable to arrive on 24 June are required to arrive no later than 0800 hours on 25 June 2011 in duty uniform. This is a firm arrival time because all staff members must attend the Required Staff Training (RST) class on Saturday morning and make final preparations for in-processing the basic cadets.

(2) Basic Cadets. **Basic cadets will report to encampment at Ft McClellan between 1200 hours and 1500 hours on Saturday, 25 June 2011.** Basic cadets will arrive at Ft McClellan wearing the Battle Dress Uniform (BDU). Basic cadets will eat lunch prior to reporting. The first meal that basic cadets will eat during encampment will be dinner on Saturday evening.

Directions. From McClellan Blvd (Hwy 21), enter Galloway Gate. An encampment staff member will be located in the vicinity of Galloway Gate to assist you check through security and direct you to the in-processing point. Encampment in-processing will be conducted in Building 1211. After entering Galloway Gate, turn left on Patriot Road, turn left on Hanna Avenue, and then turn right on Stacey Road. Building 1211 is located on the right (South) side of Stacey Road. Park in the large parking lot across the road from Bldg 1211 (North side of Stacey Road). A map of Ft McClellan will be posted on the encampment website.

There is a covered pavilion in the parking lot directly across the road from Bldg 1211. Basic cadets will carry their baggage to the pavilion and report to encampment staff members located there. Family members will receive important information at the pavilion to include encampment telephone numbers and updated information on Graduation location and time (this information will also be posted on the encampment website). Family members will leave their cadet at the pavilion and then exit Ft McClellan through Galloway Gate. Encampment staff will escort basic cadets to Bldg 1211 to complete in-processing.

Late arrival dates/times for basic cadets will only be authorized for circumstances beyond the control of the cadet. Conflict with other summer activities is generally not a reason to approve

late arrivals. Missed training due to late arrival can cause a cadet to not receive credit for encampment participation. Each cadet must complete at least 80% of the encampment curriculum to receive credit for encampment participation. Cadets will contact the Commandant of Cadets or the Encampment Commander to request late arrival as soon as possible after learning about circumstances that necessitate late arrival.

e. Departure from Encampment. Encampment graduation will occur on or about 1130 hours on Saturday, 2 July 2011 at the Ft McClellan Chapel followed by a cadet pass-in-review on the Ft McClellan Parade Field. Graduation details will be provided to family members at the time of basic cadet in-processing (this information will be posted on the encampment website).

(1) Departure of Basic Cadets. Following graduation and the pass-in-review, basic cadets will be transported back to Bldg 1211 to complete final out-processing, change into civilian clothes, and retrieve baggage. Family members are requested to drive to Bldg 1211 and park in the lot across the road from Bldg 1211 and wait for their cadet while he/she completes out-processing activities. After basic cadets have completed all out-processing events, they will be dismissed from encampment. At this time, they will carry their baggage to the parking lot and meet family members or other arranged transportation. Basic cadets will then exit Ft McClellan through Galloway Gate.

(2) Departure of Encampment Staff. Encampment staff will not be released until all facilities have been cleared and accepted back by Ft McClellan staff. At past encampments, it has taken approximately two to three hours to clear the post after dismissal of the basic cadets. When facilities have been cleared, the Chief of Staff will dismiss staff members from the encampment for return home.

(3) Early Departure Dates/Times. As with late arrivals, early departures from encampment will only be authorized for circumstances beyond the control of the cadet. Conflict with other summer activities is generally not a reason to approve early departures. Missed training due to early departure can cause a cadet to not receive credit for encampment participation. Each cadet must complete at least 80% of the encampment curriculum to receive credit for encampment participation. Cadets will contact the Commandant of Cadets or the Encampment Commander to request early departure as soon as possible after learning about circumstances that necessitate early departure.

f. Activity Execution and Encampment Curriculum.

(1) Activity Execution. The Encampment Commander will ensure the encampment is conducted in accordance with Chapter 9 (Encampments) to CAP Regulation 52-16 (Cadet Program Management), dated 1 Feb 2011. The Encampment Commander will appoint a cadre of senior member and cadet staff members needed to provide training, support services, and financial management required to conduct an effective and successful encampment.

(2) Encampment Curriculum. The Encampment Training Officer will develop a curriculum and training schedule for this encampment that satisfies all CAP training requirements found at http://capmembers.com/cadet_programs/activities/encampments.cfm. A summary of CAP encampment curriculum requirements follows:

(a) Air Force Fundamentals (10 hours). Topics will include Structure & Mission of the United States Air Force; Aerospace Power; and Aerospace Heritage.

(b) Civil Air Patrol Fundamentals (10 hours). Topics will include Emergency Services; Aerospace Education; and the Cadet Program.

(c) Leadership and the Cadet Ethic (16 hours). Topics will include Moral Leadership; Physical Fitness; Drill & Ceremonies; and Critical Thinking.

(d) Aerospace Career Exploration (4 hours). Topics will include Career Opportunities and Career Requirements & Counseling.

The cadet staff in coordination with the Commandant of Cadets and the Training Officer will develop innovative and exciting training events that will both satisfy these curriculum requirements and provide the basic cadets with a memorable and rewarding encampment experience.

(3) Command Climate. Leadership and support staff for this encampment will develop, instill, and use a positive and supportive command climate. This type of command climate recognizes that the role of the staff is to inspire, motivate, teach, and coach basic cadets so they will become *excellent* cadets that one day will assume important leadership roles in their home squadrons. A positive command climate requires that each staff member truly embrace the CAP core values of *Respect* and *Excellence*. Establishment of a positive command climate will start with the Encampment Commander and will be supported by all subordinate staff members. The command climate will be a key element of training during Staff Training & Evaluation Weekend (STEW) and Required Staff Training (RST). The command climate will be routinely emphasized with the staff during the execution of the encampment.

At no time will any staff member engage in the hazing of a basic cadet or a junior staff member. A Department of Defense definition of hazing is, "Any conduct whereby someone causes another to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful." When operating in a positive command climate, there is no place for using physical exercise as punishment, using humiliating and degrading language toward a subordinate, or causing a subordinate to engage in harmful or dangerous activities as punishment or for the enjoyment of senior personnel. Bottom line: Any staff member found to be hazing or tolerating hazing will be immediately fired and sent home. Further disciplinary action will be initiated as their squadron commander or wing commander should direct.

The use of a positive command climate does not lessen the challenges and stress that will be experienced by basic cadets. Basic cadets will be highly challenged because they will be required to learn a large volume of cadet knowledge, perform tasks to exacting standards and within very limited time constraints, perform physical tasks outside their perceived comfort zone for safety, and work as a team with strangers in a very intense and demanding environment. These challenges will cause most basic cadets to experience greater stress than they ever have in their lives. The job of the encampment staff is to coach the basic cadets so they can cope with their stress, successfully attack the challenges, and succeed in accomplishing their mission.

(4) Safety. The Encampment Commander, as well as all staff members and basic cadets, will make the safe execution of this encampment a top priority. The Encampment Commander will appoint a Senior Member Safety Officer and Cadet Safety Officer/NCO. These staff officers will take proactive measures to promote a culture of safety that guides the planning and execution of every encampment activity. They will also give a safety briefing to the encampment each day. They will perform deliberate Operational Risk Management (ORM) analyses for all major training activities so as to identify hazards and help develop control measures to reduce the risk of a mishap. Junior leaders will continuously perform hasty ORM analyses while executing the training schedule so as to identify and reduce any unanticipated hazards. The staff will pay close attention to preventing mishaps and injuries due to the following: (1) Heat Injuries; (2) Severe Weather; and (3) Vehicle Accidents.

4. Logistics and Administrative Services.

a. Transportation.

(1) The Encampment Transportation Officer will develop a comprehensive transportation plan to satisfy all training and service support requirements.

(2) **Transportation to and from the encampment site is the member's personal responsibility.** Units may arrange for common transportation. Contact your unit commander for details.

(3) **Cadets who drive Privately Owned Vehicles (POVs) to encampment will not operate their POV while at the encampment.** Upon arrival, cadets will turn-in all car keys to the Transportation Officer, who will return the keys when cadets are dismissed from the encampment.

(4) The primary transportation resource that will be used during this encampment will be corporate vehicles (vans) supplied by the squadrons. **Members driving corporate vehicles to Ft McClellan that will remain on post to support the encampment will turn in keys and log books to the Transportation Officer upon arrival.** The Transportation Officer will maintain positive control of all corporate vehicles and limit the number of vehicles that are dispatched on support missions. This is done as a safety measure and as a means to minimize the consumption of gasoline. The Transportation Officer will designate a limited number of corporate vehicles for use as a duty vehicle and will cause these vehicles to be inspected at the beginning of each duty day. The primary mission of the duty vehicle will be to transport water to the training sites, support the laundry detail, perform coordination with Ft McClellan staff, and support other administrative and logistics services as required.

b. Communications.

(1) Official Communications. The Encampment Communications Officer will develop a comprehensive communications plan to satisfy all training and service support requirements. This will include HF/VHF radio (to include required assets, call signs, net protocols, etc.), official mail on site, telephones, and internet access as necessary and available.

(2) Emergency Contact Information. The Communications Officer will test the encampment emergency contact numbers on 24 June 2011 and ensure that correct emergency contact information is provided to families during basic cadet arrival and posted on the encampment website.

(3) Telephone Communications. The Communications will develop and publish a directory of telephone numbers in offices occupied by encampment staff. This directory will be provided to all staff members and forwarded to ALWG and MSWG headquarters.

Basic cadets will not bring cell phones to encampment. If a basic cadet does bring a cell phone to encampment, it will be confiscated during in-processing and returned after graduation. Telephones will not be available to basic cadets for routine use during the encampment. Telephone calls involving basic cadets will require approval by the Commandant of Cadets.

(4) Encampment Webpage. The encampment webpage is at www.almencampment.com. Prior to encampment, this will be the primary means to post updates to this operations order and disseminate other important information. Encampment staff and basic cadets are encouraged to view this page regularly. During the encampment, the Public Affairs staff will post daily newsletters and photographs that describe training activities. Parents and friends are encouraged to view this page during encampment.

(5) Mail. Regular mail service will not be available to any encampment participant while at Ft McClellan.

c. Facilities. The encampment will occupy the following facilities at Ft McClellan:

(1) Building 1211. This is the main encampment building. It contains barracks space for male senior member staff, male cadet staff, female cadet staff, male basic cadets, and female basic cadets. Building 1211 also includes a classroom, cadet staff orderly room, and medical office (sick bay).

(2) Building 1222. This is the encampment headquarters building. It contains offices for senior member and cadet executive staff and other selected staff sections.

(3) Building 1321. This building is used to billet female senior member staff.

(4) Building 1322. This is the laundry for use by the encampment.

d. Billeting. All cadets will be housed in open-bay style barracks in Bldg 1211 for the duration of the encampment. Residents in Bldg 1211 will use designated male and female communal latrines and shower facilities. All cadets are required to take a shower each day while at encampment. Bottom line: Cadets will live in an environment with little privacy – this will be a new experience for some.

e. Mess. Encampment personnel will eat most meals at the Ft McClellan contract dining facility. Dining facility procedures will be developed by the cadet staff in coordination with the Commandant of Cadets. The activity fee paid by all cadets includes the cost of all meals consumed at Encampment. Senior members on staff will pay for each meal consumed in the dining facility.

f. Medical Support.

(1) The Encampment Medical Officer will develop a comprehensive medical plan to support all training events. The Medical Officer will coordinate with Ft McClellan medical staff about procedures to secure higher-level medical support if needed.

(2) The Encampment Medical Officer will interview each basic cadet during in-processing. Entries on the cadet's Medical Information Form (Form 31C) and Cadet Medication Form (Form 31D) will be reviewed. During this interview, cadets will give any prescription medications brought to encampment to the Medical Officer. **It is the responsibility of the cadet to report to the Medical Officer to receive medications as prescribed.**

g. Chaplain Support. The Encampment Chaplain is an important member of the staff. He will conduct character development classes in support of the encampment curriculum, provide counseling services, and minister to the spiritual needs of the encampment participants. The Encampment participants will have the opportunity to attend Protestant and Catholic chapel on Sunday, 26 June 2011. Cadets of other faiths can request chapel service when they interview with the Chaplain during in-processing.

h. Laundry Support.

(1) The Encampment Logistics Officer will develop a laundry support plan for the encampment. Cadet staff members will provide laundry services for the encampment. Each basic cadet flight should be provided laundry services at least twice during the encampment.

(2) Basic cadets must mark all clothing and their laundry bags. They must also bring laundry detergent as requested on the packing list. This will permit encampment laundry services to operate efficiently in support of all encampment participants.

5. Basic Cadet Equipment. The 2011 AL/MS Summer Encampment Packing List is at Attachment 2. This is a list of all personal equipment that basic cadets should bring to encampment. All equipment on this list will be used; therefore, it is imperative that each basic cadet have each item listed. Items listed as optional may be brought at the discretion of the cadet. Cadets should pack so they can carry all personal equipment by themselves.

During in-processing, basic cadets will lay out all personal equipment for inspection by Encampment Tactical Officers. This is done to identify any equipment shortcomings and to identify any contraband. **Do not bring any items that are not listed.** Contraband items will be confiscated from the cadet and secured for the duration of the encampment. These items will be returned to the cadet during out-processing.

6. Individual Preparation for Encampment.

a. Physical Conditioning. During the week of encampment, you can expect to experience high temperatures and high humidity at Ft McClellan, AL. Most training activities will be conducted outside; therefore, encampment participants must prepare themselves to perform highly strenuous and physically demanding activities in this environment. For at least a month prior to encampment, participants are encouraged to engage in an intense physical conditioning program consisting of calisthenics and running. This will help prepare you for the climate and rigors of encampment. During the week prior to encampment, drink plenty of water and refrain from drinking soda. During encampment, you will be constantly reminded to drink water to prevent dehydration. Drinking water and electrolyte drink (sports drink) will be available at all training sites.

b. Boots. Cadets will wear boots for most of the training day and will probably march and walk several miles each day in their boots. Blisters are the most common medical problem experienced at encampment. We cannot stress enough that cadets need to bring well broken-in boots to encampment.

Many junior cadets believe they have broken-in boots because they do not get blisters while wearing boots to CAP meetings. CAP meetings do not adequately break in your boots or give you the experience of wearing your boots many hours and walking for long distances as you will do every day at encampment.

Encampment participants should work hard to break-in their boots and condition their feet for the rigors of encampment. Start by wearing your boots for a few hours at home and then build up to longer times. Do some chores while wearing boots (for example, mow the grass or walk the dog). Also learn how to care for your feet in hot weather to include changing socks frequently and using foot powder.

c. Cadet Training. All basic cadets are required to complete Achievement 1 (Curry Award) before attending encampment. As a minimum, ensure that you have mastered Achievement 1 skills to include cadet knowledge, wear of the uniform, and drill and ceremonies. Your squadron should help you prepare for encampment (see next section).

7. Squadron Preparation of Basic Cadets for Encampment. Squadrons are responsible for preparing their cadets for encampment. All basic cadets are required to have completed Achievement 1 (Curry Award) and have attained basic skills related to cadet knowledge, wear of the uniform, and drill and ceremonies. We request that squadrons provide instruction on the following topics in preparation for encampment:

- Cadet knowledge required for Achievement 1 (Curry Award). Basic cadets that have advanced past Achievement 1 should know cadet knowledge commensurate with their grade.

- CAP customs and courtesies.
- Proper wear of the CAP uniform (USAF blue uniform and BDU). Inspect each cadet's uniforms to ensure that all patches and insignia are present and worn correctly.
- Basic drill and ceremonies (individual and element level drill).
- Personal hygiene and self care. Emphasize personal hygiene challenges in high heat and humidity. Stress the need to drink water in this environment.
- Discuss what homesickness is for cadets who have never been away from home. Identify resources available at the encampment to help homesick cadets to include the Chaplain, TAC Officers, and other squadron members.
- Discuss what it is like to live with little privacy in an open-bay barracks.

8. Conduct. All encampment participants will maintain a professional level of conduct becoming of Civil Air Patrol members. The Cadet Honor Code and CAP Core Values will be strictly enforced. Members posing disciplinary problems will be dealt with swiftly and may be sent home, at the expense of the member or their parents, as directed by the Encampment Commander.

According to CAP Regulations 52-16, encampment personnel that engage in the following actions will result in automatic dismissal from the encampment: gambling, stealing, hazing, smoking, or using alcoholic beverages.

9. Uniforms and Grooming Standards. All participants, both cadet and senior member alike, will be expected to meet regulatory uniform and grooming standards. Males will have their hair cut to meet CAP regulations, and females will have their hair either cut or secured neatly as per regulations (CAP Regulation 39-1).

JOHN HALL, Lt Col, CAP
Encampment Commander

Attachments:

1. Attachment 1 – Guide for Basic Cadets Preparing for Summer Encampment
2. Attachment 2 – 2011 Summer Encampment Packing List
3. Attachment 3 – Basic Cadet Application Process
4. Form 31B – Basic Cadet Application
5. Form 31C – Medical Information Form
6. Form 31D – Cadet Medication Form
7. Form 31E – Parental Consent for a Cadet to Fly in Military Aircraft

Distribution:

ALWG
MSWG

ATTACHMENT 1

GUIDE FOR BASIC CADETS PREPARING FOR SUMMER ENCAMPMENT

Encampment is not a typical summer camp. The staff conducts encampment in a military manner; it is fast-paced with very little free time. This may be a bit overwhelming for the first few days. Some cadets will respond to this better than others will, however, most adjust to the routine quickly.

WHAT IS AN ENCAMPMENT?

Encampment is a basic introduction to the military way of life and is an opportunity to experience leadership from both a follower and leader's point of view. Encampment is a unique training opportunity because of the weeklong "total immersion" concept that introduces cadets to a military environment at an active military installation. It is an excellent way to meet new cadets from throughout the Alabama and Mississippi Wings and help establish an *esprit de corps* among the "next generation" of cadet leaders.

WHO SHOULD ATTEND AN ENCAMPMENT?

Any cadet who is a **current** member of CAP and who **has not** previously attended an encampment should attend encampment at their first available opportunity. This is essential basic training and is especially important for all new cadets.

WHY SHOULD A CADET ATTEND AN ENCAMPMENT?

- It is a requirement to achieve the Billy Mitchell Award.
- It is required for most National and Wing-sponsored special activities.
- It provides an outstanding leadership and training forum for new cadets and cadet staff members.
- It provides an opportunity to meet cadets from other squadrons and begin lasting friendships.
- It provides an opportunity for cadets to learn about the military and to live like military personnel for a week.
- Encampment attendance during the first year as a cadet increases retention in CAP. Cadets attending encampment are almost twice as likely to renew membership after the first year.
- Encampment completion provides an opportunity for cadets to become staff members at subsequent encampments and many other activities!

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR AN ENCAMPMENT?

Cadets must have a current membership card, meet grooming standards at the beginning and throughout encampment, and have one complete USAF short-sleeve blue uniform **and** two BDU uniforms. Cadets must become a Cadet Airman (C/Amn) by completing Achievement 1 (Curry Award) and also completing other on-line training to include Operations Security (OPSEC), Introduction to CAP Safety for New Members, and Cadet Protection Program Training (cadets 18 years old and older only). Applicants must complete and submit an applicants packet described in this operations order.

HOW SHOULD A CADET PREPARE FOR ENCAMPMENT?

Some training is required at the cadet's home squadron to ensure that the cadet understands the basics of CAP customs and courtesies, the basics of CAP drill, and the basics of proper uniform wear. Encampment should not be a cadet's first exposure to these subjects. The cadet's home squadron commander has responsibility for this training. Although a cadet does not have to be in peak physical condition to attend encampment, a regular exercise program, to include running, will help them to prepare. **Uniform shoes and combat boots must be broken-in before encampment.** Each year, blisters are the most common injury at encampment and most are preventable by proper break-in of boots and shoes.

WHAT ITEMS SHOULD A CADET BRING TO AN ENCAMPMENT?

The Packing List in this operations order contains items that all cadets must bring as well as **prohibited items**. Items on the list are **required** unless specifically indicated as optional. Encampment senior staff members inspect each cadet's luggage as part of in-processing. **Encampment staff will confiscate prohibited items.** These items will be returned to the cadet during out-processing.

ATTACHMENT 2

2011 AL/MS Summer Encampment Packing List			
Item	Minimum Needed	Comments	Check when Packed
CAP Membership Card	1	CAP Membership must not expire during the encampment. Renew membership before arrival if needed.	<input type="checkbox"/>
Personal Medications	As needed	All medications are listed on Form 31D. Meds will be turned in to the Medical Officer.	<input type="checkbox"/>
Short Sleeve AF Blue Shirt	1	May bring two shirts if desired.	<input type="checkbox"/>
Insignia for AF Blue Shirt	1 set	Nametag, rank insignia, ribbons, badges.	
AF Blue Trousers / Blue Skirt	1	May bring two trousers/skirts if desired. Slacks are recommended for female cadets.	<input type="checkbox"/>
Flight Cap with Cap Device	1		<input type="checkbox"/>
AF Blue Belt and Buckle	1	Blue web belt and silver buckle and metal tip.	<input type="checkbox"/>
Black socks / hose	2 pair	Female cadets check CAPR 39-1 for acceptable hose color.	<input type="checkbox"/>
Black low quarter (dress) shoes	1 pair	Recommend patent leather shoes.	<input type="checkbox"/>
BDU Shirt	2	Name tapes, reverse flag, and wing patch must be worn. Use rank from AF Blue shirt.	<input type="checkbox"/>
BDU Trousers	2		<input type="checkbox"/>
BDU Cap	1	No special squadron hat and no USMC style hat.	<input type="checkbox"/>
BDU Belt and Buckle	1	Blue web belt and black buckle and metal tip.	
Boot Socks	7 pair	Black or Green	<input type="checkbox"/>
Boots, military style	1 pair	1. May bring two pair of boots if desired (the second pair of boots is OPTIONAL). 2. Boots will be polished and worn with trousers bloused. Boots must be broken in on first day of encampment.	<input type="checkbox"/>
Shoeshine Kit	1	Black shoe polish, shoeshine brush, toothbrush, shoeshine cloth (old t-shirt), cotton balls, etc.	<input type="checkbox"/>
Blousing Bands	1 pair	Optional	<input type="checkbox"/>
Athletic Shirt (T-Shirt)	3	Plain ash gray only. No inappropriate pictures or words. Official CAP athletic shirt OK.	<input type="checkbox"/>
Athletic Shorts	2	Plain Navy blue only. No inappropriate pictures or words. No baggies or excess length or shortness. Official CAP athletic shorts OK.	<input type="checkbox"/>
Athletic Socks (White)	7 pair		<input type="checkbox"/>
Athletic Shoes or Running Shoes	1 pair	1. Athletic shoes must be in good condition for running. No neon laces or flashing lights. 2. Recommend second pair of old athletic shoes that do not have to be in good condition. These shoes will be worn on Leadership Reaction Course and will get wet. This second pair of shoes is optional.	<input type="checkbox"/>
Shower shoes of flip-flops	1 pair		<input type="checkbox"/>
Washcloth	2		<input type="checkbox"/>
Hand Towel	1	White, 18 x 24 inches. This is not a washcloth or bath towel and will be used for another purpose.	<input type="checkbox"/>
Bath Towel	2		<input type="checkbox"/>
White T-Shirt (V-neck only)	3		<input type="checkbox"/>
Black T-Shirt (BDU)	4		<input type="checkbox"/>

Rain Gear	1	Raincoat or poncho. Black, green, or navy blue.	<input type="checkbox"/>
Clothes hangers	8	All must be the same style	<input type="checkbox"/>
Sleepwear	1	Most cadets sleep in athletic shorts and shirts	<input type="checkbox"/>
Underwear	8 sets	Females include at least two white sports bras for physical fitness training.	<input type="checkbox"/>
Chapstick and Sunscreen	1 each	Minimum SPF 15 sun block	<input type="checkbox"/>
Foot Powder	1 container		<input type="checkbox"/>
Moleskin	1 pack	For treating blisters. Purchase in pharmacy or drug store. No mole foam.	<input type="checkbox"/>
Personal Hygiene Items	1 kit	Include supplies for 10 days. Soap, shampoo, deodorant, toothbrush, toothpaste, dental floss, and shaving gear (if needed). Keep in shaving kit or zip-lock bag.	<input type="checkbox"/>
Hairpins, Rubber bands	As needed	Females only	<input type="checkbox"/>
Laundry bag	1	Mesh with drawstring. Name must be on bag.	<input type="checkbox"/>
Laundry detergent	3 loads	Small container with means to easily measure each load.	<input type="checkbox"/>
Sewing kit and travel iron	1 each		<input type="checkbox"/>
Combination Lock	1		<input type="checkbox"/>
3-Ring Binder w/ loose leaf paper	1	Name must be on binder.	<input type="checkbox"/>
Black Pen and Pencil	2 each	Recommend inexpensive mechanical pencils	<input type="checkbox"/>
Pocket-size Memo Book	1		<input type="checkbox"/>
12-inch Ruler	1	Standard plastic or wooden ruler	<input type="checkbox"/>
Flashlight w/ extra batteries	1		<input type="checkbox"/>
Civilian Attire	1 set	No baggy pants/shorts. No clothing with inappropriate pictures or words.	<input type="checkbox"/>
Indelible Ink Pens (Sharpie), Black and Silver	1 each	For marking light and dark clothing, other personal equipment.	<input type="checkbox"/>
Shirt Garters	As needed	Optional	<input type="checkbox"/>
Spending money (cash)	Maximum \$40	For museum tours to purchase souvenirs. Cadets may also get to visit Ft McClellan PX. Money will be locked up until needed.	<input type="checkbox"/>

→ LABEL ALL PERSONAL ITEMS WITH YOUR NAME AND CAP ID NUMBER ←
Mark dark-colored items with silver pen and light-colored items with black pen

→ DO NOT BRING ANY OF THE FOLLOWING ITEMS ←

- Weapons of any kind
- Knives of any kind
- Alcohol, tobacco, illicit drugs, pornography
- Personal reading material other than CAP materials
- Candy, gum, snacks, other food items
- Tape/CD/MP3 players, radios, or portable TVs
- Telephones, pagers, or other communications devices
- Personal computers, PDAs, handheld or Gameboy-type video games
- Expensive jewelry
- More than \$40 in cash
- Field gear to include backpacks, webgear, shovels, camelbacks, etc.

ATTACHMENT 3

BASIC CADET APPLICATION PROCEDURES

1. Basic cadets will complete an application packet as shown below. All required forms for the basic cadet application packet are on the following pages. The age of the cadet on the encampment reporting date of 25 June 2011 determines which packet should be submitted. **Applicants that fail to pay the activity fee or submit all required forms will not be allowed to participate in the encampment.**

**Basic Cadet
Application Packet
Cadets Under 18 Years Old**
Form 31B – Basic Cadet Application
Form 31C – Medical Info Form
Form 31D – Cadet Medication Form
Form 31E – Parental Consent Form
Activity Fee (Check or Money Order)

**Basic Cadet
Application Packet
Cadets 18 Years Old and Older**
Form 31B – Basic Cadet Application
Form 31C – Medical Info Form
Activity Fee (Check or Money Order)

2. Cadets will mail application packets to the Encampment Commander, Lt Col Hall. **The deadline for submission of a basic cadet application packet to include activity fee and all forms is 6 June 2011 (postmarked no later than this date).** Mail the application packet to:

Lt Col John Hall, CAP
306 High Coach Circle
Madison, AL 35758

Please do not use certified mail or postage that requires a signature at delivery.

3. Activity Fee. The activity fee for the 2011 AL/MS Wing Summer Encampment is \$160 for applications postmarked on or before 31 May 2011. The fee for applications postmarked on or after 1 June 2011 is \$180. The activity fee can be paid by a check or money order made out to:

Alabama Wing Civil Air Patrol (Encampment)

4. Refunds. Encampment is an activity in which many items must be paid up front and are non-refundable. As a result, there must be a fair refund policy in place for those cadets who find they must cancel their participation in the activity. This policy is outlined below:

Cadet requests Refund from Encampment Commander:	Refund Made:
2 weeks or more from encampment reporting date of 25 June 2011 (on or before 11 June 2011)	100% refund
1 – 2 weeks from encampment reporting date (between 12 June and 18 June 2011)	50% refund
Less than 1 week from encampment reporting date (on or after 19 June 2011)	0% refund

5. Confirmation. Cadets selected to attend encampment as a basic cadet will be informed via email from the encampment chain of command. The status of basic cadet application packets will also be posted on the encampment website.

Basic Cadet Application

2011 Alabama/Mississippi Wing Summer Encampment

- Type or Print Legibly -

Name (Last, First, MI)		Grade (Rank)	CAP ID#	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address (Street, City, State, Zip)			Home Phone Number ()	
Height (Inches)	Religious Preference	Have you successfully completed a previous encampment as a Basic Cadet? <input type="checkbox"/> No <input type="checkbox"/> Yes Year _____		Parent's Cell Phone Number ()
Weight (Pounds)				
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		Your E-mail Address		Emergency Contact Number ()
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			Date of Birth	Your Age on 25 Jun 2011

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)		Required Training Before Encampment a. Achievement 1 (Curry Award) b. OPSEC Training c. Intro CAP Safety for New Members d. CPPT (18 or older on 25 Jun 11)
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Signature of Applicant	Date
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Squadron Approval: Signature of Squadron Commander or Deputy Commander for Cadets	Date
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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 Encampment Operations Order.

Signature of Parent or Guardian	Date	Do Not Write in this Space For Encampment Use Only
Printed Name of Parent or Guardian		

Form 31B – AL/MS_Encampment_Basics Updated 31 Mar 2011	For Official Use Only
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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)	Physician's 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
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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#
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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

Form 31D – AL/MS_Encampment_CdtMeds
Updated 31 Mar 2011

For Official Use Only

**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#
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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 or Legal Guardian

Typed or Printed Name of Parent or Legal Guardian

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