



# 2021 Alaska Wing Summer Encampment Pre-Encampment Guide

cao 05 June 2021

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# 1.0 Mission and Purpose

- 1.1** The mission of the 2021 Alaska Wing Encampment is for cadets to develop leadership skills, investigate aerospace sciences and related careers, commit to a habit of regular exercise and solidify their moral character.
- 1.2** The purpose of the 2021 Alaska Wing Encampment is to provide the cadets with a foundation from which to build on the Civil Air Patrol careers. The encampment will provide the cadets with the opportunity to:
1. Apply knowledge gained in the cadet and senior programs to practical situations.
  2. Develop a greater understanding of Civil Air Patrol and Air Force missions and capabilities.
  3. Develop leadership potential, discipline, time-management, and interpersonal skills.
  4. Learn how to overcome challenges and succeed through critical thinking.
  5. Enhance their local unit's cadet program.
  6. Aid in retention and motivation.
  7. Receive an introduction to the military style training of the Civil Air Patrol.
  8. Build self-confidence.
  9. Experience esprit de corps and the warrior spirit.
- 1.3** Philosophy: Encampment presents the five key traits of cadet life- Uniform, Aerospace themes, opportunities to lead, challenge, and fun- in an intensive training environment that moves cadets beyond their normal comfort zones for personal growth.

Through activities such as rappelling, obstacle courses, firearms training, and the like, encampments encourage calculated risk-taking in a safe environment. To develop their resilience, cadets may encounter momentary setbacks toward their personal and team goals during carefully designed activities. Adult guidance and encouragement from fellow cadets ensures a supportive environment.

Encampment showcases the cadet programs' regimented military like training model in a positive, age-appropriate manner consistent with Civil

Air Patrol and Air Force traditions. Encampments operate at a higher level of intensity. The strictness, rigor, sense of urgency and overall expectations of military bearing will be markedly more challenging at encampment, than at squadron meetings or Saturday field exercises.

Please refer to CAPR 60-2, Cadet Protection Program, and CAPP 60-15, CAP Cadet Protection Implementation Guide, for more information on CAP's cadet protection guidelines and the policy on intensity levels.

Encampments challenge cadets and enable them to earn a great sense of accomplishment.

## **2.0 Application and Registration**

**2.1** Beginning 20 May 2021, all cadet registration will be accomplished online utilizing the web address <http://www.akwg.cap.gov/2021-encampment> All cadets must have completed the Curry Achievement to attend encampment.

**2.2** Encampment fees are as follows:

- a. Cadet Student- \$255.00
- b. Cadet Cadre- \$150.00
- c. Senior Member Cadre- \$0.00

**2.3 Financial Assistance-** Cadet Encampment Assistance Program (CEAP) – Thanks to Air Force support, CAP has special funding available to cover encampment fees, uniforms, and other costs associated with the encampment program with an emphasis on serving economically disadvantaged cadets.

All cadets can apply for assistance but priority is given to first time attendees. Returning cadets applying for assistance will be placed on a waitlist and are processed after all first time applications have been served.

Due to the complexities of the current health posture and NHQ processes, requests for financial assistance via the CEAP program will be managed online through eServices as national funding and cadet eligibility allows. All cadets may apply and priority will be given first-time student participants. Please contact your unit's Deputy Commander for Cadets for further information.

## 3.0 Arrival and Check-in Procedures

Parents/guardians will receive detailed pickup and graduation attendance instructions via email no later than 8 June 2021. At that time, you will be asked to provide information required to arrange for base access to attend the graduation and pickup your cadet during the dismissal/outprocessing process.

## 4.0 Sample Schedule

**4.1** The following is a sample of what a typical day at encampment will be like. There will be differences from day-to-day as the training requirements and activities dictate.

- Reveille/Wake up
- PT- Cadets will do push-ups, sit ups, jumping jacks, run and many other exercises. Medical concerns should be addressed prior to the activity in the required paperwork.
- Personal time- cadets have time to change, tidy up their room and prepare for the day's activities.
- Morning formation
- Breakfast and flight time- cadets will have time to prepare for inspections with their flight and attend classes that teach leadership, aerospace education, and Civil Air Patrol & United States Air Force general knowledge.
- Lunch and flight time
- Drill practice- Cadets will learn basic stationary drill up to advanced marching drill as a flight.
- Extended afternoon activity- this can range from orientation helicopter flights to obstacle courses.
- Evening formation
- Dinner
- Flight time
- Volleyball
- Personal time
- Taps/lights out

Throughout the day cadets will be inspected on their Operating Instructions (SOI) memory work, drill and uniform.

## **5.0 Encampment Medical Information**

### **5.1 Medical care during encampment**

Ensure that all pertinent medical conditions/ information, dietary restrictions are noted on the required forms prior to the start of encampment. Health services cadre will be on site 24 hours a day for the duration of the encampment. Should a cadet need emergency care, the cadet will be transported to the nearest medical facility and the cadet's emergency contact will be contacted as soon as possible.

### **5.2 Taking of medications**

All cadets are responsible for administering their own medications and will keep required medications with their personal belongings. Parents may request the encampment medical officer to assist with reminders for their cadet, however it will ultimately be the responsibility of the cadet to take their medications.

Cadets who have allergies that require them to carry an epinephrine auto injector (Epi Pen), will bring two injectors to encampment. One injector will be kept on the cadet at all times and the other (spare), will be kept in their personal belongings.

Cadets who require insulin medications will carry their medications/ monitoring equipment with them at all times. Please ensure that the cadet is sent to encampment with enough medication to last 10 days as a precaution.

### **5.3 Accommodations**

CAP encourages all cadets, regardless of abilities, to attend encampment. The encampment commander will make reasonable accommodations to cadets who possess physical, mental, or learning disabilities so that those cadets may participate in encampment to the greatest extent possible. Cadets and their parents are responsible for coordinating their special needs with the encampment cadre as far in advance as possible.

## 5.4 Blisters

Blisters are possibly the most common injury at encampment but are also the most preventable injury at encampment. Dress shoes, boots and tennis shoes should be broken in prior to encampment to prevent blisters as these make it very uncomfortable to walk (and there is a lot of walking!). Moleskin is on the packing list to treat blisters and hotspots as they arise. Training officers carry the supplies and know how to treat blisters. Training officers will conduct mandatory foot checks every night before lights out.

## 6.0 Progressive Disciplinary Policy, Rules and Regulations

6.1 There are two classes of offenses, A and B. Class A offenses are major violations that may result in immediate expulsion from the encampment. Class B offenses are lesser infractions that may result in the assessment of lesser disciplinary actions, such as litter patrol, barracks clean up, etc. The cadre and senior staff reserve the right to adjudicate and enforce any and all offenses and the Encampment Commander's decision is final in case of any dispute.

### 6.2 Disciplinary Class System

Class A Offenses: Include but are not limited to

- Possession or use of alcohol, tobacco products, drugs or weapons of any kind.
- Possession of pornography in any form.
- Willful damage or theft of Government, CAP or private property.
- Fighting and bullying.
- Gambling.
- Honor Code violations (lying, cheating or stealing).
- Flagrantly unsafe acts.
- Improper sexual contact or other gross immorality.
- Gross neglect of duty.
- Being AWOL (Absent without leave) from Encampment or any scheduled activity.

- Any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort.

### **6.3 List of Class B Offenses: (not all inclusive)**

- Public display of affection.
- Sleeping on duty
- Insubordination or disrespect to cadet or senior NCO/Officers.
- Absent from bed during bed check.
- Creating a disturbance.
- Late to class or formation.
- Disrespect to the National Colors (American Flag)
- Unauthorized possession of food, candy, gum, sodas, etc.
- Use of obscenity or profanity.
- Being in areas off limits to cadets.
- Improper/sloppy uniform or personal appearance.
- Personal areas not neat or in conformity with Operational Instructions (SOI).
- Improper conduct in mess hall or waste of food.
- Talking in formation.
- Conduct unbecoming of a Civil Air Patrol Cadet.

### **6.4 Violation Process for Class B Offenses**

First Violation: Verbal Warning/ retraining (line-cadre)

Second Violation: Documented: Informal counseling/Mentoring with the (enter person here) and a senior member (TO or Encampment Commandant). A disciplinary action may be taken at this point (i.e. barracks clean up).

Third Violation: Documented formal counseling with the Commandant (results may be subject to expulsion).

### **6.5 Cadet Restrictions**

1. The use of any non-prescription medications must be cleared by the Medical Officer before being taken at encampment.
2. Cadets will not gamble, smoke (vape, chew or e-cigarettes), use drugs, or consume alcohol at any time during encampment regardless of age.

3. Cadets will not engage in conversation with any other cadet outside of his/her assigned flight except in accomplishment of official and authorized business.
4. Cadets will not leave the barracks area at any time except when authorized. Cadets will march and square corners when in formation.
5. Sunglasses will not be worn in uniform unless the Medical Officer authorizes them.
6. Personal stereos, cell phones, pagers, alarm clock radios, televisions, mp3, smart watches, blue tooth speakers or any electronic device will not be used during the encampment and will be turned in at check-in.
7. Barracks areas of members of the opposite sex are prohibited from 2130 to 0700 hours for all personnel. Entering barrack areas of the opposite sex during authorized hours is for Official Business Only. You will sound off "Male/Female on deck!" so that all can hear. The response that will be given when appropriate is "All Clear". Do not enter until cleared by someone in the barracks. If there is no response after three "honest" attempts, assume no one is in the area and enter.

## 7.0 Encampment Honor Code

7.1 The Encampment Honor Code: "We will not lie, steal, or cheat, nor tolerate among us anyone who does". The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty, integrity, and responsibility. Implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate these standards. An honor code violation will result in possible removal from Encampment. If you think a violation has occurred or if you have a question about the Honor Code, talk to your flight commander. Remember that not tolerating violations is just as important as every other part of the honor code.

- **Lying-** Lying is any statement of untruth, which is meant to deceive or mislead. One example of lying at encampment is intentionally hiding contraband from senior members doing contraband check.
- **Stealing-** Anyone who wrongfully takes, obtains, or withholds someone else's property without their permission, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
- **Cheating-** In essence, cheating is taking unfair advantage of another. Cheating violates the competitive sense of "fair play". An example of cheating at encampment is not completing all required laps during the one

mile run portion of the PT assessment test and coercing your spotter to indicate otherwise or knowingly allowing it to occur.

- **Toleration-** Toleration means enduring without complaint. If you know a cadet has lied or cheated, and you fail to report or confront the matter, you are guilty of toleration, therefore, breaking the honor code.

## **8.0 Memory Work**

- 8.1** Cadets are required to memorize a set of specific memory work daily. When reciting memory work you will begin by prefacing with an appropriate title (i.e. Sir/Ma'am, Sergeant, Chief). You will then restate the title of memory work you were asked to recite. Example: "Sir, the Cadet Honor Code is as follows..."

### **Military Chain of Command:**

Commander-In-Chief:	The Honorable Joseph R. Biden, Jr.
Secretary of Defense:	The Honorable Lloyd J. Austin III
Acting Secretary of the Air Force:	The Honorable John P. Roth
Chief of Staff of the U.S. Air Force:	Gen Charles Q. Brown, Jr., USAF
Commander, Air Combat Command:	Gen James M. Holmes, USAF
Commander, 1st Air Force:	Lt Gen Kirk S. Pierce, USAF

### **Civil Air Patrol Chain of Command:**

Commander, Civil Air Patrol:	Maj Gen Mark Smith, CAP
Region Commander, Pacific Region:	Col George Ishikata, CAP
Commander, Alaska Wing:	Col Kevin McClure, CAP
Encampment Commander:	Lt Col James McIntyre, CAP
Commandant of Cadets:	Lt Col Brian Porter, CAP
Cadet Commander:	C/Lt Col Ryan Porter, CAP
Cadet Deputy Commander:	C/Maj Annika Ziesmer, CAP
Cadet Deputy Commander for Operations:	C/Lt Col Alan Padgett, CAP
Cadet Deputy Commander for Support:	C/1st Lt Mitchell Anderson, CAP

### **Air Force and Civil Air Patrol Rank Structure and Insignia**

Cadet Airman Basic through Major General

## **Cadet Honor Code**

“We will not Lie, Steal, or cheat, nor tolerate among us anyone who does”

## **Air Force Song** (first verse)

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At ‘em boys, give ‘er the gun! (Give ‘er the gun, Hey!)  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing’ll stop the U.S. Air Force!

## **Cadet Oath:**

I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state and nation.

## **Civil Air Patrol Founding Date:**

The Civil Air Patrol was founded on 1 December 1941.

## **Air Force Founding Date:**

The United States Air Force was established on 18 September 1947

## **Implementation of the Cadet Program:**

The Civil Air Patrol Cadet Program was implemented on 2 October 1942

## **Civil Air Patrol’s Three Primary Missions:**

Emergency Services, Aerospace Education, and Cadet Programs

## **Civil Air Patrol Core Values:**

Integrity, Volunteer Service, Excellence, Respect

## **Air Force Core Values:**

Integrity First, Service Before Self, Excellence In All We Do

**Civil Air Patrol Motto:**

Semper Vigilans (always vigilant)

**Definition of Military Discipline:**

The mental attitude and state of training which renders willing obedience instinctive under all conditions.

**Definition of Leadership:**

The art and science of influencing and directing people to accomplish the assigned mission.

**Preamble to the Constitution:**

We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our prosperity, do ordain and establish this Constitution for the United States of America.

## **9.0 Encampment Chain of Command**

- 9.1** Flight Commander- The flight commander (Flt CC) is primarily responsible for the implementation of the encampment training at the flight level. The Flt CC directs the activities of the flight sergeant and directly reports to the Cadet Deputy Commander of Operations.
- 9.2** First Sergeant- The first sergeant (C/1st Sgt) is responsible for ensuring that the non-commissioned officers of the squadron are familiar with their duties and responsibilities. The C/1st Sgt is also responsible for overall squadron morale and welfare in conjunction with the Cadet Commander. The C/1st Sgt reports directly to the Cadet Commander.
- 9.3** Deputy Flight Commander- The Deputy Flight Commander (Flt CD) is directly responsible for the personal implementation of the encampment training program. The Flt CD reports to the flight commander and is mentored by the First Sergeant.

## **10.0 Uniform and Appearance**

### **10.1 Grooming standards**

All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. Not doing so will hurt the scores of the individual cadet and his/her entire flight and squadron. The established grooming standards are published in CAPM 39-1. The manual can be found at:

[https://www.gocivilairpatrol.com/media/cms/M391\\_E6F33EAAEC28A.pdf](https://www.gocivilairpatrol.com/media/cms/M391_E6F33EAAEC28A.pdf)

### **10.2 General Appearance**

Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons with the exception of the top button will be buttoned. No items will be carried in shirt pockets except for CAPID Card and Student Operating Instruction (SOI). Uniforms will be worn in accordance with CAPM 39-1. (Please ensure things such as name tapes and patches meet the uniform standards as those are things that cannot be fixed at encampment and will hurt the cadet's score during daily uniform inspection throughout the week.)

### **10.3 Uniforms**

The uniform combinations to be worn during encampment are outlined on the encampment packing list. The uniforms that will be worn are: Short sleeved blue service dress, BDU/ABU, and the physical training uniform.

## **11.0 Barracks Procedures**

**11.1** Cadets will move to the side and stand at attention in passageways to allow all officers to pass. The greeting of the day (for example, "good morning, sir") should be rendered to the passing cadre member. Cadets will not come to attention on stairways, (for safety reasons) but will allow cadre members to pass, following customs and courtesies.

**11.2** Unnecessary noise and horseplay will not be permitted in the barracks at any time.

**11.3** Barracks areas will be kept clean and in inspection order between the hours of 0630 and 2030 daily. "Inspection order" means free from dirt and debris, beds made and cadet possessions properly put away.

- 11.4** Cadets must sleep in their own beds. Cadets will remain in their beds between lights out (Taps) and reveille with the exception of using the restroom or an emergency.
- 11.5** There will be **NO TALKING** after lights out. If cadets must leave their bunks to use the bathroom, they will go directly to the bathroom and directly back to their beds.

## **12.0 Religious Accommodations**

### **12.1** Chaplain Availability

There will be a chaplain available for the duration of encampment who is available to talk upon request by the cadet through their respective flight cadre. If a cadet requests to see the chaplain, cadre members are obligated to take them to meet with the chaplain as soon as practical. No cadet will be denied the ability to speak with a chaplain.

## **13.0 Encampment Contact Information**

### **13.1** Encampment Commander

Lt Col James McIntyre

[James.mcintyre@akwg.cap.gov](mailto:James.mcintyre@akwg.cap.gov)

### **13.2** Commandant of Cadets

Lt Col Brian Porter

[brian.porter@akwg.cap.gov](mailto:brian.porter@akwg.cap.gov)

### **13.3** Health Services Officer

Maj Stephen Sammons

[304043@akwg.cap.gov](mailto:304043@akwg.cap.gov)

## 14.0 Frequently Asked Questions

### 14.1 Communication With My Son/Daughter

- Cadets will not be able to make or receive phone calls, except in the case of an emergency. Cell phones will be confiscated at check in and returned at the end of encampment.
- Cadre will have cell phones for emergencies only.
- There is no mail service to or from encampment.
- **EMERGENCY CONTACT-** (907) 717-9184
- If your cadet needs medical attention during encampment, you will be contacted by the encampment medical officer.

### 14.2 Housing

- Male and female cadets will be berthed separately.
- Senior members will provide supervision during off-duty hours.

### 14.3 Physical Training

PT is an integral part of the encampment experience. PT helps to maintain your health and well-being, builds teamwork, and allows cadre to evaluate your physical condition. It is important that cadets prepare for the physical demands of encampment as they will be quite different from most cadets normal routine. A good way to prepare is to run and do calisthenics right after waking up. This will simulate an encampment style physical training experience.

### 14.4 Money

The encampment fee covers all encampment expenses. It is recommended that cadets bring a small amount of money to the encampment. Please don't bring more than \$20.

### 14.5 Dismissal

Cadets who cannot conform to regulations, or who cause a disruption at encampment, will be subject to disciplinary action, including dismissal. Cadets will be subject to dismissal for the following reasons: destroying or stealing government, CAP, or personal property; actions that jeopardize the safety of personnel; or, using, or having in their possession, illegal drugs, intoxicating beverages, weapons, tobacco products, explosives, or any flame producing devices. Cadets are rarely sent home for health reasons, although their participation level may be lowered to accommodate medical conditions.

## 14.6 Wait list/ Standby

Once the maximum number of cadets have registered, cadet names will be placed on a wait list in the order they are received. If previously accepted cadets withdraw, the cadets on the wait list will be accepted (in order of application) and promptly notified. As 9 June 2021, approaches, the first 3 – 5 cadets left on the wait list will be notified that they are on “standby”. If a cadet does not show up the first day of encampment, the “standby” cadets will be invited to fill the slot. Standby cadets will have 24 hours to accept the slot offered to them.

While the alternate list is generally first-come, first-served, the activity directors manage their alternate lists according to the needs of the activity. Some basic business rules are used when activity directors consider cadets for openings. Directors will consider whether the standby cadet is a first time attendee, their ability to attend given short notice, and gender for appropriate lodging.

