



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

01 MAY 09

MEMORANDUM FOR ALL 2009 SUMMER ENCAMPMENT PERSONNEL

FROM: MS/ALWG ENC/CC

SUBJECT: Operations Order – 2009 Alabama/Mississippi Wing Summer Encampment

1. MISSION: The Alabama and Mississippi Wings of the Civil Air Patrol will jointly conduct a summer encampment at Fort McClellan in Anniston, AL from 13-20 June 2009. Staff members will be required to arrive at Ft McClellan on 12 June 09 unless otherwise notified.

2. COMMAND:

- a. **Commander** – Capt Justin Smith
- b. **Chief of Staff** – Capt Chris Tate
- c. **Commandant of Cadets** – 1st Lt Keith Conway
- d. **Cadet Commander** – C/Col Morgan Bennett

3. EXECUTION:

a. **APPLICATION PROCESS.** All basic applications and encampment fees will be sent to the following address (No certified mail or items that require signatures at delivery, please):

LtCol John Hall
306 High Coach Circle
Madison, AL 35758

Depending on the nature of the application, there may be additional instructions. Early application is encouraged to reserve your spot. This years activity cost will be \$150.00 for cadets from Alabama and Mississippi. The cost for cadets from all other wings will be \$175.00. Applications accepted after 31 May 2009 will cost \$200.

Senior Members supporting the activity will pay their own food and lodging costs as necessary. Because many encampment costs are paid up front and non-refundable, there will be a conditional refund policy in place. Refer to Attachment #3 for details.

(1) **Basic Cadet Application Deadline** is 31 May 2009. Attachment #2 describes the application procedures. 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. Members who have not met these requirements will not be allowed to attend the encampment.

(2) **Cadet Staff Application Deadline** was 12 April 2009. No additional applications will be accepted for cadet staff positions. Cadet staff applicants over the age of 18 must complete CPPT and OPSEC **before** commencement of the encampment.

(3) **Senior Member Staff Applications** will be accepted until 31 May 2009. Members will be accepted for these positions based on the needs of the Encampment. Senior Members 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 and OPSEC. Application procedures and a list of staffing needs can be found on the Encampment website.

b. STAFF SELECTION. Final approval of all staff appointments lies with the Encampment Commander. NOTE: Cadet line and support staff will be selected following the Staff Training and Evaluation Weekend that was conducted on 17-19 April 2009.

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

(2) MISSION SUPPORT STAFF (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 Ft McClellan on 12 June 2009. Additional guidance will be published for this at a later date. All remaining staff will be expected to arrive by 0800 on 13 June 2009. Circumstances which necessitate deviation from this must be cleared through the Commandant of Cadets or Chief of Staff. Staff arriving on 12 June 2009 will do so in civilian attire.

(2) BASIC CADETS. Basic Cadets will arrive at Ft McClellan no earlier than 1200 and no later than 1500 on 13 June 2009. 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 1200L on 20 Jun 2009 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 20 Jun 2009 without the written 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. LOGISTICS:

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. 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 Encampment Website. Participants and Parents alike are asked to check these often before and during Encampment.

Encampment Website: www.almseencampment.com

c. **BILLETING.** All cadets will be housed in open-bay style barracks at Ft McClellan for the duration of the Encampment. Senior Members working in Mission Support may choose from a variety of self pay options including private quarters on post or local hotels; a list of these will be provided in advance by the Chief of Staff. Senior Members are responsible for coordinating this themselves. The base billeting office phone number is 256-847-4200 NOTE: All Officers are expected to be at Ft McClellan during their assigned duty hours and may be called upon to be present for an overnight supervisory shift. Room assignments will be coordinated between the Commandant of Cadets and the executive officer and approved by the Encampment Commander.

d. **MESSING.** Encampment personnel will primarily mess at the Ft McClellan 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 Members on staff are responsible for the cost of their own meals.

e. **MEDICAL.** All personnel are expected to thoroughly complete the medical information section of their CAPF 31 and MSWGF 31B when applying. The Encampment medical staff will maintain all drugs taken by cadets and may provide emergency care in accordance with CAP regulations until other care (military or civilian) is available.

f. **MAIL.** Mail service will not be available for cadets during the Encampment. Encampment related mail before the Encampment should be delivered to the Chief of Staff at the address listed in section 2(a).

5. EQUIPMENT: Equipment that is to be brought by all attending the Encampment is listed in Attachment 3. Any equipment brought that is not listed on the equipment list will be considered contraband and is subject to confiscation upon arrival. Do not bring anything not specifically listed. It is 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: Ft McClellan 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.

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 directed by the Encampment Commander.


JUSTIN D. SMITH, Capt, CAP
ENC/CC

CC: SER/CP
ALWG/CC
MSWG/CC

Attachments:

1. Guide for Encampment Preparation
2. Equipment List
3. Basic Cadet Application Instructions
4. T-Shirt Size Form

ATTACHMENT 1

GUIDE FOR CADETS PREPARING FOR SUMMER ENCAMPMENT

This guide is published by the Alabama Wing Cadet Programs Office 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).
- Idea of what homesickness is 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.

ATTACHMENT 2

ENCAMPMENT PACKING LIST

Item	Minimum needed	Notes	Check when packed
CAP Membership Card	1	Card must not expire prior to or during Encampment	
Personal Medications		All medications will be turned into the Medical Officer	
Short Sleeve AF Blue Shirt	1 (2 suggested)	All required insignia & ribbons - refer to CAPM 39-1	
AF Blue Polyester Uniform Tie or Tie Tab	1		
AF Blue Pants / Blue Skirt	1 (2 suggested)	Slacks are authorized and recommended for female cadets	
Flight Cap with cap device	1		
Black socks / hose	4 pair	Female cadets check CAPM 39-1 for acceptable hose color	
Shoes - Low quarters	1 pair	Patent leather suggested. Real leather shoes will require shining	
AF Blues Belt & Buckle	1	Blue webbing with silver buckle and tip	
BDU Shirt	2	Namestrips, Reverse Flag must be worn	
BDU Pants	2		
BDU Cover	1	No squadron hat and no 5 point Marine cover	
Boots, military style	1 pair	Boots will be bloused, and polished. Boots <u>must</u> be well broken in by the first day of Encampment	
Black boot socks	7 pair	Heavy	
Shoeshine Kit	1	Black polish (No liquid polish), clean 100% cotton T-shirt, rag, or cotton balls. Shallow water cup	
BDU Belt & Buckle	1	Blue webbing with black buckle and tip	
Blousing bands	1 set		
Sweat shirt and pants (PT) (Yes, this will be needed)	1 set	Plain ASH GRAY only - NO inappropriate pictures, words or sayings. Used, in good condition is OK - BUT - NO holes. Official CAP PT Uniform Sweats Also Acceptable.	
Athletic Shirt	3	Plain ASH GRAY only - NO inappropriate pictures, words or sayings. Official CAP PT Uniform Shirt Also Acceptable.	
Athletic Shorts	2	Plain NAVY only - NO inappropriate pictures, words or sayings. NO Stripes. NO baggies, no excess length or shortness, NO holes. Official CAP PT Uniform Shorts Also Acceptable.	
Athletic socks - white	7 pair		
"Tennis" shoes or "Running" Shoes	1 pair	Good condition, NO holes, NO "Neon" laces or flashing lights	
Shower sandals or Flip-flops	1 pair		
Wash Cloth	2		
Hand Towel	1	White, 18x24 inches, This is NOT a washcloth or bath towel and will be used for a separate purpose.	
Towel	2		
White T-shirt (V-neck only)	4	V-neck only.	
Black T-shirt (BDU)	4		
Rain gear	1	Coat or poncho. Black, green, or navy blue	

Clothes hangers	8	All must be the same style	
Sleep wear (pajamas)	1	Suitable for wear outdoors in case of fire drill	
Underwear	8 sets	Females include at least 1 White Sports Bra	
Chapstick & sun tan lotion	1 each	MINIMUM 15 spf sun block	
Moleskin	1 pack		
Personal hygiene kit	1	Include enough for 10 days. Bathing soap, deodorant, shampoo, toothpaste & toothbrush, shaving gear, if necessary. Keep in a travel container or bag.	
Hairpins, Rubber Bands	As needed	Females Only	
Laundry Bag	1	White Mesh, Drawstring	
Laundry soap	3 loads	Powder suggested. Need small container with measuring device.	
Sewing kit & travel iron	1 each		
Combination Lock	1		
3 ring binder	1	Labeled with your name & extra paper	
Black pen & pencil	2 each	Inexpensive mechanical pencils suggested	
Pocket size memo book	1		
Ruler	1	Must be at least 6 inches long	
Flash light	1	With extra batteries and bulbs	
Civilian attire	1 set	NO baggy pants or T-shirts with inappropriate pictures or sayings	
Sharpies, black and silver	1 each	For marking light and dark laundry items	
Shirt Garters	As needed	Optional, but highly recommended.	
Enforcers	As needed	Optional, but highly recommended.	
Military Windbreaker/All weather coat	1	Optional	
Stamped, self addressed post cards	1	Optional	
▶ PLEASE LABEL ALL ITEMS WITH YOUR LAST NAME AND LAST 4 DIGITS OF SSN ◀			

You may also want to bring:

Spending money (negotiated with your parents)
Small inexpensive or "one use" camera
Starch

DO NOT BRING:

Weapons 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
Knives, hunting, personal, or otherwise
Personal computers, PDAs, handheld or Gameboy-type video games
Expensive jewelry
Lots of cash (about \$25 to \$40 should be sufficient)
Field gear including shovels, flares, matches, field packs, rope, camelbaks, canteens

IF I DON'T HAVE THESE ITEMS, WHERE CAN I FIND THEM?

If links do not work, please copy and paste address into your browser.

CAP MEMBERSHIP CARD-

If membership is current, member may request a duplicate card or print a temporary card via e-services (www.capnhq.gov) or by calling 1-877-227-9142.

AIR FORCE DRESS BLUE UNIFORMS, BDU UNIFORMS, AND INSIGNIA-

Member may purchase these items from:

Vanguard

www.civilairpatrolstore.com

The Hock Shop

www.thehock.com

Soffe

http://www.soffe.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=11102&storeId=10051&productId=33044&langId=-1&parent_category_rn=14270

AAFES

Items may be purchased on a local USAF installation.

ATHLETIC PT CLOTHING

SWEATS

Shirt

Soffe

<http://www.soffe.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=11102&storeId=10051&productId=31011&langId=-1>

Vanguard

http://www.civilairpatrolstore.com/store/store.php?cat_id=149

Pants

Soffe

http://www.soffe.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=11102&storeId=10051&productId=29654&langId=-1&parent_category_rn=14269

Vanguard

http://www.civilairpatrolstore.com/store/store.php?cat_id=149

T-Shirt

Soffe

http://www.soffe.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=11102&storeId=10051&productId=33126&langId=-1&parent_category_rn=14270

Vanguard

http://www.civilairpatrolstore.com/store/store.php?cat_id=149

Shorts

Soffe

http://www.soffe.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=11102&storeId=10051&productId=32457&langId=-1&parent_category_rn=14268

Vanguard

http://www.civilairpatrolstore.com/store/store.php?cat_id=149

BASIC CADET APPLICATION INSTRUCTIONS

1. Basic cadets will follow application procedures listed in the Operations Order.
2. The application package will consist of:
 - A. Completed CAPF 31 “*Application for Encampment or Special Activity*”
 - B. Completed MSWGF 31B and Supplement – Participant Medical Data
 - C. Completed Military Orientation Flight Consent Form
 - D. Army Hold Harmless Agreement (Submit appropriate form based on age)
 - E. Completed T-Shirt Size Form (Attachment 4)
 - F. Check for appropriate fee, made out to “**Alabama Wing, CAP**”

FORMS AVAILABLE AT: www.almencampment.com

3. As stated in the Operations Order, 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 who find they must cancel their participation in the activity. This policy is outlined below.

ENCAMPMENT REFUND POLICY

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

ATTACHMENT 4

T-SHIRT SIZE FORM

NAME:	CHECK IF STAFF <input type="checkbox"/>
-------	---

T-SHIRT SIZE	CHECK ONE
SMALL	<input type="checkbox"/>
MEDIUM	<input type="checkbox"/>
LARGE	<input type="checkbox"/>
X-TRA LARGE	<input type="checkbox"/>
XX-TRA LARGE	<input type="checkbox"/>

All participants will receive at least one T-Shirt at the activity. Participants must still bring t-shirts as outlined by the packing list.