



**HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209**



14 April 2016

MEMORANDUM FOR All 2016 MS/AL Wing Summer Encampment Participants

FROM: Richard Hodges, Lt Col., CAP, Encampment Commander

SUBJECT: 2016 MS/AL Wing Summer Encampment Operations Orders and Application Procedures

1. Mission. The Mississippi and Alabama Wings of the Civil Air Patrol will jointly conduct a Cadet summer encampment at Camp McCain (33°41'41.50"N, 89°42'33.81"W) in Grenada, MS from 22 June – 1 July 2016. **Staff members will report to Camp McCain on 22 June 2016 for encampment preparation. Basic cadets will report on 24 June 2016.** Graduation will be conducted on 1 July 2016.

2. Execution. Staff (cadet and senior) will arrive between 1800 and 2000 CST on 22 June 2016, for in-processing. Non- staff Cadets will arrive between 1100 and 1300 on 24 June 2016, and should eat lunch prior to arrival. All non-staff cadets will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at 1200 on 1 July 2016. Encampment staff (cadet and senior) will be dismissed following the Army National Guard final out inspection. Staff should plan their departure from Camp McCain no earlier than 1500 (time will most likely be earlier depending on inspection outcome). Early or late arrivals and departures must be coordinated and require Encampment Commander prior approval. Staff personnel departing prior to official release (without prior coordination and approval) will not be awarded encampment completion credit.

a. Staffing. The encampment commander selects the encampment command staff with concurrence of the Mississippi Wing Director of Cadet Programs (MSWG/DCP), Mississippi Wing Commander (MSWG/CC), and Alabama Wing Commander (ALWG/CC). Applications received prior to the appropriate application deadline will be evaluated equally for selection without regard to the individual's place of residence and assigned unit. Out of state personnel may apply for staff duty.

b. Pre-Encampment Staff Training. In-person staff training prior to encampment will be conducted for this encampment. Cadet encampment staff and selected senior staff will be required to attend. Encampment staff training will be conducted on June 22 and 23 2016, and it is mandatory for all staff members to attend.

c. Application Procedures. For the purpose of encampment application, there are three types of participant applications: cadet student applications, cadet staff applications, and senior staff applications.

1) Prerequisites. To attend encampment the applicant must be a current CAP member, in possession of a current CAP identification card, in good standing with Civil Air Patrol, and have a membership expiration date of July 2016 or later reflected on their identification card. These additional requirements must also be met:

a) Cadet Applicants. Prior to 10 June 2016, cadets attending their first encampment must have completed the Curry Achievement (Achievement 1) and be promoted to Cadet Airman (C/Amn). Because of limited slots for cadets, cadets not satisfying this requirement by 10 June 2016, will forfeit their slot to alternate (stand-by) cadets that meet the requirement.

b) Cadet Staff Applicants. Prior to 1 May 2016, cadet staff applicants must have earned the Wright Brothers Award and have the award reflected in e-services. Cadets 18 and over must complete Cadet Protection Policy Training (CPPT) prior to 10 June 2016. All cadet staff shall complete Introductory Communications User Training (ICUT) prior to 10 June 2016. Additionally, cadet staff is required to complete the online Risk Management (RM) Basic Course available through "CAP Safety Education" in CAPNHQ e-Services <http://www.capnhq.gov>. Basic ORM Course must be complete prior to submitting an application.

c) **Senior Staff Applicants.** All seniors must have completed Level 1. Additionally, senior staff is required to complete the online Risk Management (RM) Basic Courses available through "CAP Safety Education" in CAPNHQ e-services <http://www.capnhq.gov> . Basic RM Courses must be complete prior to submitting an application. Seniors shall have their CAP driver's license prior to 10 June 2016. The encampment deputy commander or designee will assist seniors in obtaining their CAP DL as needed or requested. Seniors unable to obtain a CAP DL should include "UNABLE CAP DL" in their applications; explanations may be provided at the member's discretion, but are not required. Seniors without a CAP DL must notify the encampment deputy commander that they are unable to obtain the license. Experience in cadet programs is desired however, not required. All senior staff shall complete Introductory Communications User Training (ICUT) prior to encampment.

2) Application Submission.

a) **Student Cadet Applicants.** To apply for encampment, all applicants will submit the CAPF 31, CAPF 160, CAPF 161, CAPF 163, and Camp McCain Waiver Form. Forms must contain all appropriate signatures. Forms may be sent to the address below or scanned and emailed to richard.hodges@mswg.cap.gov . Only accepted payment will be conducted on MS Wing Eventbrite site at <http://msal-2016-encampment.eventbrite.com>

Lt Col Richard Hodges
Encampment Commander
1635 Airport Drive
Jackson, MS 39209

The numbers of student cadet positions are limited to 80 cadets. Cadets are encouraged to apply early to enhance their chance of attending encampment. Priority for filling student 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.

b) Cadet & Senior Staff Applicants.

The Cadet Commander, Deputy Commander, and Executive Officer positions have been selected. Cadets NCO's and Officers may apply for other staff positions by the same process as above with a deadline of 14 May 2016.

3) **Encampment Fee Schedule & Refund Policy.** To provide the lowest cost to all members and allow for more accurate budgetary planning, we will be offering an early bird registration rate will be \$190.00 and will end on 24 May 2016. After 24 May 2016, the rate will be \$215.00 and will close on 13 June 2016. *Cadet Cadre will have the registration rate of \$150.00. All registration rates will include meals, lodging and training costs. All participants are required to pay the encampment fee. ***Cadet Cadre/Staff: You must be selected by the Encampment Commander BEFORE registering in Eventbrite. DO NOT REGISTER AT ALL UNTIL YOU HAVE BEEN NOTIFIED OF YOUR SELECTION. Once notified, you will be instructed to register at the reduced cadre rate.**

Senior Members registration rate will be \$110.00. Senior Members attending on a part time basis will pay the rate of \$15.00 per day to include three meals and dorm lodging. Senior Members requesting the use of the Camp McCain BOQ/BEQ must do so via the Encampment Commander and will be responsible for the meal rate of \$15.00 per day and the BOQ/BEQ rate of \$18.00 - \$30 per day depending on level of accommodation. BOQ/BEQ fee will be paid directly to Camp McCain upon the member's arrival at the Encampment location. All registration rates will include meals, lodging and training costs. All participants are required to pay the encampment fee.

Any refunds must be requested via the Encampment Commander. Refunds requested prior to 13 June 2016 will be honored in full. Refunds requests after 13 June but before 18 June 2016 will be given a 50% refund. Any request for refund made after 18 June 2016 will not be honored due to the dedication of funds. Because of the commitment of funds, the cause of refund request will not affect the processing order (i.e. illness, lack of transportation, etc.). Regardless of source of payment (member, unit, scholarship, grant, etc.) the refund policy for encampment remains the same.

a) **Student Cadet Early Arrival Fee.** Cadets arriving at encampment prior to the designated arrival time are subject to the early arrival fee of \$33. This fee covers the additional food and logistical costs associated with the extra days at encampment that is not covered in the regular encampment rate for student cadets. **Early arrival must be approved by the Encampment Commander.**

4). **Suspense Dates / Deadlines.**

14 May 2016	Additional Cadet & Senior Staff Applications Deadline
24 May 2016	Early Bird Student Cadet Applications Deadline
13 June 2016	Student Cadet Applications Deadline

d. Conduct. During encampment, everyone is expected to perform as a professional and perform in such a way as to bring credit to oneself and the Civil Air Patrol. The Cadet Protection Policy will be strictly enforced. The appearance of impropriety is justification for dismissal by the commander. 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. Senior Members are permitted to the use of tobacco products only in authorized areas and out of the sight of cadets.

e. Safety. All personnel attending encampment must have completed Introduction to CAP Safety and have it reflected on their current e-services record. All cadet and senior staff must have basic risk management (RM) completed prior to submitting the staff application.

In order to participate at this activity all members must be safety current or they will be sent home. All personnel will promote an uncompromising safety environment for themselves and others and will prevent the loss of, or damage to Civil Air Patrol assets entrusted to them. All personnel will perform all activities in a professional and safe manner, and will hold themselves accountable for their actions in all of our missions for America. All personnel are responsible for the safety of operations - be sure to assess and mitigate risks wherever possible - if you are not sure if something is safe or needs to be brought to our attention, speak up.

All Senior Members and Cadets will conduct themselves with absolute professionalism. No horseplay will be tolerated at any time. The Safety Officer will make every effort to make all participants aware of all the potential risks, taking any preventative actions possible and developing risk-reducing measures to be passed on to all cadre and students.

Medical Emergencies - Emergency Number is 911. All medical emergencies MUST be immediately taken to the nearest Hospital or emergency room. The nearest hospital is: Grenada Lake Medical Center, 960 J K Avent Drive, Grenada, MS 38901. Phone number is (662) 227-7000.

THE MISSISSIPPI WING EMERGENCY MISHAP REPORTING NUMBER IS: 1-877-868-6825, CALL AS SOON AS POSSIBLE AND A MAX 48HRS. DO NOT LEAVE MESSAGE, CALL UNTIL PHONE IS ANSWERED.

f. 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).

g. Individual Preparation for Encampment. All encampment participants will experience long, demanding, and very active days. Cadets can expect to be active about 15 hours a day. To be successful at encampment, prior preparation is critical. Arrive at encampment with the correct equipment, well rested, and hydrated. Proper hydration will help prevent many common encampment injuries and serve to keep you healthy during a demanding week. Cadets should study available encampment materials prior to encampment so that the information is fresh and cramming does not result.

1) Physical Conditioning. During the week of encampment, you can expect to experience high temperatures and high humidity at Camp McCain, MS. 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. It is highly recommend that all cadets and seniors participate in the ICAP 12 program prior to arrival at encampment. Details can be found at <http://icap12.weebly.com/>.

2) **Hydration.** During the month 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.

3) **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.

4). **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).

i. **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. Cadet knowledge required for Achievement 1 (Curry Award). Basic cadets that have advanced past Achievement 1 should know cadet knowledge commensurate with their grade. We request that squadrons provide instruction on the following topics in preparation for encampment:

- a) CAP customs and courtesies.
- b) 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.
- c) Basic drill and ceremonies (individual and element level drill).
- d) Personal hygiene and self-care. Emphasize personal hygiene challenges in high heat and humidity. Stress the need to drink water in this environment.
- e) 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.
- f) Discuss what it is like to live with little privacy in an open-bay barracks.

j. **Visitation.** Visitors are not authorized at encampment without the written permission (may be via e-mail) from the ENC/CC. The encampment takes place on a military installation and due to DOD security requirements and for the safety and security of all CAP personnel, unscheduled or uncoordinated visitation is prohibited. This restriction applies to CAP members not assigned to the encampment staff as well as family and friends of participants. Family, friends, and fellow CAP members are invited to the graduation ceremony at 1200 on 1 July 2016, however, are asked not to arrive at Camp McCain until 1030. Approved visitors will check in at the encampment command post upon arrival for a site briefing and visitor badge (note: graduation ceremony attendees will not need to check in with the encampment command post on arrival).

k. **Departure from Encampment.** The graduation ceremony will commence at 1200 on 1 July 2016, at the Camp McCain Parade Field. Guests will be directed to the parking area and graduation location upon arrival. Encampment activities will still be taking place and the extra vehicular traffic creates a safety hazard for all personnel moving on site.

1) **Departure of Basic Cadets.** Following graduation and the pass-in-review, basic cadets will be transported back to Bldg. S-208 to complete final out-processing, change into civilian clothes, and retrieve baggage. Family members are requested to drive to Bldg. S-208 and park in the lot across the road from Bldg. S-208 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.

2) **Departure of Encampment Staff.** Encampment staff will not be released until all facilities have been cleared and accepted back by Camp McCain 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 encampment commander 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.

3. Service Support.

a. Transportation.

1) The Logistics 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) **Corporate Vans.** Senior staff is encouraged to bring a CAP van to encampment. Vans will be turned into the encampment transportation officer upon arrival to encampment. All vans must be fueled (topped off) prior to turning the vehicle in. Vans will be returned to the driver on the night prior to departure topped off. Fuel costs for travel to and from the encampment will not be reimbursed.

4) **Carpooling.** Carpooling to encampment is encouraged; however, the encampment staff is unable to assist members in coordinating any personal transportation arrangements. Members should check with members of their local units to determine any carpooling possibilities.

5) **POV's.** 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.

6) 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 Camp McCain that will remain on post to support the encampment will turn in keys and log books to the Logistics Officer upon arrival. The Logistics 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 Logistics 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 Camp McCain staff, and support other administrative and logistics services as required.

b. Communications.

1) **Emergency Contact Information.** The Communications Officer will test the encampment emergency contact numbers by 23 June 2016 and ensure that correct emergency contact information is provided to families during basic cadet arrival.

2) **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.

3) **Mail.** Regular mail service will not be available to any encampment participant while at Camp McCain.

c. **Facilities.** The encampment will occupy building S-208 on Camp McCain. This is the main encampment building. It contains barracks space for all student and staff, classroom, dining facility, supply, admin and medical.

d. Billeting. All cadets will be housed in open-bay style barracks in Bldg. S-208 for the duration of the encampment. Residents in Bldg. S-208 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. Dining Facility. Encampment personnel will eat most meals at the dining facility in Bldg. S-208. Dining facility procedures will be developed by the cadet staff in coordination with the Commandant of Cadets. The activity fee paid by all seniors and cadets includes the cost of all meals consumed at Encampment. Previous years senior members paid their own meals. This option is not available due to our remote location and no permanent dining facility on Camp McCain.

f. Medical Support. The Encampment Health Services Officer will develop a comprehensive medical plan to support all training events. The Encampment Health Services Officer will interview each student during in-processing. Entries on the cadet's CAPF 160, and 163 will be reviewed.

Cadets will be required to maintain their medications and administer their own medications in accordance with CAPR 160-1. Medications will not be collect or stored with the Encampment Health Services Officer. Cadets that are unable to self-medicate will not be allowed to attend encampment. Waivers to this policy will only be allowed on a case-by-case basis and only by the Encampment Commander. Medications that require special storage, i.e.: insulin will be acceptable. All prescription medication must have the cadet's full name on the prescription bottle and must be current. All over the counter medication must be in the original package and have the cadets' full name and CAPID in permanent marker on the label.

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 2016. Cadets of other faiths can request chapel service when they interview with the Chaplain during in-processing.

h. Laundry Support. 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 once during the encampment. **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. **DO NOT plan on washing socks, t-shirts, or underwear. Bring enough for the entire week.**

i. Equipment. The 2016 MS/AL Summer Encampment Packing List is in Attachment 3. 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. Participants will pack only what is on the packing list. Because of the facilities used for this encampment, members will have a footlocker and everything else will have to be stored under their bed. Duffel bags are recommended due to these limitations.

Any equipment brought that is not listed on the equipment list may be confiscated and considered contraband (Contraband will be returned to the cadet during out-processing). 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.

Respectfully,

H. Richard Hodges

RICHARD HODGES, Lt Col, CAP
Encampment Commander

Attachments:

1. Guide for Basic Cadets Preparing for Summer Encampment
2. Basic Cadet Application Procedures
3. Encampment Packing List
4. CAPF 31 – Application for CAP Encampment
5. CAPF 160 – CAP Member Health History Form
6. CAPF 161 – Emergency Information
7. CAPF 163 – Permission for Provision of Minor Cadet Over-The-Counter Medication
8. Camp McCain Waiver Form

Distribution:

All ALWG & MSWG Members
All ALWG & MSWG SQDN CC
SER/CP & SER WG DCP's

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?

1. It is a requirement to achieve the Billy Mitchell Award.
2. It is required for most National and Wing-sponsored special activities.
3. It provides an outstanding leadership and training forum for new cadets and cadet staff members.
4. It provides an opportunity to meet cadets from other squadrons and begin lasting friendships.
5. It provides an opportunity for cadets to learn about the military and to live like military personnel for a week.
6. 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.
7. 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 applicant's 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.

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 24 June 2016 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.**
2. Cadets will mail application packets to the Encampment Commander, Lt Col Richard Hodges. **The deadline for submission of a basic cadet application packet to include activity fee and all forms is 10 June 2016 (postmarked no later than this date).** Mail the application packet the address below or scanned and emailed to richard.hodges@mswg.cap.gov :

Lt Col Richard Hodges, CAP
Encampment Commander
1635 Airport Drive
Jackson, MS 39209

Please do not use certified mail or postage that requires a signature at delivery. There will be no response to certified mail!

3. Activity Fee. The activity fee for the 2016 MS/al Wing Summer Encampment is \$190.00 before 24 May 2016. After 24 May 2016 the activity fee will raise to \$215.00. The only acceptable payment method will be at Eventbrite <http://msal-2016-encampment.eventbrite.com> and must be paid NLT 10 June 2016.
4. Refunds. Encampment is an activity in which many items must be paid up front and are nonrefundable. 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 Request Refund From Encampment Commander:	Refund Made:
Prior to 13 June 2016	100% Refund
Between 14 June to 18 June 2016	50% Refund
After 18 June 2016	0 % Refund

2016 MS/AL Summer Encampment Packing List					
Item	Minimum Needed	Comments	Cadet's Initial	Parents Initial	Training Officer Initial
CAP Membership Card	1	CAP Membership must not expire during the encampment. Renew membership before arrival if needed.			
Personal Medications	As needed	All medications are listed on CAP Form 160 and CAP Form 163.			
Short Sleeve AF Blue Shirt	1	May bring two shirts if desired.			
Insignia for AF Blue Shirt	1 set	Nametag, rank insignia, ribbons, badges.			
AF Blue Trousers	1	May bring two trousers if desired.			
Flight Cap with Cap Device	1				
AF Blue Belt and Buckle	1	Blue web belt and silver buckle and metal tip.			
Black socks	3 pair				
Black low quarter (dress) shoes	1	Recommend patent leather shoes.			
BDU Shirt	2	Name tapes, reverse flag, and wing patch must be worn. Use rank from AF Blue shirt.			
BDU Trousers	2				
BDU Cap	1	No special squadron hat and no USMC style hat.			
BDU Belt and Buckle	1	Blue web belt and black buckle and metal tip.			
Boot Socks	7 pair	Black or Green			
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.			
Shoeshine Kit	1	Black shoe polish, shoeshine brush, toothbrush, shoeshine cloth (old t-shirt), cotton balls, etc.			
Blousing Bands	1 pair	Optional			
Athletic Shirt (T-Shirt)	3	Plain ash gray only. No inappropriate pictures or words. Official CAP athletic shirt OK.			
Athletic Shorts	2	Plain Navy blue only. No inappropriate pictures or words. No baggies or excess length or shortness. Official CAP athletic shorts OK.			
Athletic Socks (White)	7 pair				
Athletic Shoes or Running Shoes	1 pair	Athletic shoes must be in good condition for running. No neon laces or flashing lights.			
Shower shoes or flip-flops	1 pair				
Washcloth	2				
Bath Towel	2				
White T-Shirt (V-neck only)	2				
Black T-Shirt (BDU)	4	Highly recommend bringing 7.			

Item	Minimum Needed	Comments	Cadet's Initial	Parents Initial	Training Officer Initial
Rain Gear	1	Raincoat or poncho. Black, green, or navy blue.			
Clothes hangers	8	All must be the same style			
Sleepwear	1	Most cadets sleep in athletic shorts and shirts			
Underwear	8 sets	Females include at least two white sports bras for physical fitness training.			
Chap stick and Sunscreen	1 each	Minimum SPF 15 sun block			
Foot Powder	1				
Moleskin	1 pack	For treating blisters. Purchase in pharmacy or drug store. No mole foam.			
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.			
Hairpins, Rubber bands	As needed	Females only			
Laundry bag	1	Mesh with drawstring. Name must be on bag.			
Laundry detergent	3 loads	Small container with means to easily measure each load.			
Sewing kit and travel iron	1 each	Iron is optional.			
Combination Lock	1				
3-Ring Binder w/ loose leaf paper	1	Name must be on binder.			
Black Pen and Pencil	2 each	Recommend inexpensive mechanical pencils			
Pocket-size Memo Book	1				
12-inch Ruler	1	Standard plastic or wooden ruler			
Flashlight w/ extra batteries	1				
Civilian Attire	1 set	No baggy pants/shorts. No clothing with inappropriate pictures or words.			
Indelible Ink Pens (Sharpie), Black and Silver	1 each	For marking light and dark clothing, other personal equipment.			
Shirt Garters	As needed	Optional			
Spending money (cash)	Maximum \$40.00	Cadets may also get to visit Camp McCain PX. Money will be locked up until needed.			
Pillow Case	1	Plain White			
Blanket	1	Black, Brown or Blue			
Sheets	2	Flat White Sheets. No Fitted Sheets			

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 or 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, 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 4

Waiver, Release and Hold Harmless Agreement

In consideration of permission granted by The Mississippi Military Department allowing me to participate in MS/AL Wings Summer Encampment, located at Camp McCain, Grenada, MS, which will occur on June 22- July 1, 2016, which is sponsored by MS/AL Wings, Civil Air Patrol, I (together with my parent or guardian, if I am under the age of eighteen or under a legal disability) represent, covenant and agree, on behalf of myself and my heirs, assigns, and any other person claiming by, under or through me as follows:

1. I acknowledge that participating in the Activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of The Mississippi Military Department, and/or its or its departments, affiliates, employees, officers, agents or insurers (“Released Parties”).

2. I waived all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.

3. I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys’ fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.

4. I have carefully read and reviewed this Waiver, Release and Hold Harmless Agreement. I understand it fully and I execute it voluntarily.

EXECUTED this _____ day of _____, 20_____.

Signature

Printed Name

Parent of Guardian Signature (if applicable)

Parent/Guardian Printed Name

APPLICATION FOR CAP ENCAMPMENT OR SPECIAL ACTIVITY

Name (Last, First, Middle Initial)		CAPID	CAP Grade	Gender	
Member Type	Charter No. (e.g. GLR-MI-059)	Grade in School	Religious Preference		
Address (Include No., Street, City, State and Zip Code)		Home Phone Number	Cell Phone Number		
		E-Mail Address			
Date of Birth (mm/dd/yy)	Shirt Size	Height (Inches)	Weight (Lbs)	Hair Color	Eye Color
Title of Activity		Location of Activity	Activity Dates		
Staff Position(s) Sought					
Emergency Contact Information					
(Primary Contact) Name (Last, First, Middle Initial)		Relationship	Primary Phone Number		
(Secondary Contact) Name (Last, First, Middle Initial)		Relationship	Primary Phone Number		

RELEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that I am submitting my application for Civil Air Patrol Special Activities or Encampments, and I hereby volunteer entirely upon my own initiative, risk, and responsibility for an assignment to participate in this activity of encampment at the first available opportunity and with full knowledge that such activity may include:

1. Traveling by land, sea, or air in US military, commercial, or privately owned vehicles from regular place or residence to the site of the activity or encampment, travel incident to the activity or encampment, and subsequent return to place of residence.
2. Participation in aeronautical activities as a passenger or student trainee in US military, commercial, or privately owned aircraft.
3. Living for a period of one week or more on diminished rations and minimal shelter simulating actual survival conditions.
4. Being quartered and/or subsisting away from regular or normal place of residence for an extended period of time.
5. Remaining with the cadet group I am assigned to at all times during the activity or encampment.
6. Acting as a spokesman for Civil Air Patrol, rendering reports on the activity or encampment.
7. Refraining from argumentative discussions concerning governmental policies.

In consideration of the permission extended to me by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity/encampment or activities/encampments, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents, and employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, on account of my death or on account of any injury to me or my property which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity/encampment or activities/encampments or continuances thereof, as well as all ground and flight operations incident thereto.

_____ Date

_____ Signature of Applicant

(Continued on reverse)

Name (Last, First, Middle Initial)	Title of Activity abc
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RELEASE BY PARENTS OR GUARDIAN

KNOW ALL MEN BY THESE PRESENTS: WHEREBY my child has applied for the activity or encampment referred to above, In consideration of the permission extended to my child by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity/encampment or activities/encampments, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents and employees acting official or otherwise, from any and all claims, demands, actions or causes of action, on account of the death or on account of any injury to my child which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity/encampment or activities/encampments or continuances thereof, as well as all ground and flight operations incident thereto. In addition, by my signature below, I certify the applicant:

1. Is my minor child or ward.
2. Has no history or injury or disease which might be affected by this activity except those previously noted in the Medical Information section of this form.
3. Will follow all rules, regulations, and directives as established by the Civil Air Patrol, Inc., activity project officer or encampment commander, or other staff members. If not following the above mentioned rules, regulations, and directives he/she may be sent home at the discretion of the project officer, encampment commander or activity directory at my expense.

However, in case of injury, disease or other illness, permission is hereby granted to treat the applicant as required, and if the applicant is released from the activity before recovery from said injury, disease, or illness, further treatment will be provided by myself.

_____	_____	_____
Date	Witness for Father's Signature	Father or Legal Guardian
	_____	_____
	Witness for Mother's Signature	Mother or Legal Guardian

Squadron Certification. (Squadron Commander's signature is not necessary if the activity is approved in eServices or if it is a squadron activity.)

I certify that the above information is correct and that all requirements for attendance, as specified in National Headquarters Directives, will be completed by the required dates.

_____	_____
Date	Squadron Commander

Group Certification. (Group Commander's signature is not necessary if the activity is approved in eServices or if the activity is held within the group.)

_____	_____
Date	Group Commander (or designee)

Wing Certification. (Wing Commander's signature is not necessary if the activity is approved in eServices or if the activity is held within the wing.)

_____	_____
Date	Wing Commander (or designee)

CAP MEMBER HEALTH HISTORY FORM

This information is CONFIDENTIAL and for official use only. It cannot be released to unauthorized persons. Answer all questions as accurately as possible so that the activity or encampment staff can make themselves aware of any pre-existing medical problems or conditions and be alert to help you. This form will also provide medical information in a case when you are unable to do so.

Name <i>(Last, First, Middle)</i>			Grade	CAPID	Charter Number
Date of Birth	Height	Weight	Hair Color	Eye Color	Gender

Allergies: List Names of Medication or Other Allergies (*i.e., bee sting, food, plants*) and types of reactions; please note food allergy details with dietary restrictions below on back as well.

Do You Now Have Or Have You Ever Had Any Of The Following? *Explain any yes' in the remarks section below or attach additional sheet. Conditions not specifically noted below having the potential to interfere with performance during the special activity or encampment should be documented in the remarks section.)*

If "Yes" is marked in an item with multiple choices, please circle which problem applies.

No	Yes		No	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	Decreased vision, glaucoma, contacts	<input type="checkbox"/>	<input type="checkbox"/>	Chronic or recurring injuries
<input type="checkbox"/>	<input type="checkbox"/>	Ear infections, perforation	<input type="checkbox"/>	<input type="checkbox"/>	Activity, mobility restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Difficulty equalizing ears	<input type="checkbox"/>	<input type="checkbox"/>	Use of cane, walker, wheelchair
<input type="checkbox"/>	<input type="checkbox"/>	Hearing loss, hearing aid	<input type="checkbox"/>	<input type="checkbox"/>	Back or neck pain or injury
<input type="checkbox"/>	<input type="checkbox"/>	Allergies, nasal stuffiness	<input type="checkbox"/>	<input type="checkbox"/>	Migraine or severe headaches
<input type="checkbox"/>	<input type="checkbox"/>	Anaphylaxis, serious allergic reaction	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting spells
<input type="checkbox"/>	<input type="checkbox"/>	Asthma, emphysema (COPD)	<input type="checkbox"/>	<input type="checkbox"/>	Head injury, unconsciousness
<input type="checkbox"/>	<input type="checkbox"/>	Ever use an inhaler	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy or seizure
<input type="checkbox"/>	<input type="checkbox"/>	Short of Breath with activity	<input type="checkbox"/>	<input type="checkbox"/>	Stroke, paralysis
<input type="checkbox"/>	<input type="checkbox"/>	Heart Attack, chest pain, angina	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid problems (low or high)
<input type="checkbox"/>	<input type="checkbox"/>	Heart murmur, heart problems	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes, high or low blood sugars
<input type="checkbox"/>	<input type="checkbox"/>	Congestive heart failure	<input type="checkbox"/>	<input type="checkbox"/>	Cancer, leukemia
<input type="checkbox"/>	<input type="checkbox"/>	Irregular or rapid heartbeat	<input type="checkbox"/>	<input type="checkbox"/>	Blood disease, hemophilia
<input type="checkbox"/>	<input type="checkbox"/>	High or low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Motion sickness
<input type="checkbox"/>	<input type="checkbox"/>	Stomach trouble, ulcers	<input type="checkbox"/>	<input type="checkbox"/>	Special diet, food allergies
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis or liver problems	<input type="checkbox"/>	<input type="checkbox"/>	Current bedwetting problems
<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea, constipation	<input type="checkbox"/>	<input type="checkbox"/>	ADD (Attention Deficit Disorder)
<input type="checkbox"/>	<input type="checkbox"/>	Hernia or rupture	<input type="checkbox"/>	<input type="checkbox"/>	Mental illness (bipolar, other)
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease or stones	<input type="checkbox"/>	<input type="checkbox"/>	Depression, anxiety, suicidal
<input type="checkbox"/>	<input type="checkbox"/>	Prostate problems (men)	<input type="checkbox"/>	<input type="checkbox"/>	Admission to the hospital
<input type="checkbox"/>	<input type="checkbox"/>	Frequent urination	<input type="checkbox"/>	<input type="checkbox"/>	Other chronic medical illnesses
<input type="checkbox"/>	<input type="checkbox"/>	Menstrual cramps (women)	<input type="checkbox"/>	<input type="checkbox"/>	Sleep disorder, sleep apnea
<input type="checkbox"/>	<input type="checkbox"/>	Broken bone, joint problems	<input type="checkbox"/>	<input type="checkbox"/>	Serious Injury

Dietary Restrictions or Limitations (*List any dietary restrictions like food allergies, diabetes, gluten-free, vegetarian diets, etc.*)

Past Surgical History (*List all surgeries including tonsils, ear tubes, appendix, gall bladder, hernia, hysterectomy, heart, heart catheterization, bone and joint and all other surgeries.*)

Date Tetanus Booster
 No Td or Tdap
 Date:

Hepatitis Vaccine
 No
 Date:

Pneumonia Vaccine
 No
 Date:

Varicella Immunization/chickenpox
 No
 Date:

Influenza Vaccine
 No
 Date:

Medication Information - *Include supplements, over-the-counter medicines, herbals, creams, etc., or write "None".*

Name of Medication/Inhaler	Tablet Strength	Times taken per day	Reason for Medication	Any Special Dosing or Storage Instructions (i.e., as needed, with meals, must be refrigerated, etc.)
1.				
2.				
3.				
4.				

Social History

Tobacco Use (*packs per day, years smoked, smokeless tobacco use*)

Occupation (*student or other*)

Religious Preference

Remarks (*Attach additional sheet if needed*)

CONSENT FOR MINOR CADET PARTICIPATION, MEDICATIONS, TREATMENT

I give permission for full participation in CAP programs, subject to any limitations noted herein.

My signature below evidences my consent for my child/ward to possess and self-administer the prescription medications listed above. I understand that there are legal limitations imposed on CAP senior members with regard to the involuntary administration of medications to my child/ward. (Cross out if permission is denied).

In case of emergency, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge exam/test results and treatment provided.

 DATE

 SIGNATURE OF PARENT/GUARDIAN

EMERGENCY INFORMATION (Insurance/Physician Information, Emergency Contacts, Minor Consents)				
Name <i>(Last, First, Middle)</i>		Grade	CAPID	Charter Number
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
<i>(Area Code)</i> Home Phone		<i>(Area Code)</i> Cell Phone		
Primary Insurance Information <i>(Please attach copy of insurance cards, front and back)</i>				
Medical Insurance Company		Policy Number	Group Code/Number	Co-Pay Amount \$
Prescription Coverage Company		Policy Number	Group Code/Number	Co-Pay Amount \$
Family Physician				
Name			<i>(Area Code)</i> Phone	
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
Emergency Contact <i>(Parent, guardian or closest relative to be notified in case of emergency)</i>				
Name			Relationship to Applicant	
Mailing Address <i>(Number and Street)</i>		City	State	Zip Code
<i>(Area Code)</i> Pager	<i>(Area Code)</i> Cell/Mobile Phone	<i>(Area Code)</i> Day Phone	<i>(Area Code)</i> Night Phone	
Unit Commander Name and Grade		Unit Name		
<i>(Area Code)</i> Unit Commander Day Phone		<i>(Area Code)</i> Unit Commander Night Phone		

PERMISSION FOR PROVISION OF MINOR CADET OVER-THE-COUNTER MEDICATION

This form may not be usable in some states due to statutes concerning who can administer medications and administration conditions. Wings with such restrictions will publish appropriate additional guidance in a supplement to CAPR 160-1.

Name (<i>Last, First, Middle</i>)	Grade	CAPID	Charter Number
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Over-The Counter/Non-Prescription Medications

The following over-the counter medications may be administered according to package directions by CAP senior members. Cross out any medications not approved.

Acetaminophen (Tylenol) for fever or pain	Visine eye drops for dry, irritated eye relief
Ibuprofen (Advil, Motrin) for fever or pain	Op-Con A eye drops for allergic conjunctivitis
Bacitracin or Neosporin antibiotic ointment to prevent infection	Benadryl liquid/tabs for allergic reactions
Hydrocortisone anti-inflammatory rash cream	Claritin antihistamine for seasonal allergies
Calamine/Caladryl for poison ivy itch relief	Robitussin products for relief of cough and cold symptoms
Antifungal creams and sprays for treatment of fungal rashes	Delsym to suppress cough
	Tums or Maalox for relief of stomach upset

Allergies

My child/ward has the following allergies or reactions to over-the-counter medications (list type of reaction):

Consent For Minor Cadet To Receive Over-The-Counter Medications

My signature below evidences my consent for CAP senior members to provide over-the-counter non-prescription medications (such as those listed above) to my child/ward if indicated in the reasonable judgment of such senior members. I understand that I will be informed if any such medications are administered.

Date	Signature of Parent/Guardian
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