



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

27 APRIL 2012

MEMORANDUM FOR ALL 2012 SUMMER ENCAMPMENT PERSONNEL

FROM: AL/MS ENCAMPMENT COMMANDER

SUBJECT: Operations Order – 2012 Alabama/Mississippi Wing Summer Encampment

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1. MISSION: The Alabama and Mississippi Wings of the Civil Air Patrol will jointly conduct a summer encampment at Columbus Air Force Base/Mississippi University for Women, Columbus, MS from 23-30 June 2012.

2. ENCAMPMENT COMMAND:

A. Commander – Major Scott Howard nilsinenumini@gmail.com

B. Deputy Commander – Lt Col John Hall john.hall.cap@gmail.com

C. Chief of Staff – Captain Andrew Hanes ahanes133@gmail.com

D. Commandant of Cadets – Major Brian McGinley Jr spatz1635@live.com

E. Cadet Commander – C/Maj Travis Dykes tjboxer10@yahoo.com

3. EXECUTION:

a. APPLICATION PROCESS. Early application is encouraged to reserve your spot. This year's activity cost will be \$210. This pays for room, food, transportation, training materials and equipment, t-shirts, awards, etc. for one week. Cadet basics and staff alike can register for the Encampment at <http://almsencampment.eventbrite.com/>. Also on the site are links to all required forms and a map to the MUW.

Because many encampment costs are paid out **up front** and non-refundable, a conditional refund policy exists:

2 weeks or more from start of activity	100% refund will be given
1-2 weeks from start of activity	50% refund will be given
Less than 1 week from start of activity	0% refund will be given

Senior officers supporting the activity will pay their own food and lodging costs as necessary. Money for billeting will be collected on the first day of the Encampment by the administration staff.

(1) **Basic Cadet Application Deadline** is 16 June 2012. Alabama and Mississippi Wing Members who have not yet completed an encampment will receive first priority, applications from repeat attendees and members from other wings will then be considered. All cadets attending this activity must have completed all requirements for their Curry Award (Achievement 1) prior to the start of Encampment. Basic cadet applicants over the age of 18 **must** complete CPPT and OPSEC training **prior** to the start of the activity (See training requirements below). Members who have not met these requirements will not be allowed to in-process the encampment.

(2) **Cadet Staff Applications.** No additional applications will be accepted for cadet staff positions at this time. Cadet staff applicants are required to complete the rest of the application package described below. Staff must complete the [Encampment Required Forms](#) and send them to the [Chief of Staff](#). His physical address is:

Andrew Hanes
23132 Doc McDuffie Rd.
Foley, AL 36561

(3) **Senior Member Staff Applications** will be accepted until 16 June 2012. Senior officers will use the Application for CAP Encampment or Special Activity [[CAPF 31](#)]. Members will be accepted for these positions based on the needs of the Encampment. Senior officers interested in a staff assignment should contact the [Chief of Staff](#) and identify those positions that you desire to serve. Senior member applicants must have completed Level I training requirements, including CPPT, OPSEC, and ORM (see training requirements below).

b. REQUIRED EDUCATION AND TRAINING.

STAFF: Final approval of all staff appointments lies with the Encampment Commander. NOTE: Cadet line and support staff will be trained at the Staff Training Weekend (STW) held at the Mississippi University for Women campus. STW will be held 25-27 May 2012.

ALL:

1. OPSEC: **ALL applicants**, regardless of age, rank, or status, are required to complete Operations Security (OPSEC) training online. Completion of OPSEC will be shown in each applicant's Member Search Report on eServices. This training can be found at: [\[https://tests.caphq.gov/opsec/main.cfm\]](https://tests.caphq.gov/opsec/main.cfm)
2. CPPT: **ALL senior officers and cadet applicants who are 18 and over** must complete Cadet Protection Program Training (CPPT) **prior** to in-processing the encampment. Completion of CPPT will be shown in each applicant's Member Search Report on eServices. All staff members **must** have these courses completed and noted in eServices **before** reporting to encampment. This training can be found at: [\[http://members.gocivilairpatrol.com/cap_university/cadet-protection-restricted-program-training-cppt/\]](http://members.gocivilairpatrol.com/cap_university/cadet-protection-restricted-program-training-cppt/) Refer to the **Cadet Protection regulation** [[CAPR 52-10](#)] for more information.
3. Safety (ORM): In accordance with CAP Memorandum "Revised Interim Change Letter– Increased Safety Requirements for Cadet Activities" dated 25 Jun 09, **all cadet and senior staff officers (not basic cadets)** will complete the Basic and Intermediate ORM Courses before the encampment officially begins. Study material and on-line exams are available at [\[http://members.gocivilairpatrol.com/safety/safety_education/\]](http://members.gocivilairpatrol.com/safety/safety_education/). Completion of the on-line exams for the Basic and Intermediate ORM Courses will be shown in each applicant's Member Search Report on eServices. All staff members **must** have these courses completed and noted in eServices **before** reporting to encampment.

4. Level 1 (Foundations): **ALL senior staff officers** are required to have completed Level 1 **prior** to the start of the activity. Completion of Level 1 will be shown in each applicant's Member Search Report on eServices. This training can be found at:

[http://www.capmembers.com/cap_university/level_i_foundations.cfm]

5. EO: **ALL senior staff officers** are required to have completed Equal Opportunity (EO) training **prior** to the start of the activity (there is no test for this training). Completion of EO will be shown in each applicant's Member Search Report on eServices. This training can be found at:

[https://tests.caphq.gov/EO_Training/Index.cfm]

(1) CADET TRAINING GROUP STAFF: Cadet staff (Line, and Support), and Tactical Officers will be selected by the [Commandant of Cadets](#) and approved by the Encampment Commander.

(2) MISSION SUPPORT STAFF (Senior Officers): Mission Support staff will be selected by the [Chief of Staff](#) as necessary to fulfill the needs of the Encampment, and approved by the Encampment Commander.

c. ARRIVAL AT ENCAMPMENT.

(1) STAFF. Staff will be asked to arrive at the MUW between 1300 and 1500 on **22 June 2012**, but NLT 1900 hrs. Additional guidance will be published for this at a later date. Some staff members may have scheduling conflicts with job/staff arrival. Late arrival request need to be in writing and submitted to the Chief of Staff at least one week prior to the start of the encampment. Staff members who are unable to arrive on 22 June will be expected to arrive by 0800 on 23 June 2012 in duty uniform and must also attend Required Staff Training (RST) in accordance with (IAW) CAPR 52-16. Circumstances which necessitate deviation from this must be cleared through the Chief of Staff. Staff arriving on 22 June 2012 may do so in civilian attire.

(2) BASIC CADETS. Basic Cadets will arrive at the MUW no earlier than 1200 and no later than 1500 on 23 June 2012. Additional guidance on where to report for in-processing will be published for this at a later date. Cadets **will not** be allowed to in process if they arrive before 1200. Members should eat lunch prior to arrival, as none will be provided that day.

d. DEPARTURE FROM ENCAMPMENT. Encampment graduation will occur on or about 1130L on 30 Jun 2012 followed by a cadet pass in review. Specific details will be provided for parents at the time of basic cadet in-processing. Cadets will not be allowed to depart the Encampment earlier than 1330L on 26 Jun 2010 without the express permission of the Encampment Commander. Early departure may negatively impact the ability of the cadet to receive credit for graduating the Encampment. Staff will not depart until facilities have been cleared or until they have been released. Individuals with extenuating circumstances necessitating early departure should contact the Commandant of Cadets or Chief of Staff prior to the day of graduation.

4. GENERAL:

a. TRANSPORTATION. 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.

b. **MILITARY AIRCRAFT.** In the event that the encampment is afforded the chance for a military orientation flight, the [Military O-flight Consent Form](#) must be filled out and signed by the parent or guardian (unless you are 18 years of age or older). Cadets **below the age of 18** will NOT be able to fly on military aircraft unless this consent form is **filled out correctly and signed**. The military makes no exceptions. This section does not apply to CAP corporate aircraft.

c. **COMMUNICATION.**

(1) **OFFICIAL COMMUNICATIONS.** The Encampment communications officer will develop a comprehensive communications plan for 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.** Encampment emergency contact information will be posted during the in-processing of the cadets and on the Encampment website and made available to parents and unit commanders.

(3) **CADET TELEPHONE COMMUNICATION.** Telephones will not be available to the cadets for routine use during the Encampment. Telephone calls involving cadets will require prior approval by the Commandant of Cadets. Cell phones will not be in a cadet's possession at any time during the week (see packing list, prohibited items).

(4) **ELECTRONIC COMMUNICATION.** Updates to this operations order, as well as information throughout Encampment will be posted via the [Eventbrite page](#). We will work towards having a web presence for pictures for each day of encampment as well as social media.

d. **BILLETING.** All cadets will be housed in semi-private rooms with private showers/latrines for the duration of the Encampment. Senior Officers will billet on the MUW campus in Kincannon Hall and are responsible for billeting costs. All Officers are expected to be at the MUW campus during their assigned duty hours and may be called upon to be present for an overnight supervisory shift. Room assignments for senior officers will be coordinated by the Chief of Staff and cadet room assignments will be coordinated by the Commandant of Cadets and approved by the Encampment Commander.

e. **MESSING.** Encampment personnel will primarily mess at the MUW Dining Facility. Dining Hall procedures will be coordinated by the cadet standardization and evaluation officer in coordination with the Commandant of Cadets and Cadet Commander. Senior Officers on staff are responsible for the cost of their own meals.

f. **MEDICAL.** All personnel are expected to thoroughly complete the medical information section of their [Medication Form 31B, Form 31B supplement, and CAPF 60](#) when applying. The Encampment medical staff will maintain all medications taken by cadets and may provide emergency care IAW CAP regulations.

g. **MAIL.** Mail service will not be available for cadets during the Encampment.

5. EQUIPMENT: Equipment that is to be brought by basic cadets attending the Encampment is listed in the [Encampment Packing List](#). Any equipment brought that is not listed on the packing list will be considered contraband and is subject to confiscation upon arrival. **Do not bring anything not specifically listed.** It is strongly recommended that the cadet pack his or her gear so that it may all be transported with relative ease in one single trip.

6. PREPARATION: Columbus, MS can be a very hot place in the summer. Thus, all participants attending the Summer Encampment should adequately prepare their bodies for this environment and the physical nature of the Encampment. During the week prior to encampment, drink plenty of water and refrain from drinking soda. During the month prior to encampment, participate in frequent exercise sessions to help prepare for the climate and rigors of encampment. Also see Attachment 1 at the end of this document.

7. CONDUCT: While at the Encampment, everyone will be expected to 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, if so directed by the Encampment Commander.

8. UNIFORM AND GROOMING STANDARDS: All participants, both cadet and senior member alike, will be expected to meet regulatory uniform and grooming requirements. Males will have their hair cut to meet CAP regulations, and females will have their hair either cut or secured neatly as per regulations. [[CAPR 39-1, Attachment 2](#)]

A handwritten signature in black ink that reads "Scott Howard". The signature is written in a cursive, flowing style.

SCOTT HOWARD, Maj, CAP
2012 AL/MS Encampment Commander

CC: SER/CC, DCP
ALWG/CC, DCP
MSWG/CC, DCP

ATTACHMENT 1

GUIDE FOR CADETS PREPARING FOR SUMMER ENCAMPMENT

This guide serves to provide unit commanders, Cadet Programs personnel, parents, and cadets with a basic understanding of what an encampment is, who should attend, why attendance should be stressed, and what should be done to prepare a cadet to attend. Some of this information might change year-to-year and this should be taken into consideration.

WHAT IS AN ENCAMPMENT?

An encampment is a basic introduction to the military way of life and an opportunity to experience leadership from both a follower's and leader's point of view. It is an excellent way of meeting new cadets from throughout Alabama and Mississippi, and establishing an esprit de corps among the next generation of cadets.

WHO SHOULD ATTEND AN ENCAMPMENT?

Any cadet who is a current member of CAP as evidenced by the most recent CAP Cadet Monthly Membership Listing (MML) and has not previously attended an encampment and has completed requirements for Achievement 1. A minimum of squadron training is required to ensure that the cadet understands the basics of CAP customs and courtesies, the basics of CAP drill, and the basics of how to wear the CAP uniform, which will be discussed below.

WHY SHOULD A CADET ATTEND AN ENCAMPMENT?

- It is a requirement to achieve the Billy Mitchell Award.
- It is required for all National and most Wing-sponsored special activities.
- It provides an outstanding leadership and training forum for new cadets and new cadet command/staff officers.
- It provides an opportunity to meet other cadets and begin lasting friendships with them.
- It provides an experience (usually on a military base) to show cadets what the military is about and gives the cadets an opportunity to live like military personnel for one week.

WHAT SHOULD A SQUADRON COMMANDER DO TO PREPARE A CADET TO ATTEND AN ENCAMPMENT?

Provide classes on the following topics (see manual references in parentheses):

- CAP customs and courtesies (Leadership for the 21st Century, all volumes)
- Proper wear of the CAP uniform (CAPM 39-1)
- Basic drill maneuvers (drill and ceremonies)
- Personal hygiene and self care (basic first aid, cleanliness).
- Homesickness issues should be addressed for cadets who have never been away from home. Discuss with him/her the resources available at the encampment (Chaplain, TAC Officers, squadron members)
- Explain to your cadets what it is like to live with little privacy. This can be a shock.
- Make sure that uniform and hair is within CAP regulations.

ARE THERE ADDITIONAL SOURCES OF INFORMATION CONCERNING ENCAMPMENTS?

Yes. CAPR 52-16, Chapter 5, as well as the Cadet Programs Office. Cadets and seniors who have attended previous encampments are a great source for information as well as training.

WHAT ARE THE REQUIREMENTS FOR A CADET TO ATTEND AN ENCAMPMENT?

Cadets must have a current membership card, have **completed** Achievement 1, meet grooming standards, and submit the necessary paperwork. Application Instructions are detailed in the Operations Order.

WHAT ITEMS SHOULD A CADET BRING TO AN ENCAMPMENT?

The list on the next page contains items that all cadets should bring as well as prohibited items. The staff will secure any prohibited items that are brought to the encampment until the conclusion of the activity.