



HEADQUARTERS  
CIVIL AIR PATROL - SOUTHEAST REGION  
UNITED STATES AIR FORCE AUXILIARY  
2007 WINTER ENCAMPMENT



04 October 2007

**MEMORANDUM FOR ALL 2007 - 2008 WINTER ENCAMPMENT PERSONNEL**

**FROM: DAVID LEACH, MAJ, CAP  
COMMANDER**

**SUBJECT: Operations Order**

**1. MISSION:** The South East Region will conduct a Winter Encampment at the Camp Blanding Army National Guard site in Starke, FL from 29 Dec 07 to 5 Jan 08.

**2. EXECUTION:**

**Senior and Cadet Staff:** members will arrive no earlier than 0900 hours and no later than 1100 hours on 28 Dec 2007 for training and instruction.

**Basic Cadets:** "Doolies" are to arrive no earlier than 1000 hours and no later than 1200 hours on 29 Dec 07. All training will conclude at 1200 hours on 5 Jan 08. No early arrivals are permitted without the Encampment Commander's permission. "Doolies" may be authorized to arrive earlier than posted and will be primarily for cadets whose sole transportation method will not be available to travel on Saturday the 29<sup>th</sup> of December. Cadets who wish to arrive early shall email the Encampment Commander ([SERencampment@yahoo.com](mailto:SERencampment@yahoo.com)) and request authorization prior to 21 Dec 07.

**3. 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.

**4. DOOLIE APPLICATIONS:** Cadets applying to be a Doolie at the 2007 Winter Encampment must have earned the Curry Achievement, be a C/Amn and must have a current CAP membership. In addition, a basic knowledge of uniform wear, military customs and courtesies, drill and ceremonies, and general CAP knowledge should exist. Doolies should send a completed SER Form 500, and a check or money order made payable to "South East Region CAP" and sent to the address below. The Encampment fee will be **\$150.00** prior to a 4 Dec 07 postmark. The fee will go up to \$175.00 for applications received after a 4 Dec 07 postmark. Applications received after the 4<sup>th</sup> of December postmark will be accepted on a case by case basis. No refunds will be allowed for no-shows. Applications will be sent to: **Maj David Leach, 1935 Fruitridge St. Brandon, FL 33510**

**5. STAFF APPLICATIONS:** *Cadet Staff positions are only for cadets who have successfully completed an encampment within their Wing or Region. Cadet's who apply for a staff position shall send a SER Form 500, resume with a cover letter attached to [serencampment@yahoo.com](mailto:serencampment@yahoo.com) and for those who are applying for more than one position shall list the order of precedence. The cover letter shall include a brief statement of the position(s) and why they should be chosen.*

*“Note”*

*A **professional looking** resume is also required showing the cadets history in CAP. Details should include current grade, time in CAP, CAP activities attended, awards, extracurricular activities, most recent PT scores, and positions held in the unit and at activities. For those cadets who turned in a resume to the C/CC prior to the release of the Operations Order are exempt from having to send in a second resume but still must submit a SER Form 500.*

A copy of each should accompany an **original** SER Form 500 and a check or money order for \$150.00 made payable to “South East Region CAP” and should be mailed to: **Maj David Leach, 1935 Fruitridge St. Brandon, FL 33510** *(The fee will go up to \$175.00 for applications received after a 4 Dec 07 postmark)*

**6. REQUIRED STAFF TRAINING (RST):** All persons on staff (cadet and seniors) are required to have RST prior to participating at the Encampment. Each Wings' Director of Cadet Programs will be responsible for organizing and conducting the RST. Please contact your respective Wing DCP's for location and details on when the RST will be held in your Wing.

**7. EMERGENCY SERVICES TRAINING:** Ground Team and other ES training will be part of the training program for this Encampment. All members should bring a copy of their 101 Card with them. All members should complete the General Emergency Services Exam before attending so that they can receive credit for the tasks accomplished. Please talk to your unit Emergency Services Officer or your Squadron Commander for help. Helpful tips and links for Emergency Services can be found on the Encampment website at [serencampment.us](http://serencampment.us).

**8. WEBSITE:** The official Encampment website is located [serencampment.us](http://serencampment.us). The website is updated constantly and is the best source for the latest Encampment news including staff position announcements. The website also contains important information for first time cadets, cadet and senior staff and parents. Basic Cadets should check the website on a weekly basis for updates. Staff should check the website every few days.

**9. SENIOR STAFF APPLICATIONS:** Senior Staff members interested should contact the Encampment Commander, Maj David Leach, and or the Encampment Deputy Commander, Margarita Mesones, at [serencampment@yahoo.com](mailto:serencampment@yahoo.com), listing the position(s) you are interested in.

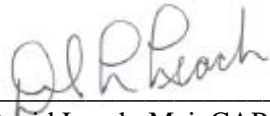
A copy of each should accompany an **original** SER Form 500 and a check or money order for \$150.00 made payable to “South East Region CAP” and should be mailed to: **Maj David Leach, 1935 Fruitridge St. Brandon, FL 33510**

**12. EQUIPMENT:** See Attachment 2 for the Equipment List. **Any equipment brought that is not listed on the equipment list will be considered contraband and confiscated 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.

**11. GRADE INSIGNIA:** As per the CAPR 52-16, all Cadets attending encampment (Doolie and Staff alike) will wear their current, earned grade on their uniforms.

**12. PREPARATION:** Camp Blanding is a wooded area within which very few buildings are air-conditioned or heated. Thus, Cadets attending the Winter Encampment should adequately prepare their bodies for this environment and the physical nature of the encampment. Proper clothing and hydration is key.

**13. CONDUCT:** While at the encampment, everyone will be expected to maintain a professional level of conduct becoming of Civil Air Patrol members. The CPPT regulations and the Cadet Honor Code will be strictly enforced, and Cadets posing disciplinary problems will be dealt with swiftly and may be sent home at the expense of the parents, in the middle of the activity, if so directed by the Encampment Commander.



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David Leach, Maj, CAP  
Commander

Attachments:

1. Guide for Encampment Preparation
2. Equipment List

## **GUIDE FOR CADETS PREPARING FOR WINTER ENCAMPMENT**

This guide is published by the Florida 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 for the Encampment experience.

### 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 the Wing and establishing an esprit de corps among the "next generation" of cadet leaders.

### WHO SHOULD ATTEND AN ENCAMPMENT AS A PARTICIPANT?

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. 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 most National and 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 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: 2000 and Beyond, 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.

### ARE THERE ADDITIONAL SOURCES OF INFORMATION CONCERNING ENCAMPMENTS?

Yes. CAPR 52-16, Chapter 5, governs CAP Encampments. 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, meet grooming standards, and submit the necessary paperwork. All application instructions are detailed at the beginning of this information package.

### 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.**

## 2007 - 2008 SER Winter Encampment

Camp Blanding, Florida

### Equipment List

**IMPORTANT NOTE:** All items on this list are **required** unless specified otherwise. Use this checklist to ensure that you bring all required items. Note that this checklist itself is a required item to bring.

All items should be labeled with the first letter of the member's last name plus their CAPID (For example John Smith would be S123456).

Blues Uniform			
Item	Labeled	Packed	Comments
1 Blues Shirt	<input type="checkbox"/>	<input type="checkbox"/>	Service dress allowed for Encampment Banquet but not required.
2 White V-neck undershirt (V-neck ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	
1 Tie (male) / Tie-tab (female)	<input type="checkbox"/>	<input type="checkbox"/>	
1 Blues Pants (Skirts allowed for females)	<input type="checkbox"/>	<input type="checkbox"/>	CAP Alternative Uniform allowed for Senior Officers
1 Flight Cap with proper insignia	<input type="checkbox"/>	<input type="checkbox"/>	
1 Blues Belt	<input type="checkbox"/>	<input type="checkbox"/>	
2 pr Black dress socks (neutral shade hose allowed for female)	<input type="checkbox"/>	<input type="checkbox"/>	
1 ea Complete set of blues uniform insignia with ribbons	<input type="checkbox"/>	<input type="checkbox"/>	
1 pr Black military low quarter dress shoes, lace type (Pumps allowed for females)	<input type="checkbox"/>	<input type="checkbox"/>	
Battle Dress Uniform			
Item	Labeled	Packed	Comments
(1 Mandatory, 2-3 recommended) BDU Blouse	<input type="checkbox"/>	<input type="checkbox"/>	CAP Alternative Uniform allowed for Senior Officers
(1 Mandatory, 2-3 recommended) BDU pants	<input type="checkbox"/>	<input type="checkbox"/>	Blouse and pants should match. One should not be different shade than the other.
1 Blue web belt w/subdued buckle	<input type="checkbox"/>	<input type="checkbox"/>	
1 USAF BDU Cover	<input type="checkbox"/>	<input type="checkbox"/>	PROHIBITED: Squadron hat, Group hat, 5 point USMC style cover, berets.
8 pr Boot Socks	<input type="checkbox"/>	<input type="checkbox"/>	High top, cotton not suggested
2 pr Blousing bands	<input type="checkbox"/>	<input type="checkbox"/>	Recommended, not mandatory.
1 pr Plain, black Combat, Jungle or Jump boot, shined.	<input type="checkbox"/>	<input type="checkbox"/>	Recommend second pair. "Broken-in" boots only, Don't wear new boots!

8 pr black T-shirts (SENIOR AND CADET STAFF ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	Staff must wear black shirts with BDUs.
8 pr brown T-shirts (DOOLIES ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	Doolies must wear brown shirts with BDUS. Black shirts prohibited for doolies.
<b>Personal Clothing</b>			
<b>Item</b>	<b>Labeled</b>	<b>Packed</b>	<b>Comments</b>
8 ea Underclothing	<input type="checkbox"/>	<input type="checkbox"/>	
3 or more athletic shirts	<input type="checkbox"/>	<input type="checkbox"/>	For PT. Should have limited graphics/writing on the front and back.
2 or more athletic shorts	<input type="checkbox"/>	<input type="checkbox"/>	For PT/Shower (black, gray or blue preferred).
1 pr athletic shoes	<input type="checkbox"/>	<input type="checkbox"/>	
1 set of casual civilian attire (in good taste)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Miscellaneous Items</b>			
<b>Item</b>	<b>Labeled</b>	<b>Packed</b>	<b>Comments</b>
Current CAP Membership Card	<input type="checkbox"/>	<input type="checkbox"/>	
2 CAPF 60	<input type="checkbox"/>	<input type="checkbox"/>	
All medications	<input type="checkbox"/>	<input type="checkbox"/>	Prescribed and over the counter. Must be disclosed to the medical officer upon check-in.
Poncho	<input type="checkbox"/>	<input type="checkbox"/>	(Black, Green or Woodland Camo only)
AF Cold Weather outer Garments	<input type="checkbox"/>	<input type="checkbox"/>	(windbreaker, all-weather coat or sweater)
Cold Weather Gloves	<input type="checkbox"/>	<input type="checkbox"/>	(black preferred)
2 pair sweatpants and sweat shirts	<input type="checkbox"/>	<input type="checkbox"/>	(black, grey or blue preferred)
Shoe Shine Kit	<input type="checkbox"/>	<input type="checkbox"/>	
12" ruler	<input type="checkbox"/>	<input type="checkbox"/>	
2 Canteens with web belt OR Camelback.	<input type="checkbox"/>	<input type="checkbox"/>	Must hold AT LEAST 2 Quarts of water! (Only brown, black or tan are authorized)
Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	(spf 30 or above)
Lip Balm/Chapstick	<input type="checkbox"/>	<input type="checkbox"/>	
Soap / Covered Soap Dish	<input type="checkbox"/>	<input type="checkbox"/>	
2 Towels	<input type="checkbox"/>	<input type="checkbox"/>	For bathing
1 Washcloth	<input type="checkbox"/>	<input type="checkbox"/>	

Shampoo	<input type="checkbox"/>	<input type="checkbox"/>	
Comb / Brush	<input type="checkbox"/>	<input type="checkbox"/>	
Deodorant	<input type="checkbox"/>	<input type="checkbox"/>	
Foot Powder	<input type="checkbox"/>	<input type="checkbox"/>	
Insect Repellant	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent BLACK Marker	<input type="checkbox"/>	<input type="checkbox"/>	
Current Phase Leadership Book	<input type="checkbox"/>	<input type="checkbox"/>	
CAP Uniform Manual	<input type="checkbox"/>	<input type="checkbox"/>	Not Mandatory
Small memo book that fits in your pocket	<input type="checkbox"/>	<input type="checkbox"/>	For taking notes
3 Black Pens	<input type="checkbox"/>	<input type="checkbox"/>	
5 Clothes hangers	<input type="checkbox"/>	<input type="checkbox"/>	
Sewing Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Dusting / Cleaning rags	<input type="checkbox"/>	<input type="checkbox"/>	
Toothbrush	<input type="checkbox"/>	<input type="checkbox"/>	
Toothpaste	<input type="checkbox"/>	<input type="checkbox"/>	
Shaving Gear (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	
Shower Sandals	<input type="checkbox"/>	<input type="checkbox"/>	Not mandatory
Flashlight w/batteries and red lens	<input type="checkbox"/>	<input type="checkbox"/>	
Extra flashlight batteries	<input type="checkbox"/>	<input type="checkbox"/>	
Laundry bag	<input type="checkbox"/>	<input type="checkbox"/>	
Spending Money	<input type="checkbox"/>	<input type="checkbox"/>	We will have access to Camp Blanding's PX
Iron	<input type="checkbox"/>	<input type="checkbox"/>	Not mandatory.
Starch	<input type="checkbox"/>	<input type="checkbox"/>	Not mandatory.
Camera with film	<input type="checkbox"/>	<input type="checkbox"/>	Not mandatory. Recommend disposable
Stationery	<input type="checkbox"/>	<input type="checkbox"/>	Not mandatory.
<b>THIS CHECKLIST</b>		<input type="checkbox"/>	To present to staff at check-in

**DO NOT BRING:**

Weapons or knives  
 Large amounts of money  
 Drugs (unless prescribed) / Tobacco  
 Food / Gum

Music devices (iPod, walkman, CD player, etc)  
 Computers / Laptops  
 Video Games  
 Expensive Jewelry

**Anything NOT listed on this Equipment List**