



**HEADQUARTERS  
MISSISSIPPI WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
1635 AIRPORT DRIVE  
JACKSON, MS 39209-3402



February 20, 2012

MEMORANDUM FOR WIDEST DISSEMINATION

FROM: 2012 AL/MS SUMMER ENCAMPMENT

SUBJECT: Request for Staff Applications for the 2012 AL/MS Summer Encampment

I. **Purpose:** The Mississippi Wing Civil Air Patrol invites you to submit a staff application for the positions of the 2012 AL/MS Summer Encampment. A successful application and selection will result in a position on the cadet staff. This solicitation will remain open until March 31<sup>st</sup>, 2012 at 11:59pm. This Request for Applications is for all the positions of Cadet Staff, except those of the Encampment Commander, Encampment Deputy Commander, Commandant of Cadets, Chief of Staff, Cadet Commander, Cadet Deputy Commander, and Cadet Executive Officer.

II. **Qualifications (Cadets Only):** In order to be considered, a prospective cadet must meet the following minimum qualifications:

1. Cadets must be at least a C/SSgt.
2. Cadets must have successfully graduated from a previous encampment (not necessarily a past AL/MS encampment).
3. Cadets must have completed the Cadet Protection Course if they are over the age of 18.

III. **Complete Application:** In order to be considered, cadets must submit an application consisting of the following items:

1. Cover Letter – Please briefly address interest in desired positions and qualifications.
2. Resume – Please address not only CAP qualifications or achievements, but applicable non-CAP qualifications, achievements, or education.
3. Completed AL/MS Application (Form 31)

IV. **Responses:** Completed application packages should be directed to Maj Brian McGinley, Jr. via email at [brian.mcginley@mswg.cap.gov](mailto:brian.mcginley@mswg.cap.gov). Application packages can also be mailed to:

Maj Brian McGinley, Jr.  
15235 O'Neal Rd, Apt. 2o  
Gulfport, MS 39503

V. **Open Cadet Positions:** These are the cadet positions open by this solicitation and the number of positions available per position. The format will be: Open position (Number of Positions) Minimum Grade Preferred

1. 7<sup>th</sup> Cadet Training Group
  - a. Squadron Commander (2) C/Capt
  - b. Command Chief Master Sergeant (1) C/CMSgt
  - c. First Sergeant (2) C/MSgt
  - d. Flight Commander (4) C/2d Lt
  - e. Flight Sergeant (8) C/SSgt
2. 7<sup>th</sup> Cadet Training Support Squadron
  - a. Squadron Commander (1) C/Capt
  - b. Standardization and Evaluation (5) C/2d Lt
  - c. Training (2) C/1<sup>st</sup> Lt
  - d. Public Affairs (4) C/SSgt
  - e. Administration (4) C/SSgt
  - f. Transportation (2) C/SSgt
  - g. Logistics (6) C/SSgt
  - h. Communications (2) C/SSgt
  - i. Safety (1) C/SSgt
  - j. Medical (1) C/SSgt

VI. **Open Senior Positions:** These are the senior positions open by this solicitation and the number of positions available per position. There are no minimum grade requirements for Senior Staff. The only requirements are the completion of the Cadet Protection Policy and to have completed Level I of the Senior Development Program. The format will be: Open position (Number of Positions)

1. 7<sup>th</sup> Cadet Training Group
  - a. Chief Tactical Officer (1)
  - b. Tactical Officer (4)
2. 7<sup>th</sup> Cadet Training Support Squadron
  - a. Public Affairs Officer (1)
  - b. Administration Officer (1)
  - c. Transportation Officer (1)
  - d. Logistics Officer (1)
  - e. Communications Officer (1)
  - f. Finance Officer (1)
  - g. Safety Officer (1)
  - h. Chaplain (2)

- VII. **Staff Training Weekend:** There will be a Staff Training Weekend held on the 25<sup>th</sup> through 27<sup>th</sup> of May, 2012. The location is still to be determined. Attendance is required for anyone who is selected for Training Staff and highly encouraged for Support Staff. There will be useful information disseminated and there will be plenty of opportunity to become familiar with your fellow staff members for this year's encampment. Please take this requirement into consideration before applying.
- VIII. **Protests.** All protests can be directed to the author of the solicitation, the Commandant of Cadets. If an adequate resolution is not reached within 10 business days, it will be elevated to the Encampment Commander by the Commandant of Cadets. Positions are considered final by the start of the 2012 AL/MS Summer Encampment.

Responses must be received no later than the closing of the solicitation on March 31<sup>st</sup> at 11:59pm. Late applications will not be considered unless a need arises by the Encampment to fill positions or add positions as needed.

A handwritten signature in black ink, appearing to read "Brian McGinley, Jr.", written in a cursive style.

BRIAN MCGINLEY, JR, MAJOR, CAP  
COMMANDANT OF CADETS  
2012 AL/MS SUMMER ENCAMPMENT

Attachments:  
Attachment 1 – Form 31

## CADET APPLICATION FOR ALABAMA/MISSISSIPPI JOINT ENCAMPMENT

**–USE BLACK INK ONLY AND PRINT LEGIBLY–**

NAME:				CAP GRADE:		CAP ID #:			
Address: (include city, state and zip code):						HOME PHONE NUMBER: (    )			
HEIGHT (FEET, INCHES):		WEIGHT (LBS.):		RELIGIOUS PREFERENCE:		CELL PHONE OF PARENT (    )			
AGE:	DATE OF BIRTH:		GENDER (CIRCLE ONE):		SOCIAL SECURITY NUMBER (THIS NUMBER IS FOR CAP OFFICIAL USE ONLY):				
			MALE	FEMALE					
T-SHIRT SIZE (CIRCLE ONE):		S		M		L		XL	XXL
UNIT NAME AND CHARTER NUMBER (Example: GV Montgomery Composite Squadron SER-MS-102):									
ANY DIETARY RESTRICTIONS?				YOUR EMAIL ADDRESS:					
I AM APPLYING FOR (CIRCLE ONE):		CADET STAFF			CADET BASIC				

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 in the Medical Information section

[3] will follow all rules, regulations, and directives as established by the Civil Air Patrol, the Encampment Commander, or other staff members.

Failure to adhere to the above mentioned rules, regulations, and directives he/she 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 Operations Order.

SIGNATURE OF PARENT OR GUARDIAN:		DATE:		DO NOT WRITE IN THIS SPACE. FOR ENCAMPMENT USE ONLY.  
PRINTED NAME OF PARENT OR GUARDIAN:		DATE:		
SIGNATURE OF SQUADRON COMMANDER OR DEPUTY COMMANDER FOR CADETS:		DATE:		
<b>FOR OFFICIAL USE ONLY</b>		<b>SENIOR OFFICERS ARE NOT PERMITTED TO USE THIS FORM</b>		FORM 31\AM Updated: 16 DEC 2011

# ALABAMA/MISSISSIPPI ENCAMPMENT

## Medication Form

I request that the Encampment medical officer give to my cadet, \_\_\_\_\_ the following medication(s) as ordered by their physician.

[Please print legibly and list **all** prescription medications.]

MEDICATIONS	DOSAGE	WHEN TAKEN	REASON FOR TAKING
<i>SAMPLE: Albuterol inhaler</i>	<i>2 puffs</i>	<i>As needed</i>	<i>asthma</i>

- No Known Drug Allergies  (check if no allergies to medications)  
 No Other Known Allergies  (check if no allergies to other than medications)

ALLERGIES: (All meds, foods, plants, other environmental substances)	

Physician or Practitioner's Information
Name _____
Address _____
Telephone number _____
**ALL INFORMATION IS REQUIRED**

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

Signature of Parent or Guardian	Telephone
Parent or Guardian (print)	Date

# ALABAMA/MISSISSIPPI ENCAMPMENT Medication Form (supplement)

Below is a list of over-the-counter medications that will be available at encampment. These medications will be controlled and dispensed as the encampment medical officer finds it to be indicated and necessary. Please place a ✓ in the box beside the name of the medicine that you **do not** want given to your cadet.

Cadet's name:  
(Print or Type)

<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

I affirm that the above over-the-counter medication list has been reviewed, and all of the medications that I **do not** want my cadet to have has a check in the check box.

---

Signature of parent or guardian